



COUNTY OF LOS ANGELES  
Internal Services Department

1100 North Eastern Avenue  
Los Angeles, California 90063



Tom Tindall  
Director

*To enrich lives through effective and caring service.*

Telephone: (323) 267-2101  
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December 14, 2009

To: Each Supervisor

From: Tom Tindall  
Director

*TAM Tindall*

Subject: **KENNETH HAHN HALL OF ADMINISTRATION MALL GARAGE  
TEMPORARY CHANGE OF OPERATING HOURS - NOVEMBER**

The ISD Fleet Services garage located at the Kenneth Hahn Hall of Administration will temporarily operate on a different schedule from Monday December 21, 2009 through Friday, January 1, 2010. During this time period, the operating hours will be from 7:00 a.m. to 5:00 p.m.

ISD Fleet Services staff will be available during these hours to provide vehicle and maintenance services for Mall Serviced Vehicles, access to pool vehicles and paid personal car wash services. After hour assistance will also still be available during the temporary change in operating hours. To obtain after hour assistance, simply call the garage office phone at (213) 974-9465 and your call will be forwarded to staff cell phones.

Additionally, the fueling site at our Mall Garage will be fully accessible to County vehicles 24/7.

Fleet Services at the Mall Garage will return to regular operating hours of 6:00 a.m. to 8:00 p.m. on Monday, January 4, 2010.

Please feel free to contact me should you have any questions. Additionally, your staff may contact Marie Nunez at (323) 267-2492 or [mnunez@isd.lacounty.gov](mailto:mnunez@isd.lacounty.gov).

TT:MN

c: Department Heads  
Executive Office of the Board  
ISD Board Deputies  
William T Fujioka, CEO  
Ellen Sandt, Deputy CEO