

THE UNIVERSITY OF KANSAS

LAWRENCE

DEPARTMENT OF BUILDINGS AND GROUNDS

C. G. BAYLES, SUPERINTENDENT

April 3, 1945

Dept. of Physical Education
Robinson Gym

Gentlemen:

In order to avoid delays and inconvenience both to you and to this department when hot weather arrives, may I suggest that you have all your fans reconditioned during the next two months.

Replacement and repair parts for any electrical equipment are very hard to secure and long delays can be expected on deliveries.

Your cooperation will be appreciated and reasonably prompt service can be given upon receipt of your departmental order.

Very truly yours,



C. G. Bayles, Supt.
Dept. of Bldg. & Grounds

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CGB/pr