County of Los Angeles
INTERNAL SERVICES DEPARTMENT
1100 North Eastern Avenue
Los Angeles, California 90063

TOM TINDALL
Director

Telephone: (323) 267-2101
FAX: (323) 264-7135

"To enrich lives through effective and caring service"

November 7, 2011

To: Each Supervisor

From: Tom Tindall
Director

Tom Tindall

Subject: **TEMPORARY CHANGE OF OPERATING HOURS FOR VEHICLE SERVICES AT KENNETH HAHN HALL OF ADMINISTRATION AUTOMOTIVE GARAGE**

The ISD automotive garage located at the Kenneth Hahn Hall of Administration will temporarily operate on a different schedule from Monday November 21, 2011 through Wednesday, November 23, 2011. During this time period, the operating hours will be from 7:00 a.m. to 5:00 p.m.

ISD 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.

The Mall Garage will return to regular operating hours of 6:00 a.m. to 8:00 p.m. on Monday, November 28, 2011.

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.

TT:MN

c: Department Heads
Executive Office of the Board
ISD Board Deputies