

ShopTalk

New Garage at Northwest Building

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Extension 4-6803



Standing at the entrance to the new indoor garage are parking attendant Jose Hernandez from Central Parking; Fuel and Transportation Coordinator **HENRY PALMA**, and security officer Demekia Terrell from Guardsmark.

On Tuesday, Sept. 3, 266 day and night shift Post employees began parking their vehicles in the new brightly-lit underground two-level garage in the bottom level of the Northwest Building in the former pressroom area.

According to **BILL GARD**, director of facilities management, the multi-year project included two years to remove the presses and clean up the area, and another year to construct the garage. Faced with the challenge of putting a parking garage in an area specifically built for presses, Gard notes, "We are still fine-tuning parts of the garage, moving barriers and making it easier to maneuver cars around the tight

turning radiuses."

The new garage accommodates 197 spaces, including six handicapped spaces. Company leased vehicles and outside sales representatives' cars are still parked in the bottom level of the outside garage.

There have been several questions and concerns about parking in the new garage, which have been addressed below by Fuel and Transportation Coordinator **HENRY PALMA**, and Administrative Services Manager **RICK FLOYD**:

- The speed limit upon entering the alley where the garage is located and within the garage is five miles per hour. Employees are urged to adhere to this speed limit to avoid hitting an-



Additional signs like this one will be posted to remind employees to drive slowly at five miles per hour into the alley and to their parking spots.

other car or a pedestrian. More signs noting the speed limit will soon appear throughout the garage.

- Smoking is prohibited in the garage. Smoke detectors have been installed and are sensitive to very small amounts of smoke.
- Security is installing call boxes throughout the garage in the event an employee needs assistance. Once a call box has been activated, a security camera will zoom in to locate the employee, a nearby strobe light will indicate the location of the employee, and two-way communications will be established between the employee and the security desk from up to 40 feet away from the box.
- Currently there are three security officers in the garage. One at the outside entrance and two at the garage's turnstile entrances to the building. In the next month, Security will implement a new security system that will enable card key access to the turnstiles. The system will also activate the entrance/exit to the garage to close at 11 p.m. and employees will be able to open the garage

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More Zones for Preprints

The Advertising Department has increased the number of zones available to preprint advertisers, including 19 new zones in home delivery and five new zones in single copy. Effective Sept. 9, the new zones were created in response to advertisers' requests to more effectively reach their customers and to control their advertising costs. More zones are expected by December and next year.

"We had no major zoning changes for seven years when we created the zones based on zip codes," noted **VANCE DIPPOLD**, manager of Post Plus and preprints. "Our advertisers wanted to better pinpoint how they reached their customers and they felt that some of our zones were too big geographically. We've



The preprint staff in the Advertising Department includes preprint specialists **GARVIN BROOMS** (left) and **STACY MARTIN** (right) with Manager of Post Plus and Preprints **VANCE DIPPOLD** (center).

broken down the zones with advertisers input." The largest number of zone additions were in Prince William, Loudoun, Montgomery and Fairfax counties.

Dippold also credits the

Production and Circulation departments for "the daunting task" of tracking the preprints for The Post's 53 zones. "The challenge for Production is that they have to maintain control of more product and Cir-

ulation has to see that the right preprints get to the right carrier." Systems in Production and Circulation are coordinated with systems in Advertising to determine the number of preprint packages for each zone, including a zoned edition of TV Week.

In addition, advertisers may have different versions of their preprint that go to different zones. For example, a Giant preprint in Fairfax County may offer different sale items than a Giant preprint in Charles County.

"Our goal is that both an advertiser who buys a full run of zones with more than a million preprints and another advertiser who buys one zone with a thousand preprints will receive a high level of service," said Dippold.

Back to School: OD&T Course Offerings

The Organization Development & Training Department has a number of course offerings available to employees this fall. Below are descriptions and schedules for several courses being offered at the Northwest Building. For more information or to register for classes, call the OD&T hotline x4-5425 or e-mail ODandT@washpost.com. Information can also be found online on the Human Resources home page on [IntraNED](#).

Performance Management Overview

*Tuesday, Sept. 24,
9 a.m. - 1 p.m.*

Managing performance is key to manager, employee and organizational success. This course provides an overview of the performance management

process at The Washington Post and the foundation for the courses in performance management: Performance and Development Planning and Performance Coaching for Managers.

Projecting a Professional Image

*Thursday, Sept. 26,
9 a.m. - 1 p.m.*

What is a professional image? Is it ethics, character, integrity, style, poise, class, grace, businesslike acceptable dress, conforming to tone, hygiene or other standards? What do those things mean at The Post? This course helps participants understand the components of a professional image and ways to use them to project their own unique image to reach personal and professional goals.

Beginning Access 97

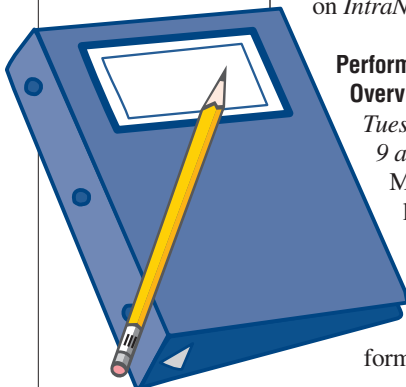
*Monday, Sept. 30, and
Monday, Oct. 7
9 a.m. - 5 p.m.*

This two-day beginning level computer course will cover the basic Access 97 skills. Participants will design, create and enhance the database, tables, queries, forms and reports. Students also learn to query multiple tables for data that is used in customized forms and reports.

Education Fair

*Wednesday, Oct. 2,
11 a.m. - 2 p.m.,*

9th Floor Community Room
Local colleges and universities will have representatives at The Post to present information on their programs and upcoming term schedules.



door to exit with their card key.

- Employees should not move another employee's car. If you are in a spot that blocks another car, leave your keys with the attendant. If your car is blocked and keys are not available, the attendants have devices called Gojaks that can safely move the blocking car.
- Avoid walking up and down the ramps from one level to another level. Use the elevator at the level where your car is parked.



Each level of the garage has a pedestrian ramp to an elevator.

10 a.m., and I'm not concerned now about where to park my car and the parking spaces are bigger than they were in the outdoor garage. I don't have to go outside between here and home - I can sell my raincoat!"

the employee who owns the parking sticker passes it on to another carpooler during vacations and other absences. If you carpool with people who are not Post employees, they will not be able to enter the garage.

ing. Post employees can park in the garage on weekends for \$4, but must have their ID. If you are interested in night parking or getting on the day parking list, contact Palma at x4-4335.

- The monthly cost for parking in the Post's garage is \$100 for days and \$60 for nights. There is a nine-year waiting list for day parking and no wait for night park-

RICH MARTIN, IT, gives rave reviews to the new garage. "I really like having an assigned spot," he explained. "I come in around



RICH MARTIN, IT, loves his new indoor parking spot.



Guardsmark security supervisor Joseph Bassey (left) with a mirror that checks the bottom of contractors' and vendors' vehicles and assistant security manager C.C. BURNS (right) with one of the signs to remind employees to yield to pedestrians.

- Proceed slowly and cautiously through the alley and to 15th Street after exiting the garage. Make sure you are visible to pedestrians and yield if they are walking across the sidewalk.
- If you carpool, please contact Henry Palma at x4-4335 with the list of Post employees in your carpool. He will need to be alerted if

You're Invited Readers Day at the Springfield Plant!

Employees of The Washington Post and their families are invited to celebrate our 125th Anniversary with readers and the community at an open house at the Springfield plant.

**Sunday, September 29
Springfield, Va.
11 a.m. to 4 p.m.**

Readers Day includes a guided 45-minute walking tour of the plant, followed by light refreshments, and the opportunity to ask some of your Post colleagues questions about their jobs. You'll also meet Ned the Newshound! For directions to the Springfield Plant, go online to *IntraNED*. You will find a link to the directions on the home page.

Space is limited, so you must have a reservation. Call the Public Relations Department at x4-7969 during weekday business hours. It is first-come, first served only.

POST SCRIPTS



On June 15, 1889, The Post sponsored a young author essay contest held on the National Mall. One of The Post's two owners, Frank Hatton, had asked an acquaintance of his, John Philip Sousa, to write a march to liven up the event. "The Washington Post March" was performed for the first time that day. Not knowing that he had written an international hit, Sousa sold the sheet music rights for \$35, although he received performance royalties for the rest of his life. The march is still popular today.

During the six-month celebration of the 125th Anniversary, ShopTalk will take a look back at the events and people that shaped the history of the newspaper.

THE WASHINGTON POST SEMESTER

The Fall 2002 Washington Post Semester, a program of The Post's Young Journalists Development Project (YJDP), is providing graduate students from the Philip Merrill College of Journalism at the University of Maryland with an opportunity to learn about The Post and journalism careers firsthand from Post Newsroom staff. The semester, which began on Sept. 6, includes a series of speakers such as Executive Editor **LEN DOWNIE**, Assistant Managing Editor and Watergate reporter **BOB**



BOB WOODWARD, assistant managing editor, spoke to 21 journalism graduate students from the University of Maryland at The Post on Friday, Sept. 13, as part of The Washington Post Semester.

WOODWARD, Deputy National Editor **MARALEE SCHWARTZ**, and National Reporter **DAVID VON DREHLE**, among others. The semester ends Dec. 13.

According to YJDP Director **DOROTHY GILLIAM**, in Spring 2003, The Washington Post Semester will include a consortium of journalism students from American, George Washington and Howard universities. During the 2002-2003 school year, the YJDP is working with 21 high schools and four area colleges and will reach several hundred students and teachers through almost two dozen programs.



BLOODMOBILE

The next bloodmobile at the Northwest Building is scheduled for Wednesday, Sept. 25 in the 9th floor community room. The hours are 8:30 a.m. to 1:45 p.m. Please call the Health Center at x4-7192 to make an appointment.

MARKETPLACE

FOR SALE: Baby Jogger - "Zoomer," blue, \$40, or best offer. Call Rita at (703) 204-2821 or x4-6159.

GETAWAY: Williamsburg townhouse units available in October. 1 BR with fireplace, whirlpool, full kitchen, dining room, etc. available full week or by the day, Oct. 6-13 (during PGA golf event). Fully equipped 2 BR unit available Oct. 28-31 (Halloween). Very reasonable rates. Call Scott at x4-6761, or (301) 309-0983.

FOR SALE: 1999 XR70 Honda dirt bike, \$750/OBO. Paid \$2,700. Call Darnell at (301) 423-0466.

FOR SALE: 1995 Dodge Ram 1500, Gray, manual, 65K miles, AC, AM/FM Radio/tape, great running condition, good looking, Asking \$6,500. Call Luz at x4-4162 or (202) 285-5624.

FOR SALE: Baby Items - from baby carriers and strollers to a wooden Harley Davidson motorcycle rocker (cool!), all in great shape, make offer. Bedroom set, 7 piece custom made from pine, queen bed w/ head and foot board, 1' tall and 1' wide dresser, 2 night tables and 1 mirror, all drawers have dovetail joints, very nice, asking \$750. Also, moving boxes, all sizes. Call Julio x 6-2213 or Wendy (703) 830-6716.

FOR SALE: 1995 Honda Civic EX, red, 4-cyl., 5-speed, 2-door sports coupe. Power moon roof, PS/PB., AC, AM/FM radio, power windows/locks. Great running condition, not bad looking. Asking \$4,500. Call Denise at x4-7137 or Neena (301) 439-0632.

DETAILING: We come to you for more details please call Rhonda Sneed at (301) 233-7069, x4-8306 or E-mail sneedlm@washpost.com.

FOR SALE: 1966 Mustang, baby blue, in very good condition, \$4,000. Call Alice at x4-6505, or (703)799-4195.

FOR SALE: Pennsylvania House sofa/loveseat set. Barely used, white, paid \$3K in 1995, will sell for \$1,500/OBO. Magnavox 40" projection TV (floor-style cabinet) \$150/OBO. Contact Michele at x4-5956.

FOR SALE: Gift Card for Bass Pro Shops. I won this gift card in a Fantasy Sports Contest, however I have zero interest in bass fishing. Gift card value is \$200. Selling for \$150/OBO. Can be used on website to order merchandise. Call Marc at x4-7071 or (703) 928-8318.

FOR SALE: VW '99 Jetta Wolfsburg, 36K miles, silver 5-spd, ac, pwr. windows, sunrf., cd, 4-door, alloy wheels, new tires. asking \$11,950. Excel. cond. Also selling VW '94 Jetta GLS, 51K black, auto 4-door, ac, pwr. windows, sunrf, radio/tape. Great cond., \$4,990. Call Francis x4-7886 or at home (301) 229-1159.

FREE! FREE!: Ads in marketplace are free to employees of The Washington Post. Join thousands of satisfied customers who have bought and sold through Marketplace. The deadline is Friday at noon for the next Thursday's issue of ShopTalk. Send your ad with your extension and home phone number via e-mail to ShopTalk, or fax to x4-4963.

MARKETPLACE DEADLINE: Noon Fridays. Please include your *name, extension and home phone number*. **ADS ARE FOR POST EMPLOYEES ONLY.** Send ads to Shop Talk, 7th floor, or call x6803. To send ads via fax dial x4963; via e-mail send to **shoptalk**. Ads run two issues unless otherwise requested. One ad per employee, please.

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