

From: Peagler, Mary L
To: Adams, Marcia S <Marcia.Adams@SCDMV.net>
CC: Field Administration <fieldadmin@scdmv.net>
Date: 9/24/2007 11:44:14 AM
Subject: Wish List

This is the wish list for the Manning Office #14.

1. New Office desk and computer desk for the back office. This would replace the green Army desk and table that has been in our office since the building was built.
2. Window shades to match the walls. (We have light green shades)
3. Floor tile (The floor in this building is the same since it was built)
4. File cabinets the same color (We have 3 different colors in the back office)
5. Ceiling tile (water damage showing)
6. Chair for back office and testing machine (We have 2 green Army chairs)
7. Red tips trimmed
8. Front counters (to create the space needed to give each clerk a work station and to comply with the requirements of the Americans with Disabilities Act. Currently there are only 3 work stations. This does not allow all of the clerks assigned to this building to serve the public from a proper work station. The fourth clerk must stand in the camera area to perform their duties, and the printer must sit on the section of the counter designed for the camera. The existing counter is old and does not allow for the best use of space. This would benefit the customer as well as the employees and would extend the service life of the building.