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**TOTAL**

600.0

400.0

200.0

0.0

600.0

0.0
The University of Chicago  
Department of Buildings and Grounds 2-4-24

EXTENSION PROGRAM

SUMMARY

1. Modern Language Building  $ 600,000.
2. Administration Building
3. Library  1,250,000.
4. School of Education  1,391,976.
   (a) Library & School Building
   (b) Secondary School
   (c) Gymnasium & Lunch Room
5. Social Service Building  600,000.
6. Theology Group  771,000.
7. Chemistry Building  500,000.
8. History & Philosophy Building  880,000.
9. Mathematics and Astronomy  600,000.
10. Botany
12. Women's Dormitories  266,250.
13. University College
14. Power Plant & System  2,000,000.
15. Service Building  300,000.
17. The Chapel
## Extension Program

### Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>1. Modern Laboratory Building</td>
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<tr>
<td>2. Administration Building</td>
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<tr>
<td>3. Library</td>
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<td>4. School of Education</td>
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<td>(a) Library &amp; School Building</td>
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<tr>
<td>(b) Secondary School</td>
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<td>(c) Gymnasium &amp; Lecture Room</td>
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<td>9. Mathematics and Astronomy</td>
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<td>12. Women's Dormitories</td>
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<td>14. Power Plant &amp; Equipment</td>
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<td>16. Press Building</td>
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<td>17. The Chapel</td>
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EXTENSION PROGRAM

MODERN LANGUAGE BUILDING

MODERN LANGUAGE BUILDING
(Between Harper and Classics)

I. This building to match Classics in height and finish.
Contents estimated by Coolidge & Hodgdon
750,000 cu. ft. @ 80¢ = $600,000.

This building to have deep basement for stacks; 1, 2, 3, and 4th floors to be arranged with class rooms and offices, much like Classics Building.
EXTENSION PROGRAM

MODERN LANGUAGE BUILDING

(MODERN LANGUAGE BUILDING)

(proper names and classses)

This building is to have a floor in the basement, on the second floor and in the third floor, and all floors are to be finished with offices and rooms.

Bldg.
EXTENSION PROGRAM

ADMINISTRATION BUILDING

ADMINISTRATION BUILDING

It is proposed to build an Administration Building on the line of 58th Street, at University Avenue, (in view of the recent developments west of Ellis Avenue it might be more convenient to locate this building east of Ellis Avenue, north of Cobb Hall). This building would be an office building, housing the President, Vice President, Deans of the Graduate Schools, and Colleges, the Recorder, Examiner, Dean of Women, Dean of Men, on the one side and business offices; the Secretary, Auditor, Cashier, Superintendent, Purchasing Agent, Housing Bureau, Employment Bureau, etc. on the other. It might properly include the Telephone Exchange, the Alumni Office, the Student Honor Commission, and the Student Council. This building would be about
ADMINISTRATION BUILDING

It is proposed to build an Administration Building on the line of 36th Street at University Avenue. In view of the recent developments west of Avenue M, it might be more convenient to locate this building east of Avenue M (north of CCP Hall). The building would be an office building housing the President, Vice President, Dean of the Graduate School, and College, the Registrar, the Dean of Women, Dean of Men, the one and business office of the Secretaries, Assistant, Career, Employment, Personnel, Housing, and other departments. It might include the Library, the Alumni Office, the Student Union, and the Student Council.

The building would be...
The form of additional library facilities will doubtless take one of two forms, (a) a large central building 250' x 300' in the center of the main quadrangle, or, (b) two buildings -- one a growth of Harper into Haskell (moving the Oriental Museum to a new building on University Avenue, east of Walker and north of Beecher, and ultimately absorbing the present Law Building), and a large building for Science Library, say on Ellis Avenue, west of Kent and south of Snell.

No plan or estimate can be made for this undertaking. A rough guess of the outlay to provide for facilities in keeping with the present expansion would be, say

\[ 1,562,500 \text{ cu. ft.} @ 80\% = \$1,250,000. \]
The form of additional library facilities will consist of two or more large central buildings, 250' x 500', in the center of the main quadrangle, or (p) one large building -- one or two buildings some distance from the central quadrangle with a new building on University Avenue. The building should be near the present library, and (p) on premises. The present library would be kept as now and a new building constructed to the north of the old one. A number of additional classrooms can be made for the Undergraduate. A rough estimate of the capacity to provide for facilities in keeping with the present expansion would be:

1,500,000 sq. ft. @ 80$ = 120,000,000.
The school of Education requires three new buildings:

I. A library and school building for approximately 150 graduate students in education.

II. A secondary school for a capacity, combining with Belfield Hall, of about 700 students.

III. Combining the high school, gymnasium, and general school lunchroom providing for 500 to 700 high school students and 400 elementary students, with a lunchroom seating for one meal two-thirds of 1100, or 700. (see attached sheets for data).
The School of Education reports three new buildings.
A facility and school building for approximately 1,800 graduate students in education.

I. A secondary school for a capacity of approximately 1,000 students.

II. Comprised of 500, with a hall of about 100 students.

III. Comprised of the high school, elementary, and general school teaching plant for 500 to 400 high school students and 400 elementary students, with a teaching plant for one of two-thirds of 7,000 and an attached 100 acres for a total of 2,000 acres. (see attached appendix for details.)
EXTENSION PROGRAM

SCHOOL OF EDUCATION

PROPOSED LIBRARY AND SCHOOL BLDG.

(Conference with Dr. Judd, Feb. 1st, 1924)

I. It is proposed to build a fireproof stone building in harmony with Blaine Hall along the west side of Scammon Court, (along Kimbark Avenue) Disposing of Kimbark Hall and the Boy's Club.

This building to fill in a space between Belfield Hall and Blaine Hall, a distance of about 176 ft.

It is planned this building will be 146 ft. long, 2 classrooms and a corridor wide, and 3 stories high, opening to the east to a building about 90 ft. by 90 ft., 1½ stories high, which would become an auditorium, and for the summer session an overflow of the library reading room.

On the first floor would be located a library for 150 persons, say 45 ft. east and west by 50 ft. north and south. At the north and south ends of the building will be classrooms of the standard size, say 22 ft. wide, a 10 ft. corridor and hall space, and over all a width of 61 ft. for the building.

cont'd
It is proposed to build a fireproof frame building.

In connection with the Hall, there will be the west side of the Student Union (formed by the Avenue) Disposing of Kimball Hall and the Postal Club.

The building to fill in a space between the Hall and the Postal Hall a location of about 14' x 10'

It is planned to build a plant with a capacity of 900 cubic feet, and to be adjacent to the east to a building about 40 ft. 40 ft.

On the first floor would be located a library for 100 person, one be 40 ft. east and west on 20 ft. north and south. At the north and south ends of the building will be classrooms of the classroom type, say 25 ft.

A 10 ft. corridor and half space, and over each a width of 8 ft. for the corridor.
On the first floor would be the main graduate reading room and class rooms.

On the second floor above would be largely small offices devoted to the graduate research, and on the third floor would be lavatories and offices for the staff.

The auditorium adjoining to the east should provide about 800 seats (to accommodate the high school chapel exercises for an enrollment of 700), having a stage at the east end fitted for dramatics, and having a single floor with folding tablet arm seats. This auditorium should have a lobby at the east end joining the main library, so that the readers in the summer season can draw books from the first floor library and go into the auditorium seats for reading. The auditorium to be entered at the first floor level from the back.

Assuming a basement height of 11 ft; the first floor 13 ft, the next two floor 12 ft., to a suspended and an average roof height of 60 ft, this would give a building as follows:

cont'd
On the first floor would be the main entrance.

Residence room and office room.

On the second floor above would be interval.

Small offices devoted to the residence and

seats. And on the third floor would be law-

courts and offices for the state.

The auditorium seating to the east should

provide about 800 seats (to accommodate the

high school, open excholoes for an enrollment

of 700), having a stage at the east end and facing

for dramatic, and having a single floor with

the auditorium sitting room, at the east and facing.

The auditorium should have a lobby at the east and facing.

the main lobby, so that the audience in the

summer season can come from the first

floor lobby and go into the auditorium seats.

For residence, the auditorium to be entered at

the first floor lobby from the back.

Assuming a presentation height of 15 ft., the first

floor 13 ft. the next two floor 15 ft. to a

maximum and as entrance foot height of 6 ft.

The auditorium give a profile as follows:

cond
Area -- 146 X 61 X 60 = 534,360 cu. ft.
Auditorium -- say, 8000 sq. ft. X 30 ft. high = 240,000

Total -- 534,360 cu. ft. + 240,000 = 774,360 cu. ft.
Assuming 80¢ per cu. ft. for a fireproof building similar to Blaine Hall, this would cost $619,488.
Area = 146 x 60 = 8760 sq ft

Auditorium = 60' 8000 sq ft x 10 ft high = 80,000 cu ft

Total = 534,560 cu ft for a 4-story building

Assuming 80 men per cu ft for a 4-foot plywood unit

If similar to Maine Hall, this would cost $65,488.
PROPOSED BUILDING FOR SECONDARY SCHOOL

II. This building is to fill in the space at the east side of Scammon court between Blaine Hall and Belfield Hall along Kenwood Avenue, to be of fireproof construction three stories high, and to house with Belfield Hall, the University High School with a total enrollment of 700 pupils, having a bridge or connection at the second floor level at the north end, giving access to the present large library reading room.

On the first floor of this building to be provided the central administration office for the high school, together with toilet rooms and locker room for boys' clothing and another locker room for girls' clothing, and a few recitation rooms.

On the second floor should be provided a large number of recitation rooms for classes having not more than 30 chairs each, and offices for high school department teachers.

On the third floor should be provided the Boys' Club, teachers rest and retiring rooms, and a few recitation rooms.

cont'd
PROPOSED BUILDING FOR SECONDARY SCHOOL

This building is to fill in the space at the east side of the same court between Parking Hall and Helvetia Hall along Kenwood Avenue to be used for laboratory and office space. It is proposed to connect these two wings and to house with Helvetia Hall the University High School with a total enrollment of 400 pupils.

On the first floor of the building to be built:

above the central administration office for the high school, together with faculty rooms and locker room for boys, office and another locker room for girls, "et cetera"

On the second floor there should be provided a large number of recreation rooms for classes having not more than 30 pupils each, and offices for play

school department recreation

On the third floor besides providing the above, gym, teachers' rest and retiring rooms, and a few recreation rooms.
(The manual training to be retained in Belfield and the new building largely devoted to the standard sized classes.)

Assuming a building of the center corridor type with standard class rooms each 22 ft. wide and a 10 ft. corridor, this would give a building 146 ft. long by 61 ft. wide, with a 10 ft. projection 50 ft. north and south on the court side, and a total area of 9406 sq. ft.

Assuming a average height of 60 ft., this will give a building of 564,360 cu. ft.

At 80¢ per cu. ft. this will be

\[ 564,360 \times 80¢ = 451,488\].
The budget is $50 for lecturing to be returned in full.

and the new building largely devoted to the

extension school classes.

Assuming a building of the center corridor type

with 25 square feet per each 58 ft. wide and

10 ft. corridor, this would give a building

10 ft. deep by 75 ft. wide, with a 10 ft. pro-

jection 50 ft. north and south on the court side,

and a total area of 2500 sq. ft.

Assuming a square feet of 80 ft. the will

give a building of $80,300 cost.

At 80 per cent, it's price will be

$64,240 x 80% = $481,920.
III. This building is planned for a location at the west side of Jackman Field along Kenwood Avenue about 100 ft. north of 59th Street. It is intended to provide gymnasium facilities for High School boys and girls, and a lunch room for high school and elementary students, (the present gymnasiums are each about 40 ft. by 60 ft.) It is planned to make this building in a single story with double deck locker rooms each 75 ft. long by 50 ft. wide with locker rooms along the west side, and a wide porch 20 or 25 ft. along the east and south sides of this building. It is proposed to extend the building north to provide a lunch room approximately 75 ft. north and south by 100 ft. east and west, seating approximately 600 persons at once with the kitchens and serving rooms along the west side.

This would then provide gymnasium locker and dressing room facilities for high school pupils and a lunch room for all the students, 400 in the elementary and 700 in the high school, a total of 1100 seated
EXTENSION PROGRAM

DEPARTMENT OF EDUCATION

EXTENSION AND LUNCH ROOM BUILDING

The building is planned for a location at the west side of Jackson Height above Kew Beach Avenue. About 100 ft. north of 58th Street, it is in

 تم إعداد البرنامج لإنشاء مبنى للتعليمах على الساحل الشمالي من جانج حيتك، عند الشارع 58. تقع المباني فيLOUD 100,000 ـ 106,000 متر مربع، مع تضمين

 room is designed to provide classrooms facilities for high school boys and girls, and a lunch room for

 sala de clases para estudiantes de secundaria, y un comedor para los estudiantes.

school and elementary students (the present

 sala de clases para estudiantes de primaria, y un comedor para los estudiantes.

 classrooms are each about 60 ft. by 60 ft. It is planned to make the building in a single

 salas de clases de 60 x 60 ft. se planifica construir el edificio en un solo

 story with ample gear locker rooms each 10 ft. long by 60 ft. wide with locker rooms along the

 planta con salas de almacenamiento suficientes.

 west side, and a west porch 20 ft. by 15 ft. along the

 porche oeste de 20 x 15 ft. a lo largo del

 east and south sides of the building. It is to pro-

 al oeste y sur de la construcción. Se pro-

 ceed to extend the building north to provide a

 proseguimiento hacia el norte para ampliar el

 lunch room approximately 40 ft. north and south

 comedor de aproximadamente 40 ft. al norte y al sur.

 by 100 ft. It is east and west, meeting approximately

 se extiende en el oeste y este, con una longitud de aproximadamente

 600 feet past the corner with the Elycor and retaining

 600 pies más allá de la esquina con el Elycor y reteniendo

 rooms along the west side.

 salas a lo largo del lado oeste.

 The main floor provides extension locker and dressing

 la planta principal proporciona vestidores y

 room facilities for high school pupils and a lunch

 instalaciones de comedor para estudiantes de secundaria.

 room for all the students, 400 in the elementary

 para todos los estudiantes, 400 en la secundaria.

 and 100 in the high school, a total of 1100 seats.

 y 100 en la secundaria, para un total de 1100 plazas.
in two shifts.
This building will also require a solution of the street crossing problem through an overhead bridge or an underground passage to give access from the high school to the elementary school and to the Gymnasium and Jackman field.
It is planned that this building will be of brick trimmed with stone.
Cu. contents main building including locker rooms, and lunch rooms, say —

\[
\begin{align*}
95 \times 100 &= 9500 \text{ sq. ft.} \\
\text{plus} & \quad 50 \times 120 = 6000 \text{ sq. ft.} \\
15,500 \times 25 \text{ ft.} &= 387,500 \text{ cu. ft.} \\
387,500 \times 60\% &= $232,500 \\
\text{Porches} \quad 120 \times 20 &= 2400 \text{ sq. ft.} \\
100 \times 25 &= 2500 \text{ sq. ft.} \\
4,900 \times 20 \text{ ft.} &= 98,000 \text{ cu. ft.} \\
98,000 \times 40\% &= $39,200 \\
$232,500 \text{ plus} & \quad $39,200 = $271,700
\end{align*}
\]

Add for kitchen and dining room equipment and additional gymnasium equipment required, new lockers apparatus, etc., — —

\[\$24,300\]

\[\$296,000\]

cont’d
In two parts.

The purpose of the program is to provide an opportunity for students to experience
life on an educational campus by attending school from the high school to the elementary school
and to the gymnasium and locker rooms.

It is planned that the building will be an

trimmed

building.

C.1. contains main building

$5,000 per. It

60 x 120 = $80,000 per. It

60 x 150 = $90,000 per. It

Total $150 x 20 = $3,000 per. It

100 x 25 = $25,000 per. It

It. 8,000 x 40 = $320,000

$320,000 plus $20,000 per. It.

$320,000

That for kitchen and dining room equipment and

additional equipment and furnishings, new lockers

spare parts, etc.

etc.

$320,000

cont'ed
EXTENSION PROGRAM
SCHOOL OF EDUCATION

CARRIED FWD. $296,000

Add for underground crossing or overhead bridge at street line -- $25,000
Total for this operation -- $321,000
EXTENSION PROGRAM

SCHOOL OF EDUCATION

$255,000

CARROLL LTD.

Aga for upgrading of overseas bridge

$35,000

Total for this operation -- $390,000
EXTENSION PROGRAM

SOCIAL SERVICE BUILDING

SOCIAL SERVICE BUILDING
(Between Harper and Foster)

1. This building to be similar to the
    Modern Language Building -- $600,000
    750,000 x 80'

    To have deep basement for stacks, etc.
The University of Arizona
Department of Philosophy and Geography

Extension Program

Social Service Building
(Between Harper and Porter)

This building is to be similar to the
Modern Language Building

To have deep basement for storage, etc.
EXTENSION PROGRAM

THEOLOGY GROUP

THEOLOGY GROUP

This group consists of the Theology Building, the Bond Chapel, and the Cloister, complete working drawings by Coolidge & Hodgdon are on file. This building to be located east of Cobb Hall and north of Haskell, to be a balancing unit to Rosenwald Hall.

**Volume:**

- Main building: 691,123 cu. ft.
- Tower: 15,936 cu. ft.
- Bridge to Haskell: 39,100 cu. ft.
- Cloister: 42,100 cu. ft.
- Chapel: 138,000 cu. ft.

926,259 @ 80¢ = $771,000

(Bids in early 1922 ran about $775,000.)
Theology Group

The group consists of the Theology buildings, the
Bong Chapel, and the chapel in the corner.

The building is to be located east of God's Hall
north of Haskell, to be a pavilion with a
Rooney Hall.

Volume:

Main Building: 60,000
Tower: 16,950
Bridge to Haskell: 28,100
Chapel: 15,000
\[ 60,000 + 16,950 + 28,100 + 15,000 = 118,050 \]

Pipe in early 1965 for about \$475,000.
CHEMISTRY BUILDING

A fireproof four story addition to the present building, say of 10,000 sq. ft. floor area, 60 ft. high, or 600,000 cu. ft.

@ 80¢  -  -  -  $480,000

Changes in Kent  -  -  20,000  $500,000.
A proposed tour report section for the present building, say at 10,000 sq. ft.
10 door area, 60 ft., high at 60,000 sq. ft.
$450,000
$80,000
$20,000
$800,000
Changes to Kent - - 80,000
HISTORY AND PHILOSOPHY BUILDING

The plan for the Classics Harper group calls for a fireproof four story building to replace Foster Hall, a unit exactly like Classics Building, except opposite hand.

To remove Foster Hall would doubtless require that the University provide an equal building on another site, with the same name.

1. To remove the Foster building and build the History and Philosophy Building would cost, say 743,438 cu. ft. (Archts. fig. for Classics) @ 80¢ - $600,000

2. To provide a 70 room dormitory for women, equal to Foster Hall would require, 70 x 5000 cu. ft. = 350,000 cu. ft.

$880,000
The plan for the Classics Harper report calls for a

Intersect your exact building to replace Porter Hall

with exactly like Classics Building except opposite

and

To remove Porter Hall would completely remove the

University providing an equal building on another site

with the same name

To remove the Porter building and put up the

History and Philosophy Building would cost say

$5,000,000 or 5 acres for Classics = 80 x 500

To provide a 70 room addition for women's

dorm

50 x 8000 cu. ft. = 800,000 cu. ft.

250,000 x 80 = 80,000,000

250,000
This building to be about the size of Ryerson or Rosenwald, to be located on University Avenue, east of Ryerson and south of Mandel.

Say, 750,000 cu. ft. @ 80¢ = $600,000.

(Ryerson 657024)
(Annex 164259)
(Rosenwald 687404)
EXTENSION PROGRAM

MATHEMATICS AND ASTRONOMY

This position is to be open for the site of the new
Research, to be located on University Avenue, east
of Flowing and south of Mandela.

68' 750,000 cc. 15' @ 80' =

(Research 68204)
(Annex 16256)
(Research 684104)
To provide adequate facilities for Physiology and Physical Chemistry, it is proposed to build a four-story laboratory building to house Physiology, vacating the south part of the present Physiology Building for Physiological Chemistry.

Such a building would be four stories high, 60' wide by about 120' long.

\[
\begin{align*}
120 \times 60 &= 7200 \text{ sq. ft.} \\
7200 \times 60 &= 432,000 \text{ cu. ft.} \\
432,000 \times 85\% &= 367,200.
\end{align*}
\]
PHYSIOLOGY

To provide adequate facilities for Psychology and
Physiological Chemistry, it is proposed to build a new
laboratory building to house these departments.

Each laboratory would be two stories high, 60' wide
by 150' long.

150' x 60' = 9,000 sq. ft.
250' x 60' = 15,000 sq. ft.
350' x 60' = 21,000 sq. ft.
EXTENSION PROGRAM

WOMEN'S DORMITORIES

WOMEN'S DORMITORIES

It is purposed to provide four dormitories each housing 75 girls.

75 guests @ 5000 cu. ft. ea. = 375,000 cu. ft.

375,000 cu. ft. @ 65¢ = $243,750.

Furniture- 75 rooms @ $300. = 22,500.

$266,250.

These buildings to be fire-proofed, birch exterior, trimmed with stone.
Women's Dormitories

It is proposed to provide four dormitories, each housing 15 students. Each dormitory will have 8,000 cu. ft. of space.

- Each dormitory will have 8,000 cu. ft. of space.
- $843,700.00

Furniture: 15 rooms $300.00

$860.00

These buildings to be fire-proofed.

Excavation trimmed with stone.
The University of Chicago
Department of Buildings and Grounds.

EXTENSION PROGRAM

UNIVERSITY COLLEGE

UNIVERSITY COLLEGE
The present Power Plant will be adequate to supply the new hospital, by the installation of two additional 350 H.P. boilers. Any expansion beyond this construction will require additional facilities. Since all equipment of the present plant, except boilers, is more than twenty years old, extensive replacements are necessary. A new location should be chosen and a plant should be designed, adequate for the additional buildings now proposed, and capable of expansion as new buildings are added in future years. The present land holdings of the University indicate substantially the direction of growth for a long period, and the Power Plant and its underground distribution system can be planned for such growth. The size and cost of a new plant would be about the same if the building were located on Harper Avenue, opposite 58th Street, or in the center of lodge, near University Avenue and 58th Street. In the first case a large tunnel for pipes and cables, and in the second case a somewhat smaller tunnel for cars carrying coal
The present Power Plant will be inadequate to supply the new buildings on the University campus of two additional 350 H.P. units. Any expansion beyond this construction will require additional facilities.

Since all equipment of the present plant except pumps is more than twenty years old, expenditure for replacement is necessary. A new location would be better and a plant capable of operation as new would be the ideal, and capable of expansion as new buildings are added to the campus in future years.

The present land holding of the University indicates especially the addition of property for a long time and the Power Plant and its equipment are in the immediate area. A complete power system can be planned for such expansion.

The use of any one of a new plant would be better and smaller buildings are located on Kehrer Avenue opposite 46th Street or in the corner of 43rd and University Avenue and 46th Street. In the first case a large tunnel for buses and cars and in the second case a somewhat smaller tunnel for cars only might be used.

EXTENSION PROGRAM

POWER PLANT & SYSTEM
and ashes, will be required.

It is estimated, approximately that a central heating station, above ground at Harper Ave., or below ground at University and 58th Street, with coal handling equipment, would cost about $1,500,000 and that underground tunnels, cables, and ducts would cost at least --

A total cost for Power Plant

500,000

$2,000,000

L. R. Flook
Superintendent
extension program
power plant & system

and serves will be required.

It is estimated approximately that a central
heating station above ground at Market Ave.
at below ground at University and 8th street
with cost handling equipment would cost about $1,900,000
and their underground tunnels, pipes, and

500,000

& 1,000,000

A total cost for power plant

R. R. Mock
Superintendent
This is assumed to be so located that it can be built of brick, trimmed with stone, with steel sash, to house various services; the Buildings and Grounds Shops (Carpenter, Paint, Electrical, Plumbing, Grounds, Steam-fitting, Tin, Roofing, Locksmith, Mason, Shade, Upholsterer, etc.), the Store room, Commons, Stores, and Bakery, a Refrigeration Plant; and probably some quasi-academic operations, the Mimeographing - Typewriting Office, the Appointment Office, and possibly the Correspondence Study Department. The departments now accommodated in Ellis Hall, Lexington Hall, will have to seek other quarters early in the Building Program, and as the use of the block west of Ellis Avenue between 57th and 58th Streets is required for Hygiene, Hospital or other Academic uses, the present buildings will have to be removed and the present activities housed in another place, preferably under a single roof, in a Service Building. This building might be four, five, or six stories high, of factory construction, with elevators, such a building say 500,000 cu.ft. at 50¢ per cu.ft. would cost--$300,000.
SERVICES BUILDING

This is necessary to provide office space for secretarial, service, and secretarial employees.

Plumbing, Heating, Ventilation, Electrical, and Maintenance.

Lots and commonalities.

The University of Illinois Extension Department.

The campus is located on the west of State Avenue between First and Third streets.

Emergency Hospital is adjacent to the campus.

Activities focus on research, teaching, and service.

The University might be your first stop on the four-year program at the University of Illinois at Urbana-Champaign.
The University of Chicago
Department of Buildings and Grounds

EXTENSION PROGRAM

PRESS BUILDING ADDITION

PRESS BUILDING ADDITION

The removal of Ellis Hall will require that the Bookstore be moved to a new location, probably back to the Press Building, 1st floor. The Administration Building will vacate about 25% of the floor area of the present Press Building, but the Bookstore would require about half of this space. There is no great need for basement space with high ceiling for additional manufacturing facilities, presses, etc., which make it almost imperative that the present building be extended to the north west, with a wing running west to the alley line. It is estimated that this wing with equipment will cost $160,000.
PRESS BUILDING ADDITION

The removal of Hall will reduce the space taken up in the basement. Also, the building will not be used for its original purpose. The basement will be used for storage and maintenance facilities. It is estimated that this work will cost $110,000.
EXTENSION PROGRAM

THE CHAPEL

THE CHAPEL
Business Administration Offices

Needs, Recommendations

Report of Special Committee Appointed by the Committee on Buildings and Grounds

Last August the Board of Trustees, acting on a report of the Auditor which called attention to the inadequacy of the facilities for convenience and efficiency of the various administrative offices, referred the report to the Committee on Buildings and Grounds. The committee in turn, at its meeting of October 10, 1923, instructed the Business Manager and the Secretary to investigate the situation and to report their recommendations. It perhaps ought to be said that as the Secretary is more intimately related to the several administrative departments involved the responsibility for the views expressed in the following report is chiefly his, although both members of the committee are agreed upon the general conditions and the recommendations made.

When the Press Building was occupied in 1903 to the University libraries was given the entire second floor. After Harper Library was completed and the books were removed that part of the first floor where the Auditor's department first found space was filled by the Cashier's department, including the Housing and Employment Bureaus, and while the Auditor's office moved up stairs. After the bookstore was crowded out of the Press Building the Faculty Exchange, the Information Office and the Employment Bureau were moved into the vacated space, Practically the only additional space for administrative purposes afforded by the removal of the library and the bookstore is something more than half the area of the second floor. This space is now crowded even after capturing some of the book-storage space.

Much of the Press Building in which the business administration now centers is inconveniently and unsystematically arranged and has reached the limits of expansion.

Publication and Manufacturing Departments of the Press.

The Press departments of publication and manufacturing need to expand in room as they have in volume of business. Printed books are now stored in three different places. The Publication Department requires 1,100 square feet more room. The Manufacturing Department requires more space for storage of plates and paper stock. If the Publication Department continues to increase its sales in the near future as in the past three years enlargement of the pressroom will be necessary as no additional presses can be installed in the space now available.

The Cashier's Office.

The Cashier's department, which received in 1902-03 $480,261 in students' fees, in 1922-23 received $2,196,300, besides
Report of Special Committee Appointed by the Committee on Buildings and Grounds

The recent report of the Board of Trustees brings to our attention the necessity of the immediate addition of necessary facilities to the University's dormitories. The present facilities are inadequate to accommodate the number of students attending the University. The committee is of the opinion that the necessary additions should be made to the present buildings or, if deemed necessary, new buildings should be constructed.

In order to carry out this recommendation, the committee suggests the following steps:

1. A detailed survey of the current facilities should be conducted to determine the exact needs.
2. An architect should be hired to design the necessary additions or new buildings.
3. Funding should be sought from the Board of Trustees and other sources.
4. Construction should be overseen by the committee.

The committee recommends that these steps be taken as soon as possible in order to ensure that the future students are provided with adequate facilities.
$650,000 in students' deposits and $255,486 in rents for University houses and apartments. In 1902-03 4,453 students were registered, in 1922-23 12,748. As most of these students must pay their tuition and laboratory fees in person as well as make arrangements for dormitory or other housing facilities in the Cashier's office, the crowding is, at times, almost indecent. At times of registration there are inconvenient, disagreeable and unsanitary conditions.

In order to cash their salary checks into the main office by the hundred come the Buildings and Grounds and the press-room operatives, in their work clothes unavoidably soiled by their useful and honorable labor. Here, too, students make and withdraw their deposits. In winter the ventilation is bad (notwithstanding the installation of an expensive ventilating apparatus) and in summer young women have fainted while waiting in the small congested space in front of the tellers' cages. The bottle-neck shape of the Cashier's main office and its relation to the public entrance to the building render it impossible to "route" the incoming and outgoing registering students expeditiously or comfortably.

In this office, also, are cashed professors' salary and student checks, as well as employees' wage checks. For such purposes $1,615,000 was disbursed during the year. When the first-of-the-quarter pressure comes it is necessary to remove the Housing Bureau from the Cashier's office to another part of the Press Building and at the opening of the Summer Quarter to Haskell Hall.

The Cashier summarizes the situation as follows: "In work of this kind where nearly every transaction means a personal call of the individual to be served at the office, the situation is considerably different from what it would be if a considerable part of the work were of a mail order type. Although each individual transaction is of comparatively small amount, the necessity of meticulous care in handling every case and the large responsibility involved in the aggregate is perhaps not sensed by those not actually familiar with the work of the office. Our students from whom we collect over two million dollars in fees per year are, of course, our real "customers" and I am sure that all of us are anxious to be in a position to take care of them in the best possible manner".

Auditor's Office.

When the medical schools begin to function there will be need of more clerks in the Auditor's office. At present there is no spot on which to place another desk. If extra clerks are to be employed during the financial campaign they, too, must find desk-room elsewhere than in the Auditor's office. The Assistant Auditor and the Chief Accountant are obliged to sit where much of the time artificial light must be used. So many clerks are seated next to windows that even with window ventilators the ventilation is poor and sometimes bad.
In order to keep up the standard of the college, it is essential to maintain a high level of discipline. This means that students must adhere to the rules and regulations set by the college administration. Any violation of these rules will result in disciplinary action. The Academic Office is responsible for enforcing these rules and ensuring that all students comply with them.

In the event of a disciplinary action, students will be notified in writing. The action may include a warning, a suspension, or expulsion. The decision will be based on the severity of the violation and the student's record. Students who feel that they have been wrongfully disciplined have the right to appeal the decision through the college's grievance procedure.

Any student who violates the rules will be subject to the following consequences:

- Warning
- Suspension
- Expulsion

These consequences are in effect immediately upon the decision of the Academic Office. The Academic Office reserves the right to take further action if necessary.

Any student who feels that they have been wrongfully accused should contact the Academic Office immediately. The student has the right to a fair and impartial hearing to determine the facts and the appropriateness of the action.

If you have any questions or concerns, please do not hesitate to contact the Academic Office. We are here to assist you in any way we can.
The vault now used by the Auditor and the Secretary, which is not fire-proof, is much too small. The account books, vouchers and letter-books crowd the shelves and even when the older records are stored in an inconvenient basement of Cobb Hall, the available shelf room, extending from the floor to the ceiling twelve feet above, is practically filled by records in current use. The shelf space now used by the Secretary's records (including the complete set of minutes of the meetings of the Board of Trustees since the incorporation of the University and certain minute books of the Theological Union and the old University of Chicago) is thirty linear feet instead of the ten required when the present Secretary was elected. As these records are of the utmost importance they cannot well be stored elsewhere. Moreover, they are in constant use.

Buildings and Grounds Office.

The situation in the case of the telephone operators is little short of disgraceful. The room (10 feet x 12 feet) is in use both day and night, four operators being on duty from 7:30 a.m. or 8:30 to 5:00 p.m. and one operator thereafter and until 7:30 a.m. Of the 10 feet x twelve feet space, 5 feet x 10 feet is required for the switchboard so that the actual room for the four day operators is only 5 feet x 12 feet. The chairs on which they sit almost touch the lounge on which they rest when off duty. There is only one window. The room is always disagreeable and in summer intolerable.

Furthermore, the switchboard has about reached its capacity. The Superintendent of Buildings and Grounds reports that a new switchboard at least sixteen feet long (twice the present length) is needed besides a separate rest-room for operators with a kitchenette. Compare the conditions with the facilities provided in telephone exchange buildings of the Chicago Telephone Company, and the wonder is that the University is able to secure operators.

This department stores the valuable microscopes (worth $100 each on an average). The vault space for the storage of this apparatus, the total value of which exceeds $55,000, is wholly inadequate. Delicate-adjusted instruments are frequently piled on the floor. Twice the amount of vault space is needed in the opinion of the Purchasing Agent who has general oversight of this material.

Toilet arrangements are not up to date. There is no rest-room for women clerks. The toilet room for men is used promiscuously by students, express messengers, errand boys besides University officers and clerks. There is a little more privacy than that of the proverbial gold-fish, but the promiscuous use of the one room is not conducive to the cleanliness and neatness of the room or the self-respect of the officials. There is need of another toilet room on the first floor.
The University has two telephone offices. The Secretary's office is located on the second floor of the Administration Building, and the telephone operators' office is located on the first floor. The Secretary's office is open from 9:00 A.M. to 5:00 P.M., Monday through Friday. The operators' office is open from 8:00 A.M. to 9:00 P.M., Monday through Friday.

The Secretary's office is responsible for answering calls and directing them to the appropriate offices. The operators' office is responsible for taking messages and转接 calls as needed.

In the event of an emergency, the Secretary's office can be reached at 911. The operators' office can be reached at 555-1212.

The university is committed to providing excellent customer service. We appreciate your patience and understanding as we work to improve our services.
The Secretary's Office.

The Secretary, although he may not deserve it, has the most pleasant office in the building. It is not conveniently located for callers including two or three hundred people who each quarter are obtaining student free tuition vouchers. But for the Secretary isolation may be regarded as an advantage. It might be larger in order the better to provide for filing cabinets and book-cases but it will answer its purpose longer.

The vault, in which the official records are stored, as has been stated in a former paragraph, is wholly inadequate, inconvenient as to location and interior arrangement. If a serious fire should break out the contents of the vault would almost inevitably be destroyed. If, however, the Auditor's office can adjust its needs to the increasing space requirements of the Secretary's material, the vault may be left as it is even when the additional space in the Press Building for administrative offices is provided.

In General.

There are employed in the administrative offices in the Press Building including those of the Press (omitting pressmen, compositors, binders, etc.) eighty-six officers, clerks, and other employees. The number has been multiplied by four since 1903, while the space available for offices has not been proportionately increased. Offices too crowded are as uneconomical as offices too large or poorly correlated.

Reports from the several departments supporting the statement of conditions and needs here set forth are on file in the Secretary's office.

For the Future.

The solution most to be desired, of course, is the construction of an administration building into the offices of which would be assembled the Auditor's staff, the Secretary's office, that of the Buildings and Grounds Department, the telephone exchange and the Cashier's (with subsidiary bureaus) and Recorder's clerks. Here, too, there should be offices for some, if not all, the increasing number of deans now confusingly scattered over the quadrangles. The removal of deans from Cobb Hall would provide much needed class-room space. When the erection of the Billings Hospital causes the removal of Ellis Hall the bookstore might remove again to the Press Building if the new administration building is completed or provision, preferably, be made in the new administration building which would then become the administrative center.

When Lexington Hall is razed to clear the way for access to the University chapel, or when it drops to earth from senile exhaustion, the typing office, the Bureau of Recommendations, together with the Correspondence Study Department now in