JOINT OFFICING

Memorandum to: Mr. Edward L. Ryerson, Jr.

By: Joel D. Hunter and Wilfred S. Reynolds

This memorandum is concerned with a suggested plan for a Joint Officing Building for the administrative headquarters of non-institutional agencies; the building to be erected by the Wieboldt Foundation on land owned by the Northwestern University.

MANAGEMENT:

The management of the building should be vested in a committee composed of representatives elected by the following: one by the Wieboldt Foundation, one by Northwestern University, one by the Chicago Council of Social Agencies, and two by the tenant agencies. This Management Committee should be in charge of the management and operation of the building, including the following essentials:

1. Determining the occupancy of the building.
2. Plan for system of leasing by separate agencies.
3. Providing for the business management, including manager and other assistants necessary to care adequately for the management of the building.
4. Determine upon the planning of the space and final distribution of the agencies and facilities within the building.
5. This committee should be appointed immediately upon a decision to erect the building and should be responsible for supervising the architectural plans of the building to insure the best type of planning to suit the purposes for which the building is to be used.
6. It is suggested that the Wieboldt Foundation be the holding corporation. Leases shall be drawn by the separate agencies with the Wieboldt Foundation. The
JOM OF ORIGIN

MACROCELL FOR: H.M. NAVAL ""HYNDMAN"

WILLIAM E. DAGENHART

The President, Inc. looks upon with a sense of responsibility for the

Joint Operating Board for the administrative personnel of the

Interdepartmental agencies, the participating as members of the board

Hornell, Cent. No. 3135

MANAGEMENT

The management of the Joint Operating Board is composed of a committee con-

sisting of representatives from the following: one of the Office of the President of

the Office of Naval Operations, one of the Office of Naval Personnel, and one of the

Office of Naval Personnel. The committee meets at least twice each year to consider

Consideration is given to matters of importance and agreement of the


1. To determine the organization of the board.

2. To do the business of the board by respective sections.

3. To furnish for the Board's consideration, information necessary to carry

4. To keep the Board informed of the rules and regulations

5. To prepare reports of the proceedings of the

6. To do any other business that the Board may require of the

General Manager of the Joint Operating Board. The
rents shall be paid to the Building Manager under the supervision of the Committee, which Building Manager is designated by the Wieboldt Foundation as its agent for this purpose. Likewise disbursements for the necessary expenses in the operation and upkeep of the building shall be upon order of the Business Manager and paid by the Wieboldt Foundation.

FACILITIES AND ACTIVITIES FOR WHICH A BUILDING SHOULD PROVIDE:

a. Joint application and information bureau (first floor). This should be the "gateway" to the building and provide adequately for receiving visitors and properly directing them to the organizations, departments or persons whom they desire to see.

b. Printing and mimeographing equipment - a joint facility. (In basement if properly ventilated).

c. Space for storage of supplies, retired records and the like - a joint facility. (In basement if properly ventilated).

d. Auditorium to accommodate 250 to 500 people.

e. Committee and conference rooms distributed throughout the building.

f. Library (probably top floor).

g. Social museum and exhibit display (probably top floor).

h. Rest rooms for both men and women employees, and clients visiting the building, properly planned for necessary segregation and convenient locations.

i. Central registration of cases, known as "Social Service Exchange," located convenient to the offices of agencies dealing with families and individuals.

j. Joint organization of clerical and stenographic services. Joint purchasing which might be extended to organizations not office in the building. Joint organization of such bookkeeping and accounting arrangements as experience may prove advantageous. If and when the building is assured of erection, expert assistance should be employed to work out the details of these phases of joint operation so that there may be ample time to perfect the scheme prior to the actual occupancy of the building.
k. Facilities for private offices of the several independent agency units, providing for executives, heads of departments, secretaries, interviewers, should be arranged with special reference to one another and to the facilities used in common.

l. If building is located on the Northwestern University campus or at a place outside the loop where there are no restaurant facilities, provision should be made for serving meals to occupants of the building.

m. Transportation to and from the loop district should be provided to serve the building.

SIZE OF BUILDING:

Of the 37 agencies replying to the recent questionnaire, 25 have expressed themselves in favor of the principle of joint office. 16 definitely favor the Wieboldt-Northwestern University building plan and will join in it. These agencies require 37,396 square feet of space.

This amount of space does not include the several needs indicated above, such as space for joint application bureau, central registration of cases, auditorium, conference rooms, rest rooms, storage space, etc.

Neither do the requirements of these agencies represent the possible increase in the need for joint officeing in the future.

A number of agencies circularized did not reply to the recent questionnaire, and those who are not able to join the plan at present might be able to do so later.

While it is impossible to accurately estimate the exact needs as to space, it is probably safe to indicate that a building comprising not less than 75,000 square feet or more than 100,000 square feet will be necessary to meet the present and future needs and officeing requirements of our social agencies.

COST TO AGENCIES:

Let us assume that the cost of rental to agencies will equal the cost of operating the building, not including taxes. We assume taxes will be exempted. A preliminary report just issued by the National Association of Building Owners and Managers, for the year 1923, including figures from 17 office buildings in Chicago, comprising 3,097,376 square feet, shows the following cost of operation per square foot:
[Image]
A. Expense of ordinary operation--------- $ .725 per sq. ft.
B. Repairs, alterations, decorating, etc.--- $ .14 per sq. ft.
C. Fire Insurance and depreciation-------- $ .19 per sq. ft.

Total............... $ 1.055 per sq. ft.

If taxes must be included add............... $ .428 per sq. ft.

Assuming the building and ground are presented outright and tax exempt to the purposes of agency office, the cost of operation will be approximately $ 1.05 per square foot. The agencies, therefore, under the most favorable conditions, would pay $ 1.05 per square foot rental.
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(Continued on next page)
W. R. Harper, L.L.D.,

President University of Chicago.

Dear Dr. Harper:

When we studied the teaching of civics in the public schools we were all struck with the fact that the teaching concerning the municipal civics was utterly deficient. The children all know the branches of the National government, the names of the President and his Cabinet, but know practically nothing about their own election precincts, ward, legislative and congressional boundaries.

They cannot be taught properly until some text book shall be prepared which will give the teachers the information. I enclose herewith the first book that has ever been published in Chicago, as far as I know, which gives the information which every teacher should possess. It is a homely little pamphlet compiled by a lawyer who used to be employed in the Election Commissioners' office. He put $100 into the work but will not publish such books concerning the other towns of Chicago until the demand shall be felt.
Dear Mr. Karlberg:

When we studied the proper use of office in
the public schools we were all struck with the fact that the
secretary conscientious the manuscript a little more accurately helps.

The affection of the presence of the student
Government, the name of the President and the Constitution
know precociously nothing apart from any engine or machinery,
and legislation and constitutional process.

The Congress is almost immediately with them, and you will find
To prepare with which of the work of the information
I suppose everybody the great book, the great book, that
in Chicago as far as I know which gives the information
with every careful thought but no.

If to a family of the
employees of the company of a number who need to be employed in the
Chicago Federal Reserve Office.

The way to fill up the
with the new people and people accompanying the other terms
of Chicago until the proper effort to...
There is no doubt a need for a book covering the whole city of Chicago and giving the practical information in civics which the children should know. It will be felt, not only in the next generation of voters, but a great many parents will be reached by such practical information which will be brought into the homes by the children.

I believe that you are in a position to have a textbook of this kind prepared, and I enclose the pamphlet merely as a suggestion to you as to the kind of information which should be contained in such a book. Such a textbook should contain an enumeration of all the various departments of the city and county government, and pictures of the city and county institutions, a simple statement as to how the taxes are raised and in what amounts and how they are expended. Although the sums raised and expended would differ from year to year, still the proportions would remain substantially the same.

I addressed an audience at the First Baptist Church composed of the men of the congregation on December 10th. I gave each person present one of these handbooks of information, and
There is no doubt that a book containing the whole
of the information I am giving the brokers will be
found to be of great importance. It will, I feel, not only in
the next generation of brokers but a great many brokers will go
becoming the record of such important information which will be
publicized into the pages of the guidebook.

I believe that you are in a position to have a book published on the
subject of this lecture and I enclose the book of which I
suggest that you be given to the kind of information which should
be contained in a book such as this. Each book should be
considered to have a page of each chapter

on the subject of various government departments of the city and
county government; any knowledge of the city and county

In any city, however, and as far as the local and city law

be, a whole separate city, and to the town of the same

state. I have made and may have the yard of the same

book. A whole separate and independent the same

I make no mistake, if the construction of the local government

be at the head of the construction of December 10th. I

hope to have a meeting of the heads and representatives of information and

each person present one of these representative of information.
the men were very much pleased to receive them.

Within the past year the ward legislative and congressional boundaries of the entire city have been completely recast and will in all probability remain as they are for ten years to come. These changes have rendered necessary the dissemination of information as to the new boundaries. We cannot get a good representation in the State legislature from Chicago until the citizens understand the districts in which they live. I have addressed at least twenty-five audiences in which I offered luncheons to any one person present who would name his senator and three representatives. Not a soul in all these audiences has ever gotten even the soup of the luncheon. There is a dense and absolute ignorance among our citizens on civic matters. They are ready to be informed if this can be done in an attractive way.

I have sent this Handbook of Information to the principals of all the schools in the neighborhood of my ward including Armour Institute, De Lasalle Institute, the parochial school of St. James Catholic Church and others.
Dear Sirs:

I have the honor to submit to your council the following information of which I have been made acquainted.

I have had the opportunity of examining the documents of which I have been informed.

Yours for the best,

[Signature]

[Address]

[City, State]
In addition to such a handbook as I have suggested to you there should be supplementary reading lessons prepared covering the local history of Chicago, but that can come later. What is needed is a basis from which teachers can intelligently train their children in civic duties around their doors.

The Sunday Schools have taken up the idea of having at least one Sunday and probably two, each year, devoted to lessons on municipal patriotism and the practical duties of local citizenship. I hope that through the channels of the great University of Chicago such publications as are absolutely needed will be prepared for the public.

Yours very truly,

Charles Alling
Alderman 2nd ward.
In addition to your own personal work, I have supplementary exercises prepared for you. These should be done as soon as possible to further your progress in the field of Chinese. I am now sending these exercises to you. We cannot overemphasize the importance of this work. You have improved in a short time, but you need more practice. I hope that you will continue to work hard on these exercises, and that you will make good progress in the future. If necessary, I will provide additional help for you. I wish you the best of luck in your studies.

Yours sincerely,

[Signature]
Chicago Dec. 20, 1907

My dear President:

Mr. Alling may be interested in these two tracts. I should think that Mr. James might prepare such a manuscript as is suggested.

Very truly,

[Signature]