HEATING DATA - (Cont.) Rev. September 24, 1923.

Page 2.	表表现327-AL ME \$1504	DATA - (UC	222.04.7		aper Ma, 18	SCOTO STATE
		Radiation				
Building	Cubio Pt. Heated Space	Birect	Direct & Indirect	Goils	Total	
Hutchinson Hall	379,458	1,624		7,185	8,809	
Kelly Hall	283,050	1,636			1,636	
Kent Laboratory	745,322	4,981		3,920	8,901	
Kimberk Hall	102,855	2,414			2,414	
Law Building	745,695	3,214		15,190	18,404	
Lexington Hall	450,825	2,675	4,797		7,472	
Mandel Hall	451,007	985		14,631	15,816	
Middle Divinity Hall	323,966	2,321			2,321	
Mitchell Tower	168,665	485			485	
North Bell	193,054	1,581			1,581	
Ida Noyes Hall	1,134,984	12,333		4,250	16,588	
Physiology Building	313,800	3,523		2,520	6,043	
President's House	155,402	1,022		•	1,028	
Press Building	428,802	5,665			5,666	
Psychology Building	180,126	983			983	
Quadrangle Club	347,000	3,116			3,116	
Reynolds Club	253,860	4,528			4,528	
Ricketts Lab. North	359,097	3,447			3,447	
Ricketts Lab. South	141,000	1,654			1,654	
Rosenwald Hell	687,404	5,830		3,800	9,630	
Ryerson Annex	164,259	1,339		2,620	3,959	
Ryerson Lab.	657,024	8,344		7,925	11,269	
Plumbing & Shade Shop	20,352	204			204	
Smell Hell	193,795	1,356			1,356	
South Divinity Hall	197,549	1,488			1,488	
Stadium	978,700	4,744			4,744	
Temporary Gym.	251,820	1,237			1,237	

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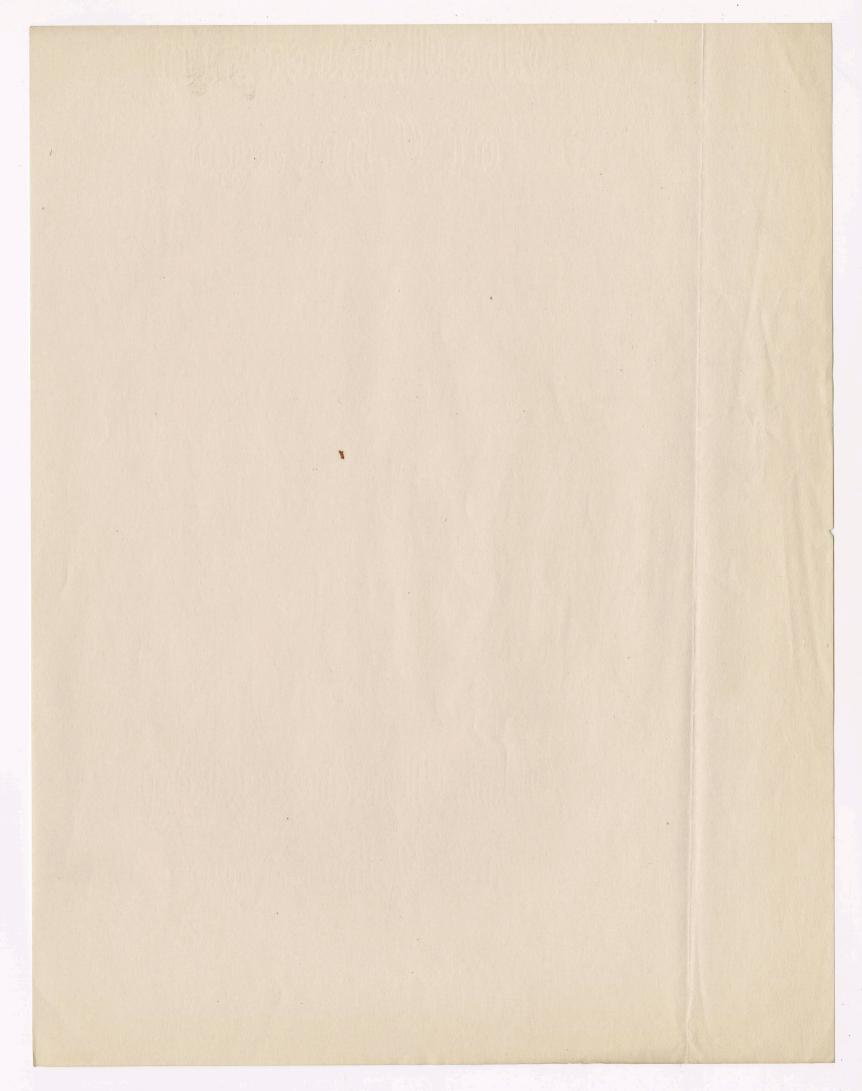
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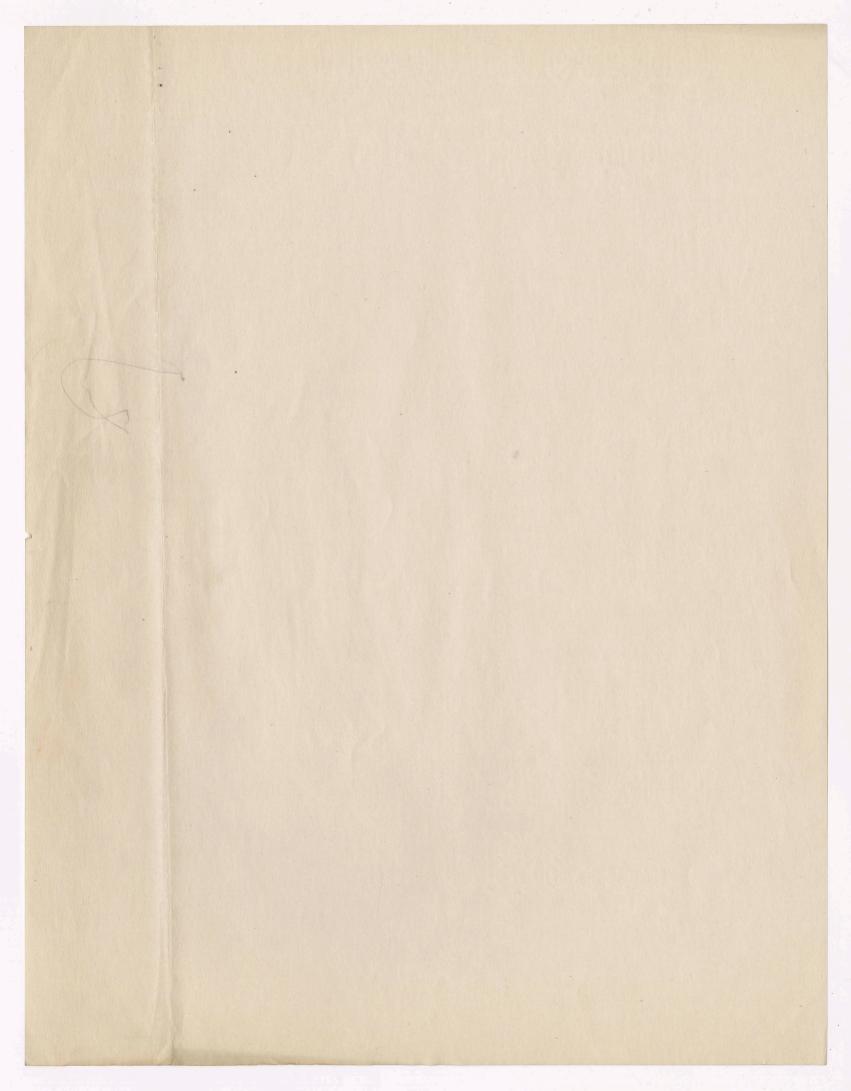
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	000,8	881,7		1,604	824,458	Rotobioson Hall
					080,888	Kelly Hall
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	n Al	8,920		4,981	258,247 marks 76	
				212.	162,655	Hen Madmin
	300,E1	15,190		8,814	269,647	ymibilud wal
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		127,22		380	700,133	flat labarii
	2,88.5			198,8	689,688	High printry Sall
	383				168,665	newol Liedotta
	1,081			1,581	193,054	field down
	16,858	085,4		12,588	1,154,084	Ida Noyes Hall
	8,048	8,880		828,8	815,600	Physiology Euliding
	1,028			1,022	155,402	sepol ettableorf
	8,086			5,666	428,808	Prope Building
	700			290	180,128	Paychology Fullding
	8,116			8,116	847,000	delO elabateso
	650,2			4,529	255,880	Reynolds Ulub
	\$60.E			5,447		Bisentes Lab- North
	1,884			1,684	141,000	Micketta Lan. Bouth
	050,6	5,800		6,830	887,404	Researed Hell
	080,5	2,820		1,559	164,259	
	005,11	7,025		8,544	657,084	Ryerson Lab.
	202			808	588,08	Plumbing & Shade Shop
	085,1			1,850	193,795	Spail Wall
	1,408			1,488		Link vitatvic sinch
	4,764			4,744	978,700	Stadius
	*C2,1			2,229	010,183	Temperary Gym.

			Radiation	BON SON CHARLES OF COMPANY		
Building	Cubic Ft. Heated Space	Direct	Direct & Indirect	Coils	Total	VIII
Walker Museum	407,114	3,008			3,008	
Warehouse	150,000	1,855			1,855	
Woodlawn, 5810	65,239	815			815	
Woodlawn, 5820	59,432	725			726	
Woodlawn, 5824	80,115	1,048			1,042	
Zoology Building	392,872	4,074		2,520	6,894	
TOTAL	21,695,985	156,144	4,797	213,396	374,537	

HEATING DATA - (Cont.) Roy. Soptember 26, 1923.

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	LateT	siioO	Secric	doexid	Cubic Ft.	Bolling	
	800,8			800,5	ACL, VOA	Valies Museum	
	1,856	ma.		1,865	150,000		
				815	65,839	Boodlawn, 8810	
				for	60,402	Woodless, 8820	
	1,048			1,062	80,116	Woodlams, 5824	
	193,8	2,520		A,074	509,878	Zoology Ballding	
- 27	ME, NO	800,000	107.4	158,184	880,800,13	ASTOT	





BUILDING PROGRAM

ESTIMATES OF COST

AND

DESCRIPTION OF PROJECTS

The University of Chicago Department of Huildings and Grounds



SUMMARY

1.	Modern Language Building	\$ 600,000.
2.	Administration Building	
3.	Library	1,250,000.
4.	School of Education	1,391,976.
	(a) Library & School Building(b) Secondary School(c) Gymnasium & Lunch Room	
5.	Social Service Building	600,000.
6.	Theology Group	771,000.
7.	Chemistry Building	500,000.
8.	History & Philosophy Building	880,000.
9.	Mathematics and Astronomy	600,000.
10.	Botany	
11.	Physiology Building	367,200.
12.	Women's Dormitories	266, 250.
13.	University College	
14.	Power Plant & System	2,000,000.
15.	Service Building	300,000.
16.	Press Building Addition	160,000.
17.	The Chapel	

SUMMARY

\$ 600,000.	Modern Language Building	1.
	Administration Building	.s
1,250,000.	Library	3.
1,391,976,	School of Education	4.
	(a) Library & School Building (b) Secondary School (c) Gymnasium & Lunch Room	
600,000	Social Service Building	.8
771,000.	Theology Group	.8
500,000,	Chemistry Building	. 172
.000,088	History & Philosophy Building	.8
.000,000	Mathematics and Astronomy	. 8
	Botany	10,
367, 200,	Physiology Building	11.
.065,250.	Women's Dormitories	12.
	University College	13,
2,000,000.	Power Plant & System	14.
300,000.	Service Building	15.
160,000.	Press Building Addition	l6.
	The Chapel	17.

The University of Chicago Department of Duildings and Grands

2-4-24

EXTENSION PROGRAM

MODERN LANGUAGE BUILDING

MODERN LANGUAGE BUILDING (Between Harper and Classics)

I. This building to match Classics in height and finish.

Contents estimated by Coolidge & Hodgdon

750,000 cu. ft. @ 80% - - \$600,000.

This building to have deep basement for stacks; 1, 2, 3, and 4th floors to be arranged with class rooms and offices, much like Classics Building.

The University of Chicago

8-4-24

EXTENSION PROGRAM

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The University of Chicago Department of Buildings and Grounds

2-4-24

EXTENSION PROGRAM

ADMINISTRATION BUILDING

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It is proposed to build an Administration Building on the line of 58th Street, at University Avenue, (in view of the recent developments west of Ellis Avenue it might be more convenient to locate this building east of Ellis Avenue, north of Cobb Hall). This building would be an office building, housing the President, Vice President, Deans of the Graduate Schools, and Colleges, the Recorder, Examiner, Dean of Women, Dean of Men, on the one side and business offices; the Secretary, Auditor, Cashier, Superintendent, Purchasing Agent, Housing Bureau, Employment Bureau, etc. on the other. It might properly include the Telephone Exchange, the Alumni Office, the Student Honor Commission, and the Student Council.

The University of Chirage

2-4-24

EXTENSION PROGRAM ADMINISTRATION BUILDING

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The Anibersity of Chicago Popustment of Duildings and Grands

2-4-24

EXTENSION PROGRAM

LIBRARY

The form of additional library facilities will doubtless take one of two forms, (a) a large central building
250' x 300' in the center of the main quadrangle, or, (b)
two buildings -- one a growth of Harper into Haskell
(moving the Oriental Museum to a new building on University Avenue, east of Walker and north of Beecher, and
ultimately absorbing the present Law Building), and a
large building for Science Library, say on Ellis Avenue,
west of Kent and south of Snell.

No plan or estimate can be made for this undertaking. A rough guess of the outlay to provide for facilities in keeping with the present expansion would be, say

1,562,500 cu. ft. @ 80g = \$1,

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Cle Aniversity of Chirage Separtment of Holdings and Conneds

2-4-24

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The University of Chicago Department of Buildings and Granads

2-4-24

EXTENSION PROGRAM

SCHOOL OF EDUCATION

SCHOOL OF EDUCATION

- The school of Education requires three new buildings;
- A library and school building for approximately
 150 graduate students in education.
- II. A secondary school for a capacity, combining with Belfield Hall, of about 700 students.
- III. Combining the high school, gymnasium, and general school lunchroom providing for 500 to 700 high school students and 400 elementary students, with a lunchroom seating for one meal two-thirds of 1100, or 700, (see attached sheets for data).

The University of Chicago

2-4-24

EXTENSION PROGRAM SCHOOL OF EDUCATION

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The University of Chicago Department of Duildings and Granads

2-4-24

EXTENSION PROGRAM

SCHOOL OF EDUCATION

PROPOSED LIBRARY AND SCHOOL BLDG.

(Conference with Dr. Judd, Feb. 1st, 1924)

It is proposed to build a fireproof stone building I. in harmony with Blaine Hall along the west side of Scammon Court, (along Kimbark Avenue) Disposing of Kimbark Hall and the Boy's Club. This building to fill in a space between Belfield Hall and Blaine Hall, a distance of about 176 ft. It is planned this building will be 146 ft. long, 2 classrooms and a corridor wide, and 3 stories high, opening to the east to a building about 90ft. by 90 ft., 12 stories high, which would become an auditorium, and for the summer session an overflow of the library reading room. On the first floor would be located a library for 150 persons, say 45 ft. east and west by 50 ft. north and south. At the north and south ends of the building will be classrooms of the standard size, say 22 ft. wide, a 10 ft. corridor and hall space, and over all a width of 61 ft. for the building.

The Aniversity of Chicago

2-4-24

EXTENSION PROGRAM SCHOOL OF EDUCATION

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On the first floor would be located a library for 150 persons, say 45 ft. east and west by 50 ft. north and south. At the north and south ends of the building will be classrooms of the standard size, say 22 ft. wide, a 10 ft. corridor and hall space, and over all a width of 61 ft. for the building.

EXTENSION PROGRAM SCHOOL OF EDUCATION

On the first floor would be the main graduate reading room and class rooms. On the second floor above would be largely small offices devoted to the graduate research, and on the third floor would be lavatories and offices for the staff. The auditorium adjoining to the east should provide about 800 seats (to accommodate the high school chapel exercises for an enrollment of 700), having a stage at the east end fitted for dramatics, and having a single floor with folding tablet arm seats. This auditorium should have a lobby at the east end joining the main library, so that the readers in the summer season can draw books from the first floor library and go into the auditorium seats for reading. The auditorium to be entered at the first floor level from the back. Assuming a basement height of 11 ft; the first floor 13 ft., the next two floor 12 ft., to a suspended and an average roof height of 60 ft. this would give a building as follows:

EXTENSION PROGRAM SCHOOL OF EDUCATIO

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SCHOOL OF EDUCATION

Area -- 146 X 61 X 60 = 534,360 cu. ft.

Auditorium -- say, 8000 sq. ft. X 30 ft. high = 240,000

Total -- 534,360 cu. ft. -- 240,000 = 774,360 cu.ft.

Assuming 80% per cu. ft. for a fireproof building similar to Blaine Hall, this would cost \$619,488.

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The University of Chicago Department of Duildings and Grounds

2-4-24

EXTENSION PROGRAM SCHOOL OF EDUCATION

PROPOSED BUILDING FOR SECONDARY SCHOOL

This building is to fill in the space at the II. east side of Scammon court between Blaine Hall and Belfield Hall along Kenwood Avenue, to be of fireproof construction three stories high, and to house with Belfield Hall, the University High School with a total enrollment of 700 pupils, having a bridge or connection at the second floor level at the north end, giving access to the present large library reading room. On the first floor of this building to be provided the central administration office for the high school, together with toilet rooms and locker room for boys' clothing and another locker room for girls'clothing, and a few recitation rooms. On the second floor should be provided a large number of recitation rooms for classes having not more than 30 chairs each, and offices for high school department teachers. On the third floor should be provided the Boys' Club,

cont'd

rooms.

teachers rest and retiring rooms, and a few recitation

The University of Chicago

2-4-24

EXTENSION PROGRAM SCHOOL OF EDUCATION

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rooms,

SCHOOL OF EDUCATION

(The manual training to be retained in Belfield and the new building largely devoted to the standard sized classes.)

Assuming a building of the center corridor type with standard class rooms each 22 ft. wide and a 10 ft. corridor, this would give a building 146 ft. long by 61 ft. wide, with a 10 ft. projection 50 ft. north and south on the court side, and a total area of 9406 sq. ft.

Assuming a average height of 60 ft., this will give a building of 564,360 cu. ft.

At 80g per cu. ft. this will be

 $564,360 \times 80q = $451,488.$

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The University of Chicago Department of Buildings and Grounds

2-4-24

EXTENSION PROGRAM

SCHOOL OF EDUCATION

GYMNASIUM AND LUNCH ROOM BUILDING

This building is planned for a location at the III. west side of Jackman Field along Kenwood Avenue about 100 ft. north of 59th Street. It is intended to provide gymnasium facilities for High School boys and girls, and a lunch room for high school and elementary students, (the present gymnasiums are each about 40 ft. by 60 ft.) It is planned to make this building in a single story with double deck locker rooms each 75 ft. long by 50 ft. wide with locker rooms along the west side, and a wide porch 20 or 25 ft. along the east and south sides of this building. It is proposed to extend the building north to provide a lunch room approximately 75 ft. north and south by 100 ft. east and west, seating approximately 600 persons at once with the kitchens and serving rooms along the west side.

This would then provide gymnasium locker and dressing room facilities for high school pupils and a lunch room for all the students, 400 in the elementary and 700 in the high school, a total of 1100 seated

2-4-24

EXTENSION PROGRAM

SCHOOL OF HDUCATION

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SCHOOL OF EDUCATION

in two shifts.

This building will also require a solution of the street crossing problem through an overhead bridge or an underground passage to give access from the high school to the elementary school and to the Gymnasium and Jackman field.

It is planned that this building will be of brick trimmed with stone.

Cu. contents main building including locker rooms, and lunch rooms, say - -

95 x 100 = 9500 sq. ft.

plus 50 x 120 = 6000 sq. ft. 15,500 sq. ft.

15,500 x 25 ft. = 387,500 cu. ft.

 $387,500 \times 60¢ = $232,500$

Porches -- 120 x 20 = 2400 sq. ft.

100 x 25 = 2500 sq. ft. 4900 sq. ft.

4,900 x 20 ft. = 98,000 cu. ft.

 $98,000 \times 40g = $39,200$

\$232,500 plus \$39,200 = \$271,700

Add for kitchen and dining room equipment and additional gymnasium equipment required, new lockers apparatus, etc., - \$24,300

\$296,000

EXTENSION PROGRAM SCHOOL OF EDUCATION

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This building will also require a solution of the street crossing problem through an overhead bridge or an underground passage to give access from the high school to the elementary school and to the Gymnasium and Jackman field.

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\$296,000

SCHOOL OF EDUCATION

CARRIED FWD. \$296,000

Add for underground crossing or overhead bridge at street line --\$25,000 Total for this operation --\$321,000

EXTENSION PROGRAM SCHOOL OF TOUCATION

CARRIED FWD. \$296,000

Add for underground crossing or overhead bridge

-- entl jeerja ja \$25,000

Total for this operation --\$321,000

The University of Chicago Department of Buildings and Grounds

2-4-24

EXTENSION PROGRAM SOCIAL SERVICE BUILDING

SOCIAL SERVICE BUILDING

(Between Harper and Foster)

1. This building to be similar to the Modern Language Building -- \$600,000 750,000 x 80¢

To have deep basement for stacks, etc.

2-4-24

EXTENSION PROGRAM SOCIAL SERVICE BUILDING

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(Between Harper and Foster)

1. This building to be similar to the

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750,000 x 80¢

\$600,000

To have deep basement for stacks, etc.

The University of Chicago Department of Duildings and Grounds

2-4-24

EXTENSION PROGRAM

THEOLOGY GROUP

THEOLOGY GROUP

This group consists of the Theology Building, the Bond Chapel, and the Cloister, complete working drawings by Coolidge & Hodgdon are on file.

This building to be located east of Cobb Hall and north of Haskell, to be a balancing unit to Rosenwald Hall.

Volume:

Main building	691,123	
Tower	15,936	
Bridge to Haskell	39,100	
Cloister	42,100	
Chapel	138,000	
	926, 259	cu. ft.

926,259 @ 80¢ =

\$771,000

(Bids in early 1922 ran about \$775,000.)

2-4-24

EXTENSION PROGRAM THEOLOGY GROUP

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:emuloV

Main building 691,123 Tower 15,936

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Cloister 42,100

Chapel 138,000

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(Bids in early 1922 ran about \$775,000.)

The University of Chicago Department of Buildings and Granuds

2-4-24

EXTENSION PROGRAM
CHEMISTRY BUILDING

CHEMISTRY BUILDING

A fireproof four story addition to the present building, say of 10,000 sq. ft. floor area, 60 ft. high, or 600,000 cu. ft.

@ 80g - - \$480,000

Changes in Kent - - 20,000 \$500,000.

Department of Publishes and Country

2-4-24

EXTENSION PROGRAM

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A fireproof four story addition to the present building, say of 10,000 sq. ft.

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@ 80g - - - \$480,000

Changes in Kent - - 20,000 \$500,000.

The Aniversity of Chicago Department of Duildings and Granads

2-4-24

EXTENSION PROGRAM

HISTORY AND PHILOSOPHY BUILDING

HISTORY AND PHILOSOPHY BUILDING

The plan for the Classics Harper group calls for a fireproof four story building to replace Foster Hall, a unit exactly like Classics Building, except opposite hand.

To remove Foster Hall would doubtless require that the University provide an equal building on another site, with the same name.

- 1. To remove the Foster building and build the
 History and Philosophy Building would cost, say
 743, 238 cu. ft. (Archts. fig. for Classics) @ 80g \$600,000
- 2. To provide a 70 room dormitory for women, equal to Foster Hall would require,

70 x 5000 cu. ft. = 350,000 cu. ft.

350,000 x 80g =

280,000

\$880,000

2-4-24

EXTENSION PROGRAM

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- 1. To remove the Foster building and build the
 History and Philosophy Building would cost, say
 743, 338 cu. ft. (Archts. fig. for Classics) @ 80g \$600,000
 - 2. To provide a 70 room dormitory for women, equal to Foster Hall would require,

70 x 5000 cu. ft. = 350,000 cu. ft.

350,000 x 80g =

000,088

\$880,000

The University of Chicago Persulment of Buildings and Cranuds

2-4-24

EXTENSION PROGRAM

MATHEMATICS AND ASTRONOMY

MATHEMATICS AND ASTRONOMY

This building to be about the size of Ryerson or Rosenwald, to be located on University Avenue, east of Ryerson and south of Mandel.

Say, 750,000 cu. ft. @ 80g = \$600,000.

(Ryerson 657024) Mannex 164259)

(Rosenwald 687404)

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EXTENSION PROGRAM

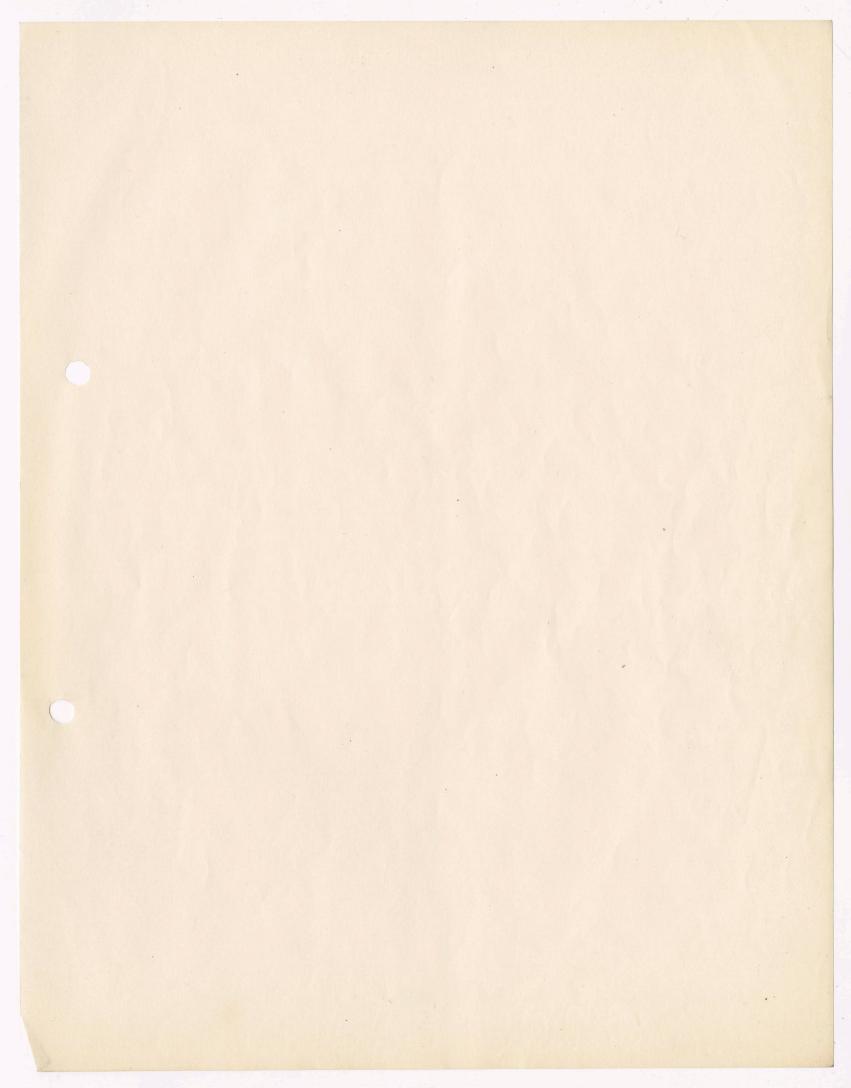
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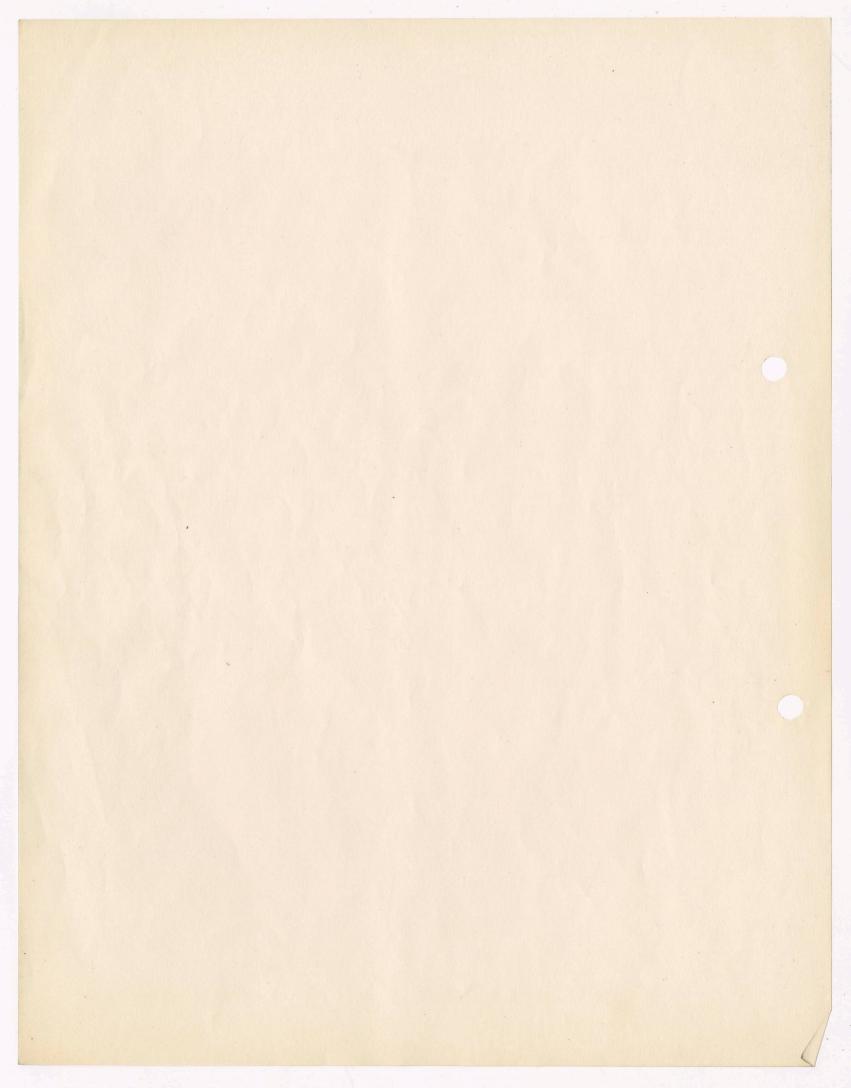
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EXTENS ION PROGRAM

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The University of Chicago Department of Buildings and Grounds

2-4-24

EXTENSION PROGRAM

PHYSIOLOGY

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To provide adequate facilities for Physiology and Physical Chemistry, it is proposed to build a four story laboratory building to house Physiology, vacating the south part of the present Physiology Building for Physiological Chemistry.

Such a building would be four stories high, 60* wide by about 120' long.

120 x 60 = 7200 sq. ft.

7200 x 60 = 432,000 cu. ft.

432,000 x 85g = \$367,200.

2-4-24

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432,000 x 85¢ = \$367,200.

The University of Chicago Department of Buildings and Grannels

2-4-24

EXTENSION PROGRAM
WOMENS' DORMITORIES

WOMEN'S DORMITORIES

It is porposed to provide four dormitories each housing 75 girls.

75 guests @ 5000 cu. ft. ea. = 375,000 cu. ft.

375,000 cu. ft. @ 65¢ = \$243,750.

Furniture- 75 rooms @ \$300. = 22,500.

\$266, 250.

These buildings to be fire-proofed, birch exterior, trimmed with stone.

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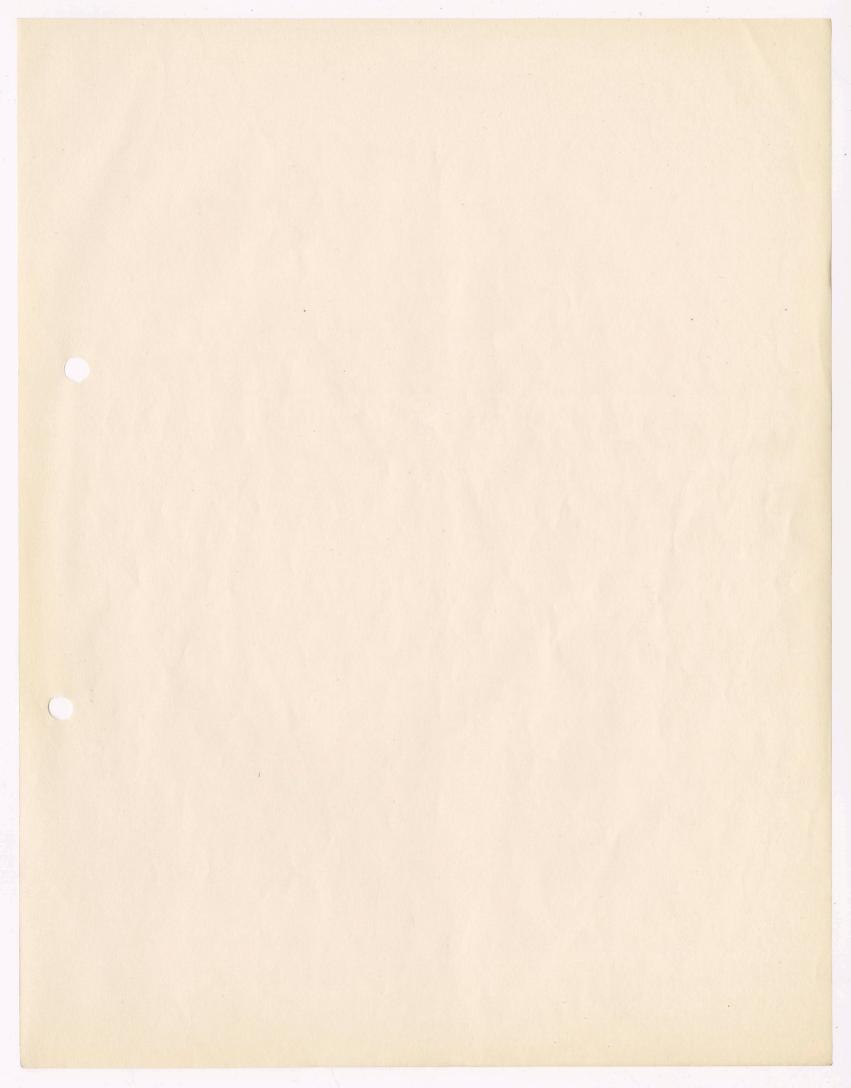
UNIVERSITY COLLEGE

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The Aniversity of Chicago Bepartment of Buildings and Grounds

· EXTENSION PROGRAM
UNIVERSITY COLLEGE

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EXTENSION PROGRAM

POWER PLANT & SYSTEM

POWER PLANT & SYSTEM

The present Power Plant will be adequate to supply the new hospital, by the installation of two additional 350 H.P. boilers.

Any expansion beyond this construction will require additional facilities.

Since all equipment of the present plant, except boilers, is more than twenty years old, extensive replacements are necessary.

A new location should be chosen and a plant should be designed, adequate for the additional buildings now proposed, and capable of expansion as new buildings are added in future years.

The present land holdings of the University indicate substantially the direction of growth for a long period, and the Power Plant and its underground distribution system can be planned for such growth. The size and cost of a new plant would be about the same if the building were located on Harper Avenue, opposite 58th Street, or in the center of load, near University Avenue and 58th Street. In the first case a large tunnel for pipes and cables, and in the second case a somewhat smaller tunnel for cars carrying coal

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It is estimated, approximately that a central heating station, above ground at Harper Ave., or below ground at University and 58th Street, with coal handling equipment, would cost about \$1,500,000 and that underground tunnels, cables, and ducts would cost at least -- 500,000 \$2,000,000

L. R. Flook Superintendent

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EXTENSION PROGRAM
SERVICE BUILDING

SERVICE BUILDING

This is assumed to be so located that it can be built of brick, trimmed with stone, with steel sash, to house various services; the Buildings and Grounds Shops (Carpenter, Paint, Electrical, Plumbing, Grounds, Steam-fitting, Tin, Roofing, Locksmith, Mason, Shade, Upholsterer, etc.), the Store room, Commons, Stores, and Bakery, a Refrigeration Plant; and probably some quasi- adademic operations, the Mimeographing - Typewriting Office, the Appointment Office, and possibly the Correspondence Study Department. The departments now accommodated in Ellis Hall, Lexington Hall, will have to seek other quarters early in the Building Program, and as the use of the block west of Ellis Avenue between 57th and 58th Streets is required for Hygiene, Hospital or other Academic uses, the present buildings will have to be removed and the present activities housed in another place, preferably under a single roof, in a Service Building. This building might be four, five, or six stories high, of factory construction, with elevators, such a building say 500,000 cu.ft. at 50g per cu.ft. would cost--\$300,000.

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EXTENSION PROGRAM
PRESS BUILDING ADDITION

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The removal of Ellis Hall will require that the Bookstore be moved to a new location, probably back to the Press Building, 1st floor.

The Administration Building will vacate about 25% of the floor area of the present Press Building, but the Bookstore would require about half of this space. There is no great need for basement space with high ceiling for additional manufacturing facilities, presses, etc., which make it almost imperative that the present building be extended to the north west, with a wing running west to the alley line.

It is estimated that this wing with equipment will cost == \$160,000,

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EXTENSION PROGRAM

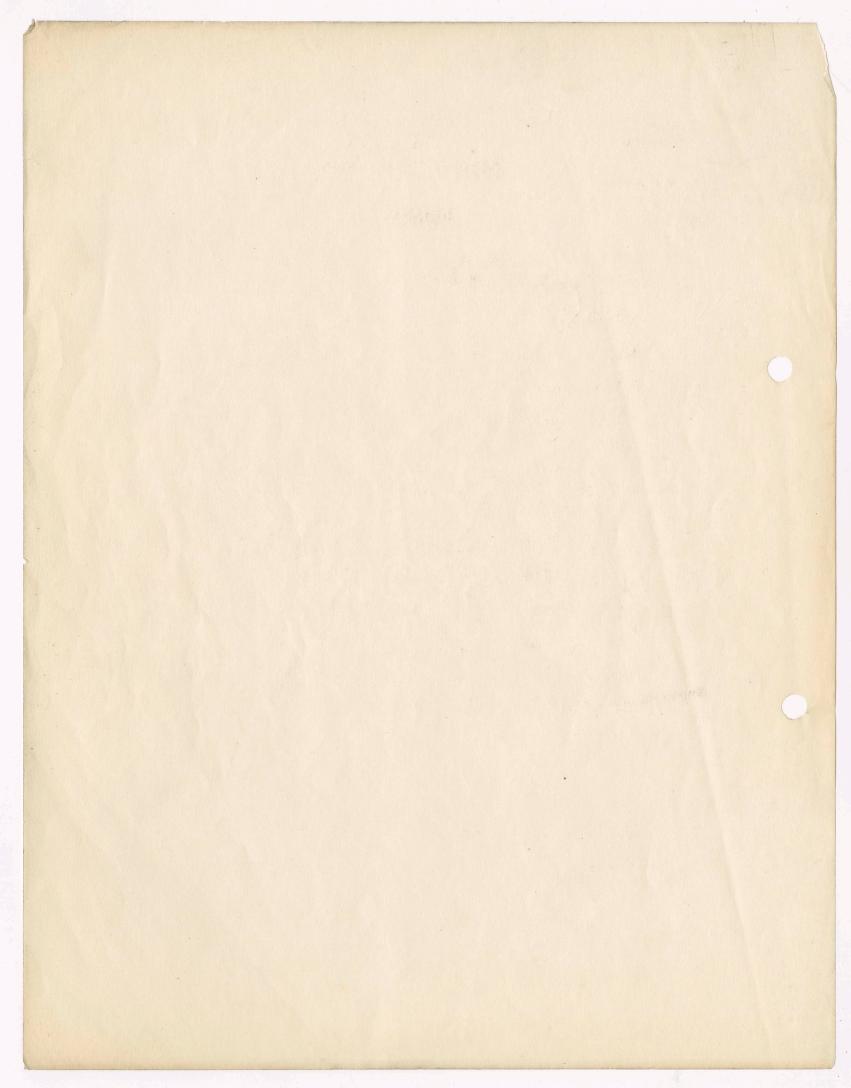
THE CHAPEL

THE CHAPEL

EXTENSION PROGRAM
THE CHAPEL

THE CHAPEL









Business Administration Offices

Needs, Recommendations

Report of Special Committee Appointed by the

Committee on Buildings and Grounds

Last August the Board of Trustees, acting on a report of the Auditor which called attention to the inadequacy of the facilities for convenience and efficiency of the various administrative offices, referred the report to the Committee on Buildings and Grounds. The committee in turn, at its meeting of October 10, 1923, instructed the Business Manager and the Secretary to investigate the situation and to report their recommendations. It perhaps ought to be said that as the Secretary is more intimately related to the several administrative departments involved the responsibility for the views expressed in the following report is chiefly his, although both members of the committee are agreed upon the general conditions and the recommendations made.

When the Press Building was occupied in 1903 to the University libraries was given the entire second floor. After Harper Library was completed and the books were removed that part of the first floor where the Auditor's department first found space was filled by the Cashier's department, including the Housing and Employment Bureaus, and while the Auditor's office moved up stairs. After the bookstore was crowded out of the Press Building the Faculty Exchange, the Information Office and the Employment Bureau were moved into the vacated space, Practically the only additional space for administrative purposes afforded by the removal of the library and the bookstore is something more than half the area of the second floor. This space is now crowded even after capturing some of the book-storage space.

Much of the Press Building in which the business administration now centers is inconveniently and unsystematically arranged and has reached the limits of expansion.

Publication and Manufacturing Departments of the Press.

The Press departments of publication and manufacturing need to expand in room as they have in volume of business. Printed books are now stored in three different places. The Publication Department requires 1,100 square feet more room. The Manufacturing Department requires more space for storage of plates and paper stock. If the Publication Department continues to increase its sales in the near future as in the past three years enlargement of the pressroom will be necessary as no additional presses can be installed in the space now available.

The Cashier's Office.

The Cashier's department, which received in 1902-03 \$480,261 in students' fees, in 1922-23 received \$2,196,300, besides

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\$650,000 in students' deposits and \$255,486 in rents for University houses and apartments. In 1902-03 4,463 students were registered, in 1922-23 12,748. As most of these students must pay their tuition and laboratory fees in person as well as make arrangements for dormitory or other housing facilities in the Cashier's office, the crowding is, at times, almost indecent. At times of registration there are inconvenient, disagreeable and unsanitary conditions.

In order to cash their salary checks into the main office by the hundred come the Buildings and Grounds and the press-room operatives, in their work clothes unavoidably soiled by their useful and honorable labor. Here, too, students make and withdraw their deposits. In winter the ventilation is bad (notwithstanding the installation of an expensive ventilating apparatus) and in summer young women have fainted while waiting in the small congested space in front of the tellers' cages. The bottle-neck shape of the Cashier's main office and its relation to the public entrance to the building render it impossible to "route" the incoming and outgoing registering students expeditiously or comfortably.

In this office, also, are cashed professors' salary and student checks, as well as employes' wage checks. For such purposes \$1,615,000 was disbursed during the year. When the first-of-the-quarter pressure comes it is necessary to remove the Housing Bureau from the Cashier's noffice to another part of the Press Building and at the opening of the Summer Quarter to Haskell Hall.

The Cashier summarizes the sttuation as follows: "In work of this kind where nearly every transaction means a personal call of the individual to be served at the office, the situation is considerably different from what it would be if a considerable part of the work were of a mail order type. Although each individual transaction is of comparatively small amount, the necessity of meticulous care in handling every case and the large responsibility involved in the aggregate is perhaps not sensed by those not actually familiar with the work of the office. Our students from whom we collect over two million dollars in fees per year are, of course, our real "customers" and I am sure that all of us are anxious to be in a position to take care of them in the best possible manner".

Auditor's Office.

When the medical schools begin to function there will be need of more clerks in the Auditor's office. At present there is no spot on which to place another desk. If extra clerks are to be employed during the financial campaign they, too, must find desk-room elsewhere than in the Auditor's office. The Assistant Auditor and the Chief Accountant are obliged to sit where much of the time artificial light must be used. So many clerks are seated next to windows that even with window ventilators the ventilation is poor and sometimes bad.

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The vault now used by the Auditor and the Secretary, which is not fire-proof, is much too small. The account books, vouchers and letter-books crowd the shelves and even when the older records are stored in an inconvenient basement of Cobb Hall, the available shelf room, extending from the floor to the ceiling twelve feet above, is practically filled by records in current use. The shelf space now used by the Secretary's records (including the complete set of minutes of the meetings of the Board of Trustees since the incorporation of the University and certain minute books of the Theological Union and the old University of Chicago) is thirty linear feet instead of the ten required when the present Secretary was elected. As these records are of the utmost importance they cannot well be stored elsewhere. Moreover, they are in constant use.

Buildings and Grounds Office.

The stuation in the case of the telephone operators is little short of disgraceful. The room (10 feet x 12 feet) is in use both day and night, four operators being on duty from 7:30 a.m. or 8:30 to 5:00 p.m. and one operator thereafter and until 7:30 a.m. Of the 10 feet x twelve feet space, 5 feet x 10 feet is required for the switchboard so that the actual room for the four day operators is only 5 feet x 12 feet. The chairs on which they sit almost touch the lounge on which they rest when off duty. There is only one window. The room is always disagreeable and in summer intolerable.

Furthermore, the switchboard has about reached its capacity. The Superintendent of Buildings and Grounds reports that a new switchboard at least sixteen feet long (twice the present length) is needed besides a separate rest-room for operators with a kitchenette. Compare the conditions with the facilities provided in telephone exchange buildings of the Chicago Telephone Company, and the wonder is that the University is able to secure operators.

This department stores the valuable microscopes (worth \$100 each on an average). The vault space for the storage of this apparatus, the total value of which exceeds \$55,000, is wholly inadequate. Delicate-adjusted instruments are fequently piled on the floor. Twice the amount of vault space is needed in the opinion of the Purchasing Agent who has general oversight of this material.

Toilet arrangements are not up to date. There is no rest-room for women clerks. The toilet room for men is used promiscuously by students, express messengers, errand boys besides University officers and clerks. There is a little more privacy than that of the proverbial gold-fish, but the promiscuous use of the one room is not conducive to the cleanliness and neatness of the room or the self-respect of the officials. There is need of another toilet room on the first floor.

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The Secretary's Office.

The Secretary, although he may not deserve it, has the most pleasant office in the building. It is not conveniently located for callers including two or three hundred people who each quarter are obtaining student free tuition vouchers. But for the Secretary isolation may be regarded as an advantage. It might be larger in order the better to provide for filing cabinets and book-cases but it will answer its purpose longer.

The vault, in which the official records are stored, as has been stated in a former paragraph, is wholly inadequate, inconvenient asdto location and interior arrangement. If a serious fire should break out the contents of the vault would almost inevitably be destroyed. If, however, the Auditor's office can adjust its needs to the increasing space requirements of the Secretary's material, the vault may be left as it is even when the additional space in the Press Building for administrative offices is provided.

In General.

There are employed in the administrative offices in the Press Building including those of the Press (omitting pressmen, compositors, binders, etc.) eighty-six officers, clerks, and other employes. The number has been multiplied by four since 1903, while the space available for offices has not been proportionately increased. Offices too crowded are as uneconomical as offices too large or poorly correllated.

Reports from the several departments supporting the statement of conditions and needs here set forth are on file in the Secretary's office.

For the Future.

The solution most to be desired, of course, is the construction of an administration building into the offices of which would be assembled the Auditor's staff, the Secretary's office, that of the Buildings and Grounds Department, the telephone exchange and the Cashier's (with subsidiary bureaus) and Recorder's clerks, Here, too, there should be offices for some, if not all, the increasing number of deans now confusingly scattered over the quadrangles. The removal of deans from Cobb Hall would provide much needed class-room space. When the erection of the Billings Hospital causes the removal of Ellis Hall the bookstore might remove again to the Press Building if the new administration building is completed or provision, preferably, he made in the new administration building which would then become the administrative center.

When Lexington Hall is razed to clear the way for access fo the University chapel, or when it drops to earth from senile exhaustion, the typewriting office, the Bureau of Recommendations, together with the Correspondence Study Department now in