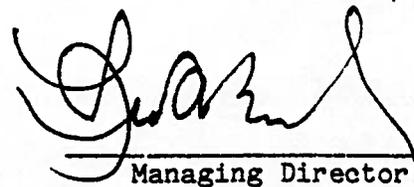


MANAGING DIRECTOR'S DIRECTIVE NO. 12

MOVING OF CITY-OWNED OFFICE FURNISHINGS

When a City agency moves from one location to another within the City's office buildings or to a leased building, it is directed that all items of equipment or furnishings which are attached and thus become part of the building or items which are designed or fitted for use in a specific area not be moved. Examples of such items that are not to be moved are light fixtures, air conditioners, water coolers, wall-to-wall floor coverings, inter-office partitions, etc.



Managing Director