

# interoffice memo

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**Date:** 2/22/06

**To:** Arena, John (OTDA), Reichelt, Keith (OTDA)

**Cc:** Mark Diefendorf; Fran Bealo; Paul Rickard; Richard Fletcher; Chair Health and Safety DDD Glendale; Bergener, JR, John

**From:** K. D'Arminio; PEF Division 399 Council Leader; Chair Building Health and Safety Glendale

**RE:** Security at Glendale Facility

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Upon arrival at work on Tuesday, February 21, 2006; our members alerted me that the security guard was lacking on the 3rd floor in the rear of Building 16. Upon investigation, I was informed by Mark Diefendorf that the security was eliminated by Albany due to budget constraints.

This is very concerning to me as the Health and Safety of our members/employees at DDD/OTDA are at risk. On February 7, 2006, we addressed the concerns of the security in Building 16 at Glendale.

**Note: Agenda Item #3 [Minutes are attached]**

***Non-State Workers accessing Building 16 through the back entrances to the front of the building which would give access to all floors to the building***  
*Anybody can go into offices on the first floor through a center hallway where the Department of Labor was previously. This is a Health and Safety Concern as there are employees in offices that are not protected with card swipe doors. One suggestion was to put a card swipe on the front and back Department of Labor double doors. There is also a possibility signs could be put up indicating "No Unauthorized Personnel Beyond This Point." A letter will be sent to Mr. Rossman regarding this issue. Mark Diefendorf will see that the guards are aware of the situation and no one will be allowed through the doors without an appropriate Access card.*

As noted above, non-state workers have access to Building 16 through the rear **without** the need for card access. There is an eatery on the 3<sup>rd</sup> floor that is available to all.

*Interoffice Memo*

I am requesting that the security guard be reinstated for the health and safety of our member/employees. Due to the importance of this issue, I am requesting this to be accomplished ASAP.

Thank you for your attention to this matter.