

STATE UNIVERSITY OF NEW YORK AT ALBANY
Albany, New York 12203

DATE: 15 September, 1966

FROM: Walter M. Tisdale

TO: President Ivan R. Collins (Cc: Dr. Clifton Thorne, Dr. Milton Olson,
Miss Norma Edsall, Mr. John F. Buckhoff, Jr., Mr. George Brewer,
Mr. Joel M. True)

SUBJECT: Campus Progress Report No. 72

An inspection was conducted today of the lower three floors of the Colonial Tower and the U-shaped Lounge, and basement. Following are the results of that inspection:

1. Floors two and three were taken for occupancy. This completes the occupancy of all residence floors in the tower. Also, the lounge at the top of the Tower was inspected and accepted for occupancy. All these acceptances were subject to punch list items for correction.

2. Elevator No. 1 was also inspected and accepted for use. This gives us elevators one and three. Elevator No. 2 will not be ready to take over for several weeks.

3. The first floor and Director's apartment on that floor were inspected but not accepted because of the state of incompleteness. It was stated that three or more working days will be needed to complete these apartments. I would say that this is an over-optimistic estimate and it would be more like one week before they will be ready. The business counter at one end of the lobby will be ready by tonight and this business counter can be used even though it has not yet been accepted.

4. The basement region of the tower is not ready for acceptance. This will mean that laundry and luggage rooms cannot be occupied, and alternate arrangements for this will have to be made temporarily, I would estimate that at least three weeks will be needed before these regions could be turned over.

5. The fire alarm system has been tested and is operating, and was accepted. Fire hose has been installed on all floors and the Plant Department should immediately complete the installation of fire extinguishers.

6. Telephone installation has commenced as well as draperies. The telephone company will be working overtime tonight to follow along as closely as possible, after we have installed the furniture.

7. Blacktop walks leading to the Colonial Quad are progressing slowly. Emergency actions were again taken to expedite, so that they would be completed for Saturday and Sunday. Latest promise for the east-west road complete by Friday night; at the latest, ten o'clock Saturday morning. Students and parents will be able to drive on this stretch, to unload their luggage, immediately upon arriving. No setup time is required for the blacktop.

8. All exterior doors providing entry to the tower, from areas which we have not yet occupied, will be locked, and secured in some fashion, so that resident assistants will be able to secure the doors at night by locking the front doors only.

9. In view of the work which must be continued at the basement levels, administrative procedures should be adopted to refrain from using exit from the elevators at the basement levels. Resident Assistants might prepare a sign and place it in the elevators instructing students accordingly.

10. The U-shaped lounge was inspected but not complete enough for acceptance. Early promises were received, but my estimate would be ten days to two weeks before this is complete. Meanwhile, entrances to the dining hall from the Tower should take place via the Flag Room, or down the flying staircase and through the sunken courtyard.

Walter M. Fisdale
Assistant to the President
for Planning and Development