

7-23-37

Mr. Griggs Chairman:-

There are several things that I feel I should call to your attention.

(1) Two years ago I checked up and found that if the range boiler was moved from the kitchen to the basement and a coil put into boiler that the estimated saving in the gas bill in one year would almost pay for the change and there would be hot water available at all times when the boiler was in operation and also more than some of much heat in the kitchen and thus making it more comfortable for the ladies while preparing dinners.

(2) Last year I roughly checked up on the radiation in the auditorium and found that there is only about one half the radiation that is required according to standard practice. During service the fans in the two small units are turned off leaving less than one third the radiation required.

(3) The joints in the walk especially from the street to the front door show signs of spreading, due to the water getting in and freezing. If these were cleaned out and filled with asphalt the life of the walk would be lengthened and give a better appearance.

(4) There are several radiators that leak and need new nipples, these were to be put in last summer but considerable difficulty was experienced in getting nipples on time. They are now on hand in the basement.

(5) The stack between the boilers and the stack proper needs some attention and be repaired I can get along with it but there is some question whether it will stand up thru another winter.

(6) There are several pieces of antique furniture in Dr. Fors's office and one now in the basement that should be repaired if they are to be preserved. However I have been informed that the ladies have always taken care of this. But due to the fact that I have also been informed that I am responsible for the building and all the contents. Therefore I feel that I should mention this to learn whether I or the committee should call this to their attention.

(7) The window mentioned the other evening has been replaced by a new one. Cutting glass and glazing being done by Stillwell.

(8) I have experienced considerable difficulty in keeping any appreciable amount of grass on the terracing due to the steep slope and the great number of people and children walking up and down and the children sliding down. I have also had it might add to the appearance of the yard as a whole if there were more shrubbery or flowers or even both around the building especially at the front.

(9) another item that has come up, which however I presume is beyond the jurisdiction of the committee and yet even the board, is many times when there is a meeting in the large room down stairs people come in at a bad time in the meeting especially in stormy weather, who may or may not know that there is a meeting going on in the room until after they have entered or there may be another meeting in one of the other rooms at the same time. To avoid this disturbance I have posted a sign (with the consent of or at the request of those in charge) on the east door.

(3)

One day when Dr Jones mentioned this disturbance I suggested that if the door were to the south when the window is it would be much better.

Thus giving an entrance to any part of the house from the east and also room conveniently for coats hats etc without first going thru the main room and disturbing other seating.

(10) There has also been some trouble with the pipe organ getting sluggish which I have temporarily overcome several times to overcome this permanently I have suggested that two new pulleys and a pair of V belts be used as it is due to belt slippage.

This memo is submitted as a matter of convenience and to better acquaint the committee with a few of the conditions as they exist that might shed their attention further on the best operation of the plant. This memo has always been made out as it is this time on a request from the chairman for a list of things that I thought might need attention.

Respectfully submitted

E. F. H. Wagner  
Custodian

P. S. If further detail is desired on any of these or any other that I may not have listed I shall be glad to give it.

⑪ another item that I had entirely overlooked last spring when a small group went for a rehearsal for a wedding I had not been notified at what time and they arrived earlier than I had expected. After the rehearsal Dr Jones informed me that they had considerable trouble in getting the lights lighted. On investigation I found that the setting of the rheostat had been changed and that evidently in their "fiddling at back and forth" to use their words they turned out the rheostat this was only on the two front lights in the auditorium. I have not informed anyone of this and find that it has not been missed. However I have had a number occasions to use all of the lights dimmed instead of only the two. But a rheostat for this would cost considerably. This note added on last  
Drager