Yenching
Corrs
Hightower, J.R. 1944
Hildabrand, C 1927-1929

Hightower

5713 N 15th Road
Arlington, Virginia
June 19, 1944

Mr. C.A. Evans, Treasurer,
Yenching University
150 Fifth Avenue,
New York City

Dear Mr. Evans:

I am enclosing a check for $60 as an installment toward the remaining $110 which I owe Yenching University from the $500 loaned me in 1941. I will send the final installment of $50 on the first of next month (July).

I am sorry I have let the account run so long, and very much appreciate the consideration of the University authorities in making the loan in the first place and in waiting so patiently for its repayment.

Cr. 176.1

Dep. 6/22/44
Yenching Univ

Very truly yours,

J.R. Hightower

J.R. Hightower

June 29, 1944

Mr. J. R. Hightower
5713 N 15th Road
Arlington, Virginia

Dear Mr. Hightower:

I wish to thank you for your letter of June 19th enclosing check for $60.00 which has been credited toward your indebtedness to Yenching University. I hope that the final installment of $50.00 will be forthcoming some time during July.

At the next meeting of the Finance Committee I shall convey to the Committee your expression of appreciation for the loan and for the time which has been granted in its repayment.

With best wishes to you, I am

Very truly yours,

C. A. EVANS

CAE:EW

5713 15th Road North

Arlington, Virginia

July 5, 1944

Mr. C.E. Evans, Treasurer,

Yenching University

New York, New York

Dear Mr. Evans:

I am enclosing a check for $50.00 as final installment on my debt to Yenching University.

Very truly yours,

J.R. Hightower

J.R. Hightower

Dep. 9/7/44

Yenching Univ

July 13, 1944

Mr. J. R. Hightower
5713 15th Road North
Arlington, Virginia

Dear Mr. Hightower:

May I acknowledge your letter of July 5th enclosing check for $50.00 representing the final payment on your debt to Yenching University.

With many, many thanks to you, I am

Very truly yours,

C. A. EVANS

CAE:EW.

Hildabrand

COPY

燕京大學
YENCHING UNIVERSITY
(INCORPORATED IN 1889 AS PEKING UNIVERSITY)
PEKING, CHINA.

PEKING

Sept. 17th, 1927.

Construction Bureau, Haitien, Peking West.
Tel. No. 4100 East
" " 4400 East

TRANSFER

Dr. J. L. Stuart,
President,
Yenching University.

Dear Dr. Stuart:-

With reference to my letter of Sept. 14th and to the G.& B. actions Nos.1276 and 1277 of the same date concerning my appointment as Director of the Construction Bureau, University's engineer and to have general charge of the Power Plant; and the acceptance of the terms outlined in the above mentioned letter, there is quoted hereunder the terms under which employment by the University is to be continued until June 30th,1930:

1. Salary: $600.00 per month with free medical attention for myself and family, and a residence provided:

2. If for any reason it becomes desirable on the part of the University to dispense with my services prior to June 30th, 1930, the following arrangement shall be carried out:

(a) If in the calendar year 1927 I shall receive, in addition to any salary due, a bonus of four months salary, together with passage, of the class provided for faculty and staff members, for myself and family to a Pacific coast port in the U.S.A., or its equivalent in local currency. This is to be optional with myself.

(b) If in 1928 the same as (a) except the bonus shall be three months salary.

(c) If in 1929 - the same as (a) except two months salary.

(d) If in 1930 - the same as (a) except one month's salary.

3. If at any time prior to June 30, 1930 it should become desirable on my part to sever connections with the University it shall be done only with the University's full consent, and if and when suitable arrangements can be made for procuring personell to carry on such duties as I may at that time be in charge of.

In regard to any additional duties to be performed under this arrangement and not mentioned in GB 1277 I can only promise to render such services as are within the scope of my mental and physical ability.

I am sending you this letter in duplicate with a place affixed for your signature and witnesses. If this method of settling the matter meets with your approval will you please sign and return one copy, and keep the duplicate for the University's reference.

Approved: J. L. Stuart
Pres. of the Yen.Univ.

Witness: S.J.Chuan.

Signed: C. Hildabrand

Witness: T.M. Barker

燕京大學
YENCHING UNIVERSITY
(INCORPORATED IN 1889 AS PEKING UNIVERSITY)
PEKING, CHINA.

Construction Bureau, Haitien, Peking West.
Tel. No. 4100 East
" " 4400 East

Oct. 25th, 1927.

INDEXED

TRANSFER

Mr. B. A. Garside,
Assistant Secretary,
150 Fifth Avenue,
New York City.

Dear Mr. Garside:-

As you perhaps know Mr. J. A. P. Lund's services with the University is to be discontinued on Dec. 31st of this year. In connection with this it has occurred to us that Mr. Lund might have unsettled accounts with the New York Office. Will you kindly advise us whether or not this is the case. We should like this information before the end of the year.

Yours sincerely,

CH/CF.

Director of the Construction Bureau.

燕京大學
YENCHING UNIVERSITY
(INCORPORATED IN 1889 AS PEKING UNIVERSITY)
PEKING, CHINA.

Construction Bureau, Haitien, Peking West.
Tel. No. 4100 East
" " 4400 East

TRANSFER

May 31st, 1928.

Mr. B. A. Garside,
150 Fifth Avenue,
New York City.

Dear Mr. Garside:-

I have been intending to write to you for sometime ~~ago~~, but the rush of getting the year's work under way has kept me quite well occupied for the past several weeks. Things are going on very well with us here. We are pouring the second floor of Unit "A" Dormitory in the near future, and the foundations for the Wiant Memorial Residence are now up above the ground level, with the wood-work for both buildings well along, which would indicate that we will easily complete the buildings before the beginning of next semester.

Cannot

The reason for cabling for the additional G$1,000.- for the Dormitory, is, that it is so located as to cross the heating trench at a very acute angle with the result that we had to put in one of the most peculiar foundations that I have ever had anything to do with, since several of both interior and exterior columns came over the trench, and had to be carried on cantalever beams and arches.

We are just getting under way on the President's House, having been delayed due to the fact that the plans as prepared by the architect would run into more money than the authorization of G$10,000.-and no one here seemed to feel that the President could get along with a much smaller house. We, therefore, were all very pleased when we received your cable authorizing the additional expenditure of G$2,500.- We hope to have the house ready for occupancy before the end of the year, but I am very reluctant to rush the work too fast, since it is a building which will be visited by critics and we feel that we must do as good a job as possible. I expect the New York office intended to have the plans made by the Construction Bureau staff, but I again felt that it was too important a structure to be planned by amateurs, I, therefore, prevailed upon the Grounds and Buildings Com., to let me put these in the hands of Mr. R.R.Kendall of Peking, who is considered as one of the best architects on Chinese structures in North China. We are making the structural, heating, electrical and plumbing plans ourselves, also doing our own supervising with the result that we got him down considerably from his regular fee. In addition to this I am foregoing the services of the Chinese engineer asked for as indicated in the G.& B. action 1433, March 8th, 1928, hence Mr. Kendall's services can be charged to General Overhead instead of to the President's house. These plans are being given the final finishing touches and we will send you a copy of them as soon as they are completed. We will also send you a copy of the plans of Wiant's House.

will be glad to see plans

with file

With reference to your cable of May 10th in which

you authorize the construction of two Chinese residences, the cost not to exceed G$3,500.- each , we have to report that we expect to let the contracts for these within the next few days, and will probably have the houses ready for occupancy in September.

I have before me a copy of an extract entitled "From Minutes of a Joint Meeting of the Com., on Finance, Property and Investment, and the Com. of Budget Trustees of Peking University," concerning the report rendered by Mr. J.A.P.Lund on the needed repairs and changes to the Univer. Buildings and mechanical installations. I note by EB-2261 that the Construction Bureau is requested to prepare a detailed estimate of the cost of carrying out Mr. Lund's suggestions, listing the needs in order of urgency. In connection with this I have gone over Mr. Lund's report again and find that the great majority of the items have already been given attention, most certainly all those of urgent need. What seemed to us to be of extreme importance was the fact that the basements i.e., the space under the ground floor under all buildings had been left in a horrible condition and with no ventilating provisions with the result that the pipe work was corroding and deteriorating very rapidly. During the winter months we went over all buildings very carefully, cleaned up, red-leaded and insulated all pipes as well as cleaning and levelling up the basements and providing ventilating area-ways. This work is now fully completed, and we are glad to say that the basements are now dry and in good shape, with no further danger of the pipe work deteriorating. This work was authorized by the Grounds and Buildings Com., actions 1347 of Nov. 10th and GB1356 of Dec.1st. As a matter of fact this work was well under way long before Mr. Lund's report was submitted. In connection with anything further to be done I feel there is nothing left of a particularly urgent nature, nor anything which can or will not be taken care of in the natural course of events.

Glad to note progress

We are now facing another problem of a similar nature, which Mr. Lund either overlooked or sidestepped. When we began the installation of the heating main for the Men's Gymnasium we found upon removing some of the insulation that the existing mains were corroding very badly. It is not very much to be wondered at, since they are steel pipes and were never red-leaded or treated in any manner. The insulation consists of a layer of braided rice straw to which was applied a coating of lime and clay and outside this was a lime and cement plaster reinforced with small mesh chicken wire. The trenches are not moisture proof, and the straw wrapping absorbed moisture, with the result that fermentation and decomposition set in, and upon consulting our chemists, we find that an acid compound developed, which greatly accelerated corrosion. This means that we have to tear up the entire heating main, red-lead or tar the pipe and re-insulate it. I have given this matter a very thorough study for the past few weeks, and have come to the conclusion that there is no use of using anything other than some of the standard insulating materials, i.e., some of the magnesium and asbestos products. We are in touch with some Chinese asbestos mine owners, who are very keenly interested in the matter, as also are our chemists. I also happened to find out a short time ago that the Japanese are producing a very good quality of magnesium oxide in Manchuria. From these sources we hope to be able to produce an insulating material closely approaching the products of the Johns- Manville Co., described as 85% magnesia type of insulation. Should anyone in New York care to look into this matter and advise us they could get an idea what we have in mind by consulting "The American Society of Heating and Ventilating Engineers Guide" for 1928, copy of which could be procured at the Society's head-quarters at 29 West 39th Street, New York. There, of course, being no immediate danger of the main being entirely ruined, ~~therefore~~, we are going about the matter in a thorough methodical manner in order that a mistake be not made a second time. It, however, is imperative that we

Noted. Send copy to Foreman

recondition part of the heating main this year, but from the above you will readily understand, I believe, that it is not possible for me at the present time to make any definite estimates as to the costs. I will do so at the earliest possible date, but in the meantime I would suggest that the New York office be anticipating this matter.

With reference to our letter of Feb. 24th in which we gave a tentative budget for a period from March 31st to Dec. 31st, it seems almost impossible to make up a budget that will stand. Since then there have been several authorizations made by the Grounds and Buildings Com., which we could not foresee at the time this budget was made up. First among these is additional heating for House No.11, which will cost about $800.- and which was authorized by the GBaction No.1424 of Feb. 24th. The second is servants' quarters which are nearing completion, and which will cost approx. $1,800.- and were authorized by the GB actions Nos.1427 and 1445 of March8th and March 29th respectively. The third is an item of $600.- as part payment of a $4,000.- loan made by Dr. Stuart to Mr. R.H.Ritter. We had not realized that we would have to meet this, but it now develops that the Construction Bureau is responsible for its re-payment. In addition to this there recently reached us from the States a bronze bust of Bishop Bashford, on which we have had to pay about M$500.-for duty, freight etc., from Tientsin to Peking. This makes a total of M$3,800., which we had not expected to meet. Apart from these items is the fact that the exchange has gone down very badly, the selling price for gold being between 1.90 and 1.95, with no prospects of immediate rise. You will note by our letter of Feb. 24th that we figured on an exchange rate of 2.10, which was lower than it had been for the last year and which looked safe, but with the fifteen cent drop we will lose something like $2,000.- on the G$13,000.- still to come. If some of these shortages could be made up sometime before August 1st, it would help us out considerably.

As mentioned in a previous letter we are purchasing the heating and plumbing materials here in China, since due to competition of European goods we can get equally as good or better prices on American goods than we can in America. The only things which we are not able to get and which we would be pleased to have you order for us are:-

11 - 1¼" W.C. automatic flush valves
2 - ½" urinal flush valves

Of the several types we have in the University, those furnished by the Sidney H.Knoff last year seems to give the least trouble. I would, therefore, suggest that the order be placed with them.

We should have these valves before Sept., if you, therefore, can have them sent by parcel post, ~~which~~ it will insure delivery in time.

Com. Another matter which you will notice appears again in the G.& B./minutes is the question of my resignation, and though you, perhaps, are not personally interested, I shall take the liberty of giving you a few of the details. As you know my existing contract only extends for two more years, at the end of which time I will have to seek other employment, and with the political situation as it is here, it is very probable I would have to look for a job outside of China. Due to the fact that I will be over forty years of age when leaving here, and that I have encountered some severe financial reverses in the past few years, which just about brings me back to the starting point, so far as the accumulation of property is concerned, I feel that I should get into a fairly permanent situation in the not distant future. The offer I have is from a large strong concern in the Philippine Islands, the manager of which I am acquainted with, and who

assures me that they have twenty years work ahead of them, with a salary to begin with considerably in excess of what I am now getting in Yenching. I realize that this is not entirely an opportune time for the University to dispense with my services, and shall not leave unless a fairly satisfactory arrangement can be made for someone to take my place, but at the same time I feel that I owe it to myself and my family to take advantage of this offer, even though the University is put to some inconvenience. In the near future I will communicate by cable with Mr. Paul Wiant of the Methodist Mission, who is now in America, and who for the past several years had been doing the architectural and engineering work for the Methodist Mission in South China. I hope that it will be possible for him to take my place, since from all reports he is a very well qualified and capable man.

Encl: 405

Very sincerely yours,

CH/CF.

Director of the Construction Bureau.

cc President's office.

燕京大學
YENCHING UNIVERSITY
(INCORPORATED IN 1889 AS PEKING UNIVERSITY)
PEKING, CHINA.

Construction Bureau, Haitien, Peking West.
Tel. No. 4100 East
" " 4400 East

PEKING

July 13th, 1928.

Mr. B. A. Garside,
150 Fifth Avenue,
New York City.

Rec'd aux 8/30/28
per B.A. Garside 11/27/28

Dear Mr. Garside:-

I do not know whether we have mentioned it before, but the house we are building for Mr. Wiant is costing considerably more than the authorized G$4,500.- It probably will run close to $12,000.- Mr. Wiant's attention was called to this and he felt very certain that he could raise the additional amount required when he reached America. With this understanding we went ahead with the house, it being further understood that some parts of the building and some of the installations would be left out until he did raise the additional funds. Among these was the heating system.

Upon Dr. Stuart's return his attention was called to the matter and it was pointed out that the residence would not be very desirable for occupancy by a foreign family until it was heated. Dr. Stuart directed that the heating system be installed and the cost, until such time as the additional funds are raised, be charged to the Faculty Residences Item , which he says is being included in the present Financial Campaign.

It is not our intention to have Mr. Wiant informed of this procedure.

In compliance with this we placed an order, copy of which we enclose herewith, with Andersen, Meyer & Co., Ltd., and they will probably draw on you against documents when the shipment is ready to go forward.

We would be pleased if you could procure catalogues and send them to us for Fire Hydrants for outside installations and also for interior fire fighting equipment such as hose, nozzles etc., in order that we might select such equipment as will best fit our needs here at the University.

Sincerely yours,

CH/CF.

Director of the Construction Bureau.

Encl: Copy of Order No420.

燕京大學

YENCHING UNIVERSITY

(INCORPORATED IN 1889 AS PEKING UNIVERSITY)

PEKING, CHINA.

Construction Bureau, Haitien, Peking West
Tel. No. 4100 East
" " 4400 East

To file Const 7/5

July 13th, 1928.

Rec. 8/31/28

PEKING

Mr. B. A. Garside,
150 Fifth Avenue,
New York City.

Dear Mr. Garside:-

There are a number of matters which have arose within the past few weeks in connection with the building operation, some of which have been mentioned in the minutes of the G.& B.Com., which the secretary of the Com., thinks require further explanation on our part, and has asked me to communicate with you.

4

MEN'S GYMNASIUM: In your letter of April 30th, which contains the amounts authorized by the Finance Com., for building operations you itemize under No.2813 G$5,000.- G$943.78., of which was to be charged to the Warner Gymnasium account. This would make up the total of the G$16,000.- originally authorized for the first unit of this building. In my letter to you of Feb. 24th I asked for $7,900.- for the completion of this building. Our expenditures on Feb. 29th as you will notice by the Treasurer's Balance Sheet was approximately $30,000.- this together with the $7,900.- asked for, approximates $38,000.- which is considerably in excess of the Mex. dollar value of the G$16,000. authorized, and we are at a loss to know from where this deficit is to be covered.

Work on this building is progressing as rapidly as is consistent with good results, and should be ready the latter part of Sept., or early in Oct. As the work progressed and the interior partitioning was about to take place the question arose as to how the floor space available could best be utilized. As you may recall the building does not stand on the site shown on Mr. Murphy's plan of May, 1926. It being found desirable to move it about 150' north in order to save some fine old trees. This threw the unit which we are now building onto a side hill, with the result that we have a basement equal in area to the space occupied on the first floor by the locker room, shower bath and toilet rooms. In connection with the finishing up of the building we called into consultation Mr. John Mo, director of the Dept. of Athletics at Tsinghua College. Mr. Mo is a returned student from America, is very familiar with Gymnasiums and their equipment, and recommends that the toilet and bathing facilities be moved into the basement. His idea being that it is more desirable to have the bathing facilities on the playing field level than to have it up one flight of

stairs. This will also enable using the rooms, which was intended for these purposes as exercising rooms where possibly hand-ball can also be played. He also recommended that the two large north rooms on the top floor be thrown into one, in this way it would be possible to have parallel bars, wall apparatus etc., to a better advantage than would be the case were the partitioning done as shown on the plan. These all seemed to be such sensible suggestions, particularly in view of the fact that the main part of the Gymnasium may not be built for sometime, that we are going ahead with these changes without asking your permission. Some of the Com. members, however, think that Mr. Warner should be informed of what is taking place.

In connection with the lockers it will not be possible to purchase them here, and we, therefore, request you to procure them for us in America. The number required can be gotten from Mr. Murphy's plan.

The lockers and apparatus in use at Tsinghua Gymnasium, which is very elaborately equipped indeed, were procured from the Narragansett Machine Co., Province R.I. This is just a suggestion on our part and we would be pleased to have you procure catalogues of their apparatus, also from other companies if you happen to know any, and send them to us in order that we may select, or get ideas on such apparatus as can be conveniently used in this first unit of the Gymnasium.

It is probable that these changes will cost a little more than our original estimate of $38,000.- since it will mean fitting up the basement more elaborately than would have been the case had we not used it for this purpose.

It may occur to you that this basement might well have been used for the storage of Field apparatus etc., Subsequent units of the Gymnasium, will however, also have basement spaces, which may be used for these purposes. We hope this will meet with yours and Mr. Warner's approval.

ADDITIONAL LABARATORIES IN THE DEPT OF CHEMISTRY

In the minutes of the G.& B. Com., of June 28th, you will note an item entitled "Additional Equipment in Dept of Chemistry" with G.& B. action 1513- Voting to refer this matter to the Finance Com. Since the G.& B. Com. meeting the matter has again been gone into and Mr. Wilson advises that it was originally intended and shown on the plans to have Labaratory equipment in rooms Nos.101 and 207, but were not installed due to the fact that the Dept. of Chemistry were not in urgent need of them, and that the University was in need of class-rooms for other Departments. Since the completion of the McBrier Bldg., which enables the Departments, formerly occupying class-rooms in Chemistry Bldg., to move out, and to the growth of the Dept. of Chemistry, it becomes almost imperative that these labaratories be fitted up, and more detailed estimates indicate that the cost will be nearer $2,000.- than $1,000.- which is the figure mentioned in the G.& B. minutes. In view of the urgency of the matter we have arranged with the Dept. of Chemistry to fit up Room No.207 and to build the small store room in the basement for storing dangerous chemicals, the cost of these two items will be round $900.- It was further arranged that we would take up the matter with you concerning the rooms 101 and 211. Mr. Wilson advises that though they are not absolutely essential they would be a great convenience , since he intends to carry on some advanced work this year, which would require additional labaratory space. We estimated that if necessary we could carry the work, which we now have underway, on our General Building Operations Budget, but would

not be able to undertake the entire lot, therefore, an authorization of $1,000.- would enable us to go ahead with the work in rooms Nos.101 and 211.

QUARTERS FOR UNIVER. EMPLOYEES: In the minutes of the same meeting you will notice an item "Sleeping quarters for Power House employees (married men)", also those for unmarried men, which we are authorized to build under GB1514. It was very essential that these quarters be provided, since our men were sleeping in all manner of places, and since malaria is prevalent in Yenching, the result was, last year at least, that from 25 to 50% our men were on the sick list all the time during the summer months . The housing of the single men is a simple problem as compared with quarters for the married men, as it is the general opinion that the married men's quarters should not be on the main Campus, since their families wondering about at will, will add considerably to the difficulties of policing the Univer. grounds, and keeping out unauthorized persons. This may necessitate buying land for building sites. By GB action 1515 you will note that it was voted to incorporate in the request for funds for building Power House employees' quarters the question of funds for other Univer. employees. Just how much money this will run into we are unable to estimate at the present time, since the survey of the general housing question has not been completed. It is a matter, however, which does not have to be attended to all at once, therefore, anything which might be done from time to time could be applied without loss to the project as a whole.

6

AUDITORIUM CHAIRS: The latest action on this appears in the minutes of June 14th under GB1507. Since then samples of chairs have been made, which meet with the general approval of such members of the G.& B. Com., as are now at Yenching, and it is quite likely that a decision will be reached to make the chairs here in China. Due to the fact that it has always been the intention and expectation that these chairs were to be purchased in America, the cost of them has never been included in any of our requests for funds. There will be about 1000 chairs needed, and the price we now have, which we may get down a little, is $4.40 each, the total, therefore, would be approx. $4,500.- It is our intention to leave the fabrication of these chairs until the Fall and Winter months, when it should be possible to get drier lumber, it is, therefore, not a matter which requires immediate attention.

7a

GENERATING SET: This also is not a new question, but I have been directed by the G.& B. Com., to again call your attention to the fact that we are skating on very thin ice with the generating equipment we now have. We most certainly during a good part of this winter will have to run both the Steam and Diesel Generating Sets during the peak-loads hours, with the result that if either of them were to break down, part of the University would have to remain in darkness until repairs could be effected. And since there are no agents in China for either of the machines we have, it is quite probable that a break down might entail a wait of several months.

Due to the fact that our heavy electrical loads come considerably before the beginning and extend considerably after the end of the heating season, it is our opinion that, with fuel oil and coal prices as they have been for the past three years, it would be more economical to purchase a Diesel Generating Set instead of another Steam engine, since with a Steam engine it requires a considerable amount of coal to hold fires during the day when there is no electrical load, which our small 15KW Generating Set will not handle. During the heating season, of course, such a loss does not occur, but the heating season is only from

Nov. 1st to about April 1st, while our records for last year indicate that our heavy electrical loads run from about Oct.1st up to June 1st. There is also a question in our minds, which we will have solved to a certainty after this year, as to whether or not there is a saving in running the Steam Generating Set and using the exhaust steam for heating purposes as compared to using live steam for heating purposes and doing the lighting with the Diesel Engine. The few experiments we carried out last year would indicate that the latter is the more economical arrangement. We are getting tenders on two makes of European Diesel Engines, and would be pleased to have you do likewise on some of American manufacture . You, of course, know that our Plant is 220 Volt Direct Current. It is our opinion that our next unit should be of 150KW capacity. What should also not be over-looked if initial cost is taken into consideration, is the fact that a new steam engine also means another boiler with considerable piping and accessories.

If Mr. Place is still acting as consulting engineer for the University, we should be glad to have his opinion, and for his information you might advise him that the cost of Fuel Oil with 18000 B.T.Us. per lb. is about G$40.50 per ton of 2,240lbs. and the price of Coal with 12000 B.T.Us. per lb. is G$7.15 per ton. Our furnace efficiency is about .70

Everything is going very well with the building operations. We will soon be able to send you a photograph of the completed Water Tower. We shall soon start putting the roof on the Unit A Dormitory. The Wiant House and the two small residences are getting along well. Work on the President's House is also progressing favourably. We were fortunate in getting a contractor for this building, who realizes that this will be one of the show buildings of the University, and who is making considerable efforts of his own to do the work in as good a manner as possible The grounds and roads are shaping up right along, and we are frequently complimented on how well they look.

Upon Dr. Stuart's return, arrangements were made whereby I am to remain with the University until July 1st,1931. I am somewhat disappointed to learn that Mr. Gibb may not return to the University, since, I am sure, he took a very keen interest in everything in connection with the building of it, and it will really be too bad if he does not see it after it is completed.

Hoping everything is fine with you,

I am,

Sincerely yours,

CH/CF.

Director of the Construction Bureau.

cc Dr. Galt.

Not to about April 1st, we are now [illegible] the Power Department from [illegible]. There is also a question in my mind, which we will have to consider shortly after this year, as to whether or not it is a good thing [illegible] the Oil Generating Set and making the minimum steam for heating purposes as compared to making the steam for heating purposes and doing the lighting with the Diesel Engine. The few experiments we carried out last year would indicate that the latter is the more economical arrangement. We are getting tenders on two makes of American Diesel Engines, and would be pleased to have you do likewise on some of American manufacture. You, of course, know that our Plant is 220 Volt Direct Current. It is our opinion that any unit should be of 1500KW capacity. What should also not be overlooked if initial cost is taken into consideration, is the fact that a new steam engine also means another boiler with considerable piping and accessories.

If Mr. Place is still acting as consulting engineer for the University, we should be glad to have his opinion, and for his information you might advise him that the cost of Fuel Oil with 18000 B.T.U. per lb. is about 0940.30 per ton of 2,240lbs. and the price of Coal with 14000 B.T.U. per lb. is 0920.15 per ton. Our furnace efficiency is about .70

Everything is going very well with the building operations. We will soon be able to send you a photograph of the completed Water Tower. We shall soon start putting the roof on the Unit A Foundry. The Staff House and the two small residences are getting along well. Work on the President's House is also progressing favourably. We were fortunate in getting a contractor for this building, who realizes that this will be one of the show buildings of the University, and who is making considerable efforts of his own to do the work in as good a manner as possible. The grounds and roads are shaping up nicely along, and we are frequently complimented on how well they look.

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Hoping everything is fine with you,

I am,

Sincerely yours,

Director of the Construction Bureau.

cc:

cc: Cott.

TRANSFER

PEKING

Peking University

August 31, 1928

Mr. Carl Hildabrand,
Yenching University,
Peking, China.

My dear Mr.Hildabrand:

At a meeting of our Finance Committee on August 22nd we took up a number of items in the minutes of the Grounds and Buildings Committee of May 24, June 14 and June 28, and studied also the comments in your letter of July 13th dealing with these minutes and with various related items. In this letter I will report the action of the Committee.

Warner Memorial Gymnasium. The Committee was somewhat perturbed by the following comment in your letter as to the location of the Gymnasium:-

> "As you may recall the building does not stand on the site shown on Mr.Murphy's plan of May, 1926. It being found desirable to move it about 150' north in order to save some fine old trees. This threw the unit which we are now building onto a side hill, with the result that we have a basement equal in area to the space occupied on the first floor by the locker room, shower bath and toilet rooms."

I am enclosing herewith a small print of the ground plan generally referred to as "Mr.Murphy's plan of May, 1926". It is the understanding of the Committee that the Gymnasium is being erected on the site shown in this plan. If it is actually being erected 150 feet further north than shown here, its location would seriously impair the symmetrical development of the campus. After the meeting of the Committee I talked with Mr.Murphy and he told me that while he was in Peking during the spring of 1926 the site of the Gymnasium was moved about 150 feet north from the location first proposed in order to save certain exceptionally fine trees on the original site and also put the building in a more harmonious relationship with the athletic field. Mr.Murphy suggests that you had in mind this move which he approved in 1926 and incorporated in the plan of which we send you a copy. If we are correct in our surmise that the location of the Gymnasium is as shown on this plan, no further discussion of the matter is necessary. The Committee is, however, anxious to have this point verified at once so we would be glad to have some further word from you on the matter.

Before the meeting of the Committee I talked with Mr.Warner in

his office on the subject of the Gymnasium, and his intentions for the present and future in regard to it. Mr.Warner is thoroughly interested in the completion of the Gymnasium in the most effective way possible, but he feels that at the present time he will not be able to give more than the G$16,000.00 which he has already contributed. He stated quite informally that possibly within a year or two he may be able to make a second substantial gift which will permit the erection of the second unit of this building. Meantime, however, no additional funds are available. Mr.Warner was present at the meeting of the Committee and took part in its discussion on the subject. The Committee voted as follows:

> "F-2336 VOTED that the Committee finds no further funds are available at the present time for the Warner Memorial Gymnasium: and that it instructs the Construction Bureau to incur no expenses beyond Mex.$38,000.00 without further authorization from this Committee."

It will therefore be impossible for us to send any further remittances for the needs described in your letter of July 13th. Our office has already paid or authorized Dr.Galt to draw on the funds listed in your statement of expenditures dated February 29, 1928. Such part of the Mex.$7,900.00 needed for the Men's Gymnasium, which is in excess of the Mex. proceeds of the G$16,000.00 we have disbursed for this building, must, for the time being, be carried as a deficit on your Construction Bureau accounts. The substantial balances which you have in a number of other accounts will, I hope, make it possible for you to do this without any serious hardship.

Quarters for University Employees. The Committee noted action GB-1514 of the Grounds and Buildings Committee minutes and your comments there. It voted as follows:

> "F-2337 VOTED that the Committee finds that, at the present time, the Trustees have no funds available for the constructionof sleeping quarters for University employees as described in minute GB-1514 of the Grounds & Buildings Committee, and that it requests the field authorities to meet this expense from sources of income available on the field."

We understand that there will be some further report from you as to the land and buildings necessary for other University employees and their families

Auditorium Chairs. The Committee was gratified to learn that plans are being made for the purchase of Auditorium chairs on the field. I believe you have ample funds in the Bashford Administration Building Fund account for this since the last Construction Bureau accounts we received (May 31, 1928) showed an unexpended balance of Mex.$11,132.04.

Wiant Memorial Residence. In accordance with the information in your letter, we reported that the Construction of the Wiant Memorial Residence would probably run close to Mex.$12,000.00 if the present plans are carried out, and asked the Committee for instructions as to the disbursements beyond the G$4,500.00 authorized for this building and already disbursed to the field. The Committee voted as follows:

"F-2338 VOTED that the Committee finds that it will be impossible to increase its authorization of G$4,500.00 for the Wiant Memorial Residence unless and until further contributions for this residence have been received; and requests the Construction Bureau to restrict its expenditures for this building to the amount authorized.

Repairs in Mechanical Installation. The Committee was very much concerned to learn of the condition of the insulation covering the heating main as described in your letter of May 31, 1928, and took the following action:-

"F-2339 VOTED to instruct the Secretary to compare the insulation of the heating mains as described in Mr.Hildebrand's letter of May 31st with the specifications written in Mr.C.H.Place's original plans for this insulation and to consult with Mr.Place as to the remedies which should be applied."

I have not yet been able to consult with Mr.Place but will try to get in touch with him in the near future and will communicate with you further.

Additional Laboratories in Chemistry Building. The Committee did not take any formal action on the subject of additional laboratories referred to in the Grounds and Buildings Committee minutes and on page 2 of your letter of July 13th, but its informal decision was that, at the present time, there are no additional funds available in the Plant accounts for this object. In studying the matter further I find myself wondering why a request for funds for this purpose has come before the Finance Committee. As I understand the conditions under which the Chemistry Building was erected and equipped, the Women's College undertook to provide up to Mex.$150,000.00 for the construction of the building, in addition to Mex.$23,522.49 for equipment. From the Construction Bureau accounts it is apparent that almost Mex.$25,000.00 still remains unexpended of this oroginal appropriation of Mex.$150,000. for the Second Science Building. Would it not be possible to secure on this original appropriation the funds needed for the improvements you describe? I raise this question without any certainty that it is in order, but I believe it is at least worth considering.

Generating Set. The Committee did not take any further action on the problem of the generating set described on page 3 of your letter. They have already stated that they must have a full, detailed report of what machinery is now installed in the Power Plant, including boilers, engines and motors, before they can intelligently judge of further needs. I have been trying to dig out of your records here the facts which must be presented to the Committee before they can consider this matterfurther. I hope I shall also be able to enlist Mr.Gibb's assistance in this matter. If New York and Peking were close enough together that I could consult with you for an hour or two on such items as this, it would safea good many hours of digging through many years of correspondence and statistics. I hope that we shall be able to get this in hand for an early meeting of the Committee.

It seems that this time our Finance Committee had to say "no"

to an unusually large number of requests from the field. I can assure you, however, that the Committee is, as always, keenly interested in seeing the work at Yenching go forward as rapidly as is physically possible. I know that sometimes from the field end it seems that the Committee ought to exercise a more lively faith that the future will bring in funds for work which ought to be undertaken immediately, but much can be said, on the other hand, for the enthusiasm of the Committee and its willingness to go a great deal further in authorizing the disbursement of funds not yet in hand than the cool business judgment of most of its members can approve. I hope, therefore, that the Committee is succeeding in striking a happy medium wherein the work at Yenching is being carried forward as rapidly as can be done without departing entirely from the business caution absolutely indispensable to the future welfare of the institution.

Very cordially yours,

BAG-H

Enc.

CC: Dr.Stuart
Dr.Galt

燕京大學
YENCHING UNIVERSITY
(INCORPORATED IN 1889 AS PEKING UNIVERSITY)
PEKING, CHINA.

Construction Bureau, Haitien, Peking West.
Tel. No. 4100 East
" " 4400 East

Oct. 5th, 1928.

Dr. J. L. Stuart,
President of Yenching University.

Dear Dr. Stuart:-

With reference to the Executive Committee meeting of Oct. 2nd, at which time I placed before the Committee a statement showing the amount of money which will be required to carry us thru to the end of the year, and pursuant to your request that I write you before Saturday (Oct.6th) explaining where this money is to be used, I hereunder give such information as I think you desire.

$8,850., l.c. of this sum is needed to straighten up the balances due, or to become due on the Water Tower, Men's Gymnasium, two Chinese Residences, President's House and McBrier Building. These structures will all be completed by Dec. 1st, or earlier. Work on the Water Tower and Gymnasium has been dragging along for a considerable time, it being the fourth year on the Water Tower and the second on the Gymnasium, and although it is not extremely necessary to finish these structures this year, I feel that it is hardly fair to ask the contractor, who has no other work here, to hold over until next year before completing the jobs.

$8,800.,l.c. of these funds is needed for straightening up small accounts such as the stone cutter, plumber, electrician, Andersen, Meyer & Co., American Express Co., and a number of other small bills together with our salaries for the last three months of this year. The balance of the $33,000., l.c. the figure which I mentioned we would need, is required for painting and decorating the interior and exterior of Bashford, exterior of the Library, and McBrier, furnishings for the President's Office Suite in Bashford, furnishings for the President's House, and $8,000.,l.c. which we owe to the Power Station for funds borrowed from their account in August, at a time when the New York remittances were not keeping up with our needs in the Construction Bureau.

To meet these obligations we still have coming to us from New York before Dec. 1st G$8,000., which at a rate of say $2.15 equals $17,200.,l.c. In addition to this we have bills collectible from the various departments of the University running to $6,000., l.c. and in a letter of Sept.5th to the New York Office, a copy of which your office was provided with, I advised them that $10,000., l.c. would be needed to carry us thru to the end of 1928. This, as you will note, will about equal the amount which I advised the Committee we would need.

Ordinarily I would not feel it necessary to bring such matters as these to yourself or the committee, since New York has met nearly every request we have made during the past year, but the whole nature of their letter of Aug.31st seems to advise proceeding with caution in the way of expenditures, so I, therefore, thought it most advisable to keep you fully informed as to what we were getting in for. Some of the work might be held over such as the painting of the exterior of McBrier and the Library, which would amount to $3,000.,l.c. but everything else is underway, and there would be no saving were we to hold up the work,and as I pointed out to you before, and as was also mentioned in my letter of Sept.5th to New York, if we want to have the buildings appear at their best next year at the formal opening, it is desirable that the painting be done this Fall. Another thing in connection with the whole matter, which I wish to point out, is that our expenditures will drop to almost nothing after the first of the year, since all work now underway will be easily completed by Dec. 1st. and during the winter months we will have nothing more than our pay roll to meet, so that a little extra effort during the next three months will enable cleaning everything up before Jan. 1st. after which we could start almost with a clean slate.

I sometimes feel that the committee and administrative officers both here and in New York may be of the opinion that we crowd things too hard here in the Construction Bureau, and that we should adopt a more passive attitude about getting the work done. If this is the case I should like very much to be informed of it, and I would be only too glad to try to coincide with the aims of the University Authorities both here and at home. My whole training and work, however, has in the past been on projects where interest and rental values have been of considerable importance, and it was up to the operating staff to expedite work just as rapidly as was consistent with good results. And there is still no question in my mind but what a better job is always obtained where it is possible to preserve continuity and carry the building operations thru without interruption from beginning to end. Your house, for instance, will be completed within a period

of a little more than five months, and will, I am sure, be the best built structure in Yenching University, whereas some of the other buildings here of less importance and cost have been puttered at thru two building seasons, and still had a rotten job done on them.

I trust that this is the information you desire.

CH/CF.

Yours sincerely,

Director of the Construction Bureau.

cc Treasurer's Office.

Yours sincerely,

Director of the Construction Bureau.

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Welcomed

Oct.19th,1928.

Mr. B. A. Garside,
150 Fifth Avenue,
New York City.

Dear Mr. Garside:-

I have at hand your letter of Aug.28th to Dr. Galt and myself concerning various accounting items. With reference to the authorizations for the President's Residence I note by the paragraph at the bottom of the first page that you ask whether or not we desire or need the entire G$12,500.- this year, after deducting the cost of the radiation. We fully expect to entirely complete and furnish the house this year with the exception of the interior color washing, which will have to wait until next year when the walls are thoroughly dry. This, however, is a small item amounting to say something less than $100.-l.c. We, therefore, would be pleased to have you give us authority to draw the full amount before the first of the year.

With reference to the authorizations for the two Chinese Residences we note that you are taking G$6,000.- as the amount to be disbursed for these two buildings. The only information or instructions reaching this office so far was your cable of May 10th, directing that these residences be erected at a cost not to exceed G$3,500.-each. We,therefore, planned houses which would cost about this amount, and the existing state of our accounts would show that the final amount will be very close to this figure. These buildings will also be fully completed this year with the exception of the color washing, which will run to something less than $100.-l.c. for the two of them. We,therefore, would be pleased to have authority to draw the other G$1,000.- at the earliest possible date.

see to Gal 5.10.28

I have before me Dr. Stuart's letter of Oct.6th to you, which, I believe, was a covering letter to a copy of a letter which I wrote him on Oct.5th. With reference to both Dr. Stuart's letter and mine Dr. Galt feels that your come-back

reg

will probably be that we are asking for money on accounts which at present show a credit balance such as the McBrier Building, Bashford Building and the two Chinese Residences. You realize, however, that as remittances are received here the money goes into one banking account, and is paid out on the various projects as the need arises whether there be a credit or debit balance on the account in question, therefore if a certain project shows a credit balance it does not mean at all that the money is actually in hand, since it has been spent somewhere else on projects where a deficit is shown. In view of this it makes it difficult for the Construction Bureau at times to keep things running smoothly, and make both ends meet, since we are subject to the orders of the President's Office and the Grounds and Buildings Committee, either of which institutions may authorize unexpected expenditures, which there is no way possible of foreseeing, while we at the same time have to meet creditors such as contractors, merchants, shipping concerns and banks, and keep them happy and contented.

As mentioned in a recent letter of yours New York and Peking are a long distance apart to handle the many complicated problems which arise, and if we could only get together for an hour or so many of the seemingly difficult problems could be easily solved. We here try to keep you advised as nearly as possible as to what will be our needs on the regular authorizations but it is very difficult to predict what the many departments in the University are going to call upon us for, with the result that when they do come, and when they are authorized we can do nothing more than pass the information on to you. I do feel, however, that we have not been extremely lax in this matter, since we began advising you as early as May 31st that our budget made out on Feb.24th would not hold out for the rest of the year, and have also mentioned it in several other letters since.

Another matter to which I should like to call your attention is that we have cut our pay roll in the Construction Bureau and Power House operation about $1500.-l.c. per month as compared to previous years, and though the volume of work is, of course, not so great, yet the variety remains about the same, which may to some extent account for some of the laxness on our part in keeping you informed.

I am writing to you at length in the near future on such questions as the location of the Gymnasium, Power Station requirements etc.

With best regards,

Yours sincerely,

Director of the Construction Bureau.

CH/CF.

cc Pres.Office
Dr. Galt.

October 29, 1928

Mr. Carl Hildabrand,
Yenching University,
Peking, China

My dear Mr.Hildabrand:

We are enclosing herewith a copy of the minutes of a meeting of the Committee on Finance, Property and Investment held on October 16, 1928. You will be particularly interested in action F-2369 dealing with the request contained in your letters of March 31 and September 5 for additional funds to meet the items you list therein.

I tried to present the situation to the Committee as fully as I could so that they would have the best possible basis for reaching a satisfactory conclusion. The Committee felt, however, that in the present state of the University finances, particularly the Resident account, and the H.L.S.and W. account, it would be impossible at this time to authorize disbursements of further funds. We will, however, bring before the Committee again in the near future the question of the possibility of supplying funds for at least some of these objectives. The repairs in the insulation of the heating mains seems to be a particularly urgent matter. Since we have already sent you informally a copy of Mr.Place's recommendations I hope that we may soon have some word from you which will make it possible to present the whole matter to the Committee afresh.

You will also note that the Committee by action F-2370 formally instructed us to transmit Mr.Place's recommendations on heating insulation to the Construction Bureau and ask for information and comments from you. I am writing you a separate letter on this subject, giving you, as far as I can an estimate on costs of paint and other material recommended by Mr.Place.

Very sincerely yours,

BAG-H

Enc.

acc. 1119

November 5, 1928

Yenching University

Mr. Carl Hildebrand,
Yenching University,
Peking West, China.

My dear Mr. Hildebrand:

This letter will report more fully on the recommendations of Mr. Place concerning the waterproofing of the heating mains and the repair of the insulation of these mains. I sent you a copy of a report of my conference with Mr. Place and also called attendtion to the section of the Finance Committee Minutes of October 16 dealing with this subject.

Within the last few days I have been in touch with the manufacturers of the three materials recommended by Mr. Place for waterproofing the inside of the heating main trenches. The results of my conferences are as follows: --

> The manufacturers of the hydrolithic cement state that they do not sell this material but only apply it themselves. Since they have no agency in China we can at once discard the thought of using this material.
>
> The Minwax Company is sending over a representative to make a study of the whole problem, with the thought of making recommendations. If such recommendations are made I will forward them to you either with this letter or in a later mail.
>
> Dr. Toch of Toch Brothers has, I find, visited the Yenching campus and so is in general familiar with the situation and the problems you face. I have given him all the information I can about the needs in waterproofing the heating trenches and repairing the insulation of the heating mains. He has promised to submit recommendations and I will forward these to you as soon as they are received.

The Minwax Company did not care to give any quotation prices until they had studied the situation somewhat more fully. Toch Bros. are proposing a somewhat different procedure than that suggested by

Mr. Place. For the waterproofing of the inside of the trenches as recommended by Mr. Place they suggest "R I W Marine Cement" which is quoted at 75 ¢ per gallon in drums, one gallon estimated to cover 40 square feet, one coat. This same material can also be applied to the heating mains after they have been cleaned, scraped and red-leaded. However, Toch Brothers recommend instead of applying red lead to the heating mains that you use "R I W Tockolith" which can be supplied in drums at $2.36 per gallon, each gallon estimated to cover 600 square feet, one coat. They state that "Tockolith" is a great deal more economical than red lead, and is equal or superior to it for this particular purpose.

We trust that this information together with the recommendations of the Minwax Company and of Dr. Toch will give you a sufficient basis for proceeding with your plans for the correction of the defects in the heating trenches and mains.

Very cordially yours,

BAG:RL

Rec'd 11/4/29.
Copy for F.C. (3 pages)

燕京大學
YENCHING UNIVERSITY
(INCORPORATED IN 1889 AS PEKING UNIVERSITY)
PEKING, CHINA.

Construction Bureau, Haitien, Peking West.
Tel. No. 4100 East
" " 4400 East

Nov.15th, 1928.

Rec'd 11/4/29
(acknowledged 15/11-9)

Mr. B.A.Garside,
150 Fifth Avenue,
New York City.

Dear Mr. Garside:-

On page 3 of your letter of Aug.31st to Mr.Hildabrand there is a paragraph captioned generating set, which apparently has reference to a similar paragraph on page 3 of our letter to you, dated July 13th. From your letter we note that the Committee desired further information as to what we have here in the way of equipment before they could intelligently judge as to what our existing and future needs might be.

In order to provide this information, and to make it as plain as we knew how we have had prepared a plan of the Power Station, a blue print of which you will find enclosed herewith, showing the existing generating sets,boilers, pumps, motors etc., as well as the foundations, which were installed at the time the building was erected for contemplated future expansion and development. Each foundation or place occupied by a machine has been numbered, and a description of the machine placed opposite the number in the tabulation on the right of the drawing. In addition to this we enclose herewith a list of the buildings showing the kilowatts installed in each in so far as lighting is concerned, and at the bottom of the list we separately itemize under power, the motors and electrical equipment installed in the various buildings and in use for various purposes about the University.

Our total existing load for light, you will note amounts to 138.196 kilowatts, and our power load 58.848 kilowatts making a total of 197.044 kilowatts, with the President's House, Men's Gymnasium and considerable street lighting to be added in the near future, which will bring our installation up to well over 200 kilowatts, while you will note from our plan that our total existing generating equipment is 190 kilowatts.

Our existing peak load, which occurs between 7p.m. and 10 p.m., averages more than 300 amperes for lights and sewage pumps only, and exceeds this on nights when there are moving pictures. This precludes running the water pumps during this period, and, you will note, exceeds the capacity of the 75 k.w. steam generating set. This necessitates carrying the heavy loads with the Diesel Set, which, however, due to its added efficiency, is an economical procedure, but would leave us nothing to fall back upon should anything happen to it. This, of course, would not be a serious matter in America where repairs can be obtained in a short time, but as you perhaps know, there are no agents in China for any of the important machinery we have in our Power Station, and it takes at least six months to get an order filled from Europe. We try to anticipate our needs in the way of spare parts and keep them on hand, but feel at all times that our plant may become crippled due to a break-down which we had not foreseen.

It, of course, might be observed that it would be possible to run the 75 k.w. and 15 k.w. sets in parallel, but the small set runs continuously from six in the morning until such time as it is over-loaded at night six days of the week and we almost have to have the evenings for repairs and up-keep on it.

Just what size or type of generating set should next be purchased is something about which we are reluctant to make recommendations, since there are a number of factors entering into the problem. We note by Mr. Place's report that his original recommendations were that a second 75 k.w. steam generating set be the first addition after the original equipment became inadequate. This, of course, would solve the problem, since we then could parallel the two sets during the peak load hours. On the other hand, however, we find with the existing fuel oil and coal prices that it is more economical to light with the Diesel Engine Set and to heat with live steam when the exhaust steam from the circulating pumps is not sufficient, rather than to light with the steam set and use the exhaust steam for heating purposes. This may sound rather paradoxical, but nevertheless has proven to be the case in many try-outs. This economy is further emphasized during the months when no heating is required, but when our electrical loads are practically the same as during the winter months when the exhaust steam might be used for heating purposes. Our 15 k.w. set seems to be entirely adequate to carry the daylight loads, therefore, were we to light with steam generators during the warm months it would necessitate keeping our fires banked for the greater part of the twenty-four hours.

In connection with this the fact should not be overlooked, however, that any generating set purchased now would, perhaps, give service for twenty years during which time it is, of course, impossible to predict where fuel and coal prices will go. The logical conclusion, of course, is that the cost of fuel oil will go up, but this is not necessarily true here in Peking, since the consumption of this kind of oil in North China at present is so small that the oil companies have to make special shipments for supplying their customers whereas when the consumption increases which it, undoubtedly, will the oil companies will probably be able to bring it in larger shipments at prices to their customers approaching those in Shanghai, which are now about $20,00., less per ton than here in Peking. On the other hand if transportation facilities improve, which we surely may expect them to do, since they are about as bad as they can possibly get, and if general conditions get the least bit better in China we might reasonably expect the cost of coal to become less.

We have asked for tentative quotations on a 150 k.w. Diesel Generating Set from four companies, replies from two of which we have received. One is from Burmeister & Wain, who supplied the set we now have. Their quotation is G$24,000.- c.i.f. Tientsin, which with incidental charges and installation costs would, perhaps, amount to in the neighbourhood of G$60,000., local currency, when installed and ready to run. Their engine is a four cycle type, which is the most economical in fuel consumption. The other tender we have received is from Andersen, Meyer & Co., on a Worthington two cycle engine with a general electric generator. Their net price is c.i.f Tientsin G$18,000.- but there were a number of accessories, which they did not include in their tender, the cost of which has not yet been determined, but which will bring their net figure to something like G$20,000.- We still have to hear from Fairbanks, Morse & Co., and from a German Concern. These engines are of the solid injection type, fully enclosed with dust proof bearings and forced lubrication, neither of which features are included in the engine we now have, and which is the cause of some trouble due to the dusty climate at some seasons of the year here in North China.

These figures, of course, exceed by a considerable amount the cost of a steam generating set of equal capacity, but the addition of a steam engine would, undoubtedly, call for the installation of another boiler, since it takes three of the existing ones to handle the heating alone during the cold months, and a fourth would, of course, be needed were we to install a steam engine, since we must necessarily have one as a stand-by.

We trust this information will enable you to judge the matter intelligently, and we shall be glad to give you any further details you may desire.

Yours sincerely,

Director of the Construction Bureau

CH/CF.

cc President's Office.
Encl:Blue Print,
List of kilowatts installed.

YENCHING

rec. 1/28/29

Yenching University December 10,1928.

Mr. Carl Hildebrand,
Yenching University,
Peking, W,
China.

My dear Mr. Hildebrand:

We attach hereto a copy of the Minutes of the Finance Committee Meeting of December 4th. I am at this time writing Dr. Galt and Dr. Stuart long letters commenting on these minutes. So in this I will mention specifically only the actions on pages 5 and 6 referring to the miscellaneous building needs to the end of the year.

The Finance Committee made quite an extensive study of the general building operation needs as you reported them to the Grounds and Buildings Committee on October 3rd and as you commented on them in your letter of October 5th. They deducted M.$2,000. from your estimated total of M.$33,000. because it was understood you had included in your estimates an item of M.$2,000. for repairs to Prof. Chen's residence. Apparently, these items are, by action of the G. & B. Executive Committee on August 7, 1928, chargeable for the present at least to current funds rather than plant funds. The Committee then undertook to find ways to provide for the amount necessary to bring available funds up to the total of M.$31,000. We estimated that approximately G.$3,630. was needed for this purpose, and to provide this balance the Committee authorized us to disburse funds as follows:-

Warner Memorial Gymnasium	G.$ 500.00
Wiant Memorial Residence	500.00
General Residence Account	2630.00
Total	G.$3630.00

The $500. for the Warner Memorial Gymnasium is to make possible the completion of the first wing of that building, as described in your letter of October 5th, and Dr. Galt's letter of October 15th. We understand that this item is included in the total of M.$31,000. The G.$500. for the Wiant Memorial Residence does not, I believe, give you any funds for additional construction on this residence because I believe you have already expended at least G.$5000., which

is the maximum authorized as yet by the Committee for this residence. Likewise, the G.$2630. for the general residence account simply ~~means~~ reduces the deficit now standing on your field books in the residence account, and thus provides this amount of money for general building operations as listed in your reports.

We sincerely hope that these funds, for which we cabled authorization to draw immediately after the meeting, will make it possible for you to complete the building operations you have planned to finish by the end of 1928.

I presume that when this letter reaches you you will already be beginning the formulation of the schedule of building operation needs for the year 1929. I hope it will be possible for you to get such a schedule to us well in advance of the time that contracts must be let and disbursements made so that there will be the least likelihood of embarking on operations for which funds are not available. It is quite likely, of course, that any schedule of building operation needs that you may send us early in 1929 will have to be revised later on in the year. However, such a schedule will give us an initial basis to work on and we hope that any later revisions can be sent us well in advance of the date at which they must become effective.

BAG:C

Very cordially yours,

燕京大學
YENCHING UNIVERSITY
(INCORPORATED IN 1909 AS PEKING UNIVERSITY)
PEKING, CHINA.

Construction Bureau, Haitien, Peking West.
Tel. No. 4100 East
" " 4400 East

Ack 2/25/29

Jan. 19th, 1929.

Mr. B. A. Garside,
150 Fifth Avenue,
New York City.

TRANSFER

Dear Mr. Garside:-

In your letter of Aug.31st you mention the matter of the location of the Men's Gymnasium and seem rather perturbed to find that it has not been located as shown on Mr. Murphy's plan of 1926. At the time we began work on the existing unit we had the following conditions to fulfill.

1. The building must parallel the major axis of the oval running track.

2. None of the large old trees were to be disturbed in the building of this or subsequent units.

3. Which is apart from any architectural considerations was that all corners of this or subsequent units should be kept from coming directly over the heating trench which runs diagonally thru the foundations. This as you will undoubtedly be able to imagine was somewhat of a job and was rendered more difficult due to the ground being extremely uneven, and I believe that we have the building located in the only place possible and still fulfill the above requirements. In checking the location we find that the northeast corner of the existing unit is 190ft. from the north boundary line of the campus rather than something like 230ft.as shown on Mr. Murphy's plan of 1926. It does not seem to us here that this change of location will seriously impair the symmetrical development of the campus, and its location in so far as to provide foundation footings for the corners of the building elsewhere than over the heating trench seemed to be quite important to us.

Sincerely yours,

Carl Feldwiesner
Director of the Construction Bureau.

CH/CF.

cc President's Office.

燕京大學
YENCHING UNIVERSITY
(INCORPORATED IN 1909 AS PEKING UNIVERSITY)
PEKING, CHINA.

Construction Bureau, Haitien, Peking West.
Tel. No. 4100 East
" " 4400 East

Jan.19th, 1929.

see Hildebrand 1/21/29.

TRANSFER

Mr. B. A. Garside,
150 Fifth Avenue,
New York City.

Dear Mr. Garside:-

Your letter of Sept.22nd. together with the memorandum of a conference between yourself and Mr. Place reached us a considerable time ago, and since then we have also received your letter of Nov. 5th on the matter of the problem we are facing in connection with our heating trench and mains. Your first communication did not seem to require a reply, and in the paragraph dealing with Toch Brothers products in your letter of Nov.5th I noticed that Dr. Toch had promised to submit recommendations and I have been waiting until they should arrive before going any farther into the matter. But since the time when we should start this work is not so far off I have thought it advisable to make you acquainted with our opinion in the matter and to furnish you with such further information as has come to hand thru observation and from other sources.

In regard to waterproofing the walls and bottom of the trenches against ordinary ground water seepage we feel quite confident that we shall be able to do this, since we have been successful with this kind of work in the basements of both the science buildings and the Library which were leaking badly. The leaks in both the basements and trench are caused largely by improperly proportioned, porous concrete, and in the case of the trenches also to bad cracks caused by heaving from frost action during the time the trenches were in an open uncompleted condition. Due to this it is doubtful whether or not anything in the nature of a paint would be effective, and the trouble, in our opinion, will have to be remedied by the careful application of cement plaster as was done in the basements. Toch Brothers' "R.I.W. Marine Cement" seems to be so cheap, however, that it perhaps would be well to have a fairly substantial quantity of it on hand for use where the cement plaster is not necessary. In any event we should like to have a few tens of gallons shipped to us for use in our settling and elevated water storage tanks where there are a few minute leaks showing up.

In connection with keeping surface water out of the trenches this is a different and far more difficult matter. This is particularly true with the section of the trench extending from the south end of the Library to No.2 Men's Dormitory. The ground level on which the group of buildings stand, consisting of the Library, Aministration Building, School of Religion, No. I Dormitory, the two Science Buildings and the McBrier Recitation Hall is elevation 100 as taken from the datum established at Yenching. During the rainy season we have a ground level of 99 or more, and on exceptional occasions this area may be entirely flooded. This was the case at one time during 1926. Quite and extensive storm sewerage system was installed during the Spring and Summer of 1928, and will work quite all right during seasons having ordinary and fairly well distributed rainfall, but will be of no use in getting rid of the surface water in a hurry during periods of prolonged and unusual precipitation. The top of the finished trench is at elevation approx. 98.5. The cover of the trench, as you can check up by plans in your office, consists of precast slabs on the top of which was placed a cinder concrete and this plastered with cement mortar 3/4 inches in thickness and sloped each way from the center. The waterproofing membrane as shown on the plan between the concrete slabs and cement plaster was not inserted. This was omitted due to the fact that experiments of inundating sections of the completed trench showed that any leaks which occurred were thru the joint between the top of the trench wall and the slab and not directly thru the finished top of the trench itself. And regardless of how extreme care was exercised in making this joint we did not find it possible to procure an absolutely watertight job if the trench was inundated for any length of time. I quite realize that the plan looks very fine and practicable, and probably would have proved satisfactory had the building and completion of the trench been a somewhat more nearly continuous operation, but as you perhaps are aware some sections of the trench were built and left open for a period of more than two years before the pipes were finally installed, insulated and the trench covered, during which time the extension of the waterproofing membrane in the wall of the trench was entirely destroyed which precluded doing the job exactly as shown on the plan. Nevertheless by the use of surface drains it will be possible to keep the trenches practically dry except in the section mentioned above where the ground water level may for several days at a time be considerably above the finished top of the trench.

As to the kind and type of insulating material to be used it of course is a generally accepted fact that some of the magnesium asbestos products are the most widely used and efficient, but also seems to us will be very expensive if we are to use an imported article. The Chinese asbestos products mentioned in my letter of May 31st have not proven suitable since anything they have been able to produce so far, in the way of a sectional pipe covering has been far too dense to be of any practicable use as an insulating material. And a factor which should not be overlooked in the use of foreign products of this kind is the probable huge loss in transport-

ing it. During the past four months we have received two small shipments of 85% magnesia 6" sectional pipe covering from Shanghai and in both instances it has been damaged to such an extent that the Insurance Co., accepted a claim for total loss without question. We had intended to run a test on it under actual conditions, moisture in the trenches included, and to paint the pipe under it with "Ebonol", an anti-corrosive paint prepared and highly recommended by the Sherwin Williams Paint Co. But from present indications it doesn't look as though we are going to get any test made this year.

In the memorandum of the conference which took place between yourself and Mr. Place on Sept.15th, he remarks that unless the trenches can be made moisture proof no method of insulating or protecting the heating mains can possibly be satisfactory. This is unquestionably true with any of the asbestos products, and possibly true with anything in the way of reeds, straw or other materials of a vegetable nature. We have been experimenting, however, since last Spring with cocoanut fiber which due to containing oily substances, is much more nearly indestructible than ordinary grass or reeds. Upon the advice of our chemists we impregnated this with boiling coal tar after being plaited, and then wrapped it into the pipe and covered it with a cement lime plaster. Since then we have tried every way imaginable to destroy it by soaking and drying it under various conditions but it still seems to be intact and in good condition. As an insulation it worked excellently, since with a water temperature of 210 degrees Fahr. and a room temperature of 92 the thermometer on the outside of the insulation registered only 97 degrees. This was applied to a thickness of about two inches, and the plaster coat was quite dense and trowelled smooth to a thickness of approximately 3/4 inches. From our observations so far and from the opinion of our chemists I would be very much inclined to recommend that this method be used for such sections of the trench as are subject to periodic flooding rather than any of the asbestos products which would be more expensive and which would most surely disintegrate and be irrepairably damaged after a few soakings. This method would not be very cheap since the cocoanut fiber would have to be imported from the Philippines. The quotations we have had so far run about G$100.00 per ton F.O.B. Manila, but it is quite certain that it can be bought for less than this since we have purchased small quantities from Peking furniture upholsterers at a considerably better figure. The matter of insulation, however, is something which does not require immediate attention, as it would perhaps be a better plan to do this part of the work after the rainy season say in Sept. and Oct. using the time during the Spring and Summer months to get the pipes cleaned and painted and the trenches waterproofed.

In regard to paint I feel that if a red lead substitute can be found that it should be used, since it would be impossible without constant, careful supervision to make Chinese painters keep a mixture of red lead and oil sufficiently well stirred. And unless this is done the resultant thick pasty coats scale

off after a short time. The superficial area of the heating main is approximately 30,000 square feet. This should enable whoever supplies the paint to estimate the quantity required.

In conclusion I shall have to say that I am very reluctant about making any estimates as to the cost of reconditioning and putting the heating trenches and mains in a good shape. Tariff autonomy is now an assured thing and to what height customs duties may skyrocket it is impossible to predict. I feel, however, that we should not start the job with less than $10,000 l.c. in sight for labor, concrete materials, payment of duties, transportation costs etc. and this subject to correction at a later date if unforeseen contingencies arose.

I trust this information will enable you to get a grasp of the situation and surely will be glad for any further advice or recommendations which anybody in New York or elsewhere may be able to give us.

Sincerely yours,

CH/CF.

Director of the Construction Bureau.

cc President's Office.

燕京大學
YENCHING UNIVERSITY
(INCORPORATED IN 1889 AS PEKING UNIVERSITY)
PEKING, CHINA.

Construction Bureau, Haitien, Peking West.
Tel. No. 4100 East
" " 4400 East

Jan. 22nd, 1929.

Mr. B. A. Garside,
150 Fifth Avenue,
New York City.

Dear Mr. Garside:-

Just as we were going to mail our letter of the 19th on the heating trench problem yours of Dec.20th containing the recommendations of Dr. Toch arrived.

None of us here know anything about the nature of their No.232 R.I.W. Paint, but it seems to us that if we are going to the trouble and expense of wrapping the heating main with burlap or cotton cloth,as is mentioned in Dr. Toch's recommendations, we feel that it would be worth first considering some of the asphaltum preparations such as are used by some pipe manufacturers, who pursue this method of protecting steel water pipes. The Mannesmann Co.,as you may recollect, use this method. This, however, is just an opinion on our part, and R.I.W. Paint may be just the material best suited to our needs.

This method of protecting the pipe would act as an insulator to some extent, but, of course, would have to be supplemented with some other covering.

Sincerely yours,

CH/CF.

Director of the Construction Bureau.

cc President's Office.

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(8)

To Sec. Comm. 2/4/29

Jan. 28th, 1929.

TRANSLATION

Mr. B. A. Garside,
150 Fifth Avenue,
New York City.

Dear Mr. Garside:-

I have your letter of Dec. 10th, and note by the last paragraph that you were expecting us to provide you with a schedule at an early date of our Construction Bureau needs for the year 1929. Prior to the arrival of your letter I had been giving this matter considerable thought, but since there had been no new work authorized, and since everything underway was fairly well along, it was not easy to point out to you what we needed money for, and the attitude of your Finance Committee during the past few months seems to have been that any money asked for must be for some definite project. Furthermore due to some duplication of efforts and to considerable confusion which arose during the past year we have come to the conclusion here that it would be better if requests for funds came to you thru our Treasurer.

During the autumn of 1928 the question arose as to the completion of the Infirmary, and we were directed to take such steps as would assure completion before the formal opening, next October. In reply we advised the University authorities that even though G$24000.- had been remitted to the Field for this building that no funds, due to them being tied up elsewhere, were available with which to proceed with the work. Dr. Galt then began an analysis of the accounts, and I believe, has or will in the near future advise you concerning the situation. A rather hasty investigation of the accounts of this building would indicate that there are approximately $17,500.-l.c. left from the G$25000.- which sum we understand is the amount of the donation. This matter was brought to the attention of the Grounds and Buildings Committee a short time ago, and they were advised that this amount would not be sufficient to complete the building as originally planned. In consequence of this we were directed to cut down the plans sufficiently to enable keeping within this amount. We enclose herewith a copy of these plans, also for your ready reference a copy of the original plan, by which you will note that we have cut out the top

We are

floor, leaving good sized attics, which undoubtedly can be advantageously used for storage purposes. If it is true that this building must be completed before October then we must start work not later than March, and therefore would appreciate having your approval at as early a date as possible.

I had intended to bring up the matter of landscaping, for which your cable of Jan.23rd authorized the expenditure of G$9,000.- eliminating the necessity of saying anything further.

I advised Dr. Galt sometime ago as to further needs for the completion of the Bashford Building, and I believe, he has communicated this to you, and also a cable was sent you recently asking for $4500.-l.c. for the purchase of Auditorium chairs, which it would be advisable to fabricate now during the dry months of the year. The completion of the Auditorium in Bashford Building can perhaps best be done during the summer months when it is not in use, therefore any funds required for this specific purpose need not be remitted until June or July.

The G$3600.- received from your office during December helped us over the end of the year very nicely. A matter, however, which is somewhat chronic in nature is the fact that we continuously have $5,000.- or $6,000.- in Construction Bureau funds tied up in Cashier's Account No.176, Jobbing Account No.177 and Suspense Account No.184 as shown on the Construction Bureau balance sheet of Dec.31st, copy of which will reach you in due time, if it has not already done so. It was this condition of affairs, which necessitated the Treasurer's loan of $5000.- as shown opposite No.185A on the same balance sheet. This condition will, undoubtedly, continue to exist for a considerable time, and it has occurred to us here that the situation could be relieved if $5000.- or $6000.- working capital could be provided. Another matter which added to our difficulties somewhat during the last few months of 1928 was that several hundred gold dollars worth of electrical materials ordered in May did not reach us until December with the result that they did not arrive in time to be used in the buildings we erected this year, which necessitated substituting them from the local market at somewhat higher prices. This eventually, however, will work out to our advantage whenever other work is put in hand, since customs duties on this class of materials will, undoubtedly, be greatly increased when customs autonomy goes into force. In addition to this is Mr. Wiant's house, for which he was so certain that he would be able to raise additional funds when he reached the States, but concerning which we have never heard anything further from him. The cost of the other buildings which we erected this year has also exceeded the original appropriations to a greater or less extent. This was caused

partly if not entirely by a luxury surtax of 2½% which was added to the 7½% duties tax we were already paying, and to horribly exorbitant transportation costs during the summer and autumn months from Tientsin to Yenching. In addition to this you will notice opposite item 188 on the balance sheet of Dec. 31st that we have built up a stock reserve during the past few months of something over $5000.- This accrued mostly by adding 5% to the prices to stocks as they were charged to the various buildings, and partly, though to a small extent, to stocks which we found were not on our books at the time inventory was taken in July and August. This to our auditors seemed to be a good scheme in order to minimize the book losses which will inevitably occur when it comes to the disposal of obsolete and useless stock items, though it has tended on the face of matters to cause running over on authorizations.

The preceding is about as much as I can give you at present as to our needs for this year until something further is definitely authorized. We have a pay roll of slightly over $1200.- a month to meet, $150.- a month of which are for employees in the Repair Work Department, which is a little better than self-sustaining. I quite realize that this is a large overhead item for the amount of work we did during the past year or will probably do during the coming year, but I do not quite see where we can dispense with the services of any of the employees we now have, and for your information I attach hereto a list of our Construction Bureau personnel together with their salaries and a brief description of the work each of them does.

There, of course, is the matter of reconditioning the heating trench and mains which I mentioned in an earlier letter and for which I advised we probably should have $10,000.-l.c. Assuming that we start this work April 1st and complete it in seven months, which would be necessary in order to have the heating system ready for the winter of 1929 and 1930, we would then need the money at the rate of $1500.- per month approximately, beginning April 1st.

Dr. Stuart has also mentioned to me the matter of a pavilion to be built on what is called Recreation Island on Mr. Murphy's map of May 1926, and advised that the work must be done this year, and that the amount available is between G$4000.- or G$5000.- We are now preparing plans for it, but since they have to have the approval of both the Grounds and Buildings and Landscaping Committees it may be some little time before we can provide you with a copy. In the meantime, however, we would be glad if you could advise us as to the actual amount of money available for this purpose, and whether or not we could draw on it beginning April 1st., at the rate of G$1000.-then and on the first of each following month until it was exhausted.

With reference to your cable of Jan. 23rd in which you advise that authorization for the erection of the Yenching College Gymnasium will be forthcoming as soon as our plans are ready for approval we should like to ask you to get a quotation from the United States Steel Products Co., for the roof trusses, and also give us tentative prices for use in estimating on approximately 13000 superficial feet of hard maple flooring 1 1/4" in thickness. We would be pleased to have you cable us the quotation on the trusses, as a check on local quotations. It is our intention to fabricate these trusses in our own machine shop, buying only the stock lengths of structural steel and the rivets. In this way we would not only provide work for our own men, but also save on customs duties , since an additional tax is charged unless goods are forwarded from the port of entry in their original form, which would not be the case if the trusses were fabricated in Tientsin or Shanghai.

Sincerely yours,

C.Hildabrand,

Director of the Construction Bureau.

CH/CF.

Encl: Copy of the Infirmary plans
Copy of the original plan of the Infirmary.
List of Con.Bureau personnel.

cc President's Office,
Treasurer's Office.

P.S. The Infirmary plans together with the Women's Gymnasium plans will follow under separate cover within a few days.

(8)

with letter of 1/28/29.

CONSTRUCTION BUREAU PAY ROLL.

Name.	Duties.	Salaries.
Mr.C.Hildabrand		$ 600.00
Miss C.Figourovsky	Stenographic work, filing, and typing connected with accounting work.	150.00
Mr.Chang	Storekeeping and purchasing.	60.00
Mr. King	In charge of repair work.	70.00
Mr. Wang	Construction Bureau accountant.	55.00
Mr. Tang	Draftsman and construction superintendent.	80.00
	One third of cashier's salary.	21.67
Mr. Tsao	Foreman electrician	40.00
Mr. Li	Foreman plumber	10.00
Mr. Feng	Care of heating installations.	24.00
Mr. Tsao	Care of plumbing installations.	24.00
Mr. Yang	Small carpenter work and care and repair of locks and other building hardware	16.00
Two assistants	For storekeeping and purchasing.	26.00
Two Office coolies		22.00
One gardener		12.00
		$ 1210.67

With reference to the above the salary of Mr. King, the man in charge of repair work, and the wages of Feng, Tsao and Yang, who look after the heating, plumbing, and small carpenter work respectively, are taken care of by the revenue from the Repair Work Department. During the summer months the man Feng operates the tractor for road building and other purposes, and Tsao, the plumber, operates the Gas Plant in addition to his other work, half of his salary being charged to the Gas Plant Operation Account.

The foreman plumber who gets only $10.00., per month is really our plumbing and heating contractor who lends part of his time in making estimates etc.

Ack
W. Wolf

燕京大學
YENCHING UNIVERSITY
(INCORPORATED IN 1889 AS PEKING UNIVERSITY)
PEKING, CHINA.

Construction Bureau, Haitien, Peking West.
Tel. No. 4100 East
" " 4400 East

Feb. 21st, 1929.

TRANSF...

Mr. B.A. Garside,
150 Fifth Avenue,
New York City.

Dear Mr. Garside:-

Dr. Stuart recently handed me your letter of January 12th concerning the development of the Scranton Luce Social Center and requested that I forward to you at the earliest possible date the plans for this work.

I note by the second paragraph of your letter that you had been expecting these plans for sometime, since the matter was first brought up at a Grounds and Buildings Committee meeting of Sept.27th. Shortly after that date a firm of Tientsin architects were approached concerning the preparation of plans, and between then and the first of this year they submitted four different proposals, all of which were far too elaborate for the funds at hand. We then took the matter in hand ourselves, and submit herewith a set of plans of the structure we intend to erect. Slight alterations may become necessary, but generally speaking this is what we have in mind.

We were informed the latter part of 1928 that one of the donations for this purpose had to be used before April 1st of this year, or it would be withdrawn. This requirement was a little difficult to meet, since all during the latter summer months and autumn of 1928 it was extremely difficult to get building materials in and around Peking at all, and when they were obtainable it was at frightfully exorbitant prices. This was due to the Fengtien party taking fully 90% of the rolling stock of the North China Railways into Manchuria when they evacuated Peking in June. Existing supplies of building materials in Peking quickly became exhausted, and what few filtered thru were readily saleable at any prices merchants felt like asking for them. This made the matter about as broad as it was long, since if we have lost the $1000.-by waiting until Spring before commencing to build we have more than saved it on the cost of materials and transportation. Ours was not the only work held up due to this cause, since nothing was done on the "Peking Metropolitan Library", which is being built with "Boxer Indemnity Funds", a contract for which was let in September, and the Peking Union Medical College were unable to complete two of their new buildings for the same reason.

These plans we think are fairly self-explanatory. I note, however, after the printing is done that some of the English terms are not quite correct, but perhaps are understandable. It will be observed that we are using hot air heating system, since heat of some kind will be needed during the winter in the building, and by using this method it will be possible to let the fires go out whenever the building is not in use. The entire super-structure is to be of wood, and the floor of the tea-room and veranda is to be of reinforced concrete marked off in imitation colored tile patterns.

On the small blue print the elevation of the island and pavilion is a little misleading since only two of the large trees shown thereon are in existence at the present time. These being the one directly back of the building and the one to the extreme right.

If these plans meet with the Finance Committee's approval will you please cable us in order that we may start work at once, in the meantime we shall get tenders on this job so that there will be little delay after we hear from you and hope to complete the structure in time that it may be of some use during the summer months.

Yours sincerely,

C. Hildebrand.

Director of the Construction Bureau.

CH/CF.

Encl:Set of plans of the Scranton Luce Social Center.

cc President's Office.

燕京大學
YENCHING UNIVERSITY
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PEKING, CHINA.

Construction Bureau, Haitien, Peking West.
Tel. No. 4100 East
" " 4400 East

Feb.23rd,1929.

Mr. B. A. Garside,
150 Fifth Avenue,
New York City.

Dear Mr. Garside:-

We enclose herewith a set of the plans for the Yenching Women's College Gymnasium. These have been prepared after consultation with various people about this part of the country, who are more or less familiar with Women's Gymnasiums requirements in North China.

The first intimation we received here that it might be possible to start work on the Women's College Gymnasium this year was your cable of Jan.11th, the part pertaining to the Gymnasium reading as follows:-

> "Are you satisfied (with) architects plans readjusted during the month of March year 1926 Yenching College Gymnasium. What do you estimate would be total cost complete on such a basis"?

To this we replied on Jan. 18th and quote our cable hereunder:-

> "Inside swimming pool desired Yenching College Gymnasium plans can be made here cost with pool without equipment G$83,000."

The Women's College at that time thinking that it would be desirable to have a swimming pool. We next received your cable of Jan. 31st, translation of which we quote hereunder:-

> "Yenching College Gymnasium Committee propose changes as follows:- dimensions on the outside 62 feet 150 feet. End terraces 17 feet bays both sides, center bay swimming pool inside. Southwest 14 feet shower-bath. One basketball court class-rooms second floor. Final cost must not exceed G$80,000.- excluding equipment including fixtures. Please telegraph definite answer immediately approximate expenditure."

Omit cable correctly

Upon receipt of this cable we started to prepare plans in accordance with our interpretation of your specifications, but before we got very far your cable of Feb.5th arrived, and we quote hereunder the translation of ~~it:-~~

> "Finance Committee approve new building plans Wom. College Gymnasium as per my telegram of Jan.30th except cost must not exceed G$77500.- New plan is being drawn up and will be sent as soon as possible. You are authorized to make draft for purpose of what is considered necessary for Wom. College Gymnasium. Send details of proposed expenses for building by mail."

By it we noted that plans were being prepared in New York so we, therefore, suspended work on those we were drawing. Later on, however, after the Women's College had given the matter more thought they came to the decision that due to the probable administrative difficulties etc., that it would be desirable to eliminate the pool, and I understand that they wrote you to this effect, and in the same letter asked that the initial cost of the Gymnasium and fixtures be held to G$60,000.- This figure was arrived at without consultation with the Construction Bureau, and it was not for sometime afterwards that it came to our knowledge. As soon as it did, however, they were advised that it would not be possible to erect a building 150ft.long by 62ft.wide with 17ft.terraces at each end, which procedure would enable making use of the foundations prepared in 1925, for G$60,000.- A meeting was then called on Feb.20th of the Executive Committee of the Grounds and Buildings Committee in conjunction with the Women's College Faculty, at which meeting the Women's College were advised that the cost of a building of these dimensions without the pool would approximate G$72,000.- exclusive of equipment. The Construction Bureau were, therefore, directed to prepare plans for a gymnasium without a pool, and those enclosed herewith are the result. As mentioned before these plans have been prepared after consultation with various people and what would seem to us, on the field, to be best suited to the needs of a Wom. College in North China. There are, perhaps, no distinctive features as compared to Mr. Murphy's plans of 1926, except that the dressing booths and showers are more or less self-contained units, rather than being in different rooms, and the director's office has been moved to the east end of the building in order that it will overlook the playing field. The shortening of the building necessitated

eliminating the two side entrances. This we thought would result in more traffic thru the end doors and to remove the possibility of congestion as far as possible we, you will note, rearranged the stairways. The only other alteration worth mentioning is the cantalevered spectators gallery running along the sides of the Gymnasium. This feature is not definitely decided upon, but it seems to us to be desirable, since athletic contests in North China are continually drawing larger crowds, and the two end galleries do not contain a great deal of space, and, furthermore, a considerable portion of the Gymnasium floor cannot be seen from them.

We expect in a short time to place the orders for the trusses, and since receiving your cable of January 23rd we have been gathering up building materials. It is our intention, if at all possible, to get the roof onto the building before the freezing weather comes next autumn. This will enable working thruout the winter months, which is by far the best season of the year in North China to do woodwork, and in this way we will very probably have the Gymnasium ready for the Spring semester of 1930, whereas if it is not possible for us to work during the winter months we should not have the building ready before the beginning of the autumn semester of 1930, and we at the same time would be doing our finishing work right in the rainy season. I view of this it seems important to us that we get the actual construction underway at the earliest possible date, and would, therefore, request that you give these plans your early consideration unless, of course, the Women's College Committee in America insist that a swimming pool be included. We shall, therefore, be looking forward to a cable from you either approving of these plans in substance, or containing definite instructions to proceed with the building as being planned in New York.

Yours sincerely,

C. Hildabrand

Director of the Construction Bureau.

CH/CF.

Encl: Wom. College Gymnasium plans.

cc President's Office.
Women's College.

see Hildabrand 3/20/29

Yenching University

February 25, 1929

Mr. Carl Hildabrand,
Yenching University,
Peping, China.

My dear Mr.Hildabrand:

This will acknowledge receipt of your two letters of January 19th and your two letters of January 22nd.

Location of Men's Gymnasium. I believe that this matter is now better understood than when I wrote you on August 31st. The confusion seems to have arisen over the fact that we could not at first identify the architect's layout to which you referred.

Water proofing and insulation of heating mains. During the next week or so I hope to have a further conference with Mr.Place and at that time will take up with him your further report on the problem of the heating mains. I will write you again after I have a conference with him.

Construction Bureau needs. We are not clear as yet on just what was meant in the phrase appearing in the January 18th cablegram - "Gold $2,000. required before February 1st building operations". When the cablegram reached us our interpretation was that this referred to either the Boyd Gymnasium or to some of the other Women's College building operations. In the cablegram this request was preceded by a description of the Boyd Gymnasium and was followed by the phrase "at the request of Miss Stahl communicate this to Mrs.Lee". We naturally assumed, therefore, that all this part of the cablegram referred to the Women's College Gymnasium and possibly other Women's College building operations and so reported it to Mrs.Lee.

However, your letter of January 22 indicates that this $2,000.00 may be required for further general University building operations. As you know, we have already sent out or authorized all the building funds which are available at this time. Any further authorizations could be made only on instructions from the Finance Committee. Until we have more detailed information as to why this G$2,000.00 is needed it would be quite useless to bring the request before the Committee because they would most certainly state that they could take no action until they had full details before them.

We note that you are planning to send us within a few days a memorandum on Construction Bureau needs for the coming year. As soon as that memorandum reaches [illegible] will try to give the Finance Committee a comprehensive statement [illegible] needs for 1929. I hope that they may be able to devise some [illegible] for taking care of that. Very cordially yours,

BAG-H

TRANSFER

March 23, 1929.

Mr. Carl Hildebrand
Yenching University,
Peking, China.

My dear Mr. Hildebrand:

A number of matters regarding physical equipment at Yenching are before us and we are making an attempt to answer several questions involved. Before arriving at any conclusion, however, we made an appointment with Mr. Clyde R. Place, the Consulting Engineer, and went over all the ground in question. As there are three distinct problems, I will take them up separately.

Water Treatment.

The plans and covering letter of August 18th are before us regarding the water softening proposition. Insofar as the practicability of the new plans, you are best able to judge. Also, in the third paragraph of the covering letter it states that at the Buildings and Grounds Meeting of February 23rd, 1928, authorization was given to proceed, and it is assumed that the changes have now been in operation some time and have demonstrated their value. It might be said in this connection that figures of recommendation in Mr. Place's office indicate that only half of the suggested plant was installed which quite naturally would explain the shortage of supply.

Heating Trench and Mains.

This problem has been very clearly and completely dealt with in your letter of January 19, 1929, and was carefully reviewed with Mr. Place. Cun particular portion of the layout seems to be located in an unfavorable position to absolutely guard against water seepage in the trenches. In this particular, however, you have also met the need and we believe your solution will work out satisfactorily. Surely, this experiments you have conducted appear to be sufficiently conclusive. It now remains to carefully carry out the plans, for obviously the plan will not be satisfactory unless the work is painstakingly done.

Mr. Carl Hildebrand.

The condition appears to be urgent, and we are bringing the item of $10,000.00 L.c. before the next meeting of the Finance Committee.

Power Plant.

We have gone into this rather much in detail, but find that we cannot reconcile the figures in the correspondence. For instance, those who have been at Yenching feel their memory is correct when they say that 110 is your voltage. At 300 amps peak load as quoted in your letter, you will see that the result does not coincide with the power you are using. 250 voltage would more nearly fit the situation. Possibly a mistake has been made in the figures. The original recommendations were for two 75 units, then one 150 and later a reserve of 150. You now have a total of 190, the first three units suggested total 300. If you add another 100 unit your volume will approximate the figures of the Consulting Engineer. It is apparent this 100 K.w. will take care of you nicely with the present projected building program included. Another 100 k.w. Diesel unit will furnish the necessary reserve. This seemingly also works into the plans of the Promotional Committee as $25,000 gold has been voted into the program. This will give you around $50,000 Mex. which should be ample for a 100 k.w. installation.

We readily concur with you on the type of full Diesel as it is fully demonstrating its economy and efficiency under ordinary competition with steam. Regarding the financial side, nothing, of course, can be done until the funds are in hand, but it is not out of the way to secure complete data in advance,

To a lesser degree, we had a similar situation to yours at Silliman Institute, Dumaguete, P.I., where I was located for five years. First, our generator was overloaded and emitted sparks like chain lightening We purchased a large G. E. dynamo and then the engine which was type Y Firebanks-Morse, was overloaded. We worried along until I was leaving last April when a sufficient surplus has been accumulated to purchase a new engine. I recommended a Blackstone full Diesel as good "service" was promised, they were held in stock in Manila, they are built to stand punishment and had a perfect record under ordinary care. Many Philippine ice plants run continuously for nine months without stopping and under this severe strain Blackstone had a clear record. We used belt driven equipment because of the greater flexibility of the unit (the engine could be used for other power) and the smaller initial cost. The direct connected units were nearly double the cost of belt driven installation. I am not selling engines or electrical equipment but I am passing on a few facts that might be of use in your consideration of your own

Mr. Carl Hildebrand.

problem. A new 100 k.w. Atlas electric plant for the Municipality of Dumaguete cost nearly $80,000.00 Mex. to install.

If we can be of further service, let us know

Very truly yours,

CAE/AS

Ack 4/29/29

燕京大學
YENCHING UNIVERSITY
(INCORPORATED IN 1909 AS PEKING UNIVERSITY)
PEKING, CHINA.

Construction Bureau, Haitien, Peking West.
Tel. No. 4100 East
" " 4400 East

March 29th, 1929

Mr. B.A.Garside,
150 Fifth Avenue,
New York City.

TRANSIT

Dear Mr. Garside:-

I am enclosing herewith blue prints of the elevations for the wings to the Men's College Infirmary, which are in accordance with Grounds and Buildings action 1564 of Feb. 28th, 1929, and Executive Com. action of March 9th, 1929, in which it was decided to have flat roofs on these additions. This was done for two reasons: one was to keep the cost within the balance still standing to the credit of this building, and another reason was that the medical officer thought that these flat roof spaces could be well utilized as sun porches. These additions will be so constructed that a second story can be put on at a later date if it is desired.

Your letter of Feb.25th has just reached me and the only item requiring comment is that concerning the reconditioning of the heating trench and mains.

As you, of course, know I am leaving Yenching on March 31st, and consequently will not carry out this work. I have, however, mentioned this matter in a report I have prepared on the operation and maintenance of the mechanical plant at Yenching, a copy of which will undoubtedly reach you in due course. I have given this job no end of thought during the past year, since the manner in which it was done is indeed unfortunate, and the proper solution of the problem is not simple. Whatever is done will perhaps be carried out by Mr. Holm, who is equally as familiar with it as I am. The only thing I might say here as a supplement to what I have already reported is that we on March 27th removed the covering from a section of pipe, which has been insulated with cocoanut fibre, painted with ordinary coal tar and has been under water all winter, and found both the cocoanut fibre before and after drying in perfectly good condition as was also the pipe.

In regard to my departure I want to assure you that my resignation was due in no way to unsatisfactory conditions at Yenching, but was prompted by the need of getting into something more permanent. As a matter of fact my relations with Yenching have been most happy, and the experience gained here shall always be of far reaching value wherever I may go.

My address will be: Insular Lumber Co., Fabrica, Occ., Negros, Philippine Islands, and I shall be only too happy to provide you with any further information or assistance that I may be able to give.

Yours sincerely,

C.Hildabrand.

Director of the Construction Bureau.

CH/CF.

Encl: Blue Prints.

TRANSFER

April 17, 1929.

Mr. Carl Hildebrand,
Yenching University,
Peping, China.

My dear Mr. Hildebrand,

We send you herewith the architects drawings on the Boyd Gymnasium as follows:-

Foundation Plan
Ground Floor Plan
Second Floor Plan
Gallery Plan.

The architect is also preparing revised elevations which he hopes to complete before the end of this week. We are hurrying off these present enclosures within two hours of the time they were completed in the hope of catching the boat for which regular mail closed two days ago.

In the next regular China mail, closing three days hence, we will send you the original tracings for these plans and also the elevations, and will also add blue prints for the elevations. At the same time I will send you a copy of the last minutes of the Boyd Gymnasium committee, together with further comments.

In sending these floor plans, the architects office makes the following comments:-

> "You will note that I have left the question of the material to be used for the shower and dressing booth enclosures for decision on the field. It might also be well to call the field's attention to the fact that the pitch of the galleries has been substantially increased over the former plan. The redrawn elevations and sections will be substantially like the former drawings, but of course redrawn to agree with the new floor plans."

We sincerely hope the field will now be able to go forward with the Gymnasium without delay. In the next cable we send the field, we will report on the status of these plans.

Hastily and cordially,

BAQ/G
Enc.

TRANSFER

Yenching University

May 7, 1929

Mr. Carl Hildabrand,
Insular Lumber Co.,
Fabrica, Occ.,
Negros, P.I.

My dear Mr.Hildabrand:

We all regret very much to learn that you have now given up your work as head of the Yenching Construction Bureau and have transferred your field of activity to the Philippines. We all recognize, however, that you have succeeded in carrying forward the work of the Construction Bureau to a point where it should no longer require quite as much time and expert service as you have given to it. I am sorry, however, that you will not be on the Yenching campus this fall at the formal dedication of the University. You have had a large share in completing the splendid physical plant of the University and it would have been most fitting for you to be on hand at the time it is formally dedicated.

We all extend to you the warmest good wishes for your success and happiness in the new work you are taking up in the Philippine Islands. If you ever are passing through New York I hope you will visit our Yenching office here.

Very cordially yours,

BAG-H