TO THE MEN OF THE UNIVERSITY FACULTY:

Through the kindness of Mr. C. G. Bayles, Superintendent of Buildings and Grounds, a dressing room is being built
in the basement of Robinson Gymnasium for the use of the men on
the University faculty. This is the first time that this muchneeded facility has been provided for the faculty, and I am sure
that it will be greatly appreciated.

There will be enough lockers for everyone who desires one. All you will need to provide is a lock for your locker, and a duplicate key to the door of the room for yourself.

The charge for this key will probably be 25%.

I trust that many of you will avail yourselves of this opportunity to use the gymmasium facilities. We are hoping to organize some classes or teams in volley ball if enough are interested. Let us know if you would like to join such a group.

There will be an announcement in the University

Daily Kansan when the dressing room is completed and ready for

your use.

Very sincerely yours,

Mr. C. G. Bayles, Supt., Buildings and Grounds, University of Kansas.

Dear Mr. Beyles:

I wish to call your attention to the fact that there are no screens or protection of any sort of the basement windows at the east end of the gymnasium. This is the locker and dressing room for the women students.

At the women's intramural swimming meet held last Tuesday night liss Hoover caught a number of boys opening these windows from the outside and peeking in. This has happened on several occasions, and we would appreciate it if you could have some sort of protection over these windows on the outside.

We shall greatly appreciate any help you can give us to remedy this situation.

Sincerely yours,

Mr. C. G. Bayles, Superintendent of Buildings and Grounds, University of Kansas.

Dear Mr. Bayles:

I went you to know how very much we appreciate what you are doing in having a faculty dressing room built in the basement of the gymnasium. This is a facility that has been much needed by the mgm of the faculty, and it is the first time that such a place has been provided for them since I came to the University mineteen years ago.

We are notifying the men of the faculty that this dressing and looker room is being made available and urging them to come over and make more use of the gymnasium. I am sure they will all appreciate what you are doing. Thank you very much.

Sincerely yours,

FCA\*AH

Dear Mr. Bayles:

The strong wind which has been blowing today reminds me of the fact that this door at the west entrance of the gymnasium has been broken a great number of times by wind and the upksep on repairs has been enormous. I believe at least \$200 has been spent repairing this door.

It seems the automatic door check is not strong enough to hold the weight of the door when the wind is blowing. I am wondering if it wouldn't be possible to get a new type of door check, instead of trying to repair this old one.

Another way to remedy the situation might be to build a storm door on the outside, which would relieve the pressure on this door, thus preventing so much glass breakage.

I am only trying to suggest some way to save on the expense, and for that reason am sending these ideas along to you.

Very sincerely yours,

Director of Physical Education, Varsity Basketball Coach.

FCA SAH

MRGRO REGIS

Do not lock Lynn until 11 orlock tonight Harris by Helen

#### RUSH ORDER

17-3574

3-38—20M

Jan 14-1939 Mhen I came back this evening a few minutes after 11:00 to close the Stynn & found 50 760 megro boys in building. They were allower the building up stairs and down and had is all lighted in father was a truck load I had a time getting them out it was out, distant. Dr allen: Was theis au "authorited" party Oth Dayles

Mr. A. C. Elson.
Buildings and Grounds.
University of Kansas.

Dear Mr. Elson:

Thank you very much for sending over the lovely bouquet of flowers. We are enjoying them very much.

With much appreciation for your thoughtfulness in making our small office more cheery, I am

Very sincerely yours,

FCA:AH

Dear Mr. Beyles:

Remembering our conversation yesterday with regard to a place for the high school boys to play during holidays, I am sending you a couple of radio programs in which I have mentioned the desirability and need for having the high school gym open.

opy of these programs to the Board of Education I shall be glad to do that. I shall be happy to cooperate with you in any way possible.

Very sincerely yours,

FCA\*AH

Dear Mr. Dayles:

Thank you very much for your kind letter of the 22nd instant regarding the first aid instruction given to your electricians by Mr. Merbert G. Allphin.

We are very glad that your men availed themselves of this opportunity, and assure you that we are always glad to cooperate with your department in any way possible.

Very sincerely yours,

FCA:AHL

## THE UNIVERSITY OF KANSAS LAWRENCE

DEPARTMENT OF BUILDINGS AND GROUNDS
C. G. BAYLES, SUPERINTENDENT

October 22,1938

Dr. F. C. Allen, Director Physical Education Dept. University of Kansas

Dear Dr.Allen:

I want to express my appreciation for the very valuable service to this Department given by Instructor, Herbert G.Allphin.

Our electricians have completed several periods of instruction on first aid and prone pressure methods for their own protection in their work. This has been under Mr.Allphin and is much appreciated by the workers themselves as well as the writer, who is more or less directly responsible for their protection and the safety of their working conditions.

As you know all or most of the higher voltage equipment of the University is in underground vaults and ducts. This makes accidental contacts doubly hazardous on account of moisture and grounds where they must work.

We have recently purchased tools for testing this equipment before men attempt to work with it and I fell sure that this equipment backed up by some training in what to do in case of accidents, will aid greatly in the protection of our employees.

We appreciate your cooperation on these instructions and thank

Superintendent ( Dept.Buildings & Grounds

CGB:hi c/c Mr. Herbert Allphin

you.

Dear Mr. Bayles:

A few days ago one of the girls coming out of a swimming class slipped on the floor and struck her head against a bolt which extends out through a board along the floor in front of the showers in the women's basement. At first it appeared that her skull was fractured, but later it was learned that she has a deep laceration where her head struck the bolt.

We had already placed rubber matting on the floor in front of these showers to prevent slipping as much as possible.

I am wondering if you could have some convex covers placed over these bolts that extend up through this board which is on the floor next to the cage. The bolts might be cut off so that the covering might fit close over them. There is a hazard here which I believe we should try to eliminate.

Very sincerely yours,

Mirector of Physical Education, Varsity Basketball Coach.

Mr. C. G. Bayles, Superintendent, Department of Buildings and Grounds.

Dear Mr. Bayles:

Twish to call your attention again to the matter of the screens over the windows on the second floor of the gymmasium. The screens are clamped down so that it is impossible to raise or lower the windows for ventilation. During enrollment there were many complaints about this condition.

A number of our physical education classes are held on this floor, and basketball practice is starting this week. It is very essential that good ventilation be provided in this room.

I might suggest, that the screens be hinged at the top, and fastened with a hook at the bottom. Then it would be a simple thing to unhook the screen and lift it up to open the window, then hook the screen down again.

We shall greatly appreciate your attention to this very important matter.

Sincerely yours,

Director of Physical Education. Varsity Basketball Coach.

### THE UNIVERSITY OF KANSAS

LAWRENCE

DEPARTMENT OF BUILDINGS AND GROUNDS
C. G. BAYLES, SUPERINTENDENT

Oct 3,1938

Dr. F. C. Allen Director of Phsyical Education Robinson Gymnasium

Dear Dr. Allen:

Answering your letter of September 29th regarding toilet in the faculty dressing room for Women, wish to advise that we are replacing all this type of lavatory equipment as fast as money is available, and hope to finally remove all of them from the University.

Thank you for calling this to my attention.

Cordially yours,

Superintendent

Dept.Buildings& Grounds

CGB:hi

Mr. Liston. Night Watchman. Buildings and Grounds.

Dear Mr. Liston:

Thank you very much for your notation in regard to students smoking on the approaches and in the corridors of the gymnasium on the girls side.

We have written to the women faculty members asking their cooperation in enforcing the "no smoking" rule in the building, and I would also like to ask you to use your influence as you pass through the building.

Thank you for calling this to our attention. It is a fine service on your part and we appreciate it.

Sincerely yours,

Director of Physical Education, Varsity Basketball Coach.

FCA LAH

10/12 - 38 The students were smoking on the of the girls Lymithis evening Liston Dr. F. C. allen. Lynn

Mr. C. G. Bayles, Supt., Buildings and Grounds, University of Ransas.

Dear Mr. Bayles:

I have noticed that the toilet in the faculty dressing room in the women's office in the gymnasium is one of the old plunger type.

As you know, the walls there are very thin, being merely partitions, and at times when there are visitors in the office it is somewhat embarrassing to flush the toilet on account of the noise.

The toilets in the basement are of the same type and possibly they should be replaced some time.

I am wondering if the old toilet in the women's dressing room could be replaced with a newer type. We shall greatly appreciate anything you can do to make the situation more pleasant for the women of our department.

Very sincerely yours,

Director of Physical Education, Varsity Basketball Coach,

Mr. James Scoggins, Department of Buildings and Grounds, University of Kansas.

Dear Mr. Scoggins:

You have done such a splendid job on decorating the swimming pool that we wanted to send you some little token of our appreciation.

. Everyone is enthusiastic about the appearance of the pool. Much credit is due you for your artistic workmanship.

Thanking you, and with all good wishes, I am

Very sincerely yours,

Dear Mr. Bayles:

I just want to remind you of the plaster that was knocked off one corner in the basement of the gymnasium. You will remember that we talked about it the other day when you were here, and you mentioned that you would have this corner pointed up.

I would like to mention, also, that there is some plaster knocked off near the new door to our office. This was never fixed after the workmen finished remodeling the office this summer.

I am Thanking you for taking care of these small matters,

Very sincerely yours,

FCA : AH

Director of Physical Education, Varsity Basketball Coach.

P. S. Another thing - when the aquipment for cleaning the pool was moved out the workmen failed to fasten into the wall the metal peg to hold the hose. The rubber casters on this pool cleaner have worn so thin that the casters cut into the floor. I wonder if these could be replaced.

F.C.A.

# THE UNIVERSITY OF KANSAS LAWRENCE

DEPARTMENT OF BUILDINGS AND GROUNDS
C. G. BAYLES, SUPERINTENDENT

9-22

DEar Olog: set forthe in your letter of Sept. 21 as Soon as we recover from the press of Hus weeks many services. polities or business to give out 3 lickets to saturday football games to the Hollowing Wha officials who are now supervising the grading on the intramwal They have so men there today and Oan do a lot for us if they happen to like our treatment of their W.E. Briseve Forendan Roy Riley-Dist Engr-Jon Clathae office Ed Gentry-Time Keeper If you see that to issue these I will be glad to see that they are delivered Cordially Yours Deples

Dear Mr. Bayles:

During the time of enrollment it was brought to my attention that the windows up on the second floor of the gymnasium can not be opened for ventilation. Dean Schwegler and others desired to open some of the windows and found that the screens have been screwed down tightly.

Not only for basketball practice, but for the regular gymnasium work of both the men and women, we will need to have ventilation in this room. I wonder if you would have Mr. Love study the situation and see if these screens can fastened so that it will not be so difficult to raise or lower the windows.

I believe, too, that some of the windows have to be propped up when they are opened, and some of them cannot be lowered from the top.

We shall greatly appreciate it if these windows can have some attention.

Very sincerely yours,

Director of Physical Education, Varsity Basketball Coach.

Dear Mr. Bayles:

The painters who are now painting in the swimming pool have called my attention to cage containing cleaning equipment, etc., which is in one corner of the room. This would be very unsightly if left there after the pool has been redecorated.

I am suggesting that this cage be removed from the pool and put outside in a niche by the new room that was constructed in the basement of the gymnasium last winter. I thought this equipment could go on the north side of the new room and against the west end of the pool. This is just around the corner from the door to the pool and would not necessitate moving the equipment far.

There is about a six-inch step up to the door to the pool, and a small inclining platform there would make it easier for the jamitor to rool the cleaning equipment into the pool.

I trust this small detail will have your approval. The painters are doing a fine job in the pool, and I am sure it is going to be a most attractive place.

Very sincerely yours,

Director of Physical Education, Varsity Basketball Coach.

Dear Mr. Bayles:

I have talked to Mr. Lyle Gibbons, manager of the local telephone company, and explained to him our desire for a night connection in this office. There are so many days when I work in the office after 5 o'clock and need telephone service that I feel this connection is necessary.

The telephone company will give us an extension on the night connection in the Intramural Office for an additional charge of 65% a month. We are willing that this charge should be paid from our departmental funds.

Will you kindly send an order to the telephone company for this change? I should like to have the connection listed in the new directory under my name.

Very sincerely yours,

Dear Mr. Bayless

I wish to request that the telephone number for this office be changed to K. U. 83, and that our present number, 89, be given to the Intramural office.

Also, it is very desirable that we have a night connection in this office. I am very often working here at the office after 5 o'clock, and there is no way to make telephone calls after that hour. I am wondering if you could suggest some arrangement whereby we might have a night connection in this office.

Very sincerely yours,

Director of Physical Education, Varsity Basketball Coach.

Dear Mr. Bayles:

I am wondering if you would be kind enough to paint the varsity dressing room in the basement of Robinson Gymnasium some time during the summer. Having the floor, especially, painted each year is our best insurance against athletes foot. You were kind enough to do this last year, and we greatly appreciated it. I trust you may find it possible to include this in your summer's program.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA : AH

Doar Mr. Dayloss

last fall Mr. Raymond Michols, executive secretary to the Chancellor, stated that arrangements would be made to have the east wall in Mrs. Multeen's office moved three feet further back, taking in the space that is now used as a catch-all in the Athletic Office.

There is very inadequate space in this small office as it is, with the door opening in from the side entrance. There is no place for anyone to wait, unless they stand in the hall. You will recall that it was necessary to cut open a window into the Athletic Office for ventilation.

I have conferred with Hr. Gwinn Henry, Nr. Harl Kloos, and Harl Mallunstien, and they have agreed that we should have this space. I have communicated that information to Hr. Michols and he stated that he would take the matter up with you.

By making an entrance to the office from the main hall in the west end of the gymnasium, where the window now is, this will give a frontal approach to the office for visitors and will give enough room in the office so that they may at least sit down.

I was not in Lawrence at the time the arrangements were made last summer between Mr. Floor and Mr. Falkonstien, but all have agreed that it is almost impossible to work in this office with the lack of ventilation and space. My office room is entirely adequate for my needs, and I am very happy about it.

It will not be necessary to change the door of 105 at all. If we can have a door placed in the space where the window is there will be no necessity of doing any cutting. The bristol board that is already home can be used to close the space between the Athletic Office and the wall. I would appreciate it if you could use a door with a glass in it for our front door.

By this arrangement we will be able to get ventilation from the front hallway, rather than the humid air that comes up the back stairs from the basement. The grad, and the humidity In talking to Mr. Whose he was rather surprised that the door had not been placed there when the office was remodeled last summer, but when he talked with Mr. Palkenstein on the provious arrangement he was under the impression that Mr. Palkenstien was going to use that window as a ticket window. This was not done, and Mr. Klooz saw no reason why we should not utilize this space for light and ventilation, as well as having the space for egress.

Very sincerely yours,

Director of Physical Education, Versity Besketbell Cosoh.

PCA:AH

Deer Mr. Bayles:

After the workmen finished remodeling our outer office, room 105 Robinson Gymnasium, the telephone company found it necessary to change the location of the telephone. I understand it is necessary for a written request to go to you, and I trust you will approve this change.

I want to thank you for the fine job the carpenters have done in enlarging the office. The room is very pleasant now, with good ventilation and light. We greatly appreciate your kindness in this matter.

Very sincerely yours,

## THE UNIVERSITY OF KANSAS LAWRENCE

DEPARTMENT OF BUILDINGS AND GROUNDS
C. G. BAYLES, SUPERINTENDENT

July 14,1938

Physical Education Dept.
Robinson Gym

High pressure steam will be shut off from August 15 to September 12th for repairs on steam line and equipment.

Please arrange your work accordingly.

Very truly yours,

The Hours

Department Buildings & Grounds

con+h4

water discouranted?