

UNITED NATIONS

SECRETARIAT

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4 August 1980

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for General Services

Subject: REOPENING OF THE VEHICLE SERVICE STATION

1. Opening date

The vehicle service station, which was previously operated by the United Nations Co-operative in the third basement, will be reopened under new management on or about 6 August 1980. It will be managed and operated on a concession basis by an experienced and reliable firm, Riveredge Automotive, Inc. The day-to-day running of the facility will be the responsibility of the concessionaire. However, Commercial Management Service, Office of General Services, will monitor the Organization's contract with the concessionaire to ensure that satisfactory service, at reasonable rates, is rendered to the persons who are authorized to park in the Headquarters garage.

2. Location

The service station is located adjacent to the receiving area in the third basement (3B) and can be contacted by telephone (ext. 7238). Due to the congestion caused by the building construction in the basement area, which will be for at least another year, entrance to the garage will be through 48th Street and the East River Drive at the north end of the United Nations complex.

3. Type of service

The service station will provide a wide range of maintenance and repair services for all automobiles manufactured in the United States as well as for a number of makes manufactured abroad. Items which will not be provided are: the overhaul of engines, bodywork, washing and repairs of a limited number of interior accessories, such as radios, gauges and power windows. New York State automobile inspections will be provided beginning around mid-August 1980. It is anticipated that the service station will start its operations by offering special sales. These sales will be announced in a separate circular.

4. Business hours

For the convenience of the customers, the service station will open half an hour before and close half an hour after normal working hours in the Secretariat, Monday through Friday. Cars must, therefore, be collected on the day the repairs are completed, otherwise a fee of \$3.00 will be charged for overnight parking. Initially, appointments will not be required. Cars will be booked on a first come first served basis in accordance with the work capacity of the service station.

5. Payment

The service station will accept payment in cash or by cheque. Visa, Master Card and Exxon credit cards are also accepted.

6. Parking

Parking space has been allocated to the service station to accommodate cars for repairs. This space is delineated and located in the vicinity of the former "Co-op parking" area in 3B. Those bringing in their cars for repairs should first report to the Security Officer on duty at the cashier's booth in 3B, and then proceed to the parking area where a representative of the service station will be available from 9 a.m. to 9.30 a.m. Outside these hours, bookings should be made at the service station after parking in the designated area. Under no circumstances should cars be driven straight to the service station.

Staff members not in possession of a valid parking sticker or permit will be required to contact the service station directly (ext. 7238) the day before the work is to be performed so as to be included on a special list of vehicles authorized to park in the space referred to above. Entry to the garage for cars without valid parking stickers will be upon payment of the daily parking fee of \$1.00 per vehicle.
