



REMINDER!

DATE: April 30, 2008
TO: LAUSD Administrative Headquarters Executive Staff
FROM: Morlin Asset Management – Central Facilities Services
RE: **NEW Visitor Parking Location at Visconti Apartments**
LAUSD Administrative Headquarters

Please note that effective **MAY 1, 2008**, all visitors to LAUSD Administrative Headquarters are to be directed to park in the Visconti Apartment garage. Visitors will no longer have parking access to either the 4th Street visitor lots OR LAUSD Administrative Headquarters.

The garage is located at 1221 West Third Street immediately northwest of the Headquarters building. Visitors will enter through the eastern-most entrance on Miramar just west of Boylston. Please see the attached parking map showing the Visconti Apartment garage entrance. On the occasion that the Visconti garage is full, visitors will be directed to nearby lots.

This transition will result in substantial savings to the District and will provide covered parking for all visitors. It will also help minimize the occasional lack of spaces available to those who are assigned to park within LAUSD Administrative Headquarters.

NOTE: Be sure to distribute this memo and map to the local district and school contacts who may be visiting Headquarters.

Please see the following page for additional instructions and answers to frequently asked questions.

Please contact Morlin Asset Management at (213) 241-1320 with any questions or concerns. Thank you.



Special Instructions for the LAUSD Administrative Headquarters Garage

Validations

The same validations currently being used for the 4th Street lots will be honored at Visconti. Any unused Headquarters garage validations ***will no longer be valid for parking within the Headquarters building***, but may be used for Visconti or turned in after May 1 for credit.

Visitors with Disabilities

Visitors with disabilities may continue to park in the Headquarters garage. They will need to present evidence of current placards from the DMV to Security on entrance and exit.

Deliveries

Deliveries to LAUSD Administrative Headquarters should be made via one of the loading zones around the building or by contacting Morlin to schedule a time to use the loading dock.

Accidental Entrance

Those entering LAUSD Administrative Headquarters garage who accidentally enter the garage and pull a ticket will be given a 10 minute grace period to exit the garage through the 3rd Street exit. Those exceeding that time without proper authorization will be charged the new full daily rate of \$35.00.

Lost or Malfunctioning Badges

If you are entitled to park within the building and have a malfunctioning badge or have otherwise misplaced the badge, inform Security on entering, pull a ticket and visit Morlin Asset Management to resolve the issue. Lost badges require a \$10 replacement fee.

Parking Cut Off for not Passing the Online Fire Life Safety Quiz

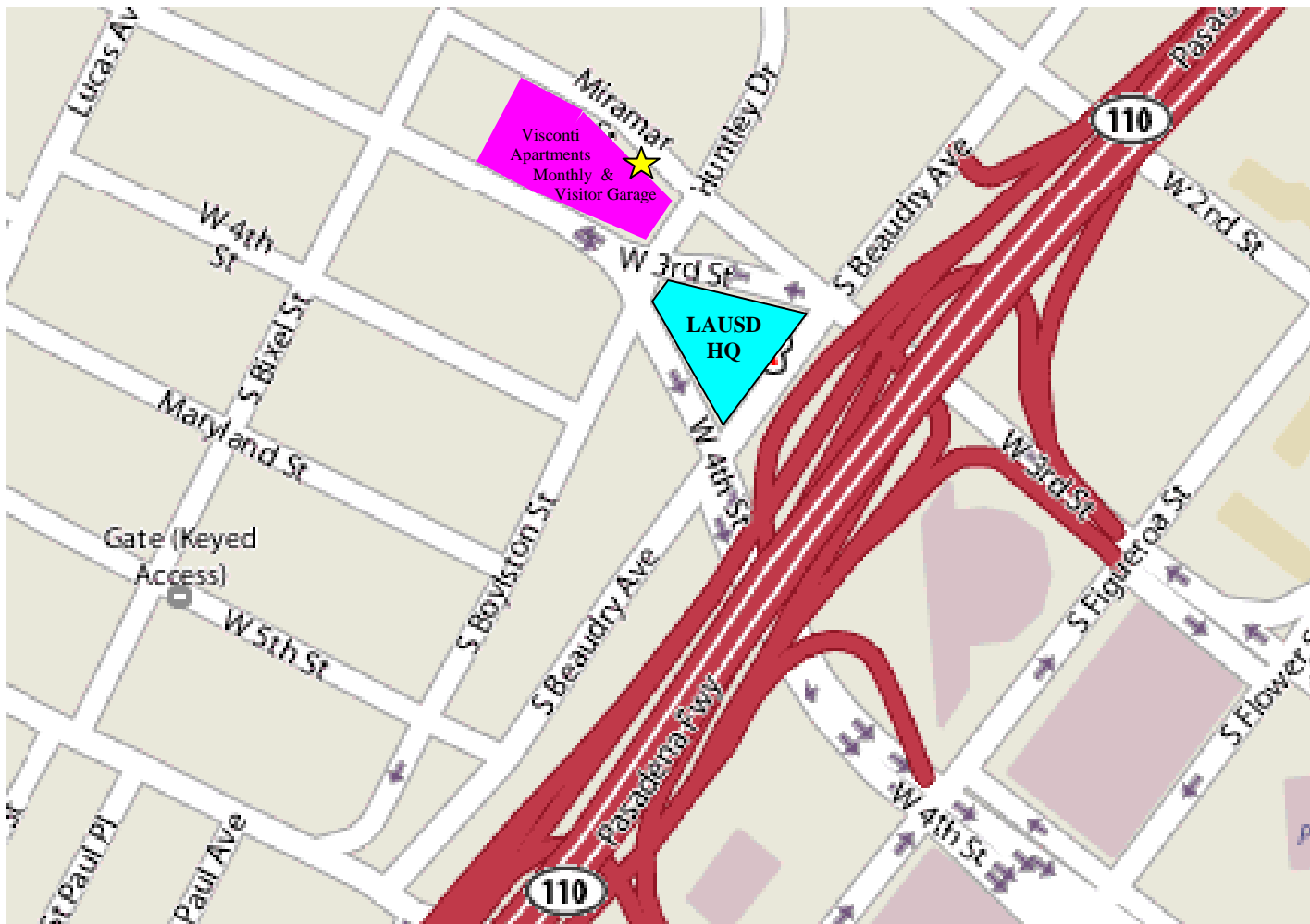
If you are normally entitled to park within LAUSD Administrative Headquarters but have been temporarily suspended until you pass the online fire life safety quiz, you may enter and pull a ticket. If you provide Morlin with evidence of passing the quiz during the same day, you will be given a special validation. If not, you will be required to pay the new full \$35.00 daily rate on exit.

Violators

Violators of District policies and the above procedures regarding the use of the LAUSD Administrative Headquarters garage will be subject to disciplinary action.

Visitor Parking for LAUSD Administrative Headquarters

Effective May 1, 2008



★ = Visconti Apartment garage entrance on Miramar.

NOTE: The main visitor parking location is the Visconti garage at the northwest corner of Miramar and Boylston. If the garage is full, parking lot attendants at the garage will re-direct you to an overflow lot. Please do NOT park in any overflow lot unless directed – your validation may not be honored.

333 S. Beaudry Avenue, 2nd Floor, Los Angeles, CA 90017
Phone (213) 241-1320 Fax (213) 241-8921