

C O P Y

FEDERAL WORKS
AGENCY

Federal Works Agency

PUBLIC BUILDINGS ADMINISTRATION

Washington

February 6, 1942

Mr. Francis P. Brassor
Secretary
Securities and Exchange Commission
Washington, D. C.

Dear Sir:

It is our understanding that you have been designated as liaison officer for Securities and Exchange Commission, and that all details of moving your division's office furniture, supplies, and equipment, also the household goods of employees from Washington to Philadelphia, will be handled by you.

In order that this move may be completed on time and with the least amount of inconvenience and confusion to your agency and its employees, it is necessary that certain plans be carried through. Therefore, all arrangements for the move shall be made with the Transportation Division, Decentralization Service, Public Buildings Administration. It will be necessary that representatives of the transportation company accompanied by a representative of this office go through your building in order to get a picture of what is to be moved, also inspect access to buildings, capacities of elevators and such other details as are necessary for the transportation company to know before planning the move. Our representative will make arrangements with you for this inspection. A definite plan will be arranged and agreed upon between you and this office and no change should be made in this prearranged plan without the prior approval of this office. Handling of matters direct with the transportation company is discouraged because of the possible resulting misunderstandings and certain preparations that will disrupt the plan and policy of the decentralization service which has been charged with responsibility of making this move.

The following instructions and suggestions should be followed in preparing your office equipment for shipment, and the handling of instructions to employees for the movement of their household effects:

Office furniture, equipment, and supplies:

Floor plans of the building to be moved into will be furnished and you are requested to show thereon the location of furniture in each room. There is a diagram attached showing a typical

furniture plan with instructions for indicating the different pieces of furniture. On receipt of the furniture plans for each room this office will propose complete plans for each floor and copies will be furnished to the transportation company, our inspector and your representative at the destination to be used in the proper placing of the furniture in the new location. No change of any nature should be made in these plans except by agreement with our Washington office.

Each separate article, desk, chair, box, package, etc., must have a tag attached, if possible; if not, a sticker, such mark to bear an "Article No.", the room number in the new building where article belongs, and floor on which room is located. These designations to correspond to the furniture plans. If more than one building is to be occupied, a designation of the building should be shown after the room number.

All articles of furniture, such as file cases, sectional shelving, etc., that are bolted or otherwise fastened together, should be disassembled and each piece properly marked as to location in new building.

Multiple equipment, such as sectional bookcases, should be marked with a tag or sticker for each section, showing on such tag or sticker the article number for the whole, and an additional designation to indicate the individual piece. For example, a sectional bookcase is numbered "Article No. 5". The base would be marked "No. 5-Base"; the bottom section "No. 5-First Section"; the next section would be "No. 5-Second Section"; the top "No. 5-Top". This method of numbering the articles is essential in order that such pieces may be properly assembled when they reach their destination, and it will be the responsibility of your agency to see that these articles are properly numbered and in the sequence in which they are to be assembled.

All small articles should be placed in boxes or strong bags, and all books, pamphlets, records, etc., not in a container should be securely tied in bundles not exceeding 100 pounds in weight, and properly tagged.

Loose matter in desk drawers should be placed in paper bags or tied up in packages and replaced in the desk drawers. No ink or other liquids should be left in the desks, but should be put in boxes open and clearly visible to the movers. Desk drawers should be locked, if possible or otherwise kept closed.

When a definite date has been fixed for the movement of office furniture and supplies, it will be your responsibility to see that everything is in readiness for the move at that particular time. You should furnish us as much in advance as is possible a list of the order in which you desire the move made: that is to say, by room numbers, division numbers, or other definite designation.

All phones and buzzers must be disconnected from any desk or other equipment that is to be moved.

No loose papers or other material can be handled. They must be in containers or packages and properly marked.

Arrangements will be made by this office for elevator operators and for the necessary access to your building. Prior to the start of the move, you will be advised of the arrangement with the custodian for the use of the elevators and building outlets.

When the moving starts, the transportation company will have an experienced group of movers, with a man in charge at both origin and destination buildings. This office will also have an inspector in each building. It is desirable that you have an experienced employee who is familiar with the equipment and furniture present at each building in order that he may be consulted in connection with the move. If there is any question arising while the move is in progress, it should be taken up with our inspector on the job and he, in turn, will take the matter up with the transportation company. This is thought necessary in order to keep down controversies between your employees and those of the transportation company.

Household Goods of Employees:

The Transportation Division of Decentralization Service should be furnished with a certified alphabetical list of all employees that are to move, showing home address, home telephone number, if any, and business phone and dependent status.

You will be furnished a letter of instructions for distribution to the employees, along with an inventory blank for the purpose of showing the amount of household effects each employee has to move. (In some cases these inventories have been previously furnished.) These blanks should be distributed to the employees in triplicate and, as outlined in the instructions, they will complete the blanks, returning two copies to you, and retaining one copy for their own information. These two copies should be forwarded immediately to our office. Upon receipt of these inventories the transportation company will be furnished with one copy and instructed to call on the employee and make definite and complete arrangements for the move. In the event that an employee has not received a call from the transportation company at least six days before they desire to move, our office should be notified of this fact in order that prompt arrangements may be made with the transportation company. Inquiries from employees concerning the move should be handled in accordance with the instructions issued by this office.

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For the benefit of those who will find it necessary to handle matters with this office, the following officials are in charge of the Transportation Division of the Decentralization Service:

W. C. Clark, Assistant Manager.
C. E. Calvert, Chief - Transportation Division
W. L. Snodgrass, Assistant Chief.

Mr. Calvert and Mr. Snodgrass will be charged with the responsibility of handling the details in connection with this move, and any contacts necessary to the move should be made with either of these officials. You should feel free to call our office on any matter pertaining to the above.

Very truly yours,

/s/ Walton C. Clark

Walton C. Clark, Assistant Manager.

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