

MEMORABLE MEMO



North Carolina Department of Human Resources
325 North Salisbury Street • Raleigh, North Carolina 27611

James C. Martin, Governor

Phillip J. Kirk, Jr., Secretary

August 22, 1986

MEMORANDUM

TO: All Employees in the Albemarle Building

FROM: Mrs. Ruby Hooper, Deputy Secretary
Department of Human Resources
James C. Moore, Deputy Treasurer
Department of State Treasurer

SUBJECT: Guidelines for Elevator Usage During Albemarle
Building Elevator Renovations - September 1986
Through April 1987

On the reverse are guidelines for
Albemarle Building employees
beginning September 2, 1986

There will be
placed in the first
8 month period as
We know you will
elevators that will
for your cooperation

mjf

GUIDELINES FOR ELEVATOR USAGE FOR ALBEMARLE BUILDING EMPLOYEES FROM SEPTEMBER 2, 1986 TO MAY 1, 1987

Renovations to the Albemarle Building elevators will begin September 2nd, requiring two (2) of the four (4) to be out of service at all times for eight (8) months. The cooperation of every Albemarle Building employee, Human Resources and Treasurer's Offices, will be required to minimize delays and problems as much as possible. The following guidelines on elevator usage during the outages are recommended. These are for your benefit as well as the two departments affected. We want to avoid mandatory restrictions, but that will require everyone's cooperation.

Unless you have valid medical reasons, please:

1. Use stairs to go up a minimum of 2 floors and down at least 4 floors. Remember: "2 UP!" 4 DOWN!"
2. Have 1 person in an office group get items from the snack bar for that office once in the morning and once in the afternoon, rather than everyone individually going during break periods.
3. Use the stairs to go to the snack bar during the morning rush hours 7:15 a.m. to 9:00 a.m.
4. Freight, supplies, bulk mailings, etc. to be carried on elevators only between 9:00 a.m. and 11:30 a.m. and between 2:00 p.m. and 4:00 p.m. daily.
5. Mail cart(s) to begin rounds not before 9:00 a.m. daily and stay off elevators 11:30 a.m. to 2:00 p.m. daily.
6. Cleaning and supplying restrooms and toilets will be done only after hours daily. Urgent problems can be phoned in as normally to the work control center.

... will be placed in the basement
... during the ...

We don't usually agree with people who think state officials don't know which way is up. In fact, in this case, at least two high-level state officials do know which way is up and which way is down, and how to get there. For anyone who missed this Memorable Memo, just remember: "2 UP! 4 DOWN!"

And for those of you who saw the memo, but couldn't believe your eyes, just remember these words from Captain Kirk of the Starship Enterprise: "Beam me up, Scotty!"

Meanwhile, back on Earth, if you've got a copy of a memo you'd like to nominate for this spot, just beam it over to Insight. No questions asked, and anonymity guaranteed. Even for Klingons and other high-level officials.