

**INTER-OFFICE CORRESPONDENCE  
LOS ANGELES UNIFIED SCHOOL DISTRICT**

**TO:** All District Personnel at Beaudry Center

**DATE:** February 6, 2004

**FROM:** Bruce Kendall, Director  
Maintenance and Operations



**SUBJECT: RULES AND REGULATIONS**

Please note the following rules and regulations to be followed by all LAUSD occupants or visitors at the Beaudry Building.

Cigarette Smoking

No smoking is allowed within the Beaudry Headquarters Building. Per LAUSD policy as presented by the Office of Environmental Health and Safety, all District buildings are designated non-smoking. Currently, the south west corner of Third and Beaudry directly outside of the cafeteria is considered a smoking area. Access to this area is through the building lobby on the first floor – not through the cafeteria. For security and fire life safety reasons, the cafeteria doors should not be used except in an emergency. There are alarms on these doors – please do not use them for any other reason. No smoking is allowed near other building entrances or exits or near air intakes—especially on the 4<sup>th</sup> Street side of the building and anywhere along Beaudry Avenue.

Pedestrian Access to and from Beaudry Center

Main Entrance Doors Pedestrian access to and from Beaudry Center is through the first floor lobby on Beaudry Avenue or, if you park at Beaudry II, across the bridge on the second floor. For your safety and the safety of others, please do not use the automobile driveways on the Third Street or the Fourth Street sides. With cars entering and exiting the building through these areas, it is a potentially dangerous situation.

Stairwell Exits Please do NOT use any of the stairwells to exit the building. Selected stairwell doors have been opened for your convenience in traveling between certain District-occupied floors only. For security reasons, these stairwells are not for access to the parking garage or for exiting the building.

Emergency Exiting As indicated in the Beaudry Emergency Plan, the stairwells remain available at all times for exiting to the street in an emergency. Please do not use the stairwells to exit the building except in such an emergency situation.

These regulations have been established for the safety and protection of all of the occupants and visitors to Beaudry Center. If you have any questions please call Jeff Gunther, Morlin Management Corporation, facilities management for LAUSD, at (213) 622-4442. We appreciate your cooperation. Thank you.