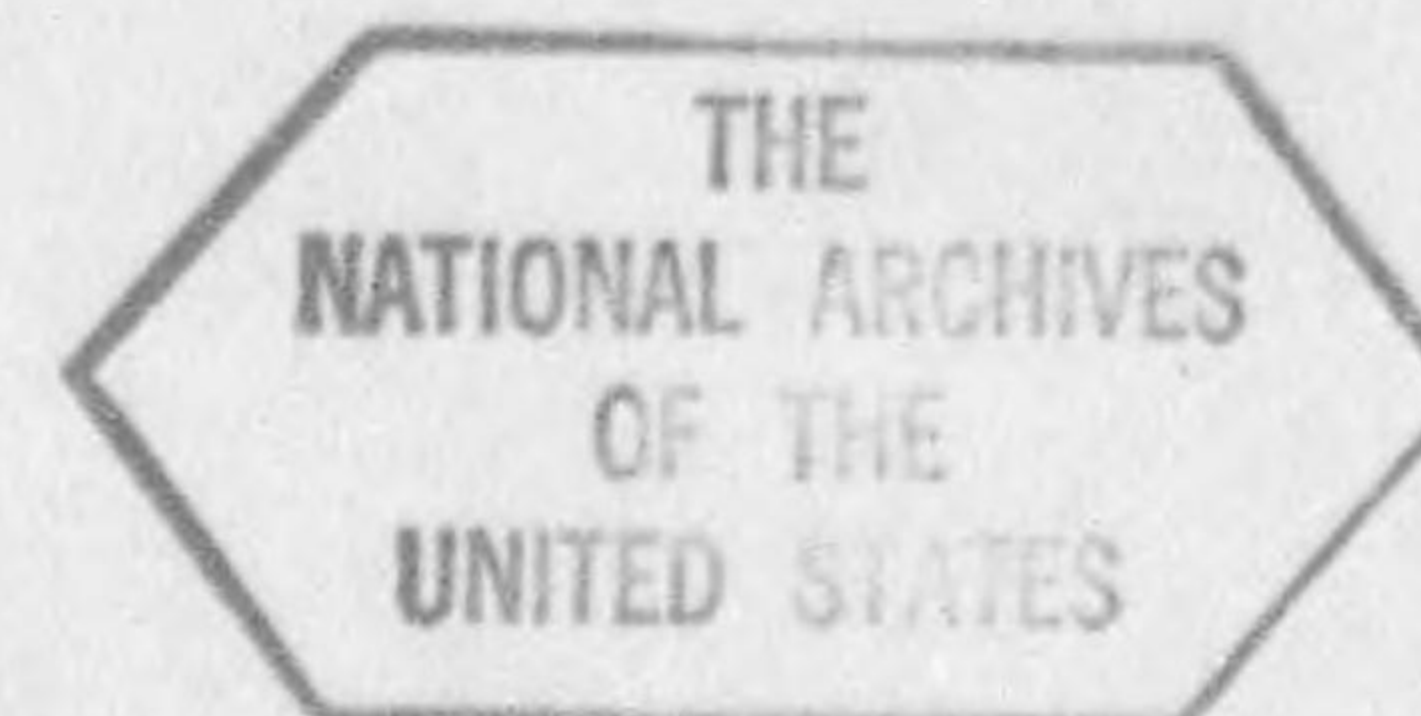


GHQ/SCAP Records(RG 331)
Description of contents



- (1) Box no. 3281
- (2) Folder title/number: (8)
Repairs - Buildings & Grounds

(3) Date: Jan. 1948 - Dec. 1948

(4) Subject:

Classification	Type of record
032	e, m

(5) Item description and comment:
Includes Contents List

(6) Reproduction: Yes No

(7) Film no. _____ Sheet no. _____

LIST OF PAPERS

File under No. 600.3

(Buildings & Grounds)

Requisition for Repairs

Serial Number	From	Date	To	Synopsis
1	SRS	2 Jan 48	Post Eng.	Requisition repair linoleum in SRS offices
2	SRS	12 Jan 48	Post Eng.	Req. for painting of metal striping on thirty windows of SRS
3	SRS	31 Jan 48	Post Eng.	Rep washer in fire hose connection to nozzle, East hose box
4	SRS	1 Mar 48	Post Eng. Bldg. Cust.	Reservation of Additional Parking Spaces and Erection of Signs
5	SRS	16 Mar 48	Bldg. Custodian	Repair of Window Locking Handle, Room 403
6	SRS	22 Apr 48	Bldg. Cust.	Req stroage vault combinations lock be changed
7	SRS	25 Jun 48	Bldg. Cust.	Work order request for repainting of room 405
8	SRS	25 Jun 48	Bldg. Cust.	Work order request for survey of lighting conditions in room 405
9	SRS	1 Dec 48	Bldg. Cust.	Parking of Vehicles - Bank of Chosen Building - Note 3
10	Building Custodian	10 Dec 48	Staff Sections	Parking of Vehicles - Bank of Chosen Bldg.-Note #2

FILE

SUPREME COMMANDER FOR THE ALLIED POWERS

Sgt. J F Pascale 26-8260

200-04

Parking of Vehicles - Bank of Chosen Bldg.

Building Custodian
Bank of Chosen Bldg.

Staff Sections
Bank of Chosen Bldg.

10 Dec. 1948

1. For the purpose of establishing an equitable system of parking of vehicles of occupants of the Bank of Chosen Building, the following information and attached map of the parking lot is for the section concerned.

a. At the earliest possible date, sections will be notified of the completion of name plates and license numbers of vehicles which will be attached to the walls of the area assigned.

b. Two guards will be assigned to the parking lot area for the sole purpose of guarding vehicles and to report to the proper authority, for action, all vehicle owners who park in spaces other than one assigned.

c. Entrance and Exit signs will be posted as shown on attached map.

2. Further, it is requested that all sections submit to the custodian office a list of the authorized personnel with license numbers who will be assigned a parking space.

3. The attached map shows the number of parking spaces assigned to the section furnished, in the court-yard and outer parking lot.

J F P

Major Byers 26-5541

From: SRS

To: Building Custodian
Bank of Chosen Bldg.

Date: 16 Dec 48

2. 1. The three spaces allocated to SRS in the inner court will be used exclusively for government vehicles. It is requested that space No. 3 of the inner court be plainly marked "CHIEF, SRS", and that spaces No. 4 and 5 be marked "SRS."

2. Following is the assignment of the 18 spaces allocated to SRS in the outer court:

<u>SPACE NO.</u>	<u>NAME</u>	<u>VEHICLE LICENSE NO.</u>	<u>SPACE NO.</u>	<u>NAME</u>	<u>VEHICLE LICENSE NO.</u>
1	V. Hutchinsen	9158	10	C. Cohn	1-0769
2	C. F. Byers	11-46	11	G. Guill	9060
3	M. Habel	11-647	12	M. Seaver	7992
4	A. Ford Ivory, T.	11-123	13	F. Hethered	10771
5	T. Williams	315	14	B. Rogers	8511
6	H. Wildes	10-331	15	J. Pruett	235
7	M. Daugherty	12-575	16	T. Vatsaug	15567
8	K. McDonald	10-441	17	B. Baniels	1358
9	M. Shimasaki	11-161	18	A. McGrew	94-78

C. H. U.

10

FILE

N.

SRS

TOTAL - 18 - OUTER COURT
" - 3 - INNER COURT
ONE WAY

EXIT ONLY

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18.

NO PARKING AREA

TRANS. SRS
NCD SRS
FIN SRS
FIN SRS
FIN SRS

ANNEX Bldg

NO PARKING AREA

No Parking AREA

1. T. SECT
2. R.O.

BANK OF CHOSEN Bldg.

ONE WAY PMO

ONE WAY

E.

ENTRANCE ONLY

S

AVE "W"

Representatives attending
parking space allocation
meeting:

Capt. Mineau - Transp. Sec.
Mr. Aurell - Insurance
CWO Craig - Finance Sec.
Capt. Hicks - SRS

266058
26-7103

GENERAL HEADQUARTERS
 SUPREME COMMANDER FOR THE ALLIED POWERS
 Statistics and Reports Section

6 November 1948

MEMORANDUM TO: All Personnel, SRS

SUBJECT: Assignment of Numbered Parking Spaces

1. Twenty numbered parking spaces for private vehicles of SRS personnel have been set aside in the gravel parking lot to north of the National City Bank Building. Each space is marked with a sign "SRS No. ____." Signs are numbered from west to east.

2. Spaces are assigned as follows:

| SRS SIGN NO. | NAME | SRS SIGN NO. | NAME |
|--------------|--|--------------|-------------------------|
| 91581 | Mr. W. Hutchinson, CAF-14 | 11 | Mrs. G. Guill 92AF10 |
| 11-462 | Maj. C. F. Byers - P-5 | 12 | Mrs. M. Seaver - 79AF24 |
| 116473 | Mr. M. Habel - P-5 | 13 | Mr. F. Methered 10AF9P |
| 94-404 | Mr. C. Erickson - P-5 | 14 | Mr. B. Rogers - 85AF |
| 3155 | Miss T. Williams - P-5 | 15 | Mr. J. Pruett - 21AF9 |
| 106056 | Mr. W. Lee 1033CAF3
Mr. B. Albrecht - P-5 | 16 | Miss T. Vatsaug - 15367 |
| 125757 | Mr. M. Daugherty - P-5 | 17 | Miss B. Daniels + 2158 |
| 1010418 | Mr. K. McDonald - P-5 | 18 | Miss A. McGrew - 2AF85 |
| 11-1819 | Mrs. M. Shimasaki - CAF-4 | 19 | Mrs. A. Ford + 21B3 |
| 10769-10 | Mr. C. Cohn - CAF-4 | 20 | Chief, SRS |

FOR THE CHIEF OF SECTION:

C. F. BYERS
 Major, Infantry
 Executive Officer

0930
 52
 277/02

| | |
|------------------|---------|
| 8784 | - 243 |
| 8787 | - 4 |
| 513 | - 546 |
| 11154 | - 7 |
| 11154 | - 10-11 |
| 821 | - 14-15 |
| 12206 | - 17 |

S.R.S.

FILE

Parking of Vehicles - Bank of Chosen Building

Custodian
Bank of Chosen Bldg.

Building Section

29 Nov. 48

1. For the purpose of establishing an equitable system of parking of vehicles of occupants of the Bank of Chosen Building, it is requested that you contact the Administration Officers of the various Sections located in your building and procure from them the names and rank of all car owners designated by the Section Chiefs to park in the area adjacent to the Bank of Chosen Building (not to include public thoroughfare).

2. It is also requested that you furnish this Section, at the earliest possible date, the plans of the parking area as discussed on Saturday, 27 November.

Copies furnished:
240th F.D.S.
Trans. Section
S. R. S.
Finance Section

W. R. H. 26-6750

-Section Chief-

File No. 200-03

1. To: Administration Officers FROM: Building Custodian DATE: 2 Nov. 1948
Sections, Bk of Chosen

1. It is requested that the information in section 1, above be forwarded to the Custodian Office, Bank of Chosen Building as soon as possible.

J. F. P. 26-8260

- Building Custodian -

From: SRS

To: Building Custodian
Bank of Chosen Building

Major Byers 26-5541

Date: 1 December 1948

3. Above requested information is as follows:

a. Of the three parking spaces which have been assigned to SRS in the inner parking area all three spaces are reserved exclusively for the three government vehicles assigned to this section, consisting of one sedan and two jeeps;

b. Of the twenty parking spaces which have been assigned to SRS in the outer parking area, and marked by signs "SRS 1 thorough 20" the assignment of spaces is as follows:

9

Major Byers
26-5541

AG 200-03 (29 Nov 48)SRS

Parking of Vehicles - Bank of Chosen Building

SRS

Building Custodian
Bank of Chosen Building

1 December 1948

3.
(Cont'd.)

| <u>SRS SIGN NO.</u> | <u>NAME</u> | <u>RANK</u> | <u>SRS SIGN NO.</u> | <u>NAME</u> | <u>RANK</u> |
|---------------------|---------------|-------------|---------------------|-------------|-------------|
| 1 | W. Hutchinson | CAF-14 | 11 | G. Guill | CAF-10 |
| 2 | C. F. Byers | Major | 12 | M. Seaver | CAF-11 |
| 3 | M. Habel | P-5 | 13 | F. Methered | CAF-10 |
| 4 | C. Erickson | P-5 | 14 | B. Rogers | P-5 |
| 5 | T. Williams | P-5 | 15 | J. Prustt | CAF-9 |
| 6 | H. Wildes | CAF-13 | 16 | T. Vatchaug | P-2 |
| 7 | M. Daugherty | P-5 | 17 | B. Daniels | CAF-5 |
| 8 | K. McDonald | P-5 | 18 | A. McGrow | CAF-5 |
| 9 | M. Shimaki | CAF-11 | 19 | A. Ford | P-3 |
| 10 | C. Cohn | CAF-11 | 20 | A. Sharron | P-5 |

----- C. H. U. -----

WORK ORDER REQUEST 25 June 1948

APO 500, Thru Building Custodian, Bank of Chosen Building
STATISTICS AND REPORTS SECTION

26-5542

Rm. 405, Bank of Chosen Building

It is requested that survey be made of the lighting conditions in Room 405, Bank of Chosen Building, with the view of increasing the output of present light fixtures or installation of additional fixtures.

Room 405 contains the library personnel of SES, engaged in tedious work with various documents. The strain is great, creating undue fatigue of personnel.

J. B. BRAND
Captain, SES
FOR THE CHIEF OF SECTION

WORK ORDER Request 25 June 1948

APO 500, Thru Building Custodian, Bank of Chosen Building

STATISTICS AND REPORTS SECTION

26-5542

Rm. 405, Bank of Chosen Building

Request room 405, Bank of Chosen Building be re-painted a light cream.
Measurements equal 21' x 18' x 12'.

Room 405 at present is in a very undesirable condition. Inasmuch as it houses the SCAP Reference Library, the room is utilized by personnel from various sections of GHQ and does not present a creditable appearance.

X

"For the Chief of Section"

(1)

REPAIRS AND UTILITIES WORK ORDER REQUEST

1. SERIAL NO.

2. DATE

22 April 1948

Section I. ORGANIZATION COMMANDER

To: **POST ENGINEER**

3. FROM (Organization)

Statistics and Reports Section, GHQ SCAP

PHONE NO.

26-5542

4. SITE OF WORK (Place, building, or utility system)

Bank of Chosen Building - 4th Floor

5. THE FOLLOWING SERVICES ARE REQUESTED (Describe in detail. Attach sketch when necessary)

Request storage vault combination lock be changed in compliance with check sheet, AG 380.01, 16 Jun 47, subject: "Security Measure, Changing of Safe Combinations."

6. JUSTIFICATION

Change of combination will enable SRS to properly safeguard irreplaceable and classified documents placed in the vault for protection against fire and other damage.

7. THIS PROJECT OR WORK MEETS THE FOLLOWING REQUIREMENTS:

- (a) It is essential in order to make services, supplies, equipment, transportation, or training facilities available to troops.
- (b) It is reduced to bare necessity.
- (c) It is required to prevent a breakdown of functions.
- (d) Work is not prohibited by current War Department directives.

C. H. UNDER
Colonel, Cavalry
Chief

(Signature of officer in charge)

Section II. POST ENGINEER

ESTIMATE

(Includes only those elements of cost defined in Pars. 12 and 17, TM 5-602)

8. LABOR

9. MATERIALS

10. EQUIPMENT

11. TOTAL

12. REMARKS

13. ESTIMATED DATE OF COMPLETION

14. COST CODE

15. WORK ORDER NO.

16. REMARKS

- RECOMMEND APPROVAL
- RECOMMEND DISAPPROVAL

(Signature of post engineer)

Section III. POST OR BASE COMMANDER

17. APPROVED

DISAPPROVED

(Signature of post or base commander)

**INSTRUCTIONS FOR PREPARATION OF REPAIRS AND UTILITIES
WORK ORDER REQUEST**

Section I. ORGANIZATION COMMANDER

1. Number assigned in sequence by post engineer as work order request is received.
2. Date work order request is prepared.
3. Name and phone number of organization making the request.
4. Building, utility system, and the like upon which work is to be performed.
5. Brief but specific description of work to be performed.
6. Statement of why work is necessary.
7. Signature of commanding officer of organization requesting the work ("organization commander" will be interpreted to mean the equivalent of not less than a company commander).

Section II. POST ENGINEER

8. Estimate of labor required (paragraph 12, WD TM 5-602).
9. Estimate of materials required (paragraph 17, WD TM 5-602).
10. Estimate of equipment to be installed (paragraph 17, WD TM 5-602).
11. Total of lines 8, 9, and 10.
12. Pertinent remarks by individual preparing estimate.
13. Estimated date work could be completed in accordance with current work program.
14. Repairs and utilities cost code to which work is chargeable (as entered on work order). No entry will be made in this space for disapproved work order requests.
15. Serial number of work order. No entry will be made in this space for disapproved work order requests.
16. Recommendation of the post engineer to the post or base commander for approval or disapproval of work order request, reasons for recommendation, and signature of post engineer. This item will not be accomplished for requests which the post engineer is authorized to approve.

Section III. POST OR BASE COMMANDER

17. Signature of post or base commander or his authorized representative and indication of approval or disapproval for accomplishment of the work.

Repair of Window Locking
Handle, Room 403

SRS

Custodian,
Bank of Chosen

16 March 1948

Request immediate repair of window locking handle, Room 403.
The window is located next to fire escape and loose handle makes it
possible for thieves to enter the building.

----- C. H. U. -----

(2)

FILE

Reservation of Additional Parking
Spaces and Erection of Signs

SRS

Building Custodian,
Bank of Chosen

1 March 1948

(1)

1. Request that two additional parking spaces in northwest corner of gravel parking lot, as indicated in attached sketch, be allotted to employees of SRS. Twenty vehicles are now parked in vicinity of building by SRS employees. Additional spaces will further relieve congestion in alley.

2. It is not feasible to request further spaces on present line assigned to SRS because of hazard to parked vehicles from cars entering by the west gate.

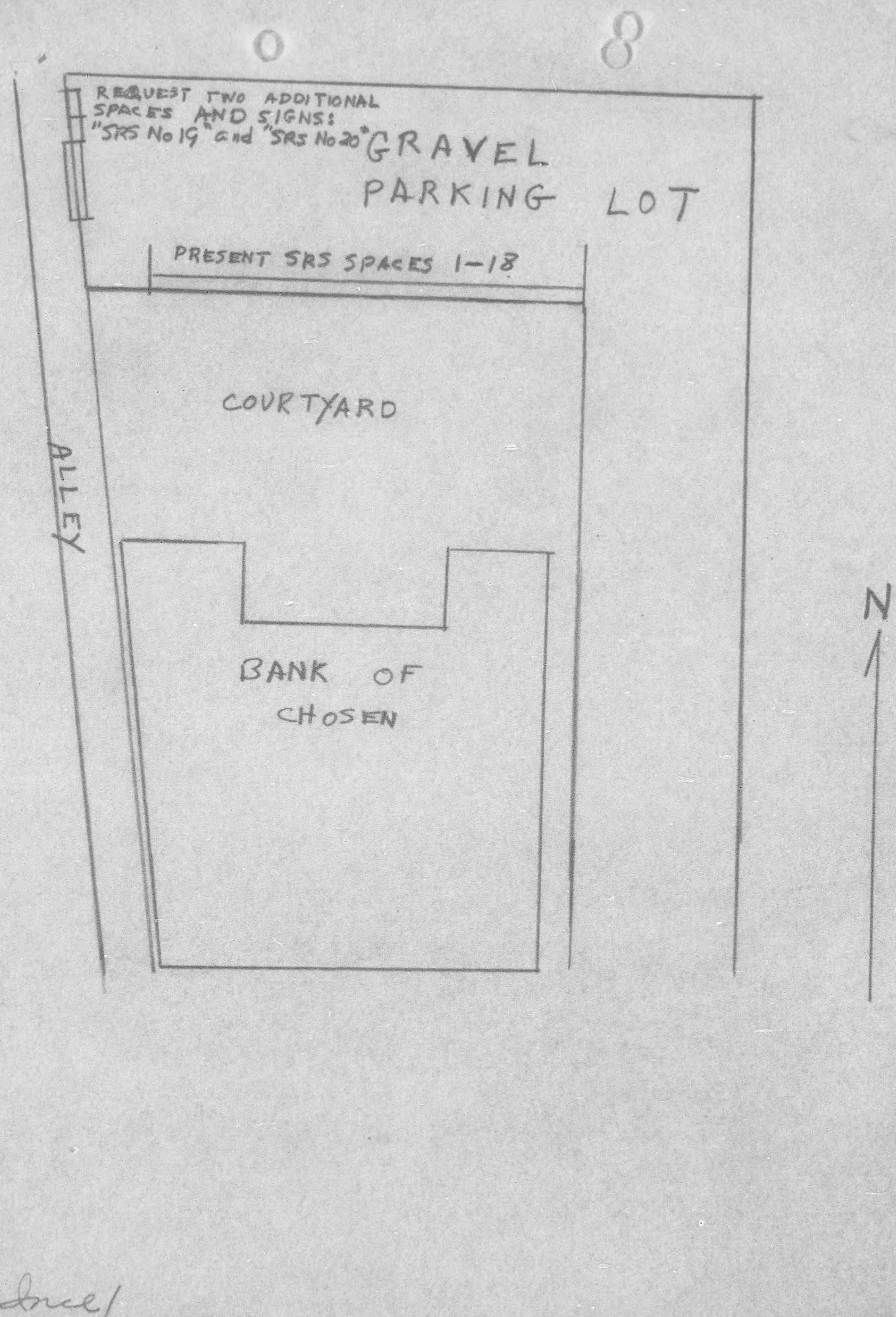
3. Work order request for two signs "SRS No. 19" and "SRS No. 20" is enclosed. It is requested that these signs be installed in the two additional spaces.

2 Incls:

1. Sketch for parking spaces
2. Work order request

----- C. H. U. -----

(4)



Incl

REPAIRS AND UTILITIES WORK ORDER REQUEST

1. SERIAL NO.

2. DATE

1 March 1948

Section I. ORGANIZATION COMMANDER

To: POST ENGINEER

3. FROM (Organization)

Statistics and Reports Section, GHO SCAP

PHONE NO.

26-5542

4. SITE OF WORK (Place, building, or utility system)

Bank of Chosen Building - 4th Floor

5. THE FOLLOWING SERVICES ARE REQUESTED (Describe in detail. Attach sketch when necessary)

1. Construct two signs 1 x 12 inches, white background, black letters: "SRS No. 19" and "SRS No. 20."
2. Fasten signs to two additional reserved parking spaces for SRS employees at fence in northwest corner of Bank of Chosen gravel parking lot.

6. JUSTIFICATION

SRS has previously been assigned 18 parking spaces and signs, according to above specifications, numbered from "SRS No. 1" to "SRS No. 18." Two more spaces and signs are needed. Signs will indicate that spaces are reserved for SRS employees, serve to prevent unauthorized personnel from taking spaces and further relieve congested parking in alley.

7. OTHER REQUIREMENTS:

- (a) It is essential in order to make services, supplies, equipment, transportation, or training facilities available to troops.
- (b) It is reduced to bare necessity.
- (c) It is required to prevent a breakdown of functions.
- (d) Work is not prohibited by current War Department directives.

C. H. UNGER
Colonel, Cavalry
Chief, SRS

(Signature of officer in charge)

Section II. POST ENGINEER

ESTIMATE

(Includes only those elements of cost defined in Pars. 12 and 17, TM 5-602)

12. REMARKS

8. LABOR

9. MATERIALS

10. EQUIPMENT

11. TOTAL

13. ESTIMATED DATE OF COMPLETION

14. COST CODE

15. WORK ORDER NO.

16. REMARKS

- RECOMMEND APPROVAL
 RECOMMEND DISAPPROVAL

(Signature of post engineer)

Section III. POST OR BASE COMMANDER

17. APPROVED
 DISAPPROVED

(Signature of post or base commander)

INSTRUCTIONS FOR PREPARATION OF REPAIRS AND UTILITIES WORK ORDER REQUEST

Section I. ORGANIZATION COMMANDER

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5. Brief but specific description of work to be performed.
6. Statement of why work is necessary.
7. Signature of commanding officer of organization requesting the work ("organization commander" will be interpreted to mean the equivalent of not less than a company commander).

Section II. POST ENGINEER

8. Estimate of labor required (paragraph 12, WD TM 5-602).
9. Estimate of materials required (paragraph 17, WD TM 5-602).
10. Estimate of equipment to be installed (paragraph 17, WD TM 5-602).
11. Total of lines 8, 9, and 10.
12. Pertinent remarks by individual preparing estimate.
13. Estimated date work could be completed in accordance with current work program.
14. Repairs and utilities cost code to which work is chargeable (as entered on work order). No entry will be made in this space for disapproved work order requests.
15. Serial number of work order. No entry will be made in this space for disapproved work order requests.
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Section III. POST OR BASE COMMANDER

17. Signature of post or base commander or his authorized representative and indication of approval or disapproval for accomplishment of the work.

FILE

REPAIRS AND UTILITIES WORK ORDER REQUEST

1. SERIAL NO.

2. DATE

31 January 1948

Section I. ORGANIZATION COMMANDER

To: POST ENGINEER

3. FROM (Organization)

Station and Reports Section, GSG SCAP

PHONE NO.

26-5543

4. SITE OF WORK (Place, building, or utility system)

Bank of Chosen Building - 4th Floor

5. THE FOLLOWING SERVICES ARE REQUESTED (Describe in detail. Attach sketch when necessary)

Replace washer in fire hose connection to nozzle - East hose box - Fourth Floor, Bank of Chosen.

6. JUSTIFICATION

Washer in hose connection to nozzle is rotted and broken. This will cause water to spray on hovesmen and lessen force of stream of water.

7. THIS PROJECT OR WORK MEETS THE FOLLOWING REQUIREMENTS:

- (a) It is essential in order to make services, supplies, equipment, transportation, or training facilities available to troops.
- (b) It is reduced to bare necessity.
- (c) It is required to prevent a breakdown of functions.
- (d) Work is not prohibited by current War Department directives.

C. H. UNGER
Colonel, Cavalry
Chief

(Signature of officer in charge)

Section II. POST ENGINEER

ESTIMATE

(Includes only those elements of cost defined in Pars. 12 and 17, TM 5-602)

12. REMARKS

8. LABOR

9. MATERIALS

10. EQUIPMENT

11. TOTAL

13. ESTIMATED DATE OF COMPLETION

14. COST CODE

15. WORK ORDER NO.

16. REMARKS

- RECOMMEND APPROVAL
- RECOMMEND DISAPPROVAL

(Signature of post engineer)

Section III. POST OR BASE COMMANDER

- 17. APPROVED
- DISAPPROVED

(Signature of post or base commander)

INSTRUCTIONS FOR PREPARATION OF REPAIRS AND UTILITIES WORK ORDER REQUEST

Section I. ORGANIZATION COMMANDER

1. Number assigned in sequence by post engineer as work order request is received.
2. Date work order request is prepared.
3. Name and phone number of organization making the request.
4. Building, utility system, and the like upon which work is to be performed.
5. Brief but specific description of work to be performed.
6. Statement of why work is necessary.
7. Signature of commanding officer of organization requesting the work ("organization commander" will be interpreted to mean the equivalent of not less than a company commander).

Section II. POST ENGINEER

8. Estimate of labor required (paragraph 12, WD TM 5-602).
9. Estimate of materials required (paragraph 17, WD TM 5-602).
10. Estimate of equipment to be installed (paragraph 17, WD TM 5-602).
11. Total of lines 8, 9, and 10.
12. Pertinent remarks by individual preparing estimate.
13. Estimated date work could be completed in accordance with current work program.
14. Repairs and utilities cost code to which work is chargeable (as entered on work order). No entry will be made in this space for disapproved work order requests.
15. Serial number of work order. No entry will be made in this space for disapproved work order requests.
16. Recommendation of the post engineer to the post or base commander for approval or disapproval of work order request, reasons for recommendation, and signature of post engineer. This item will not be accomplished for requests which the post engineer is authorized to approve.

Section III. POST OR BASE COMMANDER

17. Signature of post or base commander or his authorized representative and indication of approval or disapproval for accomplishment of the work.

FILE

| | | |
|--|-----------------------------|-----------------------------------|
| REPAIRS AND UTILITIES WORK ORDER REQUEST | | 1. SERIAL NO. |
| | | 2. DATE
12 January 1948 |
| Section I. ORGANIZATION COMMANDER | | |
| To: POST ENGINEER | | |
| 3. FROM (Organization)
Statistics and Reports Section, GHQ SCAP | PHONE NO.
26-5542 | |
| 4. SITE OF WORK (Place, building, or utility system)
National City Bank of New York Building - 4th Floor | | |
| 5. THE FOLLOWING SERVICES ARE REQUESTED (Describe in detail. Attach sketch when necessary)

Request that metal stripping installed on thirty windows in Statistics and Reports Section be painted to conform to paint on window frames. | | |
| 6. JUSTIFICATION

Paint will enable SRS to maintain GHQ standards of appearance. Painting was not requested at time work order request for weatherstripping was submitted, dated 15 November 1947, because it was not known exactly what method contractor would use to secure felt weatherstripping. Metal strips are installed on only part of each window, and have a slightly rusty appearance. | | |
| 7. THIS PROJECT OR WORK MEETS THE FOLLOWING REQUIREMENTS:
(c) It is required to prevent a breakdown of functions.
(d) Work is not prohibited by current War Department directives. | | |
| <i>C. H. Unger</i>
G. H. UNGER
Colonel, Cavalry
Chief, SRS

(Signature of officer in charge) | | |
| Section II. POST ENGINEER | | |
| ESTIMATE
<small>(Includes only those elements of cost defined in Pars. 12 and 17, TM 5-602)</small> | 12. REMARKS | |
| 8. LABOR | | |
| 9. MATERIALS | | |
| 10. EQUIPMENT | | |
| 11. TOTAL | | |
| 13. ESTIMATED DATE OF COMPLETION | 14. COST CODE | 15. WORK ORDER NO. |
| 16. REMARKS
<input type="checkbox"/> RECOMMEND APPROVAL
<input type="checkbox"/> RECOMMEND DISAPPROVAL

(Signature of post engineer) | | |
| Section III. POST OR BASE COMMANDER | | |
| 17. <input checked="" type="checkbox"/> APPROVED
<input type="checkbox"/> DISAPPROVED

(Signature of post or base commander) | | |

INSTRUCTIONS FOR PREPARATION OF REPAIRS AND UTILITIES WORK ORDER REQUEST

Section I. ORGANIZATION COMMANDER

1. Number assigned in sequence by post engineer as work order request is received.
2. Date work order request is prepared.
3. Name and phone number of organization making the request.
4. Building, utility system, and the like upon which work is to be performed.
5. Brief but specific description of work to be performed.
6. Statement of why work is necessary.
7. Signature of commanding officer of organization requesting the work ("organization commander" will be interpreted to mean the equivalent of not less than a company commander).

Section II. POST ENGINEER

8. Estimate of labor required (paragraph 12, WD TM 5-602).
9. Estimate of materials required (paragraph 17, WD TM 5-602).
10. Estimate of equipment to be installed (paragraph 17, WD TM 5-602).
11. Total of lines 8, 9, and 10.
12. Pertinent remarks by individual preparing estimate.
13. Estimated date work could be completed in accordance with current work program.
14. Repairs and utilities cost code to which work is chargeable (as entered on work order). No entry will be made in this space for disapproved work order requests.
15. Serial number of work order. No entry will be made in this space for disapproved work order requests.
16. Recommendation of the post engineer to the post or base commander for approval or disapproval of work order request, reasons for recommendation, and signature of post engineer. This item will not be accomplished for requests which the post engineer is authorized to approve.

Section III. POST OR BASE COMMANDER

17. Signature of post or base commander or his authorized representative and indication of approval or disapproval for accomplishment of the work.

FILE

REPAIRS AND UTILITIES WORK ORDER REQUEST

1. SERIAL NO.

2. DATE

2 January 1949

Section I. ORGANIZATION COMMANDER

To: POST ENGINEER

3. FROM (Organization)

Statistics and Reports Section, GHQ SCAP

PHONE NO.

26-5542

4. SITE OF WORK (Place, building, or utility system)

Bank of Chosen Building - 4th Floor

5. THE FOLLOWING SERVICES ARE REQUESTED (Describe in detail. Attach sketch when necessary)

Repair linoleum in below listed offices:

- a. Corridor (opposite Room 405) piece 24" x 24"
- b. Room 404B ----- piece 42" x 24"
- c. Room 408 ----- piece 18" x 5"
- d. Room 404 ----- piece 12" x 6"
- " 12" x 6"
- " 42" x 42"
- " 36" x 12"
- e. Room 402 ----- piece 18" x 12"

6. JUSTIFICATION

Holes in linoleum cause danger of accidents to personnel, impede movement of file carts and cause appearance of offices to fall below General Headquarters standards.

7. THIS PROJECT OR WORK MEETS THE FOLLOWING REQUIREMENTS:

- (a) It is essential in order to make services, supplies, equipment, transportation, or training facilities available to troops.
- (b) It is reduced to bare necessity.
- (c) It is required to prevent a breakdown of functions.
- (d) Work is not prohibited by current War Department directives.

C. H. UNGER
 C. H. UNGER
 Colonel, Cavalry
 Chief

(Signature of officer in charge)

Section II. POST ENGINEER

ESTIMATE

(Includes only those elements of cost defined in Pars. 12 and 17, TM 5-602)

12. REMARKS

8. LABOR

9. MATERIALS

10. EQUIPMENT

11. TOTAL

13. ESTIMATED DATE OF COMPLETION

14. COST CODE

15. WORK ORDER NO.

16. REMARKS

- RECOMMEND APPROVAL
- RECOMMEND DISAPPROVAL

(Signature of post engineer)

Section III. POST OR BASE COMMANDER

17.

- APPROVED
- DISAPPROVED

(Signature of post or base commander)

INSTRUCTIONS FOR PREPARATION OF REPAIRS AND UTILITIES WORK ORDER REQUEST

Section I. ORGANIZATION COMMANDER

1. Number assigned in sequence by post engineer as work order request is received.
2. Date work order request is prepared.
3. Name and phone number of organization making the request.
4. Building, utility system, and the like upon which work is to be performed.
5. Brief but specific description of work to be performed.
6. Statement of why work is necessary.
7. Signature of commanding officer of organization requesting the work ("organization commander" will be interpreted to mean the equivalent of not less than a company commander).

Section II. POST ENGINEER

8. Estimate of labor required (paragraph 12, WD TM 5-602).
9. Estimate of materials required (paragraph 17, WD TM 5-602).
10. Estimate of equipment to be installed (paragraph 17, WD TM 5-602).
11. Total of lines 8, 9, and 10.
12. Pertinent remarks by individual preparing estimate.
13. Estimated date work could be completed in accordance with current work program.
14. Repairs and utilities cost code to which work is chargeable (as entered on work order). No entry will be made in this space for disapproved work order requests.
15. Serial number of work order. No entry will be made in this space for disapproved work order requests.
16. Recommendation of the post engineer to the post or base commander for approval or disapproval of work order request, reasons for recommendation, and signature of post engineer. This item will not be accomplished for requests which the post engineer is authorized to approve.

Section III. POST OR BASE COMMANDER

17. Signature of post or base commander or his authorized representative and indication of approval or disapproval for accomplishment of the work.