



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950



LAWTON CHILES, GOVERNOR


WILLIAM H. LINDNER, SECRETARY

August 26, 1997

Suite 315

MEMORANDUM NO.: 5 (97-98)

TO: State Agency Insurance Coordinator Addressed
State Department and University Purchasing Office Addressed

FROM:  George C. Banks, CPPO
Director, Division of Purchasing

SUBJECT: Boiler & Machinery Insurance Workshop

The Department of Management Services and Hartford Steam Boiler Insurance Company has scheduled two Boiler & Machinery Workshops on Thursday, September 18, 1997. Two workshops are being scheduled in order to accommodate all interested parties. You may schedule for the morning or afternoon workshop.

This workshop will include a general overview of the coverages and policy information. Instructions on how to request an inspection, what services will be performed, how to report a claim, and other special services for free and for a fee will be provided.

The workshop will be held at the location listed below (see attached sheet for directions):

Location: Department of Management Services
4050 Esplanade Way, Room 301
Tallahassee, Florida 32399-0950

Time: 8:30 a.m. - 12:00 p.m.
OR
1:30 p.m. - 4:30 p.m.

We encourage all State Agencies and University Personnel including maintenance managers, property insurance coordinators and any other interested party to attend this workshop. Please call Theresa Dollar at (904) 488-7516 or Suncom 278-7516, to reserve your time slot.



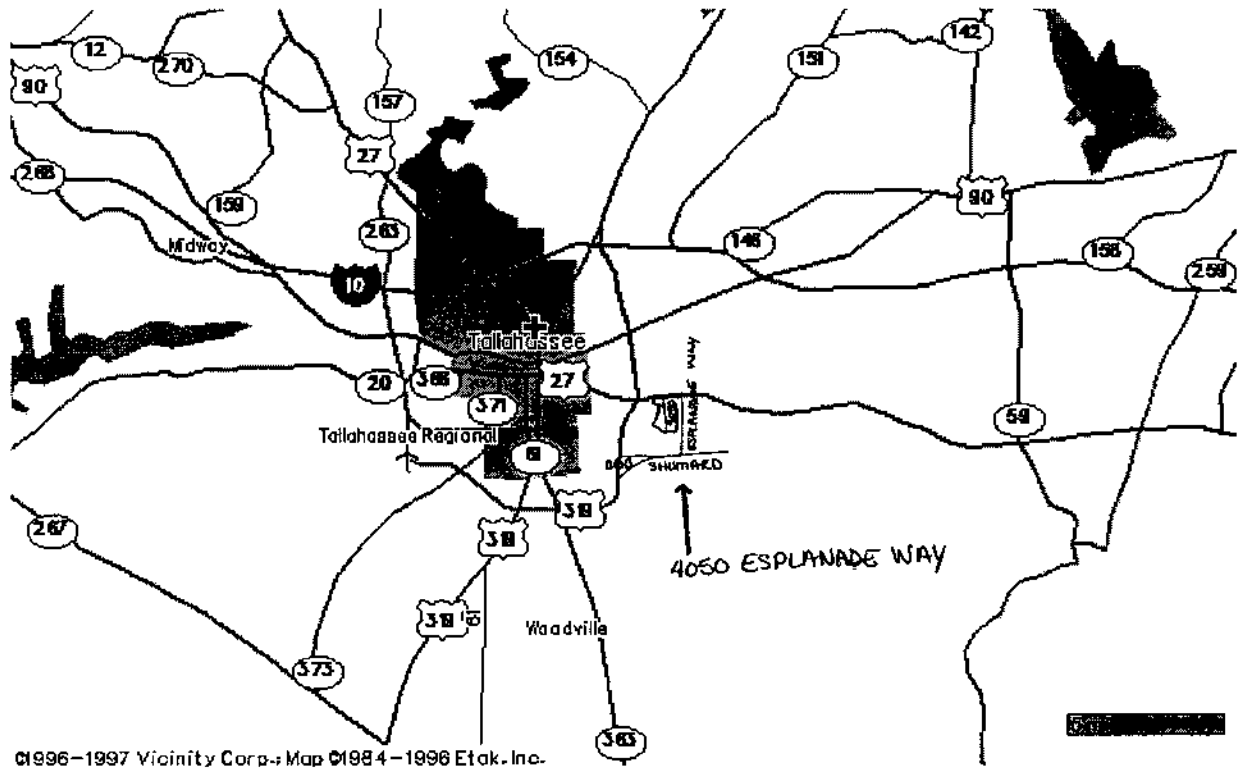
Driving Directions:

From Tallahassee Regional Airport: Take Hwy 319 North approximately 8 miles to Shumard Oak Blvd (traffic light), turn right at traffic light, turn left on Esplanade Way, park in front of building 4050.

From Interstate 10: Arriving from the East, take exit 31A, arriving from the West, take exit 27, for Hwy 90 West to Tallahassee, turn left at Hwy 319 South to Shumard Oak Blvd (traffic light), turn right at traffic light, turn left on Esplanade Way, park in front of building 4050.

From Hwy 27 or Hwy 90: Take Hwy 319 South to Shumard Oak Blvd (traffic light), turn right at traffic light, turn left on Esplanade Way, park in front of building 4050.

Workshop will be held on the third floor.



*Additional Parking behind Bldg 4050. Turn at "Employee Parking" behind building under construction. Bldg 4050 is the first building on the right.