



STATE UNIVERSITY OF NEW YORK AT ALBANY

ALBANY, NEW YORK, 12203

29 October, 1965

FROM: Walter M. Tisdale

TO: President Evan R. Collins. Cc: Dr. C. C. Thorne, Dr. Elmer Mathews, Miss Norma Edsall, Mr. George Brewer, Mr. Benjamin Comi  
Mr. John F. Buckhoff, Jr., Mr. Joel M. True.

Campus Progress Report No. 64 - Dormitory Stage VIII.

Inspection was conducted this afternoon, with representatives of the Dormitory Authority and the Architect's office, to observe the progress made in units "E" and "F", and to see if a movement forward for student occupancy could not be made from November 19. As a result of this inspection, the following schedule of dates and events was determined.

1. Contractor will commence the final cleaning of floors and windows beginning next week.
2. Installation of draperies will also start next week, being sequenced behind the cleaners.
3. We will commence moving furniture into these units on the 8th of November, following the cleaning sequences, and probably starting in unit "F", moving later to unit "E". In no case will we move furniture into a room prior to the cleaning of floors and windows, but we may move furniture into any room where final cleaning of windows and floors has occurred.
4. Installation of draperies may occur before or after furniture is moved in, - this is immaterial.
5. All this is in preparation for the movement of students into the units commencing on November 20. Movement of students into the dormitories will be conducted in the fastest possible manner (expect one day), as coordinated between the Vice President of Student Affairs and myself.
6. Our mechanical team will take over the equipment rooms (heating) and man them as soon as they are ready, checked out, and turned over as accepted by the architect. At the meeting today, this was estimated to be ready in from one to two weeks. Cliff Dodge of the contractor's office feels that one day's indoctrination should be sufficient to indoctrinate our crews and he is ready to provide this indoctrination at any time. I requested a minimum of two days for this important function and more time will be willingly given if it is warranted. John Buckhoff, please coordinate directly with Cliff Dodge.

The Business Office should take the necessary steps to terminate motel contracts effected by this movement and advise the Telephone Company to install phones as soon as possible. This move will completely evacuate Holiday Inn and Travel Lodge, together with partial evacuation of the Thruway Motel. In each instance where students are moved out of a motel, we will need two extra days to clear out the furniture. Ben Comi, please note in terminating our motel contracts. Men go into unit "E" - girls in unit "F". No food service facilities will be ready for this move. Units "G" and "H" contain these, and are not expected prior to Christmas. Units "A" and "B" are now expected between Thanksgiving and Christmas.