

STATE UNIVERSITY OF NEW YORK AT ALBANY

Albany, New York 12203

DATE: 15 February, 1966
FROM: Walter M. Tisdale
TO: President Evan R. Collins
SUBJECT: Campus Progress Report No. 68.

Beneficial occupancy of the dining hall in the Colonial Quadrangle has been verified. It will begin on February 22nd. It includes not only the dining hall and kitchen, but also the adjacent loading docks, receiving area, flag room and entrance, and the cloak rooms, rest rooms and line-up rooms interspersed between the flag room and the dining hall. On February twenty-third, we will commence moving in kitchen equipment which has been delivered, and the period from the twenty-third until the opening of feeding operations may be used by the Food Service people for orientation of their kitchen staff.

The Dormitory Authority has agreed to have the carpet laying commence on the twenty-second and to have it completed as soon as possible. When we are able to move in onto the carpeted floor, we will install the chairs and tables which are on hand but have to be assembled by our crews. Every effort will be made to ready this area for the opening of food service by the 1st of the month, or as soon thereafter as possible. This will depend upon the speed with which the carpet people function. In the Dutch Quadrangle, this took about one week to complete the carpeting.

The above arrangements may now be considered firm, and Food Service personnel, Residence personnel and the Business Office may be guided accordingly.

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

cc: Dr. Clifton C. Thorne, Mr. George Brewer, Mr. David VanDyck, Mr. John F. Buckhoff, Jr., Mr. Joel M. True, Mr. Malcolm Corbiay, Miss Norma Edsall, Dormitory Authority, Business Office - Att: Mr. Benjamin Comi.