

November 22, 1937.

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

Dear Mr. Bayles:

Confirming our conversation this morning, I beg to state that we play Drake University at Des Moines on the 29th of December. We will leave here on December 27, and not return until the morning of December 30. This will give you perhaps ample time to finish the floors with the material that you have purchased without our interfering with you for practice.

Further confirming our conversation, in the men's towel room downstairs, below our office, I beg to call your attention to the fact that some of the molding is missing from above the door and the other molding is loose. Perhaps you will want a carpenter to repair this before the painter comes in.

We will have everything moved away from the walls and we will have all the baskets and basket shelving dusted Wednesday and Thursday, so that it will be possible for your men to get in Friday morning to paint these rooms, if you so desire.

I would appreciate it very much if you could also paint the floor, as this has not been done for a year or so. We are going to move out all of the old cabinets in there so with your good work we will start on a 100% efficiency basis as far as cleanliness and neatness is concerned.

I appreciate your doing the work that you are now doing in helping us to make things more presentable.

Very sincerely yours,

FCA:AH

Director of Physical Education.