

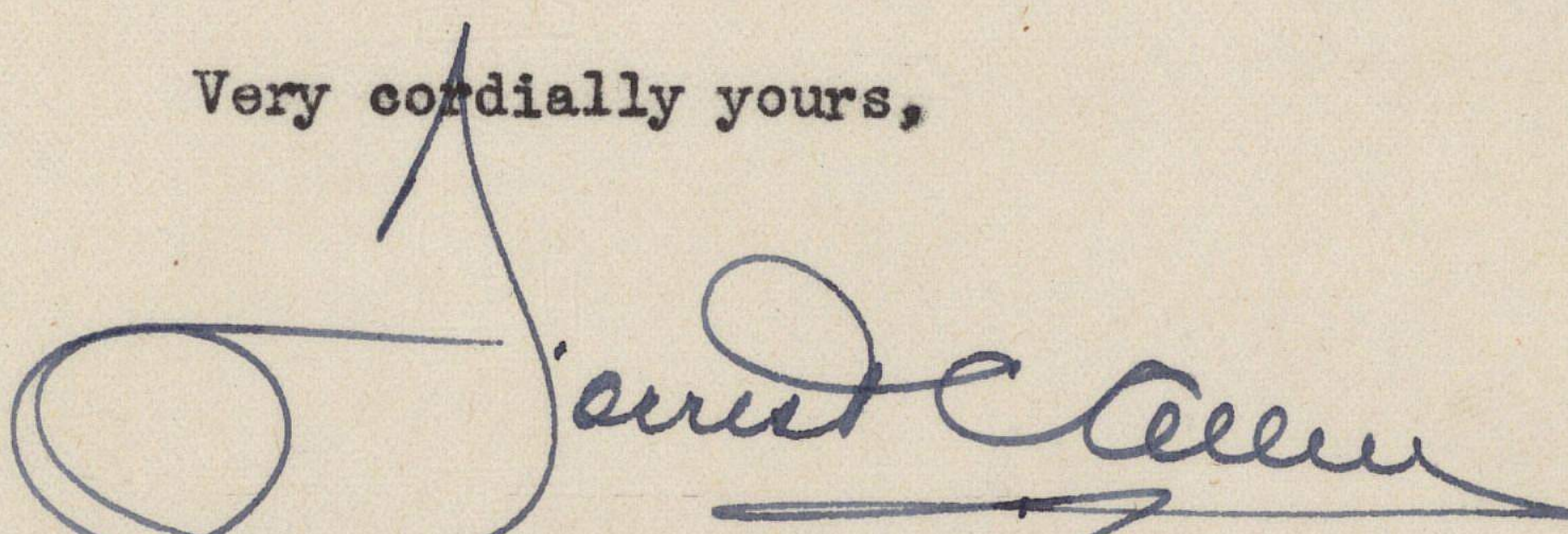
December 20, 1943.

Messrs: Porter
Schaake
Hayes
Austin

I desire to call your attention to the very important item of closing all windows in the drill room of the Military Science Building when your classes are finished. This should apply to the last class in the morning or evening in which you happen to have the floor.

The janitor service there is not comparable to the janitor service here. Therefore, we ask you to accept that responsibility.

Very cordially yours,



Varsity Basketball Coach,
Director of Physical Education.

FCA:AH