

MORLIN
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Reminder!

TO: All LAUSD Beaudry Occupants
FROM: LAUSD Facilities Services - Morlin Asset Management
DATE: June 23, 2006
RE: **Use the Stairs at Beaudry Headquarters!**

The elevator modernization project is now fully upon us and the expected delays have begun. We encourage the use of the stairwells wherever possible and if you are comfortable using them.

Note:

- All three main stairwells are now open for inter-floor access non-holiday weekdays between 7:00 AM and 6:00 PM.
- Stairwell doors on the 9th and 24th floor remain locked for security reasons. You can exit those floors by the stairs – you just cannot re-enter either floor at this time.
- Doors into the garage levels remain locked for security reasons, but you can enter the stairwell and walk up to your office floor.
- Again for security reasons, you cannot enter the stairwells from the street level. You can, however, take the internal stair (the cafeteria stair) from the first floor to the second floor and take either the north or south stairs up to your floor.

Here are some additional helpful tips regarding stairwell usage:

1. Take advantage of the open stairwells when going between floors. Use the “One up, two down” rule – save some time and get some exercise! We see many people going up and down 5 or 6 floors or more.
2. Schedule your meetings within 1 or 2 floors of the majority of the attendees. Encourage them to take the stairs when attending.
3. You can now get some *real* exercise! If you take the interior stairwell from the first to the second floor, you can use the stairwells located at the north and south ends of the main 2nd floor corridor to travel up to your floor. There are now people climbing 29 floors for their health!
4. Minimize your trips within the building. Plan ahead. Grab your coffee on the way in to Beaudry. Make a phone call instead of a trip. Send an email instead of visiting.

Thank you!