



333 South Beaudry, 22nd Floor
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MEMO

Date: November 3, 2005

To: LAUSD Employees and Contractors

From: Morlin Management Corporation
LAUSD Facilities Services

Re: **Deliveries and Passenger Drop off and Pick Up
Beaudry Headquarters, 333 South Beaudry Avenue**

We are contacting you to obtain your cooperation with safety issues involving the parking of vehicles at the LAUSD Central Administration Building at 333 South Beaudry.

Red Zones

When vehicles park in the red zone in front of the building on Beaudry, it creates a hazard for LAUSD employees and visitors who use public transportation or the shuttles. Vehicles illegally in the red zone – even temporarily – cause the buses and shuttles to stop in the street and force your fellow employees to walk to the street to get to their bus or shuttle. In addition, when the bus or shuttle has to stop in the street, not at the curb, it creates a traffic jam on Beaudry Avenue.

4th Street Garage Exit

At various times, vehicles are parking illegally on the north side of 4th Street just west of the Beaudry garage exit creating an extremely dangerous condition for your fellow employees and visitors. By parking west of the exit, vehicles create a blind spot for our drivers exiting the building. These drivers cannot see traffic oncoming from the west and there have been many instances where accidents have been barely avoided.

Please insure that you park only in legally designated areas. Also, please use the appropriate crosswalks to the building. Always read the posted signs to verify the parking regulations for the designated area. The City is aggressively citing vehicles that are illegally parked.

To help alleviate congestion, we have asked the City of Los Angeles to rezone the south side of 4th Street near Boylston to allow commercial vehicles to park and make deliveries. They have agreed and should complete the work shortly. We have also had an additional loading zone marked just east of the garage exit and expanded the passenger loading zones on Beaudry.

If you have any questions, please do not hesitate to contact Morlin Management, the District facilities services company, at (213) 241-1320.

Thank you.