

December 15, 1937.

Mr. Jay Plumley,
Department of Physical Education.

Dear Jay:

Will you please issue a statement to all employees of the towel room asking them to clean up the envelopes around the front of the towel room and on the floor out in front? This should be done each hour.

When the students check their valuables they student-like tear the envelopes open and throw them on the floor. As a consequence, the approach to the towel room looks very bad. I will thank you to use some of your personality on these boys toward having a more tidy basement floor.

Another bad habit the boys have is of sweeping the refuse and leaving it right near the door. If we do not have a dust pan there please see Mrs. Hulteen and we will procure one so that they may sweep the refuse up and put it in the wastebasket.

Thank you very much.

Cordially yours,

FCA:AH

Director of Physical Education.