

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

DATE: 28 January, 1966

FROM: Walter M. Tisdale

TO: President Evan R. Collins

SUBJECT: Campus Progress Report No. 67

1. At the Job Meeting yesterday pertaining to the Colonial Quad, the following dates on occupancy were set:

Units "C" and "D" will be ready for occupancy of students upon their return from the intersession, beginning Sunday, February 6. Prior to this time, certain cleanup and furnishing operations will be conducted. We commenced moving furniture into Unit "C" yesterday and will begin moving furniture into unit "D" next Tuesday.

2. The final inspection of units "C" and "D" will be made next Tuesday, with representatives of all interested agencies attending.

3. Acceptance of units "C" and "D", as usual, will be subject to completion of punch list items. At this moment, unit "C" is more advanced than unit "D", but we have assurances from the contractor that unit "D" will catch up.

4. The laying of carpet has already commenced in unit "C", and "D" will follow next week.

5. Access routes to "C" and "D" have already been prepared and present no problem. In this connection, the contractor must have access through the main sally port on the south, in order to permit him to complete the Tower, the remaining work on the dining hall and on units "G" and "H". Therefore, the Residence Directors should keep the end doorways, leading from "C" and "D" into the south sally port locked at all times, except in case of emergency, when they can be used as a fire exit.

6. Turnover of the kitchen and dining area was firmly established for the 22nd of February by the Dormitory, and approved by other parties. Since progress here has been rather marked during the past few weeks, this seems like a fairly realistic date. However, after it is turned over, laying of carpet, hanging of draperies and installation of furniture and equipment in the kitchen must take place. All this furniture and equipment is on hand. Kitchen equipment can be installed immediately after turnover, but the dining room equipment will have to wait until carpet is laid. The Dormitory Authority has been advised to schedule laying of carpet immediately after 22 February so that no interruptions will occur. We, in turn, will furnish the dining room with tables and chairs, as soon as the carpet is laid.

7. The turnover of the dining area is scheduled to include the Flag Room, the Line-up Foyers on either side, and the loading dock and storage area at that end. This should give complete freedom of operation through this region for operation and use of the dining hall.

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