

**1952 BUILDING  
CONSTRUCTION  
LOG BOOK**

DAILY NOTES ON HEAD OFFICE BUILDING - OTTAWA

Mr. Frank MacDonald engaged on Architects recommendation. Commenced duties October 26, 1950 in Architects' office, Toronto, to study plans, specifications and correspondence.

NOVEMBER 14, 1950

Mr. MacDonald reported in Ottawa (at Lord Elgin Hotel) Spent time finding accommodation, locating temporarily at 312 Cooper Street - Phone 2-8613. Took him to Montreal Road building site and introduced him to Frank Piggato (representing Louis Donolo, General Contractors) and to Lucien LaPointe, Contractor superintendent).

Site Office structure roof on and inside being subdivided. Material sheds under construction.

Surveyor on site

(Piggato mentioned the taking of a further 12 inches from excavation?)

NOVEMBER 15, 1950

Mr. MacDonald called at this office.

NOVEMBER 16, 1950

J. A. Robertson, Architects, in Ottawa on other business but spent an hour at this office. Raining heavily and he did not visit site.

Mr. MacDonald here at same time. I recalled to both, Piggato's remark re deeper excavation and pointed out that only 4 inches of extra depth, except at boiler room, should be required and asked that Mr. MacDonald check on this. Wrote Architects re sound deadening to Machine Rooms.

NOVEMBER 17, 1950

Visited site after lunch period, but neither MacDonald or LaPointe on site at that time. Office and sheds progressing. Straw for concrete protection being delivered.

Plumbers materials (cast iron piping, etc.) being delivered - Weather fine.

NOVEMBER 18, 1950

Mr. MacDonald visiting relatives at Como, P. Q. over week-end.

NOVEMBER 20, 1950

Piggato called at this office re furnishing of site office and went with MacDonald to purchase suitable table, stool and chair.

Contractor ordered 'sign' in accordance with drawing approved by us and stated his intention to erect two of his 'monogram' signs for the assistance of delivery trucks. Mr. Piggato explained to Mr. Mansur his programme and anticipated no delay in receiving reinforcing steel ordered from Truscon, who also have 'joist' pans for rent and steel deck material. (Estimated 320 tons of reinforcing steel required)

Has ordered ready mixed concrete at \$12.00 per yd.

Expects to be pouring concrete with dowel steel within two weeks.

Ordering No. 1 spruce from Montreal and trying to place some of this material in Ottawa. Heavy rain all day.

NOVEMBER 21, 1950

Mr. MacDonald phoned to say that bulldozer was on job, that excavation was proceeding. Reminded him of excavation levels to be checked. Weather clear with slight frost.

NOVEMBER 22, 1950

Weather clear - Maximum 30 degrees - No call from MacDonald. Wrote Architects re elevator specifications.

NOVEMBER 23, 1950

Bright, clear weather - 30 degrees high for day.  
Visited site during A.M.  
Bulldozer excavating and straw protection placed over site.  
Expect trenching to start next week.  
Wrote Architects re fan speed controls, etc.  
Wrote Architects re Drawings #2A and #SLA, also re Change Notice #2.

NOVEMBER 24, 1950

Clear in morning - cloudy afternoon.  
No call from site  
Wrote Architects re Change Notice #1 - quantities.

NOVEMBER 27, 1950

Clear - mild.  
Visited site and left, as requested, two sets Contract Plans and specifications for subs. Reinforcing steel for footings, hook dowels delivered.  
(No shop drawings - these required before sitting)  
Soil test holes been dug for examination by Architects - requested to be here Wednesday next.  
Office ready for furniture - received Yale key.  
Site except boiler room straw covered.  
Edge phoned re payment of materials on site - Referred Mr. Tipple to General Contractors and Architects.

NOVEMBER 28, 1950

Rain  
Telegram received from Architects advising postponement of visit from 29th to 30th when Mr. Carruthers, Architects' Engineer, will be here to examine bearing soils.  
Advised Mr. Piggato of change, he cannot be here due to other appointments.  
Wrote Mr. Wright re omission of extension to interior columns.

NOVEMBER 29, 1950

Slight snow fall - high for day 35 degrees.  
Mr. MacDonald phones to say Contractors phone number 3-4370, had been installed. He had been advised of Architects postponed visit.  
C.M.H.C. site phone

NOVEMBER 30, 1950

Some snow, turning colder.

Mr. Carruthers, Architects' Engineer, here to examine (during morning) bearing soil, to include wall footing north wall, north wing interior columns - north and south ends and centre also at centre of centre wing. Considered as very satisfactory dry sand foundations - good for three tons.

Mr. Carruthers met Mr. Secord at lunch and confirmed his examination. Wrote Architects re No. 3 elevator and other matters.

(Discussed with Vice-President and Allan Jones proceeding Defence Construction Plan examination.)

DECEMBER 1, 1950

Mild, but dull (MacDonald going home for week-end)  
Frank MacDonald - Residence - 246 Greenway Avenue,  
Kingsview Park.

Phone - 4-8915

DECEMBER 4, 1950

Mild, with some rain

DECEMBER 5, 1950

Mild, with some rain

DECEMBER 6, 1950

Colder - Mr. Robertson phoned - I, to meet him tomorrow.

Commenced pouring of concrete footings at site.

Discussed Mr. Wood's site plan with Mr. Mansur and Mr. Secord; also elevators and foundation stone - wrote re this.

Called Mr. Wood re 200 feet wide Parkway. Plan to be corrected and submitted to Architects.

DECEMBER 7, 1950

Clear and mild - high of 35 degrees.

Mr. Robertson here - discussed elevators and I referred to my letter of comments on the equipment. He explained that tenders had been received in amounts slightly over the allowance.

Explained my alternative for kitchen hoist #3 and objections to machines in equipment room below boiler room level, with hatchway access.

Mr. Robertson suggested hydraulic in place of worm gear drum type, as specified. Terminal floor at El. 270.5 to be considered. Does not seem to favour over-head machine extended to Assembly Hall floor, owing to appearance of housing over kitchen.

Mr. Robertson to look into possibility of extending freight #2 car to fourth floor and of increasing speed of No. 1 Passenger car from 100 to 300 feet per minute.

Visited site with Mr. Robertson and delivered two remaining sets of Contract Plans and specifications for sub trades.

Superintendent asked for details around elevator pits #1 and #2, as column footing level did not seem suited to requirements. Details also required at centre rear entrance platform slab. Reminded Mr. Robertson of heating coils in this slab.

DECEMBER 7, 1950 (Cont'd)

Wall and column footings of north wing poured.  
Continuing with column footings of front wall footing awaiting Truscon No. 6612-A submitted to Architects by Contractor's letter of December 1st being followed, although not yet approved. Seemingly O.K. but Mr. Robertson to check with his office.  
(Desk and three chairs received for my site office)  
Mr. Robertson to look into acoustical treatment for machine rooms.- Ground floor and from Departments.  
Treatment on walls and floor covering.  
Mr. Robertson to advise re progress on brick making.

DECEMBER 8, 1950

Mild weather. Job shut down for French holiday.  
Called Mr. Plant re Hydro service not yet in.

DECEMBER 11, 1950

Snowing - No concrete being poured at site.  
Mr. Piggato called and requested set of Architectural Contract Plans be handed to Mr. Bertrand, Jas. Davidson & Sons.  
This done, along with specifications and Addendum #1, #2 and #3 to be supplied by General Contractors.  
Advised Piggato to have MacDonald check quantities before passing Change Notices to me to check.  
Mr. Robertson phoned to say that the City of Toronto By-laws require that not more than 5 stretchers courses of brick are to be laid without a header course on both sides of wall. Alternately one header to 80 square ins. Specification 6-6 states 'back up' tiles for exterior walls to bond with brickwork at every 6 course.  
Section 6-14 - exterior brick shall be laid up in Flemish bond as detailed. (Mr. Robertson stated details drawing shows bonding every 3 course)  
Advised Mr. Robertson that my understanding was that the brickwork was to be as in the Architects Office Building with 'cross' or 'diaper' bonding. He to discuss matter further with Mr. Marani.  
(If brick laid as alternate header and stretcher in each course and each second header 'cut' the header bonding would be one to 70 ins. If each third header cut =  $105 \div \frac{175}{2} = 87\frac{1}{2}$  sq. ins.)

DECEMBER 12, 1950

Slight frost - down to 20 degrees during night.  
Pouring column footing of west front.  
Arranged with MacDonald and Piggato that Mac. be given three copies of change estimates to check. He to forward one to Toronto, one to me, retaining one copy himself. Architects would already have received one copy from Contractor. Examined power line (3 wire) to Hospital Job and lighting service to Warnock's Farm.  
Interviewed Jeff Stirton re I.B.M. and other duplicating equipment. He approves tentative layout plan of rooms north end ground floor to alternatively increase capacity by up to 50%. See Mr. Gold before issue.

DECEMBER 13, 1950

Slightly colder.

Endeavoured unsuccessfully to contact Mr. Canniff, General Manager Hydro. Mr. Wright to call back but this not done.

100 amp. service would do.

Mr. Plant phoned to say difficulty was that existing transformer, due to hospital load, was not large enough. Did not know of larger one available.

Phone installed at Job Office 3-1477.

President suggested early interview with Architects in the light of defence material such as steel, copper and elevators. Mr. Secord to phone Mr. Marani. Interviewed with Mr. Secord - re: Ed Wood's site plans. Copy to be sent Architects. 200 foot Parkway - Increased space between parked staff cars to 30 feet.

Discussed elevator tenders - Alternate price to be suggested from Otis for oil hydraulic #3 freight - this done.

Suggest reinforced concrete for sloping roof supports at third floor.

Favours up to 50% increase, as ultimate for I.B.M. and other business machines. See Andrew Hazeland.

DECEMBER 14, 1950

Highest temperature 25 degrees. Clear and bright.

Mr. Secord to call Mr. Lunney Ontario Hydro re temporary service installation at site.

Copy of Ed Wood's circulation plan forwarded to Architects.

DECEMBER 15, 1950

Weather mild and bright

Office footings poured except west wall, awaiting information as to location of dowel steel; formed erected.

Erecting wall and column forms for north wing. Awaiting details of wall at doorways and of wall beam at first floor level.

Phoned Architects re details. Mr. Robertson not in, spoke to Mr. Allan, who promised to expedite.

Mr. McDonald handed me copy of his quantities for Change Notice #2 - I to check but have no copy of Contractor's statement.

Andrew Hazeland and Jeff Stirton in office re preliminary layout of Duplication, Hollerith and other machine rooms on ground floor.

DECEMBER 18, 1950

Weather mild

Mr. McDonald phoned re visit of Mr. Wright.

Interviewed Hazeland, Stirton and Watson re layouts. Satisfactory with increased space for paper. Section Head - move from between I.B.M. and Hollerith to an extreme end to obviate traffic through this room.

Purchasing staff increased from 7 to 11 persons. Locate this section south of central entrances. (Power service installed at site).

DECEMBER 19, 1950

Cold and bright - high of 22 degrees

Mr. Wright here from Architects - 9:00 a.m. to 3:00 p.m. Discussed Drawing D2 in the matter of concrete curbs to ramps and reduction of concrete wall thickness. Confirmed by letter to Architects giving suggestions and returning Drawing.

Discussed elevator prices and types. Mr. Wright has no preference for Otis and would equally recommend Turnbull, if cost lower.

Otis Company estimate cost of speed increase from 100 to 200 feet per minute to be \$5,000.00 to \$6,000.00 for elevator No. 1. Should it be considered advisable to extend travel of elevator No. 2 to fourth floor, Basement Drum type could be used without raising height of Penthouse. Cost would be slightly more than the 'over-head' machine, as specified.

Oil hydraulic for 44 ft. travel of elevator No. 2 would have to be brought from U. S.

Oil hydraulic most satisfactory for kitchen hoist and agreed to omit boiler room doorway, reducing travel from 15'6" to 11'0"; also agreed that travel need not be extended to Assembly Hall as this would entail considerable structural work.

Mr. Wright to obtain alternate prices for Otis and Turnbull for elevator No. 2 (Freight) with Basement Drum Machine; travel from ground to 4th floor. Also revised price from Turnbull for elevator No. 3 (Hoist) with oil hydraulic machine but with travel reduced to 11 feet and boiler room doorway omitted. A price to be asked from Otis for this oil hydraulic machine.

Visited site and interviewed contractors in the matter of outstanding detail drawings for foundation walls. Mr. Wright stated these drawings were in the mail but promised to expedite these and others as required to include 'Truscons' for west wall reinforcing, part of which was held by Architects letter to contractors of November 3, 1950, but not as yet released.

Still awaiting details of stairway entrance slabs at No. 1, 3, 4 and 5, requested during Mr. Robertson's visit of the 7th inst., along with stair entrance from Court to No. 2. It was pointed out that heating coils were required in these slabs and that the details should conform to this.

Information required re central elevator pits including column bases with depth and spacing dimensions required, also for adjoining concrete steps.

Mr. Wright is to forward all awaited information tomorrow. Question arose in the matter of sump in boiler room to drain pit of kitchen hoist, shown and specified under Mechanical Trades but construction not included for by General Contractor - Termination of hoist at ground floor elevation 270.5 would eliminate this sump and possibly the question.

Mr. Wright stated that the sub-contractor for metal doors advised that he had not included for metal door frames. These in specifications but not listed in door schedules. Mr. Pigatto seemed unaware of this circumstance but thought he could adjust it. (Item 9-4 calls for metal frames, except those shown and/or specified to be wood)

DECEMBER 19, 1950 (Cont'd)

Mr. Wright confirmed that Gypsum Lath Board would not be satisfactory with 'radiant heating' but that no metal lath or the sheet steel for its manufacture was available. Left sample of 'Golterro' wire lath available at extra cost of \$7,226.00 for the required 13,600 yards. He to let me know of buildings in Montreal where this lath had been successfully used. (the matter of our bearing this extra cost might be questioned).

Mr. Wright is to send me Material priority forms required for completion by owners after January 1, 1951.

The contractors did not anticipate any difficulty in obtaining the necessary reinforcing steel but Architects to look into the matter of all materials in short supply or likely to be unobtainable, necessitating substitution or limitations to the extent of the structure. This to include the advisability of the prior purchase and storage of certain articles and materials not immediately required.

(Representative of Union Electric, Toronto, called in the matter of our taking immediate delivery of the lighting fixtures, with warehouse storage charges estimated at \$1,800.00. Advised him to submit his proposals through the General Contractor to the Architects. Note: Electrical Engineer should first see and accept the fixtures.)

DECEMBER 20, 1950

Slight snowfall - high of 23 degrees.

Received notice from Cooksville of shipment of 15M brick to Donolo. Advised contractor and handed notice to Superintendent. T.C. backing tile being delivered on site. Interviewed superintendent re progress etc. Reinforcing steel shipped on 14th inst., not yet received. No details received as yet from Mr. Wright's visit; no sign of frost in soil uncovered for this purpose. Wall and column forms erected north wing and being continued to south wing.

DECEMBER 21, 1950

Slight snowfall - high of 23 degrees.

Mr. MacDonald called to say details not received from Toronto this a.m. but may be in by noon.

Interviewed Mr. McElroy - I.B.M. re I.B.M. and Hollorith machines. All on 110 volt - single phase - 60 cycle

(Basic Machine)	x	Tabulator or Accounting Machine,	no key board, start	35-14 amp:
(1)	x	Reproducer	, no key board, "	35-14 amp:
(1)	x	Collator	no key board, "	18-13 amp:
(2)		Sorter	no key board, "	20-5 amp:
		(Basic max. 5 machines?)		
(4)	+	Punching machine	key board "	4-25 amp
(4)	+	Verifier machine	key board "	4-25 amp
(1)	x	Interpreter machine	no key board "	18-8 amp
(1)		Calculating Punch	no key board "	20-6 amp
		(Basic max. 10 machines?)		

Note: Machines marked x higher amps than indicated on plates of present machines.

Machines marked + lower amps than indicated on plates of present machines.



DECEMBER 21, 1950

Mr. McElroy not familiar with engineering details but indicated that all machines have switches and protection fuses. Mr. Gay, I.B.M. Engineer to contact me re loads; need for separate circuit from Panel to each machine? Maximum load per circuit

Duplicating Section (Addressograph Co.)

Multigraph  $\frac{1}{2}$  h.p. 110 volt - single phase - 60 cycle

Traph-o-type  $\frac{1}{2}$  h.p. 110 volt - single phase - 60 cycles

Addressograph  $\frac{1}{2}$  h.p. 110 volt - single phase - 60 cycle

Mimeograph machine

(Hill & Sons)  $\frac{1}{2}$  h.p. 110 volt - single phase - 60 cycle

Multi-graph -

Addressograph

Co. Slater St. Ottawa -

Multolith  $\frac{1}{2}$  h.p. 110 volt 'split' phase - 60 cycle 5 amps. 2

Folding, Collating Table, Collating, Stitching

Punching, Ditto, Copy-cat, Dryers - see at Slater street

Cutting machine 2 h.p. 550 volt ?

Visited site - examined soil exposed for 'mud sills' for frost penetration - O.K. - to be recovered before night. Wet straw being turned over to dry - light coating of snow on top. South wall of south wing footings lowered 6 inches due to frost penetration into soil through straw covering due to heavy rainfall at commencement of operations.

No advise from Mr. Wright on matters discussed during his visit to site on 19th inst.

15 workmen being laid off tonight.

Phoned Mr. Wright Toronto re delay in providing contractor with information. Asked that he clear hold up of section of west wall imposed by letter of 3rd ulto., and called to his attention during visit to site. He advises that Truscon drawing were mailed to Ottawa from Toronto on the 18th inst. These not yet received. Asked that he telegraph or phone job and giving clearance etc. Drawings received (Proctor & Gamble job) returned to Architects.

DECEMBER 22, 1950

Job shut down at noon- weather mild. Mr. Secord asked that I follow my enquiry to Architects re: Troffer Fixture. Had written Mr. Wright on this. Follow-up to Mr. Allan on December 27, 1950.

DECEMBER 24, 1950

Weather turned cold

DECEMBER 25, 1950

Zero weather with 10 inches snow (Christmas)

DECEMBER 26, 1950

Below zero weather - Visited site - men sorting pipe standards and erecting column boxes. Face brick being delivered. Awaited details received from Architects at site 1 p.m. - Face bricks being received. Mr. MacDonald not on Job. Sent Architects sketch for machine room 'under floor' ducts, at end of north and south wings.

DECEMBER 27, 1950

Zero weather - Visited site - Sorting standards and erecting columns. Details of ground floor window heads has been requested by Contractor. Face brick being delivered - Wrote Architects re under floor ducts.

DECEMBER 28, 1950

Mild weather - Visited site.  
Footings of west or front wall being poured. Examined soil for signs of frost - O.K.  
Concrete Ready Mixed from D.B.M.  
MacDonald had not viewed the mixing at Yard or knew of its location. Contractor had advised him that tests on earlier cylinders were satisfactory. Left my estimates for Change Notice #1 with MacDonald explained discrepancies to him.  
No water on site, as yet.  
More face brick being received.  
MacDonald had not seen Contractor's letter of the 26th inst to the Architects, quoting information required and discrepancies in dimensions, etc. pointed out by Truscon.  
Mr. Smith phoned re window cleaners bolts sketch to be sent here. With reference to the floor ducts for machine rooms on 1st and 2nd floor, I explained to he and Mr. Allan that these branches run between the concrete joists, and do not interfere with the floor reinforcing. Mr. Smith did not know how the Contractor stood in the matter of delivery of the floor ducts required by the contract.  
Explained to Mr. Allan my views on the Progress Payment schedule break down and that a covering letter would be mailed tomorrow.  
He expects to be in Ottawa on Wednesday and Thursday of next week.

DECEMBER 29, 1950

Weather continuing mild.  
Footings of west front wall pouring completed yesterday.  
MacDonald leaving for Toronto, back Tuesday.  
No concrete being poured. Received staff of carpenters on Job.  
Robinson, Electrical Sub-Contractor phoned to say that he tendered on plans and specifications provided to him by Ross-Meagher and did not receive Addendum #1 which included extensions to his work. Advised him to take the matter up with General Contractors. Mr. MacDonald leaving for Toronto over the 2nd January, 1951.  
Mr. Secord shown letter from Manufacturers re prior purchase of lighting fixtures. Wrote George Findlay, Toronto re storage at Ajax. Letter from Architects on Fan Controls. See Mr. Allan re this on this visit next Wednesday.  
Mr. Secord concurred in extension of under floor duct electrical system for machine rooms in wings of 1st and 2nd floors, also in layout of ducts for I.B.M. on ground floor.

DECEMBER 30, 1950

Job closed - weather mild

JANUARY 2, 1951

Job closed - weather mild

#### JANUARY 2, 1951

Weather mild - Job closed.

Attended meeting with Mr. Secord and Mr. Kynch re land valuation to be placed on building site. Value to be established at not more than \$40,000.00. Mr. Kynch to prepare new estimate.

#### JANUARY 3, 1951

Rain

MacDonald phoned re Material Certificates; told that contractors had been advised of procedure, by Architects letter of 20/12/50.

Mr. Allan here, discussed items listed on Agenda for meeting with president and vice-president to be held on the 4th inst., to include further consideration to window cleaner bolts, underfloor ducts etc. Also to advise me of Architects replies to items listed by Truscon in their letter 26/12/50. Advised Mr. Allan that Progress Claims should be checked by MacDonald and Architects, later by me but that draft of 'claim' could be sent me.

#### JANUARY 4, 1951

Clear and bright.

Meeting with Messrs. Secord, Gold and Allan during morning and in afternoon, attended Messrs. Secord and Allan. Mr. Secord stressed the necessity of better progress and of following up deliveries of steel and other materials (See agenda and covering letter of the 4th and 5th of January, 1951.)

Visited site with Mr. Allan and had him give sketch detail of ground floor window heads awaited by contractors.

#### JANUARY 5, 1951

Phoned Dominion Bridge Company re deliveries of structural steel and at the moment no delay was anticipated. Wrote Architects confirming matter discussed with Mr. Allan including underfloor duct branches to machine rooms, about which I had written Architects on the 27th ult.

#### JANUARY 6, 1951

Weather turning colder.

#### JANUARY 7, 1951

High temperature - 15 degrees.

Visited site and interviewed Mr. Pagatto - Enquired re delivery of underfloor ducts and boxes; he to look into this job. Had received Truscon Drawing "C" of first floor from Architects. Underfloor ducts to be indicated. Shipment of reinforcing steel to include ground floor columns expected on the 12th inst.

Detail of ground floor window heads and of window stool brought to job by MacDonald, after visit to Toronto on Saturday last.

Bill Smith phoned from Architects office to say he would be in Ottawa on Wednesday morning.

Shovel excavating Service wing.

JANUARY 9, 1951

Weather mild -

As requested of F. Pagatto, handed Mr. Belair of Edge Co., one set of Architectural contract plans and one set of specifications with Addenda #1, 2 and 3.

Gave contractor account value of \$15,000.00 for work done at site - foundations, sheds and material; at year end.

Mr. Wood advised of Mr. Marani's visit next week.

JANUARY 10, 1951

Weather mild - Mr. Bill Smith, Toronto at Job - Visited Job to meet Electrician and Steam Fitters with Mr. Lorne Wiggs - Engineers.

Excavating Boiler Room - Building wall forms.

30 M face brick on site, also quantity of joist pans.

Met Wiggs, Smith, Heating and Electrical contractors at site. Ceiling arrangement of these two trades and underfloor duct systems, 1st and 2nd floor given detailed consideration in the matter of installations to retain required ceiling height.

Mr. Wiggs reduced the cross connection  $1\frac{1}{2}$ " conduits to underfloor duct from 6 to 2, at request of Structural Engineers. Wiggs and Smith to prepare detail drawings in confirmation of arrangement made. The arrangements considered at the time were not clear or definite and no decisions given.

Mr. Wiggs to prepare drawings of underfloor duct extensions for machine rooms along lines suggested two weeks ago, also his alternate arrangement of the added machine runs.

Again advised Robinson to deal with General Contractors in the matter of his asked for price adjustment for work of Addendum #1, not included for in his submitted price of Electrical work. Told him it was not the concern of CMHC. Electrician stated that all  $1\frac{1}{2}$ " conduit, fibre ducts and boxes were on order but no delivery date specified. Heating contractor is to form his heating coils on site. (Mr. Smith confirmed that McDonald (C of W) was considering leaving due to illness of his wife. I suggested that a 'mechanical' man take his place.

Mr. Smith to forward copies of drawing showing the completed details of front entrance platform and walls. He also to consult with Carruthers, Engineer, requirement to lay ground floor concrete before backfilling. I had previously raised this question and been informed that the clause applied only to centre front section and service wing.

Again discussed window clean bolt locations, pointing out the objections I had raised previously during Mr. Allan's visit.

The contractors suggest that Architects set aside a specified day during the following weeks, which they could meet their own and the Engineers' representatives. Mr. Smith did not state whether or not this could be arranged.

Mr. Wiggs and Electrician discussed details of Troffer fixture installations, but neither seemed familiar with the connection requirements of the particular fixture.

See - Memorandum of Meeting sent Architects, etc.

JANUARY 11, 1951

Mild with snow.

Mr. Wiggs called at Office - he to confirm approval of lighting fixture and look into underfloor duct revisions on ground floor, also ventilation and humidity to Paper conditioning and ventilation Copy Cat room.

JANUARY 11, 1951 (Cont'd)

Suggests 500 volt paper cutter motor be changed to 220 volt, as less costly  
(No 500 volt at building)

To forward bulletins in Colterro lath. Used at Prime Minister's new residence.  
for sample. Light wire is copper coated.

JANUARY 12, 1951

Slightly colder.

Visited site 2:30 p.m. McDonald on way to Toronto. Carpenters, labourers  
and digger on Job.

Phoned Smith Toronto re. Stair #3, detail at 1st floor level. Concrete  
beam cuts in down flights. Truscon Drawing C does not correspond to stair  
detail and lacks necessary dimensions at Stair #1 and 3.

JANUARY 15, 1951

Weather mild with some snow.

Mr. Marani here - Model of cupola submitted to President and Vice-President. Meeting with General Contractors, attended by Messrs. Marani, Secord, Mansur and Brown.

Secord, Marani and Brown visited site with Contractors.

Mr. Marani corrected shown position of concrete beam to Stair #3, about which I had telephoned Mr. Smith on the 12th inst. Mr. Marani also confirmed Floor Elev. 274 at the lower terminal floor of kitchen hoist #3, with its pit at boiler room level. This arrangement discussed and agreed to by Mr. Wright; see memorandum of the 19th December 1950.

Contractors received Drawing E-5, revised to show branch underfloor ducts to machine rooms at east ends of north and south wings on 1st and 2nd floors but only generally as indicated by sketch sent Architects on 27th ult.

Revision to cross connecting conduits, reducing the number from 6 to 2 throughout these floors, is also indicated. Architects to refer to my memorandum of meeting at site with Messrs. Smith and Wiggs on the 11th inst.

Meeting with Mr. Ed Wood attended by Messrs. Secord and Marani.

Mr. Wood's sketch plan of site, indicating circulation roadways, etc., was favourably commented upon by Architects, provided the front (west) pathway was increased in width from the 8 feet shown to about 20 feet (Later, a width of 18 feet was agreed upon by Mr. Mansur). It was further agreed that the grade level of this wide pathway be lowered from 280.5 to El. 280.0 and that it be of asphalt with a surface of green trap rock, flush with surrounding lawn and without side gutters. Mr. Wood is to arrange for the erection of 'posts' across the south entry to the pathway and at entry from the Montreal Road. Centre posts movable in the event that the pathway be used on special occasions as a driveway.

Architects to provide for an additional step to the flight from the lowered pathway to the raised and walled terrace and Mr. Wood is to arrange low plant beds, surrounded by walks, on each side of the main entrance at the level of the raised terrace.

It was agreed that the pipe hand rails be omitted from the entrance steps. Mr. Wood is to increase the originally shown widths of the staff car parking roadways and to increase the 20 foot distance between the building and the flanking sidewalks. He also proposes the planting of Elm trees on each side of the main entrance and to continue this planting at wide intervals across the west front of the building. 'Clump' planting at each end of raised terrace and elsewhere along the front was suggested.

(Note: The Architects are to make the necessary adjustments to the road and pathways from that shown on the contract plans, with the General Contractor) A further meeting, attended by Mr. Mansur, was held in the matter of progress and procedure at the Head Office Building in the light of possible delays or shortages in certain materials and in the Corporation's policy in such an event.

Mr. Mansur mentioned the following possibilities:

- (a) Omit Assembly Hall with its structural steel framing trusses and steel deck
- (b) Omit copper covering from sloping roofs
- (c) Omit elevators and hoist with the alternative of installing only the Freight and kitchen hoist

JANUARY 15, 1951 (Cont'd)

After consideration given to these items and in view of the Contractor's stated confidence in deliveries, it was agreed to let these matters rest, pending later developments.

The Architects previously requested to prepare a draft of the finishing hardware list for early submission, stated that this was underway. This list, when received, is to be reviewed as to the need for locks to corridor doors and intercommunicating doors, with alternative of latches and turn buttons to the latter.

Note: Personnel will require that locks be provided to all doors of this Department - should locks not be installed to other office doors, consider a standard 'set back' which would allow dead locks to replace 'latch locks', as may be required.

It was previously proposed to omit locks from stair doors and to install dead lock with push and pull to lavatories, also to omit door-closers from all but stair, lavatory and entrance doors. Panic bolts will be required to doors from Assembly Hall and doors from exit stairways.

Mr. Marani is to select furniture to locks and is to consider a special hardware for Executive Floor, with the possibility of installing a standard type should there be delays in delivery.

Consult with Messrs. Hazeland and Ritchie in the general office requirements. Mr. Marani to arrange Architects visits to site and consultation with contractors on Tuesday of each week, during the initial stages of construction; also to 'follow up' on submission of revised tenders for elevators.

JANUARY 16, 1951

Weather mild.

Checking Change Notice #5

Letter to Architects returning approved Change Order #1 - Memo to Construction Accounting re progress schedule

JANUARY 17, 1951

Weather continues mild.

Mr. Allan phoned recommendation of Paggett as Clerk of Works to replace Frank MacDonald who wishes to be relieved on account of wife's health.

Recommendation seemed favourable - Consulted Mr. Secord who contacted our Vancouver Office re Paggett.

Memo to George Finley Ajax, re storage

JANUARY 18, 1951

Weather mild.

Reply by Vancouver Office to Mr. Secord's enquiry re Paggett - not favourable.

Advised Mr. Allan of this by phone.

Checking Change Notice #5.

Wrote Architects re double glazing sash.

JANUARY 19, 1951

Weather mild but likely to turn colder.

Wrote Architects re supports to suspended ceilings and ? use of Colterro Lath. Wrote Architects re Wigg's report of visit to site on 10th inst. Bill Smith called advising that samples of Canadian Marble submitted by sub-contractor not satisfactory. Contractor offered to supply white Italian for lavatories and Travertine for office base, etc., at no extra cost. (Consult Mr. Secord re this).

Asked Smith if Mississquoi green marble available; he did not know but would find out.

Asked that sample of metal glazing sash be returned to Toronto. This held, pending consideration of strength, etc. see my letter to Architects.

JANUARY 22, 1951

Zero weather.

Wrote Architects re Wiggs' report on Electrical ducts, etc. Phoned Mr. Allan re Norris as Clerk of Works; advised he satisfactory providing no family ties which might interfere with his services.

JANUARY 23, 1951

Weather becoming milder.

Wrote Architects (Smith) re revision to ground floor plan and asked for reissue of S2.

Visited site - Superintendent disturbed over indecision in underfloor ducts cross connections, also ceiling details.

Phoned Mr. Allan to have Engineers' representative on job before end of week; he to do this.

Advised that Norris had no family ties which might interfere with his service. Norris to be here next Thursday morning.

A number of three way junction boxes on site for underfloor system. Examined one Type T.

No special type mentioned in specification.

Sample should be approved by engineers.

Called on Ottawa Fire Chief re fire protective systems and was advised that inside stand pipes and hose cabinets were not required. He did not seem to even favour their use. Four outside hydrants desirable but should be three-way type to allow for attachment of 'booster' - Two-way specified.

Submitted elevator tenders to Vice-President for consideration of alternatives.

Column footings c centre extension being poured was assured by MacDonald if no frost in excavated beds.

JANUARY 24, 1951

Advised MacDonald, Norris to be here tomorrow, Thursday. Weather mild after heavy snow during night. Building Superintendent phoned to complain of lack of definite information. I advised that Engineers would be at site either today or tomorrow. Endeavoured to contact either Wiggs or Frost in Montreal, but did not succeed.

Handed sketches to Miss Skead for consideration.

Mr. Smith called re machine underfloor branches. Evidently issuing a new plan. Advised him requirements were as given by my sketch of 27/12/50



JANUARY 24, 1951 (Cont'd)

Mr. Allan phoned that Mr. Elwood Smith from Montreal would be at site next Friday morning and that from then on each Tuesday. Jack Frost phoned to confirm this arrangement made some time previously. Advised Mr. Wright by letter that outside fire protection would be retained - three-way hydrants.

JANUARY 25, 1951

Weather bright and cold.  
Elevator prices approved and Architects advised.  
Clinic Plan OK'd by Miss Skead.

JANUARY 26, 1951

Weather fine.

Mr. Tom Norris reported at this Office  
Visited job together and met retiring Clerk of Works.

Mr. Smith (Wiggs' Electrical Engineer) and Mr. Robinson, Electrical Contractor and superintendent at site; discussed 'ceiling' work and underfloor systems, as shown in Drawing #EM-1 and on revised E5. The latter drawing determines general cross runs as three  $1\frac{1}{4}$ " conduits and single branch ducts for machine rooms as originally suggested, excepting that three way junction boxes have been indicated throughout. Explained to Mr. Smith that although single junction boxes were proposed for the branches, three way boxes were to be used at the point of immediate operations to avoid delay; should single boxes not be immediately available.

(Mr. Smith to check this and order the required adapter for other boxes on his return to Montreal)

In any event, single boxes could readily be available for the required locations on the 2nd floor and on the south wing of the 1st floor not yet framed.

It was further explained that for the 'machine' sections of the north and south wings, 1st and 2nd floors, only a high tension and a signal duct were necessary and that the three duct wall system would be continued into the 'machine' sections of north wing 1st floor, only should it be found expedient to install three way boxes.

The cross run east of Columns K2 and K33 would have one central high tension duct and two  $1\frac{1}{4}$  inch low tension conduits, extending between three way junction boxes.

The cross runs east of Columns N2 and N33 would have one high tension duct and one low tension  $1\frac{1}{4}$  inch conduit, each extending between separate one way junction boxes.

The cross runs alongside of the east walls of north and south wings would be of two ducts extending between two way boxes or between separate one way junction boxes.

Note: Only one low tension and one high tension duct will be required in the 'machine' sections, east of the cross run at Columns K2 and K33.

Telephoned Mr. Allan, advising that the Fire Protection Systems would remain as contracted for, excepting that outside Hydrants be three in place of two way as specified.

Change Notice #7 is thereby cancelled.

Ground Floor walls of north wing (~~except south wall~~) being poured, also west wall to expansion joint.

Advised plumber of cancellation of Change Notice #7 and of requirement re. three way hydrants. If number already cast specially for this job, at least two 2-way hydrants, one for each end of building, are to be supplied.

*Copies. sent Architects  
Engineers Montreal  
in record.*

JANUARY 27, 1951

Weather turned cold - Zero during night

JANUARY 28, 1951

Weather fine and cold - High 6 above - Low Zero.

Visited site and examined protection given concrete walls of north wing. Top of wall forms covered by taurpalins; lower outside of forms exposed; Inside of walls protected by pans and joist forms of 1st floor, oil space heaters in operation within this temporary ground floor ceiling enclosure. (Temperature on 'outer surface' of ceiling enclosure at noon, 31 degrees.)

JANUARY 29, 1951

Weather continuing cold

Mr. Pagatto and Mr. Pizzagalli called with samples of marble and explained delay in awaiting quarrying of Canadian marbles. Advised that we would accept Italian white for lavatories - Canadian for balance except entrance hall, subject to approval by Architects.

Mentioned to Mr. Pagatto my fears re. exposed lower walls protected on exterior face only by 'form' boards. Ground floor walls north wing, etc., concrete poured 27/1/51. Contractor considered protection given and with inside salamander to be sufficient.

Enquired from Clerk of Works if concrete test cylinders had been cured under the prevailing weather protection conditions.

JANUARY 30, 1951

Weather cold - 15 to 20 below during night

Meeting at site attended by Messrs. Wright, Lindsay and E. Smith (Architect and Engineers), also by Pagatto, Davidson, Lapointe and representatives of Plumbing and Electrical contractors.

General Contractors pointed out certain variation between requirements of Structural and Architectural drawings and requested that dimensions be entered on the latter to facilitate the work and clear up conflicting requirements.

Mr. Wright took note of certain of these for clearance with his office and Structural Engineers. Agreed to send a representative to determine outstanding items at the site. In this connection reference was again made to construction of stair landing at entrances and to a proposal that columns or posts in place of continuous walls be used. (This proposal and that of the revised terminal level of kitchen freight elevator dealt with in earlier and recent correspondence to Architects)

Contractors require dimensions and position of window to boiler room lavatory; now indicated on S2A.

Mr. E. Smith explained that the branches to underfloor electrical ducts as shown by E5E at east end of north and south wings 1st and 2nd floors was applicable to 1st floor, north wing only and that in the other three similar locations, one way boxes and two way junction boxes, as originally intended, would be installed (These smaller boxes are in stock and have been ordered for immediate delivery on confirmation by Electrical Contractor. Adapters to boxes outlets also in stock and ordered) The Electrical Engineer, as requested, has consulted with Structural Engineer in the matter of the passing of fibre ducts through central structural beam and was advised that drawing E5E, to be revised, should also be corrected in this particular and  $1\frac{1}{4}$  inch conduit shown at all cross-way through central beams.

Electrical Contractor requested permission to place 'lighter' conduit feeders in floor slabs, rather than in furred ceilings; Mr. Wright to consider this with Structural Engineers.

Mr. Lindsay explained that wastes from WC's could not be concealed in the 3 ins. provided by typical suspended ceiling 'detail'. It was agreed that the ceiling of lavatory rooms be lowered in locations necessary to provide the necessary clearance, without interference with window heads in these rooms. (Attention was called to the requirement of special plumbing fixtures for the front executive offices of the 3rd floor; see previous correspondence).

Mr. Wright was shown marble sample and the delay in obtaining Canadian marble explained to him by Mr. Pagatto.

A proposal that Italian white (now in the contractor's stock) be substituted in the lavatories and that Canadian marble to a sample to be submitted and approved, be used elsewhere (except in main entrance hall) was presented. This proposal entailing no additional cost is satisfactory to the Owners - Mr. Wright is to confirm approval to this upon his return to Toronto.

A list of finishing hardware was submitted. Mr. Wright had not previously reviewed this list but is to do so and forward catalogue and samples in explanation of the specified items.

The following points were noted in a brief review:

Cylinder locks listed for corridor offices contrary to general requirements. The use of floor spring hinges in place of closers to entrance and stairway doors, etc?

JANUARY 30, 1951 (Cont'd)

Locks required to offices on 3rd floor and to double doors between office and services blocks, also to cafeteria.  
Are butts to be solid plated or steel for painting?  
Is 'furniture' solid bronze or plated?  
Lavatory doors - 2'6" x 6'8" - May be considered small.  
Protection to ground floor windows against 'break-in' to be considered -  
Suggested reduction to spacing of mullions of steel sash to provide this protection.  
Reinforcing steel of north wing - ground floor, being placed.  
Electricians laying underfloor ducts and boxes in this location.

JANUARY 31, 1951

Zero weather, stormy  
Wrote Architects re. Change Order #2 and sent quantities. Mr. Marani phoned re. my suggestion to provide 'break in' protection to ground floor windows. Stated window subdivision shop drawings were approved January 3, 1951 and he did not wish to change. Did not think 'protection' of great importance and I agreed to let matters stand.  
Ottawa agent Roneo phoned to say time allowed for tendering not sufficient. Advised him to get in touch with Architects requesting an extension - replied he would deal with the minister.

FEBRUARY 1, 1951

Lapointe and Robinson phoned re. location of 2½" feeder conduits in ceiling of ground floor. Advised them to contact Architects through Clerk of Works in such matters, but claimed the matter was urgent. Phoned Mr. E. Smith, Montreal and asked him to consider alternative locations and advise Architects through Wiggs' Toronto Office. Wrote Architects. Sent sketch.  
Wrote Architects re. Roneo's request for extended time.

FEBRUARY 3, 1951

Interviewed Mr. E. Smith at Wigg's Montreal Office re. feeders (electrical) and arranged to have representative of copper covered wire (sample seen at this office) confirm that this flexible cable was acceptable to Ottawa Electrical inspectors.  
Explained to Mr. Smith that, although the 'local' switching of the north and south wings could not be determined at this time, provision for ready installation at a later date should be made. It was agreed that switch legs could be extended from the fixture as, and when, required.

FEBRUARY 5, 1951

Weather fine.  
Wrote Architects re. interview with Mr. E. Smith and switching required for rooms centre wing ground floor

FEBRUARY 6, 1951

Weather fine - turning mild.

Meeting at site with Messrs. M. Allan, W. Smith and E. Smith (Architects and Engineers) along with building superintendent and representatives of the plumbing and electrical contractors.

Electrical contractor advised that the use of copper covered feeder cables had been approved by the Electrical Commission and may be installed in the concrete of the ground floor. The contract amount included for this item would not be changed. Mr. Allan and Mr. Smith gave approval.

Electrical contractor explained that his immediate supply of conduit and concrete panel boxes was limited to a little over 25% of the requirements and that the supply house (Cables & Conduits St. Johns, P. Q.) although holding the balance on order, would not deliver unless a Defence number was given this material.

I explained that I had not knowledge of the holding of material for Defence and, that in any event, our Corporation would hesitate to apply priorities. The Electrical Engineers got in touch with suppliers and obtained promise of further shipments to the extent of possibly 50% of the requirements. It was decided to accept this for the present.

It was revealed that the spacing of the concrete joists forming the 1st floor north wing did not allow for the installation of deep troffer lighting fixtures in their planned positions, symmetrical with windows. As extensive changes and delays would be required to correct this condition, it was agreed to allow the work to proceed; the necessary re-locating of the lighting fixtures was indicated on the contractor's plans by the Electrical Engineer. Mr. E. Smith also explained the necessary provisions to be made for the ready installation of local switch legs in the north and south wings, as may be later required.

Drawing E5E, underfloor duct, had not as yet been revised to indicate the underfloor machine branch layouts for the south wing and for the 2nd floor of north wing, but the required one and two way boxes are ordered for immediate delivery.

Some difficulty is being experienced in the placing of 1½" conduits through the reinforcing of the 'central' floor beams. W. Smith promised Building Superintendent to clear this with structural engineer upon his return to Toronto and to advise immediately.

The Heating and Plumbing Contractor advised the meeting that Ottawa by-laws would not permit the installation of the floor drains to the entrance stair platforms, as indicated on the mechanical drawings. The necessary adjustments to the ceiling heating coils, due to the relocating of the lighting fixture, under 1st floor of north wing was explained by Mr. E. Smith. Mr. W. Smith is to have drawing prepared to indicate the required adjustments in this location.

The Architects took note of certain questions raised by the General Contractor's Superintendent and are to advise of the answers to those not cleared at the time; this to include the foundation wall depths at south east corner of boiler room, adjoining sump pit.

Our general requirements in finishing hardware were again explained to the Architects who are to revise the specifications accordingly. Samples were submitted of lock and latch of too heavy a manufacture for general use in the building. The mortice latch required for general office doors could be much smaller. Where locking is required, a cylinder mortice dead lock is to be installed separately from the latch, as and where required (Allow for the supplying of six only such dead locks.)

FEBRUARY 6, 1951 (Cont'd)

Executive offices, 3rd floor and cafeteria are to have latch and lock sets.

Entrance doors to office block - outside pulls or knobs; lock always open from inside.

Lavatory doors 'push and pull' and separate dead lock. Janitor closets - lock and latch sets.

Panic bolts to exits at stairs Nos. 10, 11, 6 and 7 (Office exits Nos. 1, 2, 3, 4 and 5 should not require panic bolts)

Overhead closers to lavatories, stairways, bowling alley, cafeteria and assembly hall.

(Main centre entrance may have box floor hinges)

Provide one dozen (only) of additional overhead door closers to be applied as directed - suggested that all closers be for painting.

Double 'fire' doors between office and service block to be provided with bolts, push and pulls, also mortice dead locks.

Doors to bowling alleys, cafeteria and assembly hall should not require locks (Controlled by locks on doors separating office from service block)

Boiler, transformer, equipment, switchboard and kitchen locks always open from inside.

This is a one company, one purpose building and master keying would seem unnecessary. Entrance door key to fit all locks, except that to kitchen and its stores, with possibly a separate key for boiler and other mechanical rooms.

Architects to forward 'Corbin' catalogue from which finishing hardware list has evidently been prepared.

I again brought up the matter of door sizes - 6'8" seemed low for office doors and a width of 2'6" narrow for lavatory doors.

Removable partitions - Time for receiving tenders extended from Feb. 6th to Feb 13th, 1951. Price to include erection.

Doors specified 1 1/4" steel - Contractor notified that their standard thickness of 1 3/8" or 1 5/8" acceptable.

Alternative prices to be given for wood doors.

Partitions to provide for switch wiring.

Note: Doors in movable partitions are 6'10" high and 2" higher than doors to corridors, should the latter not be increased.

Sample of Rex Regina Missisquoi marble suggested for use elsewhere than lavatories and main entrances and lobby, taken to Toronto for Mr. Marani's consideration and approval. Consideration to include the use of this light coloured marble for door saddles and in subsidiary entrances in conjunction with selected Terrazzo of stairways.

Travertine marble 'sample' for use in wall finish of main entrance lobby, etc., and as approved by Architects, was submitted and accepted. Consideration is to be given to the finish of wall base and to the floor of this lobby.

Architects had not as yet advised the contractors of approval to the use of white Italian marble in lavatories. This change from Canadian marble was decided upon at meeting with Mr. Wright on the 30th of January last. This to be given attention.

FEBRUARY 7, 1951

Zero weather and high wind.

Mr. Wiggs called on his way to interview Edge Co., etc. Forwarded copies of Records for 6th inst. to Architects and Mr. Secord, also to Messrs. Hazeland and Ritchie for comments re. my suggested locking and other arrangements of finishing hardware. Explained to Mr. Ryan, Mr. Secord's and my view against the danger from renting farm house to outsiders, particularly with children.

February 9, 1951

Visited site.

Clerk of Works had received no further information from Architects, but stated this to be on the way.

Lapointe not decided as to renting farm house, but may do so during summer (Possibly best use for necessary storage of material



FEBRUARY 12, 1951

Weather mild

Lapointe phoned re. meeting with Architects and Engineers for following day. Advised that I had no information but had no reason to think that regular meeting as arranged for would not be held.

Wrote Architects re. Certificate #1, pointing out that Mechanical Engineers should O.K. materials on site to be paid for, also that Schedule B had not been attached.

FEBRUARY 13, 1951

Weather mild, but turning cold.

Visited site but Architects not there for regular meeting. Phoned Toronto and was advised that Mr. Robertson would arrive tomorrow morning.

Only one of last week's 19 queries had been answered. (Davidson cannot remain over but suggested to Mr. Marani that the Structural Engineer be here to answer queries)

Electrician received the required adjustment screws for the setting of junction boxes yesterday and is now pushing his work in 1st floor slab, north wing - work up to 'turn to south' will be completed tomorrow. Slab could be poured after inspection of Electrical work.

Part of 'east' foundation wall of north wing stripped.

Revised issue of E5-E not yet issued.

Mr. Marani advised Davidson that office doors to corridors might be increased in height from 6'8" to 6'10" and that this could not involve any added cost to steel door frames.

Wrote Architects (Mr. Wright) re. finishing hardware. (Rankin has only one, Mr. Tye's office copy, of Corbin Lock catalogue)

Revisited site with electrician and met Mr. McCormack, agent for Union Electric. He had no catalogue showing alternative surface lighting fixture (Mitchell Manufacturing Company 30 - 33) but is to obtain one from Toronto. Wrote Architects re. Mr. Marani's suggested change in fixtures.

Mr. Secord gave me copies of his letter of 12th inst., addressed to Architects and Mr. E. I. Wood in the matter of landscaping and road work.

Mr. Secord advised that he had a further telephone call from Mr. Marani in the matter of suggested change to lighting fixtures and that illustration had been mailed to Corporation by Architects.

FEBRUARY 14, 1951

Weather bright and cold

Meeting at Building Site attended by Messrs. Robertson and Carberry (Architect and Engineer), also General Contractor's superintendent, Robinson, Electrical Contractor and Belair (Edge & Co.).

Mr. Robertson presented 'answers' to the questions raised at meeting 6/2/51. Several of these answers are subject to drawings now in preparation. Superintendent pointed out the importance of an early receipt of these new drawings to allow Truscon to prepare and obtain approval to their shop drawings. A further list of questions was given by superintendent to Mr. Robertson.

Plumber is awaiting approval to 'roughing in' for W.C.'s. This to include dimensioned position of waste and water supply through floor or wall.

Hand of doors to Hose Cabinets to be decided?

Location of Heating Coils for ground floor - south wing?

Electrician inquired if Troffer fixtures had been decided upon; Mr. Robertson explaining that Architects had suggested the use of 'surface' mounted in place of 'recessed' fixtures and that an illustration for Owner's consideration, was awaited.

The use of 'light wall' conduit for fire alarm signal was approved by Mr. Robertson and Mr. Carberry, to facilitate delivery.

Electrician requested to be given line of lavatory ceilings to determine lighting outlets.

Subcontractors requested that Engineer's representative attending meetings be in a position to make decisions.

Meeting adjourned 11:45 a.m.

*Copy Architects 2)*  
*" Mr. Secora 1)*

FEBRUARY 16, 1951

Weather clear and fine - to be mild over week-end.  
Visited site - 1st floor slab north wings being poured.  
Wrote Architects re. plumbing sleeves in beams J104 and 110, pointing out that although the latter had evidently been approved after consultation between contractors and Bill Smith, no clearance seems to have been given on the former. Clerk of Works had been given no instructions. Advised him to contact Architects' office.

FEBRUARY 17, 1951

Weather mild  
Visited Consulting Mechanical Engineer's Office, Montreal and discussed alternative locations for ceiling lighting fixtures and for heating coils to meet 'joist' spacing, not in accordance with layouts on mechanical drawings. Engineers would accept any alternative. Wrote Architects describing alternatives and requesting again their suggestions and recommendations other than the use of surface mounted fixtures. Mr. E. Smith stated that surface fixtures would still provide for the necessary installations of local switching in the north and south wings by connecting through the small outlet boxes and that the larger ceiling access provided for recessed fixtures was not essential. A similar arrangement would be applicable to the 'front' office for which blank switches have been provided for.  
Checked over underfloor duct plan E5 as revised, to provide for machine rooms in north and south wings. Mr. E. Smith to advise Architects of necessary corrections to explanatory notes.

FEBRUARY 19, 1951

Weather mild.  
Spoke to Mr. Sandeson (Structural Engineer) visiting site. He had cleared contractors queries but had not as yet examined structural work and was not aware of sleeve in beams. He to see Clerk of Works re. this.  
Phoned Davidson at site, re. signing of Progress Certificate #1 and preparation of Schedule B. Sent letter to his Head Office, returning Certificate for completion along with blank copies of Schedule B.  
Mr. E. Wood, Landscape Architect to attend meeting at this office.  
2:30 p.m., 21/2/51.  
Mr. Tye (Rankins) left Corbin Catalogue with me (to be returned)

FEBRUARY 20, 1951

Weather mild.

Meeting at site with Messrs. Wright & Wiggs, attended by Davidson and Lapointe of the General Contractor's staff and by the Plumbing and Electrical Contractors.

Mr. Wiggs submitted a revised arrangement of the ceiling lighting fixtures and heating coils for the south wing, ground floor. Fixtures would not be equally spaced, as required by the contract drawings, but would provide illumination at least equivalent to originally called and allow for room subdivision, if required, at each window pier. To avoid delay in construction work, this submitted alternative layout was accepted. *a number of outlet boxes had been installed in south wing.*

Note: Despite the limitations recorded by the Architects and my notes of the 6th inst. to acceptance of an earlier compromise in fixture spacing for the north wings, ground floor, Mr. Wright gave instructions to have the work corrected. Evidently no formal instructions or Change Notice had been issued to contractors for this previously agreed upon diversion from the plans, *of North Wing.*

Mr. Wright had not the information previously requested from the Architects in the matter of corrected 'joist' spacing for the upper floors and necessary for the installation of ceiling fixtures and coils, as planned. I explained that no decision could be made on the suggested use of surface mounted in place of 'recessed' fixtures, until the structural reasons necessitating such a change had been presented. A meeting of Mr. Marani and the structural engineers with the Corporation in Montreal or alternately, the submission of a written report were suggested to ensure an early decision. (It would be disturbing to know that the structural design did not provide for a 5% increase to dead load)

Drawing E5, to show the under-duct system revisions for the 1st floor of south wings and for the upper floor and now required, had not been issued to contractors (see also notes of meeting of the 6th inst and earlier in this connection)

Contractor advised meeting of delay in receiving sufficient underfloor junction boxes, adapters, etc. Mr. Muir (supplier in Montreal) was spoken to on this matter, advising that his company had this matter but was holding it for "Defence", but promised to see what could be done to release sufficient for our job.

It was pointed out that plumbing lines under ground floor slab had been shown too close to foundations. Mr. Wright looking into this.

Mr. Wiggs discussed with Plumber the details of the specified Muller hand and pedal operation of W.C. Flush-o-Meter. He also enquired as to likely number of coloured fixtures? Explained that this had been given previously to the Architects and that it applied only to the three private lavatories on the 3rd floor executive. Silent type W.C.'s had also been suggested. Architects should advise Consulting Engineers of their decision in this matter.

Mr. Wright took 'notes' for reply from Superintendent including discrepancy in window heights. Contractors asked for copy of Drawing D2 in this connection. Contractors had not received wall footing requirements for south east corner of boiler room.

cc: Architects  
Mr. Secord

FEB RUARY 23, 1951

W. Smith here from Architect's office, re. arrangement of ceiling lighting to meet joist spacing. Left copies of Drawings D27 for ground floor, south wing with his and Mr. Wright's understanding that the outlets for the south wall had been installed in accordance with drawing left with contractor by Mr. Wiggs during his visit to the site on the 20th inst., but was informed by Mr. Lapointe that the outlets for both walls of this wing had now been installed (Mr. Smith made a record of the positions at the site and left a copy of Drawing D29 showing the outlets for south connecting wing with the Building Superintendent.)

Drawing D28, showing proposed locations for outlets for the west and east walls of central block, north south connecting wings and 'corner' offices on the 1st and 2nd floors to meet revised spacing of joists and the required but irregular subdivision of corner office. Subject to an adjustment to the outlets for offices 105, 150, 203, 236 and for main entrance hall and for the rooms of Clinic along with the required outlets adjoining the expansion joints, the arrangement appeared to be an acceptable one. (Note: The outlets for ground floor, central block, including the permanent room subdivisions indicated on Plan 2C are to be shown. Mr. Smith is also to consider the layout of Equipment Room for Freight Elevator #2)

Trial locations for the outlets in north and south wings, east of stairs #1 and #3, retaining the 25 inc. joist spacing, were prepared and entered in 'red' on Drawing D27. A floor plan of this arrangement continued around the 'corner' offices and into the connecting wing, is to be prepared and submitted for consideration.

Note:- Drawing E5 'underfloor ducts' reviewed with Mr. E. Smith in Montreal on the 7th inst., and showing location of 'one and two way' junction boxes etc., has not as yet been issued. Foundation walls of south wing and south connecting wing being poured.

cc: Marani & Morris (2)  
Mr. P. S. Secord

FEBRUARY 26, 1951

Electrical contractor advised that he had so far not received sufficient underfloor junction boxes to complete installation of system in 1st floor slab and could get no definite promise of early delivery. This matter had been brought up at meeting on the 20th inst., attended by Messrs. Wright and Wiggs but evidently no progress had been made. Phoned Mr. Davidson at site advising of the situation and suggesting that he have his office visit the Foundry in Montreal and obtain first hand information as to the available supply and the possibility of having the 'boxes' cast without delay.

Advised Mr. Allan, Toronto, of the continuing situation, asking if boxes could not be picked up in Toronto.

Bill Smith phoned re. ceiling lighting outlets in Centre Block, ground floor and the spacing of structural joists in this location. Referred him to our meeting of the 23rd inst., and the requirements noted at that time and dealt with in previous correspondence. Joists could either be at the spacing shown on approved Truscon drawings or be replaced, whichever provided the better arrangement of lights and heating coils.

FEBRUARY 27, 1951

Weather mild.

Visited site with Mr. Allan and met Davidson, Lapointe, Plumbing and Electrical Contractors, along with Mr. E. Smith, Consulting Engineer. The Electrical Contractor had still no promise as to delivery of additional junction boxes, other than something in March. Neither Mr. Allan nor Mr. E. Smith could report results from their enquiries and Mr. Davidson had not heard from his Head Office investigations.

Mr. Allan issued Drawing D28 for the joist spacing of Centre Block, 1st floor, changed to 26'4" centres and indicating lighting outlets for ground floor. The outlets abutting south wall of Paper Conditioning Room to be omitted and only 'one pair' required in Waste Paper and Copy Cat Rooms. As previously mentioned in correspondence, the standard ft. candles for offices were not required in these rooms. Outlets for Elevator #2 Equipment Room were not indicated.

Drawing E5 revised to allow for the use of 'one and two way' junction boxes in machine spaces of 1st and 2nd floor wings, as suggested by sketches and correspondence to the Architects towards end of last December and by later correspondence and last reviewed in the Engineers' Office on the 17th inst., had not yet been issued - 'three way' boxes being installed to 'machine' branches of 1st floor, south wing.

Mr. E. Smith telegraphed his Toronto Office re. this delayed issue of drawing and promised to complete drawings for 'machine' outlets, etc., in north connecting and north wings, to be placed under ground floor slab. Mr. Allan submitted 'preliminary' issue of Drawing D30 showing planned location of ceiling outlets of 1st and 2nd floor offices (omitting centre block) revised to meet joist spacing at 25 ins. centres in north and south wings. This layout was accepted subject to a rearrangement of the outlets at the east and west ends on the 'court' sides of the north and south wings from the shown spacings of 5'10" to 6'3" and the omission of the end outlets. Consideration also to be given to a spacing of 6'3" in place of 3'4", in place of the shown spacings of 5'0" and 4'7" to the terra cotta enclosed private offices. (see also accompanying letter with enclosure).

FEBRUARY 27, 1951 (Cont'd)

Plumbing Contractor advised that Ottawa By-Laws would not accept floor drains in Car Washing Garage and required that sump pit be installed. This contractor also advised that difficulty was being experienced in obtaining the selected W. C. fixtures.

Catalogue cuts of plumbing fixtures have not as yet been submitted to the Owners.

Mr. Allan recommended the suggested change from flushometer to 'silent' operation W. C.'s for three private lavatories in Executive Offices, ~~but~~ submitted was approved subject to submission of a colour sample (grey) for these and the three lavatory basins.

Location of underfloor drains in relation to structural footings was discussed by Mr. Allan with Contractors and Tom Norris.

Structural detail information requested during Mr. Sardison's visit to site on the 19th inst., and not received by the Contractors; to be followed up by Mr. Allan.

Preliminary review of tenders received for 'movable' partitions was held with Mr. Secord. He retained tenders and details for consideration to those submitted by Johns Manville (transite) and Rowe (steel) panel samples to be submitted, if favourably considered.

Preliminary consideration given to use of cork floor tile in place of mastic or linoleum for greater sound absorption in machine rooms. Mr. Allan estimated added cost of approximately 40¢ per square foot for cork or \$6,000.00 should the maximum space of 15,000 square feet be required. He to send sample tile and consider alternative of applying acoustical tiles to walls of machine rooms.

February 29, 1951

Weather bright and mild.

Sent Architects copies of notes of yesterday's meeting and incovering letter referred to preferred fixture spacings at west ends of North and South Wings. 1st and 2nd floors. Returning copy of D-30.

Mr. Lapointe phoned to say Frank Pagatto had returned from his vacation. Gave Mr. Hazeland copy of original chart of Departments he to revise.

March 1, 1951

Weather stormy and colder.

Acknowledged copy of D-31, advising of possible rearrangement of lights in Section "C" Ground floor North front.

Mr. Jack Frost phoned to advise that the Mauretania W.C. bowls as previously approved by the Engineers and Architects, to obtain early delivery had now been found unsuited to foot and hand combined operation, without unsightly exposed piping required for a vacuum breaker - The Architects would recommend, with my concurrence the omission of the foot operation. I explained that as foot operation was originally presented by the Consulting Engineers and that I personally had no views for or against, the change over to standard, If recommended by the Architects, acceptable to me.

Advised Mr. Frost that so far no catalogue cuts of the various fixtures had been received, other than that of the W.C. for Executive lavatories.

March 2, 1951

Weather mild after heavy snow.

1st floor slab south side was not poured, as proposed, due to weather conditions.



March 6, 1951

Weather mild and fine

Meeting at site with Messrs Allan, Wiggs, E. Smith, Pagatto, Davidson, Lapointe also Plumbing & Electrical sub-contractors.

A plan drawing D30 of the ceiling outlets for the 1st and 2nd floors, excepting those of the Centre Block and revised in accordance with suggestions made on the 27th ulto. was presented and copies left with the contractors. (Note: this drawing has still to be completed and issued in regular form. Consulting engineers are to revise their drawings to record this information and to arrange heating coils accordingly.)

Mr. Allan confirmed to the Contractors that the 'Joist' spacing centres of 25 ins., as indicated on the approved shop drawings would be retained for the 2nd and 3rd structural floors and that only those of the Centre Block and of the North and South connecting wings would be replaced.

Mr. Allan also agreed with the Contractors who are proceeding with the erection of upper floor of the North wing on this understanding, that it was necessary to await revised 'Truscon' drawings for this rearrangement of 'Joists' but that these be prepared for record purposes.

Mr. Pagatto in reviewing the progress of the work during his absence over the past month, stated that no Change Notice had been issued to the Contractors for the respacing of the ceiling outlets and heating coils from that shown on the Contract Drawings and as required by the unsuitable spacing of the joists for the specified recessed lighting fixtures.

Drawing E5F underfloor duct systems - indicating machine section branch ducts as suggested by my sketch- 27/12/50. *was submitted. See Report 26/1/51*

Note - Architects advised that descriptive headings on drawings require correction to meet work installed in accordance with previous issue.

Contractors pointed out discrepancies in wall thickness as shown on plans and details for concrete foundation walls of Main Entrance Platform. (8" and 1'1")

Mr. Allan stated that detail of spandrel beam, previously requested, would be mailed tomorrow by Carruthers along with other information which was to have been given by Mr. Sanderson during his visit to the site. This to include Drawing 13.

Mr. Pagatto advised that the roofing contractor had accumulated 20 tons of sheet copper. Also that he intends to commence brick work not later than the 1st May next.

Contractors requested to be advised of out Permit number when received from Steel Controller.

Mr. Wiggs approved roughing in drawing for for W.C.s to all lavatories excepting three in Executive Floor. *Details of lavatory still missing from reports*  
Grey colour sample for Executive Lavatory fixtures received for submission to Mr. Mansur on his return.

March 7, 1951

Weather continues fine and mild

Mr. Marani and Mr. Allan visited office and interviewed.

Mr. Secord - Discussed design of Cupola - Mr. Marani to submitted revised suggestions for base and balustrade.

Discussed with Mr. Allan the submission of change notice estimates in suitable form for consideration and approved. He is to look into this and to complete immediately those listed at time of awarding Contract. Mr. Allan advised Clerk of Works, not to issue Work Orders to Contractor, with clearance from Architects. (It appears that an order was given to relocate certain column footings of which I had no knowledge or advice.)

Mr. Ed. Wood submitted his site plan for consideration. *(see correspondence)*

March 8, 1951

Weather fine - frost at night

Mr. Lapointe phoned re E5F and enquired as to the placing of under floor ducts, between Cols. D 11 and D 15, 9" to the east was premissable. This would save him 'concrete' and I saw no objection provided he clear with Electrician and others concerned. 'Swing over' to be by conduit connections at Expansion Joint.

Lapointe phoned to say that Electrician had stored in Barn, lighting fixtures for another Government Job and asked if I had given permission?

I explained that although Mr. Robinson had mentioned it to me; this however did not constitute permission, I believe he had cleared with General Contractor.

Wrote Architects re - Stone work metal covering of Pediment coping.

" " re - Change Notice #18

Interviewed Mr. Secord and submitted Traffic and Mass Tree Planing Plans, prepared by Mr. Ed. Wood and reviewed by Mr. Marani. (Mr. Wood to see Mr. Secord) Mr. Secord 'cleared' permit for 'reinforcing' and advise Mr. Pagatto.

March 9, 1951

Weather fine - slightly colder.

Wrote Architects re - Drawing D 28A pointing out discrepancy with D 30 and calling attention to need for Change Notices also recorded Lapointe's request to move by 9" under floor ducts; East side of Centre Block.

Returned tenders for Movable Partitions to Mr. Wright on his request.

March 12, 1951

Weather fine and mild

Received letter from Dept. Trade and Commerce re - Permit for Steel. Number to be received to-day?

Phoned General Contractors of this and that we had advised Truscon to continue deliveries of reinforcing.

Phoned Mr. Ed. Wood, requesting that he interview Mr. Secord, re Tree Massing.

Wrote Architects re their Report of Meeting 6/3/51.

re adjustments to Joist spacing and outlets.

March 13, 1951

Weather fine and mild.

Meeting at site attended by Messrs. Wright, E. Smith, Pagatto, Lapointe also Electrical Contractor and Mr. Smith representing Edge Ltd. Adjourned 1p.m. Details of Lavatory Marble not completed.

Shop Drawings Structural Steel not received.

(General Contractor stated that delivery of the steel may be delayed)  
General Contractors Progress Schedule not completed other than for structural work which is anticipated to proceed at the rate of one floor slab per month. 1st Floor slab - South sections being poured.

Foundation walls of Main Centre Block to be poured Monday - 1st Floor slab during the week.

North Wing - 2nd Floor slab being framed.

Catalogue 'cuts' of Plumbing Fixtures including fittings not yet complete. Plumber advised that bulk of his material including heating coil pipe but excepting castiron water and copper piping was on site. Delivery of the later anticipated.

Electrical Contractor has received 40 additional underfloor junction boxes but this shipment includes only 6 single boxes. He is to phone supplier re these boxes and to send progress deliveries required. No delay anticipated on other materials.

Mr. Robinson advised that on the Hydro Inspectors latest visit he required the under floor duct system to be 'grounded'. Mr. E. Smith questioned this requirement and asked that the Contractor obtain the 'grounding' requirements by letter.

Engineers plans not completed for revised under floor system of North Sections, Ground Floor.

Mr. Wright is to expediate completion of Change Notices, including #18. Proposed omission of stone base course and replacement by brick. Boiler Room walls.

Steel Partition delivery for July with a months fabrication work after delivery. Mr. Wright to confirm this.

Mr. Wright left with me a copy of Mr. Sandersons Job report of his meeting at site on 19/2/51; also a copy of Sketch #1 by Structural Engineer.

Copy of drawing D 33 received. Joists at 25ins centres and Lighting outlets in accordance with Contract Drawings for Centre Connecting Wing - 1st, 2nd and 3rd Floors.

Mr. Mackenzie promised steel Permit to Mr. Pagatto at 2.30p.m. *Permit for 250 tons received*

*Copy to Wright*  
2 - *to be filed*

*M. Pagatto to complete application  
signature Monday next.*

March 14, 1951

Weather mild with snow and rain

Wrote Architects forwarding tentative List Finishing Hardware.

Phoned Mr. McRostie re completion of land contours south end of property.  
see letter of instructions.

Received revisions to Chart of Department staffs from Mr. Hazeland.

Preparing plan of 3rd Floor - Executive Offices.

March 15, 1951

Weather mild but dull and snowing

Received advice from Architects that tenders for Finishing Hardware were  
being called for closing March 28, 1951.

No copy of revised Schedule or Specifications received.

Wrote for this.

Plan of 3rd Floor Executive Office arrangement shown to Mr. Hazeland - OK  
but he suggests D.C.L. not be on this Floor - Place adjacent to their Depts,

March 16, 1951

Weather rain and snow.

Wrote Architects concurring with Drawing D-33- Centre Connecting Wing outlets.

March 19, 1951

Weather mild

Mr. Pagatto received Steel Permit #99 but is to complete the forms for his subtrades and submit for supplementary permits.

Permit in the name of General Contractors. He to write advising us of further procedure.

He enquired if there was to be a Corner Stone laying. Advised no but possibly a Foundation Stone in Main Entrance Lobby.

Mr. Secord approved revised layout sketch for 3rd Floor Executive suite.

Mr. Gold also accepted including the opening out of Private Lavatory Coat Rooms by omitting eves partitions.

Mr. Gold also suggested omission of screen around W.Cs. Is to see Mr. Secord re. this suggestion Mr. Gold also approved layout for Multigraph and other machines on Ground Floor as ultimate requirement. Also concurred in providing ample provision for Business Machines on upper floors.

Mr. Gold suggests faucet for refilling water jugs at Drinking Fountain 3rd floor

March 20, 1951

Weather fine - colder

Meeting at site attended by Messrs. Allan, E. Smith (Wiggs Walford) Pagatto, Lapointe also by Plumbing and Electrical Contractors.

Architects and Contractors reports on previous site meeting received and outstanding matters noted for attention. This to include details for spandrel beams and supports for Entrance platforms at stairs. Again suggested use of concrete piers in place of solid walls for the latter.

Heating contractor asked that any rearrangement of ceiling heating coils be determined immediately in particular that for the Ground Floor. Mr. Smith stated that drawings were still under preparation and that he would expedite this work.

'Cuts' of Plumbing Fixtures and Fittings not yet completed for submission to owners.

Determined on one floor 'catch basin' in place of two, as shown on detail drawing for Garage Floor.

Height of Fire-Hose cabinets to be determined with relation to required height of not over 4 ft. to 2½" outlets.

Clerk of works stated that it would be necessary to build out terra cotta for Drinking Fountain piping? This stated requirement of wall projections should be looked into by Architects before work proceeds.

Plumber asked for an immediate decision on position of water service for Montreal Road. Change Notice "11 Item #1 was referred to.. Architects should refer to my letter 9th inst. determining position to suit revised layout of Parking Area and Service Road.

Plumbing enquired as to ~~enclosing~~ <sup>anchoring</sup> of water service piping into and within building.

Electrical Contractor, advised that 10 single boxes for under floor system were still required, that markers and end fittings had not been received. Instructions re Fire Alarm pull boxes to be given by Mr. Smith.

Electrician again referred to 'grounding' of underfloor duct system and explained that this was necessitated by the use of metal conduits between fibre ducts at crossings through central structural beams.

Bell Telephone unable to determine position of their Entry through west wall to P.B.X. room.

Drawing E/F - Ground Floor Electrical; issued.

Drawing D-28B - issued - Architects to refer to my letter dealing with location of outlets 2nd. Floor, Centre Block, East side.

Architects issued a preliminary of Elevational Drawing #7 - revised to show windows to Stairs # 10 and 11.

A preliminary issue of sectional drawing of Chimney Stack was left with Contractors (No copy of these drawings left with me.)

Architects left with me a copy of preliminary Drawing D-40 of Ground Floor, showing position of movable partitions. Advised Mr. Allan that such drawings were premature and that the materials listed and tendered upon by 'Rowe' should be ordered in accordance with letter of acceptance.

Suppliers are bringing out sufficient stock which would allow for additional partitions should this be required.

Mr. Allan to check and ensure that end and ceiling fitters or fillers are provided should ceiling heights etc. not be exactly alike in all locations.

March 20, 1951 (cont'd)

Contractors again enquired as to progress of Architects details for Lavatory Marble and now ask for details of marble for wall base and terminations at doors.

Mr. Pagatto had not completed his Progress Schedule but advised that he is 'following up' Dominion Bridge for their Erection drawings and that the latest time for delivery is July.

Concrete pouring of Second Floor slab - North wing - scheduled for the 19th inst. delayed due to weather etc. until the 26th inst.

Columns under this deck to be poured tomorrow.

Mr. Allan and Mr. Pagatto reviewed certain earlier Change Notices and arranged to have their representatives meet during next week.

Contractors price of \$1,053.36 extra for  $1\frac{3}{4}$  ins in place of 1 ins for 63 door panels 3'0" x 6'10" - submitted 15/3/51 considered fair and reasonable, subject to check on quantities required and their dimensions- C.N.2. Referred Mr. Allan to my correspondence on door heights etc.

Mr. Allan saw Mr. Secord and advised that a revised design of the Cupola had been prepared for submission.

Revised layout sketch for 3rd Executive Floor shown to Mr. Allan; he concurring in this rearrangement of Secretaries Office and the omission of cross passage walls in presidents private Lavatories; Mr. Secord to submit to Mr. Mansur.

March 21, 1951

Weather fine but colder

Wrote Architects re Hardware - unit prices with tenders.

Forwarded copies of Notes on Site Meeting of previous day.

Called Mr. W.E. Wood - not in

March 22, 1951

Weather fine and milder

Wrote Architects cancelling Change Notice #18. (stonework)

McBostie proceeding with contours - south end of property.

Called Mr. W.E. Wood - not in but left request for 2 copies of site plan



March 27, 1951

Weather fine - frost at night

Meeting at site attended by Messrs. W. Smith, L. Wiggs, T. Pagatto, L. Lapointe, Robinson (Electrical) and Belair (Heating and Plumbing). Items of previous meetings were reviewed and the following outstanding matters noted for attention.

Chimney stack drawing

Revised structural Plan #-3

Spandrils at stairs.

Details rear Centre Wing

Details of Marble

Progress Photographs

Position of 6" Water Main - (see sketch & Archt 9/3/51).

Fire Hose Cabinet - Shop Drawings

Catalogue 'cuts' of Plumbing Fixtures and Fittings

White prints for record of Mechanical trades

Grounding of Under-duct work

Junction Boxes for Fire Alarm system?

(See if required other than at Ground Floor and consider use of 2" ins. conduit risers to suit Alarm Boxes in place of lins specified.)

Balance of 2 way under-floor junction boxes not yet received.

Mr. Muir stated that the immediately required 5 boxes would be delivered this week and would endeavour to also deliver a portion of the 100 marker fittings required at building expansion joints.

Revised Plans of Radiant Heating Coils not issued. Mr. Wiggs stated this would be completed this week. Electrician requested permission to lay feeder conduits to Boiler Room, in concrete of 1st Floor. Mr. Smith to consult Structural Engineers.

Plumber requested authority to place water piping in furred spaces over Ground Floor rather than under the ground floor slab -

Mr. Wiggs agreed.

Mr. W. Smith stated that on account of 'offset' to chimney stack, structural revisions to provide additional support had been found necessary.

Mr. Robinson stated that he had not as yet received formal approval to the ceiling lighting fixtures but was preparing a list of the recessed and shallow types. Mr. Wiggs asked that a sample or shop drawing of the two types be submitted and that an order be placed immediately on approval.

c.c. Mr. P.S. Secord  
Architects 2.

April 3, 1951

Weather fine, cloudy in afternoon

Meeting at site attended by Messrs. Carruthers, W. Smith, Horswell, Pagatto, Lapointe, Robinson (Electrician) and Belair (Plumbing and Heating) Memorandum of previous meeting reviewed- outstanding items to be followed up, to include:-

White record prints.

Progress Schedule

Location of Water Service main.

Completion of Progress Photograph records.

Drinking Fountain; cabinets, catches and hand.

Copy of Plot Plan to Hydro to determine need or otherwise of service man-hole.

Formal approval to Fluorescent Lighting Fixtures.

Catalogue 'cuts' of Plumbing Fixtures and fittings for owners approval.

Mr. Carruthers agreed to the placing of Electric Feeder Conduits in 1st Floor slab over Bowling Alley but not in slab over Boiler Room; the latter to run in wall. The Structural Engineer expressed his general satisfaction with the concrete work.

Preliminary Structural Steel drawings to be submitted by Dominion Bridge to Engineer.

Architects to consider locating of secondary clock in Enquiry enclosure, rather than in Main Entrance Lobby.

Time stamp required in Mail Room only - outlet shown on 1st Floor not required.

Plug outlet required in Mail Room for Stamping Machine.

Engineer determined with Heating Contractor the location of water mains in Ground Floor ceiling.

Meeting adjourned at 12.30 p.m.

1st Floor and North Wing of Office Blocks poured.

1st Floor of Services Block to be poured on 6th inst.

2nd Floor North Wing poured.

2nd Floor South Wing formed to receive reinforcing etc.

Plumbing testing sections of roughing in on Ground Floor (north wing)

April 10, 1951

Weather cloudy

Meeting at site attended by Messrs. Wright, Lindsay, Pagatto, Lapointe, Robinson and Belair.

Memorandum of previous meeting reviewed -

Outstanding items to be followed up, to include:-

Progress Schedule.

Completion of distribution of Progress Photographs.

Formal approval of Fluorescent Lighting Fixtures.

Catalogue 'cuts' of Plumbing Fixtures and Fittings.

Manhole for Electrical Service - Mr. Lindsay to interview Ottawa Hydro re. this and the matter of switching to protect our Building and the Air Force Field etc. proposed to be fed from the same street service lines.

Mr. Lindsay to also to ensure that the proposed branch of wire service to the building has ample and spare capacity.

Contractor to be advised of location of master clock.

" " " " of type of lighting fixture for main entrance lobby.

Balance of 3 way underfloor junction boxes (9) to be installed in Ground Floor, replacing an equal number of two way boxes.

Contractor again enquired if  $\frac{3}{4}$ " conduits were satisfactory for Fire Alarm system.

Flush N.P. Catch for Fire Hose Cabinets, submitted and approved.

Mr. Lindsay questioned type of oil burning equipment proposed by Heating Contractors.

General Contractor requested that revised Road Plan be issued as soon as possible.

Contractors request Plumbing details for Cafeteria Kitchen.

Meeting adjourned at 12.30 p.m.

Mr. Wright at office in afternoon

Recommended Rankin as lowest and acceptable tenderer; subject to further consideration to certain items.

The use of overhead closers in place of floor hinges is satisfactory to Architects, provided sufficient head room is allowed under brackets.

Floor hinges to be retained at Main Entrance and Vestibule doors.- He to enquire as to why 'panic bolts' were specified for Office Exits?

Mr. Wright to confirm his belief that subcontractors for movable partitions, do not manufacture standard sections other than 3 ft. and 3 ft. 6 ins. wide, also 'double door' sections less than 6 ft. wide.

Two sets of Architectural Plans for use of Hardware and Roofing contractors to be forwarded.

Mr. Wright to follow up on Change Notice estimate for increased height of corridor and stairway doors.

April 17, 1951

Weather fine - cool

Meeting at site attended by Messrs. Allan, E. Smith, Pagatto, Davidson, Lapointe, Sessions, Belair and Robinson.

Notes on previous meeting reviewed and outstanding items including the following to be followed up:-

Road Plan of site (Electrical Runs by other drawing)

Structural steel Shop Drawings.

Progress Schedule by General Contractor

Change Notice to be issued for under floor ducts - Ground Floor.

Location of Master Clocks (suggested Main Lobby clock be located in Enquiry)

Color for finish of Hose Cabinets.

Catalogue cuts of Plumbing fixtures and fittings.

Plans and details of Kitchen Equipment.

Missing Progress Photos for C.M.H.C. records.

Electrician was advised that  $\frac{3}{4}$  ins conduits, in place of 1 ins. were acceptable for upper runs to Fire Alarm System. Mr. Robinson stated that Hydro Inspection objected to Mechanical ventilation of Transformers. Edge & Co. are to complete the subdivision of costs to Progress Statements - Labor and Materials. - Mr. Allan to consider and advise re ceiling heights in Ground Floor corridors to conceal plumbing pipes. Decision on Hardware required for Metal Door Frames- see my correspondence re this.

Meeting adjourned 12.45 p.m.

Mr. Allan at office during afternoon, after attending meeting with Mr. York (Ottawa Hydro) with reference to Electrical Service and protection in Transformer Room. Mr. E. Smith (Wiggs Walford) to submit report on suggested increase to under ground service conduit, spare or standby service, over head service, Transformers under exclusive care of Hydro, spare capacity over connected Load etc. as discussed at this meeting and with Mr. Brown in Montreal.

Mr. Allan given copy of Architects road plan dimensioned to boundaries. Explained to Mr. Allan my preference for door closers over the more costly and less satisfactory floor hinges.

Enquired why ceiling fixtures at delivery end of Bowling Alleys were more expensive than the standard office fixtures?

Reminded Mr. Allan of my earlier correspondence and re Exhaust through walls of Transformer Room.

Reminded Mr. Allan that materials, not incorporated should be examined and approved by Engineers before payment is made.

Checked over Change Orders # 3,4,5, etc. Mr. Allan to resubmit those in Error and to prepare statements showing total cost of all trades involved in any proposed improvement.

Revised sketch of Cupola submitted for consideration.

Mr. Allan to send white prints of 3rd Floor Executive Suite as revised.

April 18, 1951.

Weather fine.

Mr. Allan and I interviewed Mr. Secord on the following:

- (a) Shower Bath, 2 additional for use by Kitchen Staff. Male and Female. Estimated cost of \$1,200.  
These favoured but cost high. Architects to consider use of standard stall fixtures or omission of marble slabs throughout both Lavatories and replacement by portland cement; retaining terrazzo base and floor.
- (b) Marble Dadoes to 8 Vestibules to Lavatories,  
Estimate cost \$2,700  
Omit this additional work.
- (c) Contractors are asking an additional \$2,250.00 for the work involved in English Cross bond in place of the specified Flemish Bond to exterior brickwork.  
It had been generally understood that this brickwork was to be the same as that of Architects own office Building - (English Cross Bond) but had inadvertently been specified as Flemish. The added cost was questioned and the suggestion made the Architects consider limiting this additional work to the Wings and other fronts not so well suited to Cross Bond - such as the Centre Block, Gable ends to wings, Assembly Hall and Ground Floor walls below stone Base Course.  
Decision held.
- (d) Doors to movable partitions to be either 2'8" or 2'10" wide in place of the standard widths of 2'6" and 3'0" - no extra cost involved.
- (e) Proposed to instal 'canteen' in Ground Floor room adjoining space reserved for Bowling Alleys, not favoured at present but roughing in for waste and water supply to be considered. Architects to obtain estimate to include Electric plug outlets.
- (f) Subcontractor for Painting awarded by Architects to E. Menghini, Montreal on recommendation of General Contractor.
- (g) Cork tile on floors of Business Machine Room estimated to cost an additional \$4,000.00 over Mastic Tile.  
Held.
- (h) Revised sketch of Central Roof Cupola submitted by Architects and favourably considered.  
Decision later: Sketch left with Mr. Secord.

April 24, 1951

Weather fine - cool

Meeting at site attended by Messrs. Wright, E. Smith, Pagatto, Lapointe Robinson (Electrician) Smith (Edge Ltd.)

Memorandum of previous meeting reviewed and uncompleted items, including the following, to be followed up:-

Location of Time Clocks, including that of 'master'.

Finish of Hose Cabinets and colour.

Complete List of Plumbing Fixtures and Fittings (3rd Floor Private Lavatories OK, d.)

Kitchen layout (Note. Electrical conduits already in floor).

Progress photo for March to complete.

C.M.H.C. records.

Progress Schedule.

Drainage of Telephone duct.

Ventilation of Transformer Room.

The preliminary shop drawings of structural steel returned to Dominion Bridge for completion. - Plan showing anchor bolts promised for tomorrow.

Lobby minimum ceiling height of Ground Floor confirmed at 8 ft. The ceiling levels in Bowling Alley space to be given consideration.- see correspondence re runs of piping in Ceiling Change Notice #11 of no improvement to ceiling height?

Mr. Robinson, brought up the matter of grounding of under-ground system; Mr. Smith contending this required by Contract.

The matter of the bonding of the facing brick was reviewed, including the matter of Fleming Bond complying with the City and National Building Codes. Mr. Wright to interview City Building Inspector re this.

Again pointed out that brick walls were 'bearing walls'; wedged to carry live load.

Awaiting Architects consideration of Electrical Service Report.

Subdivision of costs as required by specification not yet completed by Edge Ltd. Mr. Pagatto to follow this up.

Structural details, required by Contractors, to be provided by Mr. Wright. Meeting adjourned 12.30 p.m.

Visited National Research to examine installation of Electrical Car parking plugs. (see detailed report.)

Meeting with Rankin Ltd., and reviewed Hardware Schedule (see detailed report).

Meeting adjourned 6 p.m.

April 25, 1951

Weather fine, warmer

Mr. Wright at office in morning re Progress Statement. He to again see Edge & Co. in the matter of clarifying Schedule B items in relation to Subdivision of Contract amounts.

Also to have material items on site checked as to their suitability and correctness to approved Shop Drawings etc., by Engineers.

May 1, 1951

Weather fine.

Meeting at site attended by Messrs. W. Smith, Horswell, Pagatto, Lapointe, Robinson (Electrical) and Belair (Edge Ltd.)

Memorandum of previous meeting reviewed and the outstanding items to include the following to be 'followed up'.

Location of Master and other Time Clocks

Ground Floor Lobby (see correspondence)

Electrical Service ( " " )

'Cuts' of Plumbing Fixtures and fittings.

Kitchen and Cafeteria Layouts.

Sample recessed Lighting Fixtures.

Toronto Electric Board re 'grounding' of under floor duct system.

Oil burners - type and manufacture.

Architects submitted revised Plot Plan (approved as shown for Estimate by Change Notice)

Exterior Elevations of Building submitted for Bonding of Face Brick  
This to be discussed with Mr. Marani at our Head Office tomorrow.

Plans and list of Cafeteria Counter and Kitchen Equipment left for our review - (O.K'd by Miss Major)

Copies of draft specification of this equipment to be forwarded to C.M.H.C. and Miss Major (Toronto)

Meeting adjourned at 1 p.m.

Interviewed Mr. York (Ottawa Hydro) re overhead service entry along east boundary of property extending west to Transformer Room under ground. With this arrangement no 'Man Hole' would be required, but a stand by service cable would be recommended if under ground over 100 ft. in length. Distance from East Boundary to Transformer Room 320 ft.. He further questioned this 'round about' Entry and stated that it would require approval by Mr. Davis.

*Edy M. Stewart*  
*Adulak.*

May 2nd, 1951

Weather fine

Meeting at Head Office attended by Messrs Mansur, Secord and Marani -  
Items discussed and considered:-

- (a) Bonding of Face Brickwork to be English Cross Bond through. Added cost - \$1,125.00; Change Notice # 6, Contractors to confirm this price.
- (b) Electrical Entry Service to be from underground as originally planned but with 2 - Fibre Ducts increased from 3" to 3½" diam. and with Manhole added. Disconnect switches for Standby service to be provided as required by Ottawa Hydro. Change Notice to be issued by Architects.
- (c) Electric time clocks:-
  - 1st Floor, Main Entrance to have double faced clock over Enquiry Wicket: Lobby side on Marble similar to Bank of Canada, Enquiry side 'standard' dial.
  - Cafeteria, double faced, between Lounge and Dining room.
  - 2nd Floor, Locate on West wall of Assembly Hall in place of over Platform as shown on Plans, Change Notice to be issued by Architects for the foregoing.
- (d) Executive Suite - 3rd Floor - Room finishes etc.
  - Sketches being prepared by Architects for estimates to compare with P.C. sum of \$23,500.00.
  - Architects proposed to panel walls of Presidents and Vice Presidents and Secretary Offices, Board and Ante Room, Lobby and Corridors maybe modified and Room 316 omitted.
  - Consider dado panelling with Wall Paper above and special lighting fixture for Dining Room.
  - Consider dado panelling or other wall treatment to Ante Room # 302 and Secretaries Offices 307 and 344.
  - Built in Book cases to rooms 343 and 344; 308 and 307.
  - Architects to consider and recommend colour and type of "wall to wall" carpet for Executive Suite and for Secretaries Offices and Hallway of 'east' extension to Executive.
- (e) Main Entrance Lobby; Architects to consider colouring to Travertine Walls; Lighting outlets reduced in number to 25; Architects to consider 'oak' in place of 'brick' vestibule screen for staining in place of painting. Width of Vestibule may be reduced from 8'6" to 7'6".
  - Directory Board - consider placing on side wall of Vestibule. (see earlier correspondence re Exterior lighting at Main Entrance doors).
  - Widen shelf at Enquiry towards inside.
- (f) Mr. Wrights letter of the 27th ulto, quoting extra cost of \$2,210.00 for Greening wire lath in addition to the previously approved Extra of \$1,950.00; to be given consideration by Mr. Marani.  
Mr. Secord and Mr. Marani visited site during afternoon.  
Contractors Progress Schedule submitted.

*Copy 11 Secord & Marani. See Architects Report on Feb. 16/51 2-1-1  
Include under a platform - Lobby 3 floor, brick oak.  
Figs. given color for brick masonry - Panel doors - Lobby & Ante Rooms - Entry Room chimney only  
etc. etc.*



May 8, 1951

Weather Fine.

Meeting at site attended by Messrs. Wright, Lindsay, Donolo, Pagatto, Lapointe, Robinson (Electrical) and Belaire (Edge Ltd.)

Notes on previous meeting reviewed and outstanding items including the following to be followed up:-

Change Notices, revised, to be issued for electric clocks.

Locations and numbers on preliminary plan left with contractors and Mr. Lindsay.

Sample ceiling fixtures with engineers for approval.

Electrical Plan of 3rd Floor Executive Suite to be revised to provide fibre ducts runs along side north and south walls as previously asked for.

This drawing makes no provision for the required underfloor ducts in Offices 324 and 327. Steel beams supporting 4" slab in these Offices should be at a level to allow floor fill to accommodate fibre ducts.

No provision shown for outlets to Reception Desk in 3rd Floor Lobby.  
(see previous correspondence)

Electrician requested permission to use fibre ducts in short connection between "machine runs" on Ground Floor. - Agreed to Plan of Main Entrance Lobby - issued to show revised arrangement of ceiling outlets.

Plumber submitted catalogue "cuts" of plumbing fixtures and fittings. "Power" valves to showers and soap dispensers to lavatories not included; drinking fountains not included. Missing cuts to be submitted. Kitchen and cafeteria plan of equipment approved but not yet issued. Plumbing waste from clinic to be boxed in on Ground Floor office ceiling. Heating contractor requested that Boiler Room be got ready for his boilers and other work, as soon as possible.

Plot plan of site issued but contractors awaiting mechanical drawings showing rearrangement of sewers, water, and electrical work on site. Mr. Lindsay promised this within a weeks time.

Architects left drawing showing bonding of Face Brick in the various sections. - Details to follow.

Brick work delayed awaiting cutstone base; to be delivered tomorrow or next day.

Framing plan of 4th Floor awaited.

Oil burners - "Robinson" manufacture, approved with minor adjustments.

No drawing of ceiling levels in Bowling Alley space, to meet piping and maximum heights received - (see correspondence and previous note) Edge Co., to complete "labor" - "material" subdivision and to explain or adjust schedule "B" to conform to General Contractors Progress Statement. (see correspondence) This required before next Progress Payment.

Use of 3" laminated roofing in place of splined planking, was approved. List of metal door frames required.

Meeting adjourned at 1 p.m.

May 8, 1951 p.m.

Meeting attended by Messrs. Mansur, Secord, Wright, Donolo and Pagotto reconvened at Head Office - 3 p.m.

General discussion on progress and need to maintain Progress Schedule  
Mr. Wright expressed complete satisfaction with General Contractors and their co'operation.

Mr. Secord emphasized the need for a 1st class Brick Job.

Mr. Pagotto to examine Davidsons' stock of pine and progress with manufacturers of window frames.

Mr. Pagottoe stated that all U.S. "Sections" of structural steel had been received by Dominion Bridge Co., Awaiting Canadian Sections.

May 9, 1951

Weather Cloudy and Cool

Mr. Lapointe phoned re lighting outlets, north west corner office on Ground Floor - advising that these ceiling outlets had not been installed in accordance with plan E1 - F. He called after contacting Architects and being advised to consult me.

Advised superintendent that we accept outlets as installed

May 15, 1951

Weather fine and warm

Meeting at site attended by Messrs. W. Smith (Architects), Horswill (Wiggs Walford) Pagatto and Lapointe (General Contractors) Robinson (Electrician)

Memorandums of previous meeting reviewed and outstanding items to include the following to be attended to:-

Septic tank and disposal bed plans, ~~submitted~~ <sup>submitted</sup> to local Health Authorities; approval not as yet given.

Mr. Horswill explained that the plans had earlier been submitted to Dr. Berry of the Provincial Health Dept. in Toronto and were satisfactory to him, but that local authorities may request the by-passing of the storm water.

Revised Finishing Hardware list to be issued to General Contractors. Catalogue cut of Drinking Water coolers as approved by the Architects was submitted. It was pointed out that the cooler for the 3rd Floor Executive Office is to be located in Women's Washroom and that a faucet for the filling of water bottles, was required on the cooler. Change Orders # 8, 12, 13, 14 and 16 as recommended by the Architects and Engineers were handed to Mr. Brown.

(These Orders with the exception of # 16 were approved and returned to the Architects, see letter 15/5/51/).

Sample of brickwork in English Cross Bond, has been set up for approval by the Architects.

Electrical plans for Clock location not yet issued.

Mechanical plans for revisions to Service and other Roadways still under preparation. A sketch layout was submitted and given general approval for estimating purposes, subject to the alternate use of 'cement' pipes, rather than salt glazed tiles.

Electrical plans of revised ceiling outlets in Main Entrance Hall not as yet issued.

The General Contractors request details of Front Terrace Steps - Architects. ~~and~~ Engineers consider lighting of the Main Entrance Doorway unnecessary, Outside 'standard' lighting as provided for, considered to be sufficient.

The matter of switching in the transformer Room to be subject to approval of Hydro. Engineers to submit proposal before placing the work in the hands of our Contractors.

Piping in Ceiling of Bowling Alley space to be arranged to limit lowered ceilings to the east and west ends, providing maximum ceiling height in central or main space.

Mr. Horswill attention was called to the evidently unnecessary depth below the Ground Floor of a plumbing drain extending east from the west wall of the building between columns B 17 and B 18.

Mr. Lapointe assures me that shoring and all precautions were taken during the installation below the column footing levels but it would seem advisable that the Architects and Structural Engineers, if not previously aware of this condition, give it their attention.

Meeting at Head Office in afternoon with Mr. W. Smith and Mr. Horswill Chimney to be increased from 12'4" above adjoining roof level to 16 ft above this roof, as required by Smoke Abatement Authorities and the fire brick lining continued full height as specified.

Change Orders reviewed # 8, 12, 13 and 14 approved #16 returned for further consideration.

Visited Davidsons Mill along with Mr. Smith to see progress on Window Frames (see letter to Architects).

*W. Smith*  
*Architects*

Job Report

Monday, May 21, 1951

Messrs. Allan, Wiggs, Pagatto, Lapointe, Belaire, Robinson, Hazeland.

1. Project inspected with Architects, Contrator.  
Reinforcing being placed for Auditorium floor for pouring on Wednesday. Masons commenced laying stone base course. Excavation of Entrance steps. Preparation of Ground floor fill for pouring north wing.

2. Following reported at meeting:

- (1) Architects to clear up outstanding Change Orders.
- (2) Architects to determine with consulting engineers the lighting of Cafeteria. The difficulty is that specified fixtures will hang 2" below finished ceiling which is limited by window head. Alternative solutions are:
  - (a) Consideration be given to a smaller fixture.
  - (b) Lower ceiling 2" and form a recess over window head to take venetian blinds or curtains.
  - (c) Maintain ceiling and have fixtures project 2" below ceiling.

Decision is to be based by order of above alternatives.

- (3) It was suggested, because of Hydro's request that they have exclusive entry into Transformer Room, that a letter be written to Hydro from Owners that they must be responsible for any accident in this room. This drafted by Architects after Consulting Engineer has cleared layout with Hydro.
- (4) Inspected with Messrs. Allan, Pagotto sash <sup>+ frames</sup> ~~frames~~ at Davidsons. The milling was very good of Kiln dried # 1 & # 2 Ont. white pine. This material had only small firm knots. Allan satisfied material meets specifications.

Discussed briefly with Mr. Allan certain outstanding items.

- (a) Need for Executive Floor layout, colour scheme.
- (b) Need for our determination of layout of Office Services Section. I agreed to have this in final form by Tuesday May 29th.
- (c) Need to send along explanatory note with drawings so as to simplify action required by me.
- (d) Allan was of opinion that stone sill thickness (Hodge Brown to Architects May 8th) was satisfactory both from Structural and Architectural point of view.
- (e) Tenders being called for Kitchen and Cafeteria equipment.
- (f) Progress Certificate #4.

Q. N

**CENTRAL MORTGAGE AND HOUSING CORPORATION**

JOB REPORT -- TUESDAY, MAY 29TH, 1951

Messrs. Wright, Lindsay, Pagatto, Lapointe,  
Bellaire, Robinson and Hazeland.

The following items were covered:

- (1) Replace asphalt paper with copper fibreen paper under window sills.
- (2) Window height in cafeteria lowered under haunched beam in bay windows.
- (3) Architects to look into continuous angle over stone course.
- (4) Drain in transformer room eliminated and replaced with curb at door and a 2 foot square pit to take any oil leakage.
- (5) Contractors suggested using cement "fondu" in place of slate wedges under reinforced concrete beams.
- (6) Determined that window cleaner bolts to be 3'6" above sill.
- (7) Architects to check curb for car heater plugs and determine size of boulevard (now shown as 16'0").
- (8) Storm drain on east boundary moved over 10' to the west and sanitary drain to centre of parking area.
- (9) Septic tank drawings reported as accepted by City.
- (10) Cafeteria ceiling lighting to be hollophane # S774. This fixture requires no adjustment of ceiling height.
- (11) Contractors require details of marble laboratory partition.
- (12) Additional sink required in office space A at Col. B 4.

The project was inspected with architects and contractors. Quenston limestone examined and certain stones rejected due to checks and pit holes. Brick work begun and Mr. Marani to come to Ottawa to examine this as soon as possible.

c.c. Architects.  
P.S. Secord

*A.L.*

## CENTRAL MORTGAGE AND HOUSING CORPORATION

### JOB REPORT, June 19th:-

Present, Messrs. Wright, Smith, Pagoto, Robinson, Lapointe,  
Hazeland.

- 1- Westeel frame schedule to be approved and made available to contractor immediately -- urgent this matter be confirmed with manufacturer. To avoid further delay on ordering hardware, locks to be provided as shown on schedule and further requirement for locks to be installed on job. Donolo estimates cost of such locks as \$6.00 each. I both agreed to this and urged that there be no further delay on this matter -- orders for products of steel must be placed immediately.
- 2- Arising out of this contractor agreed to check Dominion Bridge concerning delivery of structural steel. Later reported that the main roof steel would be delivered July 15th and this to be followed by steel for central wing.
- 3- Water-coolers to have electric outlets.
- 4- Architects to give decision on location of exterior lighting at entrances 3 and 5.
- 5- Examined disposal bed which appears to cover an excessive area. Because of light sandy soil, architects to question consultants both as to the area and to the need of setting weeping tile in gravel.
- 6- Confirmed electric fixtures will not have egg-crate protection to the fluorescent light.

.....  
A. Hazeland

July 3, 1951

Weather fine

Meeting at site attended by Messrs. W. Smith, E.G. Smith, F. Pagotto, L. Lapointe and Bellaire.

Memorandum of previous meeting reviewed,

Electrical panel drawings to be resubmitted by Electrical Contractor.

City of Ottawa approval to Septic Tank and Disposal Bed to be obtained by E.J. Smith and Mr. Bellaire.

Sketch required for ceiling lighting outlets in Bowling Alleys.

Engineers to obtain approval of Hydro to Transformer Room.

Brickwork delayed from lack of cut stone and skew arch bricks.

c.c. Mr. P.S. Secord.

JULY 17, 1951 - Weather fine and warm.

Meeting at site attended by Messrs. W. Smith, Wiggs, Donolo, Pagotto, Lapointe, Robinson and Belair. Memorandum of previous meeting reviewed and outstanding items to include the following to be attended to:

Mr. Belair reported that the septic tank system as planned had been approved by the City of Ottawa.

Westeel shop drawings of doors and frames was approved by Architects and returned to General Contractors.

Shop drawings of Lighting Panels - required by Architects. (note - panels have been delivered at site).

Engineers Plan E6E, showing arrangement of Transformer Room equipment to be revised and resubmitted to Hydro.

Kitchen table, located in front of Electric Equipment Panel, to be made in two sections, to provide more ready access to lower section of panel.

Shallow lighting fixtures - Shop drawing submitted but not as yet approved. Mr. Wiggs to look into this and to the weather proofing of Car Plug Outlets, with Mr. Smith of his office. Outlet circuits 15 amps. in place of 35 amps. as shown.

Contractors request Change Notices for under floor duct runs on 3rd and 4th floors. Diversions on the latter said to be due to "thin" floor slab.

General Contractor request detail drawings of partitions to Room 136 in Kitchen.

General Contractors to provide Architects with copy of shop drawings of "spring" floor to Assembly Hall. Spring Floor to be 68' x 44'.

Test Report on Concrete 285/909 questioned. Contractors are to advise Architects as to where this material was used.

Mr. Belair submitted sample of Access Doors for Kitchen Ceilings - this was approved.

Stone(dressed) deliveries somewhat improved.

Structural Steel delivery date extended from 15th to 27th inst.

Mr. Wiggs to arrange for flow test on Contractors well. Possibly with International Water Supply Co., Montreal.

Sketch of Assembly Hall platform construction to be revised and issued to Contractors.

Drawing and Specification for office and other floor coverings ready for tendering purposes. Copy to be sent C.M.H.C., Ottawa.

Contractors advised that present level of earth fill of Main Entrance Platform was sufficient for requirements of Landscape Architect.

Ceiling levels in Bowling Alley space determined on site.



July 23, 1951 - Weather fine and warm.

Mr. Mansur and Mr. Gold interviewed re progress at site, water supply, weather-vane, etc.

Mr. Mansur phoned Mr. Birchard and was informed that City Engineer had written him to say that water mains on Montreal Road would be installed this Fall - Surge Tank at Quarrie, later.

Approved Progress Certificate #6.

July 24, 1951 - Weather fine and warm.

Mr. Hazeland returned from vacation.

Visited site and interviewed Pagatto, LaPointe and Belaire. (Architects not represented).

"Dressed stone" still delayed in delivery - 26 bricklayers employed on north wing.

Form work for Boiler setting etc. underway.

Discharge from Septic Tank being laid.

No deliveries of structural steel. Mr. Pagatto to follow this up with Dominion Bridge and visit their Yard.

Mr. Belaire gave "International Water" information as to conditions at Contractors' well.

Well at Warnock's new house gives more than ample supply.

Well at Farm house is of dug type and possibly 30 feet deep.

This well gave ample supply, over the years, even during drought period, for domestic and stock use.

July 25, 1951 - Weather fine and warm.

Wrote Architects re errors in C.O. 4, 5 and 9.

Wrote Architects re Assembly Hall and again about "spring" floor dimensions.

Wrote Architects re Hardware for "Removeable Partitions".

Wrote Architects approving C.O. 32 - decrease from P.C. sum for Kitchen and Cafeteria Equipment.

Mr. Gold requested that matter of Dining Room chairs be discussed with Mr. Marani, during his next visit.

Mr. Gold agrees that we should complete test on well water supply, despite promise of municipal service. Mr. Allan

phoned re heating of Rooms 25, 42, 15 and 20, specified as 'radiant' but no suspended ceiling provided. Convectors

now suggested by Mr. Wiggs. Stated my agreement with proposal, as less expensive than added ceilings. Mentioned possibility of opening Rooms 25 and 24 into Bowling Alley.

Electrical Panel boxes "F" interfere with proposed extension to Library - Relocating of these to be investigated and considered.

July 31st, 1951 - Weather fine and warm.

Visited site and interviewed Messrs. Elton Smith, Pagatto, Lapointe. Previous report reviewed, outstanding items to include the following, to be followed up.

Shop drawings of Electrical Panels.

Engineers drawing of Transformer Room for Hydro approval.

Change Notice required for relocating of Telegraph Pull Box in Mail Room of Ground Floor; east side centre Block.

Lamp standard design for exterior roadways to be made or selected or as previously suggested, carry specified P.C. sum into estimate for Change Notices on roadways etc. to expedite submission.

Contractors discussed with Elton Smith means of installing electrical ceiling fixtures where insufficient depth has been provided.

Change Notice required for 3rd Floor, underfloor system

Examined conditions related to the relocating of Electrical Panels etc. at west end of Library (Room 223 and 224). Mr. Smith to advise Architects.

Quantity of cut stone delivered, sufficient to keep 28 or more bricklayers working.

Stone cutting mill closed down during this week.

Plumber and Electrician on holiday during this week.

Dominion Bridge erecting steel for roof of south wing and continue with roof of north wing, followed by that of centre Block.

All steel for rear services Block has not as yet been received by Bridge Co.

Installation of storm and main sewer lines, retarded by "cave ins"

August 8th, 1951 Weather fine.

Meeting at site attended by Messrs. Wright, Horswill, Pagatto, Seasons, Robinson and Lapointe.

Memoranda of previous meetings were reviewed and the outstanding matters to include the following, are to be given attention:-

Dressed Stone deliveries delayed due to a week of holidays at Quarry. Next deliveries promised for the 10th and 14th inst. Plan drawings of Transformer Room for submission to "Hydro" not yet received from the Engineers.

Change Notice issued to locate telegraph "call signals" in Mail Room at its revised position on Ground Floor.

Note: Movable partition plan to be referred to in determining detailed position.

Additional copies of shop drawing for spring floor in Assembly Hall, as asked for by Architects, to be provided.

Structural details of Assembly Hall platform to be issued to Contractors.

Re Concrete Test Report, Warnock and Co. #285/909, cast April 20th, 1951 - Location, North Wing Column and North Main. Mr. Pagatto states that this location should refer to "beam and slab" North Main. Mr. Wright to report to Structural Engineer for his consideration, in view of compressive strength of test cylinder, breaking below required 3000 lbs.

Architects have not as yet selected or designed the Exterior Lighting Standards.

Approval to shallow ceiling lighting fixtures, again requested by Contractors.

Change notice for under floor ducts on 3rd floor, not received by Contractor.

Mr. Pagatto advised that estimates on Change Notices #50 (Revisions to Service Roadways and Parking Stalls - Drawing 1A) had been submitted to Architects but that those for the Electrical Work were delayed pending more detailed information. Mr. Robinson pointed out that the detail of Heating Plug standards on Drawing 1A was not acceptable to the Hydro Inspectors and submitted to Mr. Horswill a sketch drawing of an acceptable plug standard with concrete base of increased height. Mr. Robinson also pointed out  $2\frac{1}{2}$  ins. conduit, specified for the plug, was not manufactured and that 9 wire was the maximum number allowed in a conduit.

Electrical Contractor advised that the Hydro might accept up to 4 plug outlets, to a circuit and wished to know the required wire sizes and panel capacity on this or other revised basis. The matter of Exterior Lighting Standard "design" was further discussed and it was again suggested that, if the design of this fixture was still in abeyance, the Contractors included in the Electrical work estimate (C.N. 50) for the additional wiring and switching, the Lighting Standards as originally called for and as now required, be as covered by the P.C. allowance of \$4,000 (19- Item 3

The Electrical Contractor enquired if the clocks were to be "surface mounted" as specified? Mr. Wright to determine and advise.

Mr. Pagatto pointed out a variance between the detailed section drawings of parapet wall thickness and the method of supporting the lower ends of wood roof sloping laminations, for which no steel purlins had been provided. His suggestion, that the walls be carried up to the underside of the gutter in a thickness of 13 ins. and that a plank be bolted to the walls for the support of 3 ins. laminated roof, was accepted. Posts from the 3rd Floor slab, would provide additional support to the proposed bearing and bolted plank.

(Mr. Carruthers should concur or otherwise in this proposed arrangement.)

The conditions related to the changes to Electrical Risers, necessitated by the extending of the Library on 2nd Floor, were examined. The arrangement outlined in Mr. E.G. Smith's letter to the Architects of 2/8/51, was considered to be the most satisfactory; excepting that the entire ceiling in place of the west section, be lowered. Mr. Wright to consider this and issue Change Notice.

The Building Superintendent phoned to ask that this Corporation as owners, apply to the City Authorities for the necessary permit for fuel oil tank installation. This done.

Mr. Lapointe further enquired if a "hardener" should not be added to cement floors of Can Washing and Paper Balmy Rooms. I agreed with this suggestion; to be confirmed by the Architects

August 9, 1951

Clerk of Works phoned to say that the Ottawa Fire Chief had inspected the Fuel Storage Tanks and considered them to be satisfactory excepting that they should have been located 10 ft. from the Building Wall in place of 3 or 4 ft. away as installed. Tom Norris proposed that the earth be now filled in around the tanks, I advised to the contrary, pending receipt of permit.

August 9th, 1951

Interview with Mr. Secord and Ed. Wood, re Landscape Grading and Planting etc. Mr. Wood submitted estimate of \$65,000 for this work as detailed.

Although this sum is in excess of allowance provided, the estimate was considered acceptable, subject to a possible saving by the use of humus from our property, if satisfactory.

It was agreed that planting materials, as available, be purchased from Federal District Commission Nursery on the terms of 15% over cost.

Mr. Wood to send me a further copy of his estimate. Mr. Secord retained the submitted estimate along with Traffic and Profile Plan; the latter revised to meet conditions created by the swing eastwards of the Parkway, approximately 450 south of Montreal Road.

Mr. Secord explained that the portion of our land required for the Parkway had not as yet been finally deeded to the commission and that we could not very well ask that the Parkway road be proceeded with until this transfer had been made.

In reference to the grading required for the roadways and pathways, included under the General Contract, Mr. Wood saw some possible difficulties in the carrying out of this work along with that for the general landscaping by another contractor. He suggested that all grading be by one contractor. This to be given consideration when General Contractor estimates for the revisions to Roadways, Parking Stalls, etc., have been received.

August 14, 1951

Weather fine.

Visited site and toured structure with Mr. Lapointe, neither Architects or Contractor present.

Structural steel roof framing of North, South and connecting wings erected.

Riggers have left the Job.

Lapointe advises that the steel for Main Centre Roof and Services block is incomplete.

Roof planking commenced but Contractors still awaiting further details of Dormer windows.

Bricklayers working in walls of South Court and South Wing.

Mason on parapet of north wing.

Boiler moved into boiler room.

Elevator men installing hydrolic casing for Kitchen Freight.

Steam fitters and ventilation men on Job.

Deep excavation for sewer outlets from boiler room well under way.

August 17, 1951

Weather fine.

Visited site with Messrs. Secord and Gold.

See letter to Architects 21/8/51 recording items re width of certain stair treads, estimates for radiant heating of ramps etc.

Note: -

The possible damage from roof watersaturating the brick parapet and lower walls, during the delay before completion of sloping roof, called to the Architects attention by my letter, was pointed out to Mr. Pagatto at Job Meeting 21/8/51.

August 21, 1951

Rain during morning

Job meeting at site attended by Messrs. W. Smith, Pagatto, Robinson, Belair and Lapointe.

Note: - No representative of Consulting Engineers attended the meeting.

Memoranda of previous meeting reviewed and the outstanding items, to include the following, to be followed up:-

Drawings of Transformer Room for submission to 'Hydro', still awaited from Engineers.

Car Plug details and Electrical details to facilitate submission of estimates on Change Notice #50, not yet issued to Contractors.

Approved drawings of shallow lighting fixtures handed to Contractors.

Change Notice for underfloor ducts 3rd Floor issued.

Architects are to prepare detail of wall and ceiling behind Cafeteria counter to indicate enclosing of piping and ducts. Counter has to be detailed.

Revision of ventilation work on 3rd floor to improve headroom at Room 324 etc. has not as yet been prepared.

Paint colour for exterior woodwork as previously requested by Contractors not as yet provided.

Contractors requested copies of Drawings # 7 & 8, not received from Architects.

Flagpole details to be as given on Drawings.

Change Notices to be issued for Electrical changes to extended Library.

Contractors awaiting Architects decision on surface or other Mounting for clocks.

Change Notice awaited for change to Elevator feeders.

Architects to revise or confirm their letter of 25/7/51 to Contractor; re - installing construction of Copy Cat and Paper Conditioning Room, previously omitted Change Notice #85?

Plans showing movable partitions, issued to General Contractors. It was pointed out that the positions indicated are subject to adjustment to clear ceiling lighting outlets etc.

Lighting outlets to Rooms 328 & 329 to be rearranged to suit subdivision into 4 rooms by steel partitions; shallow in place of deep fixtures may be required.

It was confirmed by Steel door frame schedule that the walls between Stair 6 & 7 and Dining Room and Assembly Hall Lounges would be of 6 in. til Detail drawing D46 of Private Lavatory from Board Room to be corrected in line with dimensions on 3rd., Floor Plan.

Detail of outside Lighting and Car Plug Standards, awaited.

Manhole requested by Bell Telephone for underground service to the dimensions provided to Electrician and to be constructed along side of Power Service manhole.

Mr. Robinson advised that Electrical Transformers were on order but could not give delivery date.

Mr. Belair stated that Fuel Oil burners would operate on 550 volt. As Mr. Wiggs Consulting Engineer had previously stated that this voltage was not provided for, this matter with the necessity of such a service

August 21, 1951 (cont'd)

being available for temporary heating, to be looked into by Engineers.

Structural Steel for Service Block and for 4th Floor roof promised for erection September 15th. Brickwork of North and South Wings would, with the exception of Pediment be completed by that date - 33 bricklayers on Job.

It was agreed that the additional step to Front Platform, as called for under Structural Change Notice #61 would be considered as covering the Masonry requirements and that the slight difference between Landscape Architects level and Architectural level of Promenade could be ignored.

Mr. Smith explained that it was intended that the Construction of the Promenade be similar to that of Pathways, ~~and~~ <sup>with</sup> 4 ins. stone, bed in place of 8 ins. as originally specified for Forecourt.

It was explained that the original intension, as discussed with Mr. Marani, was that the "posts" at the Entrance and at south end of the Promenade need not be removable and that chains be suspended from them across the "prohibited" driveway.

The matter of 'back filling' the Fuel Storage tanks, prior to the receipt of a Permit was considered unadvisable. Decided to await Board of Control meeting ruling. Mr. Belair to follow up and advise Architects.

Mr. Smith was shown letter to Architects dated 21/8/51, re - matters mentioned by Mr. Secord on his visit to the Building. He to expedite estimate for Ramp Heating and to issue Change Notice re Rooms 25 and 42.

Mr. Smith to visit Rideau Aluminum and Steel Limited also Rankins Hardware and to report on progress of Kitchen Equipment and Finishing Hardware.

Revisions to Plot Plan in accordance with Mr. Woods Traffic Plan of the 1st inst., have not as yet been made. Mr. W. Smith promised to issue this within a 'couple of days'. He to note that a distance of 32 ins. was required between the face of road curb and the face of concrete piers, required for car parking plugs. Mr. Pagotto stated that although progress was delayed by slow deliveries of Dressed Stone and by inclement weather, information and decisions on certain urgent matters, brought up at previous Job Meetings were outstanding. This had special reference to outside operations, particularly Electrical work. The sub-contractors for this trade explaining that submission to the Hydro, usually entailed a delay of two months before approvals were received and that he was most anxious to complete his 'outside' work before the cold weather set in. This condition also applies to the laying of road and pathways.

Mr. Pagatto suggested a special meeting with the Architects, Engineers and Owners.

Mr. Smith to consult with Structural Engineer on the matter of Concrete Test - Warnock #285/909.

Memorandum of Visit to Hamilton & Toronto

August 27, 1951 - Called at Hamilton Branch Offices and visited Staff House to interview Mr. J. Russell McGill. Also visited East End Housing Development. Permanent foundation of concrete blocks being placed under a number of houses and exteriors painted.

August 28, 1951 - Called at Ontario Regional Office, saw Mr. Art. Smith and interviewed Miss H. Major, re new Head Office Cafeteria. Outlined progress of construction work and arranged that she prepare an itemized list of the required kitchen utensils. She to obtain estimates from Cassidy Ltd., General Steel Wares and Prowse Range for the supply of these, with stated time of delivery after the placing of an order. (Prowse Range, Montreal, address to be forwarded)

The time of the taking over at Ottawa by Miss Major, had been temporarily set at 1st Feb. 52, but I to advise if this date should be extended; say in two or three weeks time.

No final arrangements have as yet been made for her replacement at Toronto or for Miss Major's housing accommodation in Ottawa.

See other memorandum re interview with Architects 28/8/51

c.c. Mr. P.S. Secord.  
Mr. Eric R. Gold.



August 28, 1951

Visited Architects Office, Toronto and interviewed Messrs. Marani, Wright and Smith.

Reviewed outstanding items in memorandum of Job Meeting 21/8/51:- Engineer's Toronto and Montreal offices were advised of certain necessary adjustments to their latest drawings of Transformer Room, to meet 'Hydro' requirements.

They to contact Hydro and Electrical Contractor immediately and to submit revised drawing for approval.

Contractors had not formally advised Architects in the matter of manhole location and dimensions required by Bell Telephone. Engineers to get this information, given to General Contractors at least Job Meeting, not attended by Engineers representative.

Architects have prepared drawing of Car Plug Standards; this to be revised to show required additional width to concrete base and submitted to Hydro for acceptance.

It was agreed that lighting standards to Parking Area be of the standard 'goose-neck' street lighting type and that the lighting standards to Promenade be of octagonal shape (in section) and have glass 'shade' finials. Architects to prepare sketch or select standard design for the later, showing detail of concrete bases with accessible wiring 'pull-boxes', bolts etc., to allow the contractors to proceed.

Architects and Engineers to study arrangements whereby the 'pull boxes' to the two specially designed lighting standards to Main Entrance steps and platform, can be concealed.

Architects to clear with Engineers the matter of 550 volt service, stated to be required for fuel oil burners and to obtain information as to delivery date of transformers.

Rearrangement of lighting for Library to be studied.

Electrical plans to be brought up to date with Architectural Drawings.

Engineers estimate the cost of installing heating coils to 'up and down' ramps to delivery room and garage, to be \$1,840. and ask for a decision on this.

Other items of Job Memorandum have been attended to or are underway, but the Architects had received no definite advise as to the formal approval of Permit for Fuel Oil Tank.

Mr. Smith reported that although the Kitchen Equipment work was underway by the Rideau Aluminum and Steel Company, some changes maybe necessary to the type of stainless steel specified, for other than the steam and sink table tops.

August 28, 1951 (cont'd)

This to expedite assembly and we to be advised of any changes agreed to.

Revisions to Site Plan completed, ready for reissue to Contractors. Owners to consider with Landscape Architect the possible omission of concrete curbs to Service and South Roadways, retaining only the curbs to Parking Areas. This would reduce the estimates added cost of \$7,000. to about \$4,000.

The matter of retaining the 'specified' stone to Main Entrance platform, in place of changing this to Granite at an estimated additional cost of \$2,700. was agreed to; subject to confirmation of estimate.

Concrete in place of 'iron' posts to be installed, with removable chains, at entrances to Promenade.

Contractors to be advised re disposal of surplus earth and the removal of top soil as outlined by Note to letter of 26/4/51, Change Order #50 to be adjusted to include these requirements and any adjustments necessitated by Traffic Plan 2nd August 51.

Mr. Wright to endeavour to expedite delivery of metal door frames by Westeel Co.

Mr. Cosway to cover Change Notice items discussed, by letter correspondence

Architects have submitted competitive tenders for 3rd Floor panelling work. - These to be considered by owners. - A.P.C. sum of \$23,500. was allowed for this work, now estimated at \$24,211. or \$21,469.

Robert Simpson Co., advised that they will be in a position to submit Sketches, etc., for the furnishing of Executive Office and Dining Room on the 10th Sept. It was arranged that Mr. Marani and Simpsons representatives be in Ottawa on this or an approximate date suitable to the owners, possibly Wednesday the 12th.

August 30, 1951

Weather fine and warm

Visited site with Messrs. J.A. Robertson, Lapointe in attendance

Contractor raised a question as to the point at which the Common brick bond is intended to meet the English Bond, in the west wall of North Court. It was arranged that the 5 brick faced piers of the Ground Floor extending between Col. D-15 and D-11 and terminating at the expansion joint; be laid in English Bond.

Mr. Robertson to issue Change Notice to clarify drawings.

Lapointe questioned the use of wood studding, as indicated on detail of Dormer window at Lavatories 315 & 341. It was arranged that these subsidiary walls below framing of dormers be of T.C. tile.

Attention was again called to the Code requirements of  $2\frac{1}{2}$  ins. in place of the  $2\frac{1}{4}$  ins. planking forming the cheeks of the dormer windows and now being erected.

Mr. Robertson is to make an enquiry and advise us as to his firm's experiences in the efficiency or otherwise of snow and ice melting coils in roadways. This in connection with the proposal that these be installed in the ramps of our Building.

Mr. Robertson is to see Bill Smith in the matter of cutting 6 holes in the central slab over 3rd Floor executive office, to accommodate ventilation ducts. The alternate arrangement of passing the branch ducts of a 4 ins. depth under the beams; boxing in on each side of beams, *to be considered.*

(No answer has been received to my letter to Architects dated 2nd. August 51, in the matter of providing sufficient ventilation to Rooms 308, 343 and 316. Nor does a Change Notice seem to have been issued for the additional ventilation work.)

September 5, 1951

Weather fine.

Meeting at site attended by Messrs. Allan, Wiggs, Pagatto, Robinson, Blair and Lapointe.

Minutes of the previous meeting were reviewed and the outstanding items including the following are to be followed up.

Drawings of Transformer Room still awaited for Hydro approval, Car Plug Detail of concrete standards, approved in Toronto on the 28th. ulto., not yet received by Contractors.

Details of walls behind Cafeteria Counter not yet issued.

Details for revisions to ventilation Room 324 etc., awaited. Change Notices for Electrical changes to Library, Elevator Feeders and arrangement of lighting Rooms 328 & 329 not yet issued. Details and designs for Outside Lighting Standards, awaited.

Bell Telephone manhole drawings for Contractors use.

Electrician is following up on delivery of transformers.

Engineers have not as yet determined as to 550 volts service. Mr. Wiggs to take this up also the matter of preparing for temporary heating.

Report from Structural Engineer on Concrete test #285/909 not received.

No report on progress or delivery to Metal Frames to corridor doors.

Electrician asked that Owners enter into contract with Ottawa Hydro, as soon as possible to expedite ordering of Service Cable. Mr. Wiggs to draft letter of application for Lighting & Power Service.

Plumber asked to be shown street line on Montreal Road; Advised - that City Engineer should determine this line.

Mr. Wiggs & Mr. Allan reviewed the installation of snow melting coils in ramps and recommended installation to overcome ice conditions.  
(Authorized by letter to Architects 6/9/51)

Reviewed conditions at South Road, where rough grading had been done and catch basins installed, in accordance with Plan #1A, cancelled 2nd ulto., but Contractors not officially advised.

(Letter to Architects 7/9/51, advised that roadway be allowed to remain in its present location.)

Interviewed Dominion Bridge with Messrs. Allan and Pagatto and were given assurance that the 'steel' for the roof of Centre Front section would be ready for erection on the 24th of this month. Balance of steel for service wing one week later.

September 6, 1951

Rain

Mr. Allan called at this office during afternoon and was advised re ramp coils and South Road decisions also that Movable Partitions shop drawings had been returned to his office, with attention called to the necessity of partitions locations being clear of ceiling fixtures. Mr. Allan's attention called to the damage that is likely to result from roof water saturating the exterior walls before roofing completed - Two days of heavy rain have been experienced since attention was called to this condition.

Interviewed Mr. Secord and confirmed that the Corporation name although indicated on perspective sketch of Main Entrance, was not to be inscribed.

Mr. Allan questioned as to progress and was requested that this matter and the probable date of completion be looked into - Mr. Marani to report on this during his visit to Ottawa on the 13th inst.

Mr. Allan revised 'site' to approve certain shop drawings for Cut Stone work, still outstanding, in order to expedite the delivery of this material.

September 17, 1951 - Weather fine.

Visit to site by Board of Directors and others.

September 18, 1951 - Weather fine

Interviewed by President and Vice President with Messrs. Marani, Mitchell and Robert Simpson Co., representative, in the matter of the Decorating and Furnishing of the Executive Offices.

A plan of the Board Room, with table of oval shape to seat 16 persons was submitted and accepted as a desirable fixture. The table to be 6 feet wide, metal framed with sectional ends removable as wall Consul tables, when desired. - The top of Cuban or other Spanish Mahogany, finished in a brown or sherry color and possibly with 'figured' margin and sections in flush panels as determined by the available stock. No detailed design of the table, chairs or of the proposed settees or lounges, have as yet been prepared.

A cabinet to contain 'pads and pencils' is not required.

It was agreed that the wall decoration be in a monotone reflecting the colors selected wall to wall floor carpet and that the windows drapes or hangings be of the presented cream material with its square or key pattern in brown, the leather covering of the chairs to provide a contrasting color; possibly green.

The doors and the other woodwork is to be painted in with the walls. - Wall base and window sills of Botticino, a cream and brown coloured marble.

The Anti Room decorative treatment to be similar to Board Room and furnished with desk and chairs.

(Note. The type of desk and other furniture whether of office 'standard' or special design was not determined).

Furniture to the Presidents and Vice Presidents secretaries would remain of the standard office types.

Two samples of wall paper suggested for the Private Dining Room were submitted but not decided upon. The general decorative treatment of this room, possibly contrasting with the other rooms of the Executive suite of a Georgian or Colonial type, bearing in mind its East lighting, is to be considered. Furniture designs were not submitted.

Suggestions were made and considered generally desirable for the decoration of the Presidents' and Vice Presidents' Offices, this to include window hangings in plain, possibly contrasting, colors.

Mr. Irvine (Douglas Co.) advised that his firm had experienced delays in receiving roof copper but now had on hand about 50% of the requirements with monthly deliveries of 5 tons promised. Sufficient 'hard' copper is on hand for moulded coping work and he expects to commence work on roofing of north wing within one week; other roofs to be made water tight during the interval.

(Note: See if water-stained copper in stock, is not suitable for use on roof, facing courts?).

Mr. Alexander took check measurements at the Building and is to forward a 7 ft., high sample section steel unglazed partition to this office; no door sample required.

September 18, 1951 - Weather fine

Meeting at site, continued from morning session, attended by Messrs., Wright, Horswell, Pagatto, Robinson, Belair, Irvine (Douglas & Co. Roofers) and Alexander (Steel Partitions).

Memorandum of previous meeting received; all outstanding matters to include the following, to be 'followed up'.

General Contractor to be given wall panelling (3rd Floor) correspondence, necessary to enter contract with Henry Morgan & Co., Montreal.

Change Notice to be issued for revisions to Electrical work of Library.

Approval by Ontario Hydro to Transformer Room vault, not expected to be received, until some time during next week.

(Service cables orders given by Owners to Ottawa Hydro, subject to approval of Transformer Layout and check at site as to length. The contractors to stake out information as to exact location of manhole.)

Sketch designs for Lamp standards on Promenade and in Car Parking area, to be completed to include dimensions of Concrete Base etc., and issued to Contractors.

Change Notice not completed for additional Electrical outlets in Kitchen and Cafeteria Counter.

Mr. Horserll advised that the estimated cost of Melting Coils to the Entrance Ramps, appeared to be on the low side; he to receive a close check price from the Heating Contractor, during the day and advise.

(Note: It was previously arranged that this work be proceeded with immediately on the basis of the Estimate; subject to a possible 10% up or down).

Mr. Robinson pointed out that lead wire was now specified for the Promenade Lighting Standards and suggested consideration to 'Wire in conduit'. Although no special wire was originally called for, the Electrical Contractor had included for conduit in line with all other outside work.

Mr. Horswell to look into this.

Electric Contractor is awaiting instructions as to the type of clock, required between the Cafeteria Dining Room and its entrance lounge (presumably double faced hanging clock.)

Clarification is required to location of Exit Lights at Stairways, also as to outside lighting of Stair # 2 and Garage.

Mr. Belair promised to have heating work in Building other than services block ready for operation by the 25th., October next; with boiler room in two weeks time. (The snow melting system around Roof may not be completed at this time).

Mr. Belair also advised that the operation of the Oil Burners on 220 in place of 550 volts had been arranged.



The furniture of the Presidents office is to include the present mahogany desk and six chairs, with two side chairs, one desk chair and lounge, additional. A large side table and possibly a telephone table is to be provided, the ~~desk~~ to contain a rack for Corporation Record books and a concealed intercommunicating dial.

No book case other than that it be provided by the open shelving under the wall panelling contract, is required but consideration may be given to accommodating the Record book on the lower enclosed section of this 'built in' bookcase.

(Note - The additional furniture to be of a matching design and material to the existing and retained desk and chairs. The Robert Simpson Co. is to arrange for the shipment of one of these chairs to Toronto.

The furniture for Vice President's office would be to the extent of that of the completed Presidents office but not necessarily of the same design.

Attendant desk with waiting chairs are required for the Elevator Lobby with provision for signal connections to all Executive offices. Blond panelling on walls of this Lobby.

(Note: Give consideration to the omission of one side of double tile wall, shown on Drawing D-96, between two centre columns. This to provide added space for Lobby Desk.

Window hangings of Executive suite to extend to floor: those in offices of East extension wing to extend to window sill level.

Large general office #327 and 324, not to have hangings.

4 - Corner offices on 1st and 2nd Floors to have window hangings extending to sills - Architects to give consideration to Venetian or other window blinds.

#### Architectural Work -

Acoustical plaster to be omitted and smooth finish applied to all Rooms & Lobbies having 'wall to wall' carpets.

Troffer lighting fixtures to be omitted from Private Dining Room and two standard ceiling outlets for special lighting fixtures substituted; add wall outlets as may be required.

Architects and Decorators to give consideration to Lighting Fixtures for Board Room, Presidents, Vice Presidents and adjoining Executive offices, selecting glass for flush cover ceiling frames etc., Possibly changing fluorescent to incandescent lamp

Direct intercommunicating system between President and Vice President required, with provision for possible extension.

It was decided to omit the dado panelling from offices # 307 & 344 and to instal chair rail only.

Mr. Marani to look into the matter of dressed stone deliveries at the site and the possibility of apportioning part of the work to other subcontractors

September 19, 1951 - Some rain during the day

Forwarded copies of my memo of meeting with Messrs. Marani and Mitchell of yesterday, to the Architects.

Meeting with Mr. Secord and Mr. Ed. Wood to review suggestions made by Federal District, Architectural Committee, in the matter of Landscape and Traffic Plan, submitted by Mr. Wood and generally approved by the Committee.

Mr. Greber suggested an extended width to the Promenade directly in front of the Main Entrance steps and of equal width.

The matter of constructing at the present time of the Easterly on place of the westerly road of the Parkway, was brought up. Should this change from Mr. Woods plan be determined the 'park area' in front of our building would be reduced and a stone retaining wall necessitated along the southerly half of our frontage to the Parkway.

No objection would be made on the Corporations part to this change if determined upon by the Commission. The extension of the south and circulating roadway from our westerly boundry to the Parkway, proposed to be constructed by the Commission at our expense, would be reduced to a length of about 150 feet, by this relocating of the Parkway Road.

Mr. Wood was of the opinion that the Chairman of the Commission could now be approached in the matter of constructing at the present time the Park Roadway in front of our property for a distance of approximately 830 feet from the Montreal Road.

Mr. Secord after calling Mr. Hay would suggest this approach to Mr. Mansur.

Mr. Wood was requested to look into the matter of planting a screen, preferably along the west boundry of the Parkway to hide the 'back yard' of the Warnock House, from the upper floor of our Building.

Although not originally considered necessary, Mr. Wood now asked that two runs of water lines be extended from our Building, under the Promenade for lawn watering purposes. The Architects have been requested to give this their consideration. Unfortunately the construction of the Promenade is presently underway.

A handwritten signature in dark ink, appearing to be 'MD' or similar, with a long horizontal stroke extending to the right.

September 25, 1951 Showers during morning

Visited site and interviewed Mr. Lapointe re progress.

Delivery of structural steel for centre sections, promised for the 24th inst., delayed one week.

3 loads of Dressed stone received and further deliveries promised for this week - only odd pieces received for Main Entrance stonework. Granite sills awaited.

Copper roofing to be commenced next week in place of this week,

Bricklayers on Services Blocks.

Concrete Curbs being formed and poured at South Road.

(Should curbs not have expansion joints and be of greater depths where laid on filled earth. Architects to please note)

Contractors have received no advice from Architects, re water lines and electrical conduits under Promenade (see my letter 20/9/51)

Contractors have received no advice from Architects re convenience outlets for cleaning equipment (see my letters 13th & 20th inst., also interview with Mr. Horswell at site on the 18th inst.) As metal door frames are due at the Job within a few days this electrical work in tile partitions is urgent - Architects to please note.

Mr. Frost phoned today re water and conduits under Promenade. He to issue change orders.. He is also to consider and issue instructions on the matter of convenience outlets for office and corridor cleaning.

Mr. Wood advised that sufficient earth fill had now been dumped on the land to the west of the Building and that there no more fill was required after the 26th inst., around the Building site. Robie was consulted and recommended against the dumping of the surplus earth on the adjoining land, as required by the contract. He is to get in touch with Clarke Hill Francis, the contractors at the Rockcliffe Air Port after consultation with Mr. Connely, in a proposal that they remove this earth under their grading contract - Donolo to load the trucks.

*Copy. Architects*

*M. Secor*

October 2, 1951 - Weather dull with some rain in morning

Meeting at site attended by Messrs. Wm. Smith, E.G. Smith, Donolo, Pagatto, Robinson, Lacoix and Lapointe.

Memorandums of previous meetings were reviewed. The outstanding items including the following to be followed up:-

Mr. Smith gave contractor copies of drawings, missing from list; these were generally of a tentative nature. No. 65 still to be determined.

Plan for snow melting of Ramps issued. Price may exceed Engineers estimate. This to be obtained and submitted.

Heating Contractor working overtime to ensure 'heating' at the promised date of 25th inst.

Water pump for temporary heating to be installed by Montreal Firm.

Mr. Robinson has arranged for temporary lighting service to be drawn in through telephone fibre conduits.

Mr. E. Smith advised that lead wire cable was not required for outside lighting standards. Wiring as specified for balance of work (Flamenol covered or T.W.) to be used.

Mr. E. Smith had not as yet determined locations for convenience outlets. He to attend to this in Toronto and issue drawings without further delay (Letters to Architects 13th and 20th Sept.)

Mr. Robinson requires more information re clock between Cafeteria Dining Room and Lounge.

Architects to give sizes of concrete bases to outside lighting standards. Bolt templates to follow.

Electrical contractor to contact C.P.R. & C.N.R. Telegraph companies re call services (Possibly by arrangement with Bell Telephone)

Roof copper work not being proceeded with at promised time.

Stone deliveries improved, all except that for Front, on Job. Balance promised within one week.

Granite steps at Main Entrance Doors being set.

Delivery of 'stone set' motor for Brickwork not available due to fire at Plant - Contractors suggest use of a similar motor (English) for balance of brickwork. Architects to consider this change and advise Contractors.

Structural Steel still awaited.

October 2, 1951 (cont'd)

Contractors to reply to Engineers request for samples of concrete from section of structure below required tests.

Mr. Smith advised Contractors to add  $2\frac{1}{4}$ " planking to the  $7/8$  ins. boarding now forming cover of Roof Ventilators. (see my letter to Architects 30th Aug. and 21st Sept. last, pointing out that Code requirements were not met in the foregoing or in dormer window construction.)

Mr. Pagatto stated that Davidson's Mill was experiencing difficulties in obtaining  $2\frac{1}{4}$ " clear pine for window sash.

Contractors advised that a mixture of  $\frac{1}{4}$  ins. and  $3/8$  ins. green trap rock, as per my letter to Architects of Sept. 25th last, was satisfactory.

Mr. Pagatto stated that in addition to the pile of top soil to be removed from extended Car Parking Area, a large pile of sub-soil evidently dumped in this location under Contract for General Excavation.

October 15, 1951 - Weather fair and warm

Mr. McHugh, Manager, Dominion Bridge, phoned to say that detail drawings for the main front roof are expected from Montreal tomorrow Tuesday morning and if received the work of fabricating and erection will be commenced and possibly completed during the week of the 22nd inst. The steel of the Services wing to follow.

Mr. Lalonde (Dominion Bridge) will attend Job Meeting on Tuesday the 16th inst.

Mr. Ed. Wood phoned re moving of Construction sheds and suggested these be relocated in front of Main Entrance west of Promenade.

Advise him that the old farm road, need not be retained, but that it would be preferable to retain the present electrical service to the Farm House. These matters to be discussed at Job Meeting tomorrow.

October 16, 1951 - Weather fine and warm.

Meeting at site attended by Messrs, Wright, Elton Smith, Pagatto Robinson, Belair, Lalonde (D.B.) Irvine (Roofers) Ross & Olsen (Morgans) and Mr. Lapointe.

Memorandum of previous meeting reviewed and outstanding items including the following to be 'followed up':-

Stoneset mortar for Exterior brickwork again in supply.

Cable for temporary power on site awaiting setting of underground fibre conduits - Manholes completed.

Hollow metal door frames being erected ground floor corridors.

Structural steel for main roof, central front, now promised for week of October 22nd. - Services block 15 Nov. 1951.

Mr. Wright to look into matter of concrete tests with Engineers

Roadways to have 'crown' of 3 ins. This not called for by contract and information not given to contractors at time of grading. This work will now entail additional stone fill.

Estimate for snow melting system to Ramps - not yet submitted. Add to this estimate concrete slabs to ramps in place of stone fill and asphalt as required by contract.

Contractor pump to Job well, delivered 900 gallons per hr.

Water level in well dropped 6 ft., during pumping but retained this lower level. - Pump pressure about 70 lbs - 1½ ins. pipe. water up to 4th Floor. (Phoned City Engineer re progress of laying water mains and he advises work progressing satisfactory, and on schedule.

Brickwork of Services wing, up to Assembly Hall level.

Dressed stone deliveries not complete but improved and missing stone work for 'centre front' anticipated before roof steel is erected - 27 bricklayers on Job.

Brickwork being cleaned - North wing completed.

Stone fill being laid and rolled on Promenade and South Road.

Grading service road and Entrance to Promenade.

Roofer to start copper work next week without fail.

Promised deliveries of copper not being maintained and only about 7 tons on hand, with no guarantee as to further supply with # 3 Priority - Contractors asked if out Corporation could obtain a higher priority? Explained that we are not in a position to do this.

Mr. Irvine suggested that the shape of the wood 'roof rolls' be revised from that shown on the detail drawing, to provide for expansion by the copper. This agreed to.

Transformer now in Montreal and delivery at site expected within a day or two. Mr. Robinson asked that progress payment on this equipment be included in Statement now due, upon receipt of Invoice.

Statement for payment on account of movable partitions submitted. Agreed that payment on this material not received at site, may be made subject to recommendation of General Contractor and Bill of Sale to Owners.

Recessed ceiling fixtures, north and south wings of 3rd Floor, to be staggered in alternate bays to clear central steel beams. Ventilation ducts in 3rd Floor ceiling, front section of Filing Space should be spaced or raised to provide space for recessed fixtures.

Arrangement and spacing of nailing strips for 3rd Floor wall panelling discussed by Contractors with Henry Morgan's representative.

Mr. Robinson stated that he had as yet no advice re double faced hanging clock in Cafeteria - see letter to Contractors 11th inst.

Electrical Contractor advised meeting that the Telegraph Companies had at present, no signal call service, in the district.

The Contractor proposes to revise his completion date and progress schedule upon completion of the structural steel work.

Contractors object to removal of work sheds as requested by Mr. Wood both on account of cost and delay. Agreed that they be allowed to remain for the present.



October 17, 1951      Weather fine and warm

Visited site at request of Superintendent and determined that grades of Service Road at its entry to Montreal Road should be corrected to profile from that given by Architects Plan and that curb to east side, partly completed be installed.

October 23, 1951      Weather mild and generally fine

Visited site and interviewed contractors.

Door to P.B.X. room not of the 7'0" clear height as requested by letter to Architects of 12th April last. Door frame now built in - Contractors had not been advised. (Architects written to)

Contractors unaware that provision was required for the removal and replacement of Transformers in future. This may necessitate the widening of certain pass doors. (Architects written to - Contractor to obtain dimensions of transformers.)

Transformers in Ottawa and to be delivered at site today.

Roofer not on Job.

Window sash delivery promised for tomorrow.

Structural steel not being erected but this work expected to commence tomorrow.

Dominion Bridge engineers on Job. Checking position of bolts for front roof steel.

Electrical service conduits and manholes completed.

Installation of temporary service delayed, awaiting cutting of trees on Montreal Road. Suggested the Roadway be crossed under ground.

Septic tank disposal bed still incomplete, awaiting laying of 'salt glazed' header pipes.

Metal door frames excepting 50 or 60 have been delivered. Erected on Ground and First Floor.

Dressed stone for main entrance delayed pending delivery of Columns and Cornice stones. Granite flag stones being laid.

4 only lathers on Job. Mr. Pagatto to find out why?

Stone beds of Promenade and Roadway be graded. Mr. Ed. Wood explained to Contractor and sub-contractor the trap rock finishes to be applied.

Front 'park' rough grading well advanced - Mr. Wood explained that some grading of land forming the east side of Parkway had been done prior to the changes required by the Federal District Commission's Committee.

Letter received from Commission advising that Landscape Plans had been approved and that extension apron to Promenade was not required.



October 23, 1951 (cont'd)

Mr. Marani phoned in reply to my letter of the 22nd inst. in the matter of slow delivery of copper and the proposal that consideration be given to replacing this with green roofing stales, 3/16 ins. thick and 4½ ins., to the weather; weighing 8 lbs per sq.ft. laid.

He would favor this change if such slate is available, gutters, pediments and dormers to remain copper covered.

Phoned Mr. Pagatto at site and advised him of the foregoing. He to get in touch with roofing sub-contractor and make enquires as to deliveries etc. in Montreal.

'Frank' will phone me as to the result of his enquires.

Steel erectors on the Job.

October 30, 1951 Weather fine and mild

Meeting at site attended by Messrs. Wm. Smith, F. Pagatto, Lacroix, Robinson and Lapointe. (Engineers not represented)  
Outstanding Items of previous reports, including the following to be followed up:-

Structural steel of main centre roof erected and steel for Services Block being delivered. Architects and Engineers have Dominion Bridge letter of the 22nd in the matter of steel of centre roof, claimed to be over-stressed.

Roofing Contractor has advised General Contractor that there is no possibility of obtaining balance of roof copper, within a foreseeable date.

Green Vermont slate available on 40 days delivery. Contractor to obtain full information including adjustment to cost by change from copper and advise Architects.

Window sash being delivered at site for painting and glazing; A number being installed.

Heating system not yet ready for operation, despite overtime in Boiler Room. Delayed by erection of main centre roof. Work on roof can now be proceeded with and operation promised in one further week. Overtime to be continued on roof work.

Contractors estimates for snow melting system to Entrance Ramps forwarded to Architects. (\$6,200.00) Architects to submit to owners for re- consideration.

Electrical contractor again enquired re Lighting Fixtures in Room 42, also re outlet plugs on 2 inner columns of Cafeteria. To obviate boxing of these columns it was arranged that the outlets be located in counter.

Arranged that conduits to Lighting Standards at Main Entrance be carried through Pull Boxes, located below stonework and facing towards outside of Terrace Platform.

Electrician enquired re Fixtures for Executive suite.

Architects to issue details of outlets etc. required for Kitchen and Cafeteria equipment.

General Contractor to submit revised Progress and completion schedule next week.

Contractor advised of roadway depression at Station 4 - 60 and at Catch Basins on South Road.

Balance of dressed stone for Main Entrance to be delivered next week.

NOVEMBER 1, 1951

Weather fine but cold.

Mr. Lapointe phoned to advise that the installation of the lawn water services, as called for by Change Notice No. 125, would necessitate the cutting of the concrete of Ground Floor in the two locations. As there is no alternative, this cutting will be done and the floor made good.

Mr. Lapointe also advised that there was insufficient height over the door to Waste Paper Room No. 45 to accommodate the ventilation supply outlet and suggested that the door be relocated to the north-south corridor. Due to this job condition the change was agreed to. (Mr. Marani advised of the foregoing during a phone conversation on another matter.)

Phoned architects re correspondence of the 18th and 22nd ulto in the matter of placing the Robert Simpson Company 'carpet' contract through the General Contractor and was advised by Mr. Marani, after consultation with the Simpson Company that it was immaterial to them whether it was placed direct or through the Contractor.

This cleared with Mr. Allan during his visit of the following day with his recommendation that the carpet contract be placed through Donola, in line with my letter of the 18th. ulto.

NOVEMBER 2, 1951

Visited site with Mr. Allan.

Steel work for main front roof and upper floor of services Block generally complete. Called Mr. Allan's attention to method of supporting lower ends of laminated slopes to main centre roof and suggested that the brick of parapet wall be corbelled on the inside as an added support to the bolting of the beaming planks. (Parapet walls still to be built.)

Called attention to a 'pitted' stone in one of the rusticated piers of the Main Entrance.

A discrepancy in elevational drawings of 4th Floor, East side, to be adjusted by Mr. Allan during his afternoon visit to the site. He also is to look into the matter of steel in Main Front Roof; said to be overstressed by Dominion Bridge Co.

Interviewed Mr. Secord with Mr. Allan, on the general progress of the work.

*NAB*  
*copy. M. Secord - Architects*

Re: Head Office Building - Ottawa.

November 6, 1951 - Weather fine.

Visited Building with Mr. John Clark, Fire Marshal

Interviewed Mr. Pagatto

Necessity of relocating main electrical service switch to clear piping was mentioned. Advised him to send his quantities for additional site excavations to Architects for their check.

November 12, 1951 - Weather fine, light frost.

Mr. Lapointe called re finish of Floor landings of Stairs #10 and #11 at Assembly Hall 'platform' levels. Advised that my guess from the stair finish Schedule would be 'mastic tile'.

November 13, 1951 - Weather mild and dull.

Meeting at site attended by Messrs. Bill Smith, Elton Smith, Frank Pagatto, Robinson (Electrician) Belair (Heating) Irving (Roofer) Lapointe (superintendent) and M. McGee of Robinson Oil Burners, Montreal.

Memoranda of previous meeting reviewed. Outstanding items, including the following to be followed up:-

Heating system operation promised for the 6th inst. not fulfilled - now promised for Friday next. Elton Smith confirmed that the electric wiring to motor controls is by Heating Contractor.

Heating Mains in 4th Floor ceiling not fully connected.

Heating contractor stated he completed this work in a couple of days but as the roof was still open, he would not safely complete his tests or circulate heated water. Belair agreed to cover these pipes, if Gen. Contractor would protect the covering from water damage.

The matter of 'strainers' on heating water returns was decided by Consulting Engineer's letter of the 7th inst., Architects' letter to Contractors 9th inst.

Electrical Contractor, questioned Elton Smith in the matter of Lighting Fixtures to Room 42 and 25 and the possible necessity

of access to pullboxes in slab above suspended ceiling.

The use of Fluorescent or other fixtures which would provide access to be considered.

Change Notice #131, issued on "Shower" Drawing No. 84 - Room #124 Estimate on Change Notice #128 - Roof Change from Copper to Slate given verbally as \$1,000. extra for slate  $4\frac{1}{2}$  ins. to weather or \$800.00 deduction for slate at 6 ins. to weather. This to be confirmed in writing for owner's consideration.

Roofer would start work next week, if decision made on foregoing.

Contractor's Completion Schedule awaiting reply from Plasterer and Electrician, before issue - Effective next week.

Bill Smith advised me that question raised by Dominion Bridge with reference to claimed overstressed members of Main Central Roof had been adjusted.

Steel Riggers on Job "bolting and plumbing" steel framing of Assembly Hall.

Roof planking being applied to Main Central Roof.

Stone for Main Front Entrance on site and being set; Brickwork over this Entrance and flanking bays, to be proceeded with on completion of Entrance stonework. Assembly Hall walls to follow.

Steel deck on site or an early delivery.

Front Pediment to north wing being constructed.

Bricklayers on 4th Floor rear and constructing interior partitions.

Lathers on job, but complaining of working conditions - of cold and dampness.

All sash glazed and in place, where walls are up. Metal sash on Ground Floor being glazed.

Cement finishers on Boiler Room walls.

Elton Smith discussed placing of Main Switch Board with Electrical Contractor and agreed to the wall of Transformer vault being built further to the north than shown on Plans.

Architects to reconsider floor construction to Room 324 and 327 to allow use of underfloor ducts. (see previous correspondence)

November 14, 1951 - Weather dull - rain during morning - clear in afternoon.  
Interviewed President re change of roof from copper to slate. He is to speak to Mr. Marani. May leave decision until Architect's visit to Ottawa on the 20th inst.  
Floor covering samples shown - Rubber tile, colors and pattern for upper floor corridors, approved.  
Colour and pattern for Cafeteria, Dining Room also approved pending submission of alternate and revised prices. Linoleum for General Offices - Dark and Light Green, also light green Jaspe considered most suitable in the reverse order here listed. Decision held pending.  
Architects asked for alternate recommendations and receipt of revised sample colour for movable partitions, as per Mr. Marani's letter of the 31st ulto.

*Nov 15 - 1951. Weather fine.*

*Mr. Mansur advised Mr. Marani of decision to accept slate roofing - 6 ms to weather.  
Architects to issue change order, noting that rps are to have concealed copper clamps as mentioned to Mr. Marani.*

*copy. included (2)  
- Mr. Secord*

November 20th, 1951

Weather Clear and Cold

Mr. Marani, Mr. Mitchell and Mr. Bell (Simpson's) here.

Interview with Mr. Mansur and Mr. Secord.

Steel Partitions to be of wall colour - 2 shades darker and similar in colour to inside trim and doors to corridors.

Glass for steel partitions approved as per sample submitted - ribs to run vertically.

Linoleum for general offices to be Jaspe J-724, AA gauge in place of specified standard green. Additional cost at contract unit rates.

Linoleum for Cafeteria Dining Room to be of 18" sq. Jaspe tile, 3 in. strips of J-723, as per Architect's sketch, excepting that grain of tiles will not be laid diagonally and the octagonal tiles to be omitted.

Mastic Tiles for Ground Floor to be green colour as submitted.

Architects giving consideration to suitability of Mastic Tile to trucking in corridors (Cork in Business Machine Rooms).

Library floor (Rooms #222, 223 and 224) to be cork in place of specified linoleum.

Rubber Tile for corridors approved as submitted and recorded by Job Report of November 14th, 1951, as sent to Architects.

Sketch drawings for Furniture in Executive Suite, 3rd Floor submitted and generally approved.

President to retain his desk and side chairs with added swivel chair and side or rear table and telephone table of matching design and material. Swivel chair - seat of fabric. Couch and arm chair also additional - coverings of fabric to be submitted.

Consideration to be given to the accommodation of Corporation Record books in 'built-in' bookcases, rather than in new table.

Vice President's Office - new furniture as submitted but with an additional wide side table with drop fronts in place of drawers; couch lengthened. *Note correction - wide side table to have no drawers, narrow side table to have drop fronts*

Material - mahogany. Alternate prices for leather and fabric covering. (Leather to be of a darker colour than 'natural' as proposed by Mr. Mitchell; this to include desk and table tops.

Dining Room furniture to be, table, sideboard and 6 chairs as selected

by Mr. Mitchell and photos submitted. Table to be extended by removeable sections; rounded ends suitable as consol tables. 8 additional chairs to be supplied; number of arm type ? .

Fabric covering to be selected and submitted.

Board Room furniture as previously submitted. Table in sections; ends suitable as consol tables. Material - mahogany and chair covering of leather, as green sample submitted.

Receptionist Desk not to be prepared for typewriting machine.

Waiting chairs in Lobby ? . *Copy of sketch drawing to be sent C.M.P.C. when revised prices for all articles to be submitted for consideration*

Materials for window hangings submitted; that at base cost of \$3.00 per yd. for President's and Vice-President's offices, was selected.

Mr. Mitchell to select and submit complimentary material for other offices on this floor, excepting general office Rooms #324 and 327.

Board Room 'hangings' as previously selected.

Curtains to west offices to extend to floor, others, including corner offices on 1st and 2nd Floors, to window sill height.

Material for Dining Room windows as previously selected, subject to colour decision; Hangings to extend to floor.

Alternate wall papers were presented for Dining Room, but no decision made.

Painted walls and dado, with wall mirror or prints, would be acceptable.

Decision on Inter-Communication system withheld; may be limited to President - Vice-President.

Provision for the future installation of an air conditioning unit in Board Room to be given consideration.

Visited site during afternoon with Messrs. Mansur, Marani and Mitchell.

Decided that lime stone flagging of Front Terrace be 'sawn' in place of 'planner' finish as previously proposed.

Decided that 'diagonal' graining of Jaspe tiles to Cafeteria be not required.

Mr. Marani's attention called to apparently inadequate ventilation of two changes per hour being provided to President's and Vice-President's offices - see my letter to Architects of October 23rd last and earlier.

Attention was called to the 'open' design of the balustrades to stairs, also again to the dangerously narrow width of the cement steps to Boiler Room. Mr. Wiggs on Job on the matter of controls to oil burning system not operating satisfactorily. Controls supplied by a subcontractor other



than the Oil Burner Company.

Heating system not operating.

Bricklayers enclosing walls of central Front - Architects decision on the matter of corbel brick support to lower ends of central roof laminated planking, mentioned by Job Report 2nd inst. awaited.

Carpenters framing Cupola and Roof behind north pediment.

Contractors have evidently not as yet been advised of decision to use slate roof as decided on the 15th inst. and confirmed by Job Report and telephone to Architects of that date. See suggested flashing of 'Hips'.

*Copy M Record  
Architects (M. Marani)*

November 22, 1951

Meeting attended by Messrs. Mansur, Secord, Wood and Brown. Plans and specifications submitted by Landscape Architect for Landscape Construction at the site of C.E.H.C. Head Office Building - Montreal Road, Ottawa; the estimated cost of which is \$32,000.00 to \$33,000.00 with a contingency allowance.

Mr. Mansur referred to Mr. Marani's wish that the vista looking south from the Promenade be uninterrupted by trees. Mr. Wood is to consider this in connection with shade tree shown on plans, behind the visitors' car parking stalls. (It was explained that a sports area is not included, in the foregoing).

After consideration in the matter of omitting Class I and Class II trees, it was decided that tenders, as and when called for, be:-

- (a) Lump sum price for all work specified and shown.
- (b) Lump sum price for work specified and shown, omitting Class I and Class II trees.

Unit prices applicable for reductions and additions within reasonable limits.

A preference was expressed to the Federal District Commission carrying out this work. Mr. Mansur is to talk to Mr. Duncan MacTavish on this matter.

c.c. Mr. D.B. Mansur

Mr. P.S. Secord

Mr. E.I. Wood

November 27, 1951 - Weather fine but cold -

Meeting at site, attended by Messrs. Wright, Wiggs, Pagatto, Robinson, Lacroix and Lapointe.

Memo of previous meetings reviewed and the outstanding items including the following to be followed up:-

Revised progress schedule and completion date has not been completed. Slate roof to replace copper; determined 14th inst., now covered by Change Order No. 68, but no mention of treatment to Hips (See Job Report 15/11/51).

Mr. Wiggs to prepare a drawing to indicate detail location of amplifier and control on platform and in projection booth of Assembly Hall.

Two zones of heating system and one boiler in operation.

Mr. Lacroix called attention to a cross connection between D & B Zones at stairway: Evidently in error - Mr. Wiggs to look into this and advise.

Mr. Wiggs agreed to use his personal influence towards a supply of fuel oil.

Valve controls to Heating Risers, along west front and rear of building and at Ground Floor ceiling, examined by Mr. Wright and Mr. Wiggs in the matter of concealing or leaving exposed. Pipe connections are irregular and valves at various angles; not readily enclosed. Mr. Wright and Mr. Wiggs to determine this matter, also that of concealing other column risers at stairways.

Ventilation of Transformer Vault to be given further study.

The installation of under-floor ducts in Offices #324 and #327, as required by my Job, Memorandum of May 8, 1951 and later correspondence.-

Notes. Underfloor duct to be continued along  
east side of these offices. See my  
letter of September 13th last, in the  
matter of reduced width of Projection  
Booth.

Mr. Robinson explained that the lighting fixtures as determined for Rooms 25 and 42, necessitated extending the pullboxes from slab to suspended ceiling and that Fluorescent fixtures, to provide access, would not be required.

The matter of locating lighting fixtures on a staggered line, to clear centre beam of roof framing, was again brought up. This arrangement has been approved at Job Meeting of the 16th of October, 1951.

November 29th, 1951

Weather - Fine and Mild

Visited Building and interviewed Superintendent.

Noted that forms for concrete floor to Offices 324 and 327 to include Projection Booth, were being erected, but that the Contractors had as yet no instructions in the matter of extending the under floor duct system along the east side of these offices, as required by drawing 1 - S.E. -5-1; returned to Architects and noted in my Job Memorandum of the 27th inst. No roofers on Job and only 5 or 6 lathers North Front Pediment completed and Main Centre Pediment well underway. Supply of face brick anticipated to allow work on Assembly Hall to proceed the following day.

Carpenters framing Cupola and enclosing North Front Pediment.

Architects' attention called by letter to conditions for plastering walls of ground floor corridor.

November 30th, 1951

Weather - Fine and Mild

Telephoned Mr. Elton Smith, asking that instructions be given contractor re extension of under floor ducts on 3rd Floor, East Office.

Building Superintendent 'phoned re foregoing, to explain that some alterations would be necessitated to his form work. Advised that this may be necessary, but could only be minor, I having seen the conditions on the previous afternoon.

December 3rd, 1951

Weather - Fine and Mild (Rain at Night)

Wrote Architects re arrangement made re 3rd Floor ducts and calling attention to the fire proofing requirement of the Code, in the matter of the exposed steel supporting the 3rd Floor, East Offices.

December 4th, 1951

Weather - Fine and Mild

Visited Building and interviewed Messrs. Pagatto and Lapointe.

Front Main Pediment practically complete, except that of roofing.

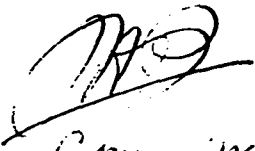
Bricklayers well advanced on Assembly Hall walls.

10 lathers working.

Heating on 3 zones.

Angle Iron frames not being placed around recessed Ceiling lighting fixtures. Wrote Architects re this on following day.

Mr. Wright took note of a number of changes still to be covered by Notices and Mr. Pagatto again brought up the matter of a decision on outstanding Change Notice Estimates. In this connection he referred to certain unspecified minor change estimates which the Architects had advised him were being disputed and held by Mr. Brown. Although I was not aware of the cases referred to, but as such a situation might arise, I appealed to Mr. Wright to make their own presentations to the Contractor, without reference to my name. Mr. Wright explained that he considered the estimated costs of changes dealing with the General Contractors own trades, were well presented but that difficulty was experienced with those submitted by certain sub-trades.

A stylized handwritten signature, possibly reading "W. J. Wright", written in dark ink.

Copy in Mr. Wright's record  
to Mr. Brown (2)

December 11, 1951 - Weather fine - some frost

Meeting at site attended by Messrs. Wm. Smith, Elton Smith, F. Pagotto, Irvine (Roofer) Robinson (Electrician) and Lapointe.

Memoranda of previous meetings reviewed and the following items to be followed up and attended to.

Mr. Pagotto advised that he had been successful in obtaining a temporary supply of fuel oil from the Shell Company.

Electrical Engineer to confirm by revised drawing of third floor, the spacing of lighting fixtures in Filing Spaces.

Planned location of amplifier on Assembly Hall Platform and remote control in Projection Booth, given Architects but not yet distributed.

Contractors asked for dimension sketch of apertures in Projection Booth.

Suggested that these be arranged for a standard motion picture machine.

Should a smaller machine be installed, a floor platform would be built-up.

Mr. Robinson requested Change Notices on additional work not previously covered.

Mr. Robinson requested that Heating Contractor provide the necessary

controls for installation in Boiler Room. - Contractor still awaiting access doors Lathing Ground Floor complete except south wing.

Mr. Elton Smith to follow up matter of relocating the supply of air duct to Transformer Room, about which Mr. Robinson questioned Mr. Wiggs at previous meeting.

Heating on B.C. & D. Zones.

Examined ventilation duct installation and executive offices - 3rd floor in relation to extensive changes required by Change Notice.

Increased ventilation was to have been provided only for offices #308 and 343. This matter to be restudied by Engineers in view of the extensive changes involved by C.N., the structural conditions and the work as installed. Suggestion made that a small 'exhaust' be provided to Stationary storage and Coal Closet Room 3rd floor.

Treatment of ceiling levels and false beams in Room #318 to be studied

by Architects and sketch provided to Contractors.

Plasterers to be on job as soon as access doors are installed.

3 Roofers on job - increase force to be provided tomorrow.

Explained to Bill Smith that in my experience the copper roof valleys should be at least twice the specified width to prevent the breakage of slates by ice and snow.

Mr. Pagotto advised the meeting that he had established the completion date of building for occupancy as the 1st of May 1952.

December 12, 1951 - Weather clear and cold

Visited site with Messrs. Secord and Gold.

Bricklayers on Assembly Hall walls above Window Heads.

Two Boilers operating.

Lathers in South Wing. Ground Floor

Suggestion made that Car Parking Standards including concrete bases, be painted green.

Mr. Gold had intended that the cubic partitions, north wing - 1st floor be of a low screen height in place of 7'-0".

(crosspartitions as now on order extend to ceiling - this to be changed to 7' -0" high.)

Mr. Secord questioned need to extend stair No. 6 to 3rd Floor.

Mr. Secord suggested we consult Mr. Field re projection machine.

Mr. Gold suggested that Central Registry be moved from South to North Wing of Ground Floor (Note this north wing south side, prepared by under floor ducts for extension to Multigraph Sections.)

*CHD*  
*Copy Architects & Mr. Secord.*

18th December, 1951 - Weather cold and stormy

Visited site and interviewed Messrs. Pagatto and Lapointe.

No decision has been received from the architects in the matter of retaining certain double doors at the 6' - 10" high, in place of the required 7' 0".

Mr. Lapointe called me on Friday of the previous week in this connection, and was advised to contact the architects, stating that I was in agreement with the use of the 6'-10" frames, if necessary omitting the 'closer' brackets.

Today it was suggested that the frames as delivered but not built in be set one half inch in place of  $1\frac{1}{2}$  inches below the finished floor: this to provide a height of 6'-11".

Outside brickwork at a standstill.

Bricklayers on interior partitions, etc.

Lathing of ground floor completed, preparing to move to 1st. floor, east centre.

Access doors, delivery expected tomorrow.

No plasterers on job.

C.C. to Mr.P.S. Secord  
to Architects (2)



2nd January 1952 - Weather fine, turning colder.

Visited site with building superintendent.

Viewed proposal by Lapointe, suggested as alternative to "angle iron" frame and plaster stop around recessed ceiling lighting fixtures. Considered satisfactory subject acceptance by architects.

Roofers laying second felt paper roof covering.

Bricklayers on north wall of Assembly Hall - south wall completed. East wall at halfway height.

Bricklayers on East pediment of north wing.

Steel deck laid on structural steel of Assembly Hall roof. Electrical underfloor duet system and reinforcing laid on forms for slab of third floor, east centre extension ready to receive concrete.

No lathers on Job.

Electrician working on ground floor.

50% of access doors delivered - installation to commence tomorrow.

Elevator men working on freight elevator No.2.

Elevator doors and frames being set.

Division partitions of third floor executive office erected but awaiting information on ventilation work.

Other interior T.C. partitions work underway.

Cork insulation being applied to dwarf walls of third floor filing rooms. Is this cork necessary?

4<sup>th</sup> January 1952-

*Weather fine & cold.  
Visited site & interviewed Bldg. Superintendent.  
Bricklayers working but work generally slowed down.*

January 8th, 1952 - Weather fine - mild.

Meeting at site attended by Messrs. Wright, Elton Smith, Pagatto, Robinson (elec), Irvine (roofer), Smith (Edge) representative, Davidson (mill work), Lapointe.

Memorandum of previous meeting (11/12/51) reviewed and outstanding items, including the following to be followed up.

Lighting standards for promenade not received. Mr. Wright stated that these standards would have access doors. He to confirm this and determine cause of delay in delivery.

Architects details of Projection Booth, not yet assured.

Edge & Co. having not as yet provided the controls and starting switches for Boiler Room.

Steps to Boiler Room (Change Notice #137) - the narrow width of treads without nosing, earlier questioned, are now with handrail protection, considered by Mr. Wright to be satisfactory. See compliance with safety regulations and requirements.

The following additional items were presented for consideration:-

Service to Elevator #2, still indicated on electrical plans as on the upper in place of the ground floor.

Under floor duct on 3rd floor rear, interferes with lighting fixture outlets, necessitating cutting of concrete floor etc.

Change Notice to be issued for revisions to lighting and switches of P.B.X. room, see letter Nov. 21/51 and drawing 1-S.E-4. Dec. 7th, 1951.

Information not as yet issued to contractors for additional switching at stairs #4 and 5, on ground, 1st and 2nd floors.

Information sent architects and engineers Dec. 18th, 1951.

2 lighting fixtures of room #403 require to be shallow type due to ceiling structural beam, etc.

Height from floor of lighting fixtures in boiler and equipment room to be determined. Provide good general lighting and for the reading of instruments.

Revised Change Notice No. 153, issued to cancel No. 139, for ventilation of Executive Offices No. 308 & 304. Mr. Wright to clarify

.....

this revision with reference to dimensions of supply ducts to meet increased size of registers and foreman explained that these could be readily increased without alteration to main trunk duct.

Mr. Pagatto advised the ventilation contractor to proceed with the installation of the ducts on the 4th floor leading to cupola supplies and exhausts. The ventilation foreman explained that the screens must first be installed behind the louvres, but that he would advance his duct work sufficiently to allow the completion of the terra cotta partitions.

Location of switches and convenience plug in glazed screen between Assembly Hall and Lounge determined, in a vertical arrangement at columns L-16 and L-19.

Electrical contractor requested early approval to outstanding Change Orders.

Relocating or other arrangements of 2 rain water leaders draining the easterly section of the Assembly Hall roof, necessitated by the higher level of concrete slab over that of the main steel deck. Architects to study this and advise.

Contractors requested details of method of supporting ceiling of Assembly Hall. Architects to study this noting that steel deck will not carry this additional load.

Planned elevation of ceiling heating coils to be adjusted to allow installation of supply line without "trapping". Structural steel intervenes on 4th floor between main and easterly room and stairway from 3rd floor.

Mr. Irvine stated the copper of roof valleys should be much wider than is shown on Roof Plan No.D. 117.

Roofer has 4 men on job, but promised to add two additional men on copper work of dormers and flashings.

Mr. Irvine advised that he had received an additional supply of copper and that slates would be delivered on the site towards the end of this month.

Plasterers have not started work, due to the continued lack of the necessary access doors and their installation. He to interview Mr. Flynn

.....

January 8th, 1952 (Cont'd)

- 3 -

tomorrow, in this matter of delayed progress. Edge & Co. promised to expedite.

23 bricklayers on the job. East wall of Assembly Hall up to roof level. Brick and tile work to be completed within 2 weeks.

Contractors requested a reply to their letter of the 6th December last re the selection of the sample colours for terrazzo floors, including that of stair treads.

Davidson's Mill requested approval to their door construction. Details to be sent to architects. Delivery promised in one month from date of approval.

Interior wood vestibule and other screens - delivery in one month from obtaining job measurements.

Plan schedule to be corrected to omit dado panelling from Room No.316. This work not included in Morgan contract.

Mr. Wright to issue details of ceiling levels on Room No.318 and advised that details of Projection Booth were underway.

Mr. Pagatto advised that marble base and window sills were well in hand and some ready for installation.

9th January, 1952. Weather fine, getting colder.

Visited site, during afternoon.

Progress as on previous day.

Additional shipment of access doors received but all, except 8 or 9, are of 12" x 12" size and not suited to the immediate requirements.

Lack of the larger sizes is still delaying commencement of plaster work.

Due to the irregular installation of the heating riser control valves (not as indicated by Detail M-10), operating space is cramped and in a number of cases it would not seem possible to repack them, as and when required. This applies principally to ground floor of the north and south wings.

Owing to a similar, but less complicated 'installation' in the other sections of the ground floor, the valves, on the decision of the architects and engineer, were left exposed.

Additional lathers to proceed with the installation of plaster corner beads, are expected on the job tomorrow.

14th January, 1952.

Weather mild but dull.

Meeting at Head Office attended by Messrs. Mansur, Secord, Manani, Allan, Mitchell, Bell, Gold and Brown.

Sketch plan and drawings of furniture for Executive Offices submitted and given approval subject to:- the addition of two chairs to Reception Lobby; reception desk "front" to extend to floor without "toe" space; vice president's desk to be given consideration towards a lower cost; furniture for ante room to be given consideration.

Samples of mahogany veneers 1/12 in. thick, also samples of finish were submitted and a finish some shades lighter, suggested for the Board room table; the top to have "cross" margin border and the "field" board matched.

Chairs - construction to be studied with a view to reduced weight. Board room upholstery to be leather covered in colour as previously submitted and selected.

President's office side table to have record book, bunker. Phone tables in President's and vice president's offices to have waste paper containers. Mahogany of new furniture to match existing; new chairs and lounge upholstery to be fabric covered.

Vice president's office furniture upholstery to be of fabric, except side chairs which are to be leather covered.

Note: Lounge arms to have 4 to 5 in. "scroll" arms and upholstery to be "square tailored", rather than "over stuffed".

Dining room: chairs to be of green fabric covered as submitted; drapes for west offices to be as previously selected; drapes for other offices to be to window sill level and of neutral or sand colour similar to sample submitted and to include 10 offices on 3rd floor and 4 corner offices on 1st and 2nd floors.

Prices submitted for new furniture and for drape curtains were approved, subject to minor adjustments as recorded. Adjusted prices to be submitted for formal acceptance.

Sample colours for painted walls and for metal partitions and metal door frames, submitted by architects and accepted.

Amended  
?  
324+  
327

Sample of terrazzo submitted and accepted, subject to architect's reconsideration and possible modification. Sketches, plans of lavatory and other terrazzo floor panel subdivisions, to be given constructors.

Owners to call for competitive tenders for venetian window blinds.

Messrs. Mansur, Secord, Marani, Allen, Gold and Brown visited Head Office Building and interviewed contractors.

Mr. Pagatto confirmed his completion date of May 15th next and accepted Mr. Mansur's "moving in" date of one month later.

Sixteen lathers on job and plasterers to commence work, without fail, on Monday next.

Mr. Marani to revise roof plan to indicate increased width to copper valley gutters and other extended flashings. See Job Reports 8th January, 1951.

The contractor was advised to omit the gutter from the upper roof of the cupola; the architects to also give consideration to that at the lower level.

The appertures between Projection Booth and Assembly Hall be formed as indicated on detail sketch.

Mr. Pagatto asked that consideration be given to the inclusion of the contract cash deposit as past of the percentage holdback.

Mr. Secord explained that this would be contrary to the terms of the contract but that the holdback would be substantially reduced under the term which allowed for a 5% in place of a 10% holdback.

Mr. Secord is to send the contractors the necessary forms for completion under this term.

*Copy - Mr Secord  
- Architects.*

22nd January, 1952.

Weather cold, tending to snow.

Meeting at site attended by Messrs. Wm. Smith, Elton Smith, F. Pagotto, Belair, Robinson, Flinn(plasterer).

Memorandum of previous meeting reviewed and the outstanding items to include the following to be given attention.

No progress on roofing work, possibly delayed due to weather.

Revised "roof plan" to be considered and if necessary revised after consultation with Mr. Irvine (roofer) at present in Toronto. (Snow being cleared from roof).

Lighting standards to have access doors. Delivery to be expedited.

Treads of boiler room steps to be increased in width (see my letter to Architects, re required nosings or width increased to 10ins).

Heating contractor to hand over boiler room controls to electrician for installation. (Bailey meters on hand ready for delivery).

Information to be given by Mr. Wright, in the matter of ventilation duct dimensions to President's and Vice President's offices, still awaited Mr. Smith to "follow up".

Elton Smith advised that drawing of revisions to ventilation to transformer room had been prepared for issue.

Detail of Davidson's wood doors, as installed in Bank of Nova Scotia, received from Mr. Smith. Mr. Wright approves these doors. Mr. Smith is to advise where they can be seen in Ottawa or Montreal. Mr. Robinson advised that access door to ceiling lighting outlets in Room 42, will allow of their extension to suspended ceiling level.

Elton Smith to correct electrical plan of 4th floor to omit power service to elevator #2; this service now from ground floor.

Ceiling lighting outlets in Room 403 revised, to meet structural conditions.

Change notice awaited for revisions to outlets in P.B.X.

Lighting switches for Assembly Hall to be proceeded with. (see my proposal in Joh Memo of 8th inst. to subdivide these for convenience.

Samples of terrazzo for stair landing, treads and lavatory floors submitted and taken to Toronto by Mr. Smith for approval.



Jan.22/52 (cont'd)

(Note: I questioned the use of linoleum in place of terrazzo on floor of service space behind Cafeteria Counter.)

Electrician advised that certain of his conduits, bedded in the concrete at expansion joints had been broken, evidently by building contraction; no provision having been made for such movements.

The means of making good of these "breaks" and provision for such movements and the making of flexible water proof joints is to be

considered by the engineers and contractors and provided for.

Architects are to issue sketch drawing to show necessary provision

on roof over Projection Booth for support of future television aerial

or mast and to issue change notice for this and for extension of

conduits in accordance with engineer's letter of the 15th inst.

Architects advised that no applied fire-proofing was required to

steel roof structure over east extension rooms on 3rd floor.

Mr. Elton Smith advises that switching of ceiling outlets at east

ends of north and south wings on Ground, 1st and 2nd floors, as

given by letter to architects December 18th, 1951, is to be issued shortly.

It was suggested that 3 or 4 'man' access doors of say 18" x 24" size

be installed to roof space over 3rd and 4th floor, in place of the

called for greater number of small "value" access doors. A plank

gangway would connect between the larger doors. Although the

small access doors were on site, the contractors would make this

suggested change without added charge.

During discussions with plastering, contractor and representatives

of the Gypsum Manufacturing Company, it was stated that the

application of plaster to lath directly under the ceiling heating

coils, when in operation, even with water ~~even~~ at the 70 degrees

proposed, might be detrimental to the plaster and liable to cause

hair cracks and to discolour the ceiling in these locations.

This result was questioned by the engineers and the heating contractors

representatives, they pointing to successful application of plaster

but generally with putty coat finish, under these conditions in Ottawa,

Toronto and Montreal.

Mr. Pagotto asked why no trouble was experienced through the more

Jan.22/52 (Con'td)

excessive heat which quickly dried the plaster, directly over salamanders.

It was generally agreed that if the coil heating was applied gradually to the undercoats and the "sabinite" finishing coat applied with a minimum of heat, or, if shut off, should the weather permit, no trouble would be anticipated.

The plastering contractor stated that he was unaware that the heating controls were arranged vertically and not by floors, as is more generally the case. This condition would entail the moving of scaffolding from floor to floor and back again, delaying the completion of his work and add to his costs.

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Bill Smith handed me drawing and pamphlet, showing stacking and type of "nesting" chairs for Assembly Hall, as suggested by Architects. The matter of grouping chairs in 5 or more, is to be looked into. (Drawings handed Mr. Hazeland).

*Copy Mr. Secord*  
2) " *Grumblets.*

25th January 1952.

Weather cold - snow threatening.

Visited building -

Brick work complete, including chimney.

Plasterers on Ground Floor - browning coat 50% complete.

Lathers on 1st floor.

Roofers cleaning snow from roof deck over Assembly Hall.

Partition wall cut for installation of double doors on Ground Floor - paper supply and duplicating rooms.

Bricklayers on 3rd and 4th floors, also in kitchen.

Electricians at service panel adjoining transformers.

Plumbers installing valves in "Fire Hose Cabinets".

Chimney smoking badly.

29th January 1952.

Weather cold and clear.

Visited building and interviewed Frank Pagatto, who raised the matter of ceiling conditions at heating control valves on North and South wings 1st and 2nd floor. It would appear that the controls, although close to the concrete beam extend slightly below the general ceiling level, necessitating the forming of a "false" beam to contain them and allow for the installation of access doors or alternately that the general ceiling be lowered approximately one inch.

With reference to the main control valves and risers, the Contractors state that they were relocated from the shown location at the foot of the columns on the Ground Floor to the Ground Floor ceiling level, on instructions from architects and engineers.

Mr. Pagatto is to be in Toronto today to discuss the above with the architects.

Oil heater raised from 140 to 170 degrees, but still black smoke being emitted from the now completed chimney.

*Copy. M. Seewald.*

*- Architects (2)*

1st February, 1952.

Weather fine - mild.

Visited site and interviewed Building Superintendent.  
Plasterers (18) on Ground Floor - removing plaster dado in corridors.

Lathers on upper floor.

Roofers laying built up roof over Assembly Hall.

Oil burners pressure adjusted to improve combustion.

Plumbers and steamfitters in Cafeteria and Kitchen.

Ventilation ducts being erected 4th Floor.

Roof leakage from centre extension wing.

Note - Mr. Lapointe informed me that the Architects had consented to the formation of a central false beam in North and South wings - upper floors. This to conceal "shut off" and balancing valves to heating coils in ceiling. Floors being cleaned and prepared for cement finish - This work delaying plasterers? Carpenters setting grounds.

*Copy. M. Second Architects -*

5th February 1952.

weather fine - mild

Attended meeting at site with Messrs. Wright, Elton Smith, Pagatto, Bertrand (Davidsons) Robinson (Electrical) Lapointe, also representatives of Turnbull elevator Company and Rowe Bros.

Received notes of previous meeting.

The following items awaiting attention:-

Electrical contractor reported that he had no report on delivery of the balance of outside lamp standards, other than request for payment towards "delivery" made. General contractors to adjust this matter. Shop drawings for steel partitions (approved 28th Dec.51) were re-submitted in the matter of clearance for certain of the double swing doors between the lavatory walls and the columns, now found to be only 4'7" wide. Evidently, the measurement had not previously been determined by the contractors, before doors were manufactured. (see my letters to Architects 12th April & 4th May, last).

Objection was taken to the extensions of steel partitions into the "office spaces", to provide clearance for these doors and alternate arrangements were suggested which would retain the doors at their manufactured width of 4'6", were given. In this connection it is to be noted that the 5" clearance on the corridor side, for door closures will not be available in all cases and that "closure brackets" will be required. Record plan of "Cat walk" over 3rd floor ceiling, not submitted.

Architects promised letter advising of approved materials and colours of floor coverings, not received. (see also my letter to Architects 1st Feb.52). Mr. Wright confirmed that the Flintcote "Tread-Tex" tile specified by Change Notice No.145, would be of a terra cotta colour as stated by Mr. Allan and available. The Architects saw no objection to this contrast in colour with that of the "green" floor tiles selected for the rooms entered from the proposed "red" tiles of Ground Floor corridor.

Mr. Wright did not mention the composition of this tile and its suitability for installation on a soil bearing concrete slab. No letter received from Mr. Allan in the matter of Exit light.

locations but my views re swing of doors of Stair #2 at Ground Floor Entrance Lobby, as given by my letters of the 18th & 29th January, last, were explained to Mr. Wright. He is to determine this matter and advise Contractor.

Mr. Wright advised that he had interviewed Roofing contractor and advised meeting that the extent and method of flashings shown on the Architects latest roof plan was satisfactory to him.

Samples of Terrazzo, prepared in accordance with marble kinds and proportions, as requested by Mr. Marani, were submitted for the fields and borders and taken by Mr. Wright to Toronto for consideration. With reference to my letter of the 1st inst. in the matter of the intended locations for these samples; Mr. Wright stated that the terrazzo of the lavatories and the main entrance hall floor would be alike?

Advice awaited from Bill Smith in the matter of storage of Assembly Hall chairs, when clamped in rows of 5 chairs, (see my letter 4th inst).

Storage under this arrangement has a bearing on the depth and subdivision to be provided under the platform.

Electrical contractor advised meeting that 6 conducts had been broken at building expansion joints. Mr. Elton Smith enquired if buckles and rubber sleeves had been installed at these "breaks". Contractor advised that he had used straps and mastic, Mr. Smith seemed satisfied with this method but will no doubt examine and comment.

Mr. Wright advised meeting that in his most recent conversations with television experts; their opinion was that nothing be done at present in the preparation of the roof for a mast or for the extension of conduits, as previously suggested by engineers.

Mr. Wright advised that the matter of increasing the size of the branch ventilation ducts to the President's and Vice-President's offices on the 3rd floor, be left to the discretion of the ventilation contractor.

Mr. Wright advised contractors that the construction of the interior wood doors is to be of the specified type.

Mr. Bertrand (Davidsons) stated that the door thickness and the construction of the glazed screen in Main Entrance Hall was in excess of that specified

and that the construction of the doors, having narrow stiles, was not of sufficient strength - Mr. Wright to look into this.

Mr. Bertrand also advised that "birch" as specified was not suitable for the entrance wood doors and recommended the use of cypress. It was also pointed out the lower rails of the window sash as installed, despite paint priming, had swollen, due to excessive moisture condensation and lack of ventilation in the building during construction. Mr. Pagatto to make adjustments as required.

Electrical contractor stated that pull chain fixtures, as requested by the Bell Telephone in P.B.X room, were not permitted by regulations. Mr. Elton Smith to contact Bell Telephone in this connection.

Architects detail of cover plates to expansion joints at entrances door to Service Block and elsewhere as required and issue Change Notice; not as yet been issued.

Revised copies of Drawing No.I.SE 5, have been issued as requested, but not yet received by the electrical contractor.

Mr. Elton Smith advises that Change Notices No. 111 and 154 are to be taken in combination.

In connection with Architects letter of the 1st inst. to the contractor in the matter of the use of well water in the boilers during the past two months or more, without test or chemical treatment, Mr. Pagatto contended that only a small quantity of steam has been drawn from the boilers for sand and other heating purposes during that period and that no damage to the boilers should be anticipated. The contractor is to have tests made on the water being used and to have the chemical equipment in operation as may be required by the tests.

Mr. Robinson stated that he has not yet received the controls to be supplied to him by the heating contractor and asked for, at Job Meeting 11th December last.

The electrical contractor also asked for detailed instructions as to the positions of controls on boiler room panel or elsewhere, be given Mr. Elton Smith is to provide this information.

The installation of ceiling lighting fixtures in 3rd floor - West

filing spaces is retarded by the limited space as now provided between the trunk ducts; a space clearance which according to instruction given by Mr. Elton Smith at time of partial installation was to be sufficiently increased. These instructions were evidently not followed on a claim that there was insufficient room. Examination at the site showed there was ample space for the required additional clearance.

The need to build out columns in cafeteria dining room to enclose heating risers was again brought to attention. Mr. Wright to look into this matter and determine; this in conjunction with proposed ceiling and other treatment.

Architects to consider the advisability of installing the called for linoleum in the serving space behind the cafeteria counter and to consider the advantages of quarry tile, as in adjoining kitchen.

Further detail of counter base requested by contractor. It was agreed that the concrete floor of Assembly Hall platform, wing extension be laid with mastic or other tile.

The steps down to boiler room have been rebuilt to increased width but without the desired under-cutting of risers. Subject to Architects concurrence, these are to be accepted as now constructed.

Consideration is to be given to the suitable installation for access to the specified balancing valves to heating coils in Assembly Hall ceiling. (see my letter 1st inst.)

With reference to my letter of the 25th ult. in the matter of steel roof deck insulation; Mr. Wright advised that the specified 1 ins. tentest boards should be increased to 2 ins. in thickness, and that the engineers did not consider insulation or protection to the ceilings below these decks, other than that to be installed over the heating coils, was required.

The extensive and low level of the ventilation trunk ducts passing through Room 318 on Executive floor were examined with a view to their rearrangement and the improvement of this office. Several suggestions were advanced and it was arranged that the building superintendent would consider these with the foreman for the ventilation work and report.



During this examination of Room #318, the irregular and small extent of the heating coils in the ceiling was noted. As heating plan M.6 J. does not indicate the present subdivision of the rooms in this location, possibly the sub-contractor has not been kept up to date? This to be looked into.

Mr. Wright advised me at the meeting of a decision made to accept the contractor's suggestion to conceal the balancing values in the North and South wings, 1st and 2nd floor, by the forming of a central "false" beam, rather than that the ceiling be lowered slightly to the necessary height to provide the called for flush level ceilings.

These false beams, also those on the Ground floor, are to be given a "putty" in place of an acoustical plaster finish.

Type of wall base in West end of bowling alley space, (see my letter 1st inst.) was not dealt with.

8th February, 1952.

Weather fine - mild.

Visited site and interviewed Building Superintendent.

Lapointed had so far received no instructions in the matter of extending area of "Enquiry Room #103" - see my letter to Architects 23rd January last.

As this delayed information interferes with the progress in the laying of cement floor finishes - I have advised him of the required change and further that an underfloor junction box, located partly under the extended T.C. partition, is to allow to remain as installed, but to be boxed over.

Heating Plan M-6J - as issued to the Contractors does not indicate the correct layout of Room 316, 317 and 318. (See also my memo of Meeting 5th inst). The engineers should provide a correct arrangement of ceiling heating coils.

Plasterers and lathers on Ground and 1st Floor.

Cement floor finishers on 1st and 2nd Floor.

Roofers on "Built up" roof over Assembly Hall.

Steam-fitters and plumbers in Cafeteria.

Compass directions, letters and cap being replaced on Cupola.

Roofers laying 2nd covering of felt paper on roof of south wing.

F.D.C. planting small tree.

12th February 1952.

Weather fine and cold.

Visited site and interviewed Frank Pagatto and Lapointe.

Contractors wish instructions as to locations of marble and bronze door saddles. Specifications not clear on this point, but are interpreted as calling for marble at junctions between mastic or rubber tile and terrazzo; "bronze" between mastic of rubber tile and linoleum. Architects to confirm or correct.

Contractor asks for clarification of Architects letter of the 11th inst., cancelling "Change Notice No.163". Door frame to Stair No.2 as installed is of Y type; X type required.

Note - Shop list of door frames calling for Y type was not in accordance with 1st Floor Plan.

Contractors foresee difficulty, due to shrinkage at junction with wood steps with concrete floor of Assembly Hall Lounge.

Mr. Pagotto to write Architects re this.

Raised platform in Boiler Room as constructed is not of sufficient width to accommodate Fire Pump and the necessary pipe fitting between between Pump and west wall of Room. Proposed that platform be extended to the required width at Pump base only, allowing the Steam fitters to proceed.

Architects and Engineers to confirm or correct this proposal.

Enquired as to insulation of north walls in Rooms No.308 & No.316 and south walls in Rooms No. 335 & No. 343: exposed sections above roof line of North and South wings. This to be given consideration and attention.

Contractors have no further information from Architects or Engineers in the matter of heating coils in Room No.318 etc. to conform with Architectural layout.

Contractors state they have been advised to omit "balancing" values from Ceiling Coils of Cafeteria and Assembly Hall. This is contrary to Specifications, Item 21-22. These instructions should be verified by the Engineers, if in order.

Acoustical Plaster as being applied to North wing - Ground Floor is oyster white. Is this in accordance with Page 6 of Addendum No.1 - Item 12 - "colour as selected by Architects"?

Contractors endeavouring to obtain more lathers. Plasterers will have caught up within a few days, if more lathers and corner bead erectors, not on job immediately. Mr. Pagatto is in touch with Mr. Fline and to arrange for overtime work, if men not available.

Terrazzo men to be on job, Monday next. Architects have advised contractors that Main Entrance Hall floor is to be same as Lavatory Floor?

Contractors proceeding with partition wall extension to Room No. 103. Architects advised of this requirement by letter 23/1/52.

Note: Consulting Engineers for Heating have not attended a Job Meeting since November 27th last.

19th February 1952

Weather - fine

Meeting at site with Messrs. Wm. Smith, Elton Smith, F. Pagotto, Robinson, Belair (Edge) and Lapointe. (No representative of Heating Engineers present). Memorandum of previous meeting reviewed and the following items are to be given attention:

Architects and Engineers to supply owners with the requested list of motors and their H.P. so that electric service can be applied for from the Ottawa Hydro.

Contractors are also to supply copies of all approved shop or manufacturer's drawings of mechanical and electrical equipment.

The contractors were informed that no plaster cornice was to be run, as specified for the Lounge of Assembly Hall.

The Elevator contractors claim for extra work entailed by the relocating of the door to Freight Elevators, on the 2nd Floor, was mentioned.

It appears that information as to this requirement was not provided to the sub-contractor when his work was laid out.

Change Notice on wall changes to Enquiry Enclosure not yet issued.

Architects interpret their specified requirement as marble for door saddles, not bronze as specified elsewhere. This decision still in abeyance; contractor to interview his sub-contractors.

Contractors have not yet been given corrected information, in the heating details of Rooms 318, etc. See also lighting in these Rooms. Architects have not as yet made decision on use of Cypress for <sup>Elevator</sup> ~~Elevator~~ Doors.

Architects advised contractor verbally of the requirement of  $1\frac{1}{2}$  inches ceiling under Steel Deck of Rooms 324 and 327.

Copies of the drawing showing the pattern of the rubber tiles in Corridors has not as yet been issued to the Contractors. This to be done.

Contractor for bronze frames of Enquiry wicket advised that he was having difficulty obtaining the required sections. He is to report back next week.

Bill Smith accepted the installation of 1/2 inch in place of the specified 1 inch of cork on the exterior portions of the north and south walls of Executive offices, 3rd Floor.

In the matter of omitting the "balancing valves" from coils of Zones E and F, it was stated that instructions to that effect had been issued by the Consulting Engineers. This is to be distributed and recorded.

No report was presented by the Engineers in the matter of the low level of the heating mains in Rooms 324 and 327 and consequent lowered ceilings.

It was noted that the outline of the heating coils appeared through the finished, but not fully dry, acoustical ceilings of the Ground Floor.

This outline was also noticeable in the ceilings which had been "browned" only. As the heating coils had been retained at a low temperature, around 40° , the "heating" could therefore not be considered as the cause. It may be that the coil marking will fade out as the plaster dries. Elton Smith determined along with Electrician and Heating Contractors, the location of control equipment, etc., in the Boiler Room.

Bill Smith to interview contractor for Kitchen Equipment and report progress.

Rainwater leader as installed through the Kitchen Dishwashing Room, is to be re-installed as located on the plans.

Architects propose to change the specified ceramic tile dado in the Assembly Hall to a hollow "brick" enamel tile. Contractors are to be advised of a decision within a few days.

Detail of screen between Hall and Lounge to be amended to indicate the installation of wood steps, treads and nosings of linoleum and a re-arrangement of the marble base etc.

Plasterers on Ground and 1st Floors - 29 men.

Lathers on the 1st and 2nd Floors - 17 men.

Marble base being delivered; setting to commence tomorrow.

Terrazzo workmen on wall bases of Ground Floor.

Plumber requested that lavatory marble be erected to allow installation of the fixtures.

A number of fixtures, due to structural conditions, are to be changed from the deep to the shallow lighting type.

Architect left sketch of Lighting Fixtures proposed for front Executive offices, 3rd Floor.

Architects left 2 sets of Floor Plans for indication of "doors" and "panels" and for return.

26th February, 1952.

Weather fine and mild.

Visited building site and interviewed Messrs. Pagotto, Lapointe & Bernard (Davidson's Mill) & Horswill (Wiggs, Walford).

Transferred to Contractors plans, the locations of single doors & panels entering corridors on the Ground, 1st and 2nd Floors.

Contractors advised of the required Filing Room to be constructed at south end of 3rd Floor; entered from outside of Stair #3. Door for the construction W 1, type - metal Frame in stock.

Architects to instruct Contractors and provide sketch plan drawing.

Ottawa Iron Works submitted sketch of Bronze sections presently available for window to Enquiry wicket. Advised that the submitted sections were acceptable; subject to confirmation by Architects.

Mr. Horswill confirmed that balancing valves were not proposed for Assembly Hall heating coils but were required for Cafeteria Dining Room. Low level of heating mains and returns in Rooms 324 & 327 to be examined and considered by Mr. Horswill who will also look into the possibility and advisability of suspending large ventilation fans on 4th Floor from steel roof framing.

Lathing completed on 2nd Floor - work to commence on 3rd Floor - Mr. Horswill to provide the awaited information re Room 318 and adjoining room, in the matter of the arrangement of the heating coils.

Plasters (30) completing 1st Floor.

Note: Heating coils still visible through plaster ceiling of ground Floor.

Terrazzo and Marble setters on Ground Floor.

Electrician pulling wires on Ground Floors and erecting ceiling lighting fixtures. The previous suggested use of felt ceiling gaskets around these fixtures, not being followed as a precaution against dust infiltration.

House Pumps not as yet on site.

c.c. Mr. P.S. Secord.

Architects





1/1 3/12/52

# CENTRAL MORTGAGE AND HOUSING CORPORATION

## Memorandum of Meeting:

Re: Head Office Building, Ottawa - 27th February 1952.

Present - Messrs. Gold, Mansland, Smith, Brown & Charney.

Meeting convened to co-ordinate and assign responsibilities in outstanding matters of furnishings etc. other than that under the supervision of Architects.

Mr. Gold explained that the office of the President, Vice-President, Board and Dining Room, also the Reception Lobby of the Executive suite, would be furnished under the supervision of the Architects and Consultants. This to include also window hangings for these offices and rooms along with other offices on the 3rd Floor and the "corner" offices on the 1st and 2nd Floors.

Cabinet for Corporation Record Books in Asst. Secretary's Office and Cupboard for Stationery Supplies, also Coat Rack for Executive secretaries - under Architects supervision.

Mr. Brown is to further arrange for the installation of Racks on the Coat Room provided for Board Members. ✓ This by letter 4/3/52.

The question of providing Wardrobes for the Secretaries to the occupants of the 4 "Corner Offices" on the 1st and 2nd Floor, possibly also for the Switch Board Operators on the 1st Floor, was left for further consideration.

Note: All floor coverings are under Architects supervision, but the supply of rubber or other floor mats at the Entrance doors has to be determined.

Tenders received for Venetian Window Blinds were submitted and that of William Morris & Sons, Ottawa, in the amount of \$4,187.24, the lowest received for 307 blinds of "Flemish" or equal slats with English cotton tapes, was approved for acceptance. Price includes installation.

Alternate samples are to be prepared and submitted by blind manufacturers for selection of Colours.

Mr. Mansland submitted layout seating arrangement for Assembly Hall. It was decided that 360 chairs only be purchased at this time.

An alternative design for Coat Racks in General Offices, is to be submitted.

.....

not on original → *interior furniture & hanging  
Living room (historic) hanging etc.*

Page 2.

Mr. Brown explained that extensive shelving would be required to be erected in the Equipment Room for Building Superintendents stores and spare parts; Paints, Valves, Electrical materials etc.

The Superintendent is to summarize his requirements.

It was also proposed that provision be made in Janitor Closets for the storage of lavatories supplies; screened enclosure to be considered. Mr. Brown will consider this with Building Superintendent and submit proposals.

The listing and purchasing of Kitchen and Cafeteria utensils is necessary. Mr. Gold proposed that Mr. Hazeland arrange this with Miss Major, possibly by arranging that she visit Head Office at an early date.

The providing of suitable space for the outdoor clothing of Night Cleaners and Day Porters to be considered. Locker Rooms provided on the Ground Floor may be considered suited to the Porters requirements.

Mr. Brown to arrange for Electrical Power Service.

Telephone service Mr. Hazeland and Mr. Brown.

Lockers by Mr. Hazeland.

Window Cleaning possibly by Contract?

Grounds Services and Snow Cleaning possibly by Federal District Commission?

c.c. Mr.. P.S. Secord  
Mr. Eric Gold  
Mr. A.J. Hazeland  
Mr. Wm. Smith  
JHB

*It was with Bell Phone Rpm.  
8/11/52  
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concerned all mil. - Infon  
In view of the fact that the building*

**CENTRAL MORTGAGE AND HOUSING CORPORATION**

*Mr. Brown*  
*A.W.*  
**Memorandum of Meeting:**

**Re: Head Office Building, Ottawa - 27th February 1952.**

**Present - Messrs. Gold, Haselwand, Smith, Brown & Charnley.**

**Meeting convened to co-ordinate and assign responsibilities in outstanding matters of furnishings etc. other than that under the supervision of Architects.**

**Mr. Gold explained that the office of the President, Vice-President, Board and Dining Room, also the Reception Lobby of the Executive suite, would be furnished under the supervision of the Architects and Consultants. This to include also window Hangings for these offices and rooms along with other offices on the 3rd Floor and the "corner" offices on the 1st and 2nd Floors.**

**Cabinet for Corporation Record Books in Asst. Secretary's Office and Cupboard for Stationary Supplies, also Coat Rack for Executive secretaries - under Architects supervision.**

**Mr. Brown is to further arrange for the installation of Racks on the Coat Room provided for Board Members.**

**The question of providing Wardrobes for the Secretaries to the occupants of the 4 "Corner Offices" on the 1st and 2nd Floor, possibly also for the Switch Board Operators on the 1st Floor, was left for further consideration.**

**Note: All floor coverings are under Architects supervision, but the supply of rubber or other floor mats at the Entrance doors has to be determined.**

*?*  
**Tenders received for Venetian Window Blinds were submitted and that of William Morris & Sons, Ottawa, in the amount of \$4,187.84, the lowest received for 307 blinds of "Flexalum" or equal slats with English cotton tapes, was approved for acceptance. Price includes Installation.**

**Alternate samples are to be prepared and submitted by blind manufacturers for selection of Colours.**

*No.*  
*324.*  
**Mr. Haselwand submitted layout seating arrangement for Assembly Hall. It was decided that 360 chairs only be purchased at this time.**

**An alternative design for Coat Racks in General Offices, is to be submitted.**

. . . . .

Page 2.

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The Superintendent is to summarize his requirements.

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The listing and purchasing of Kitchen and Cafeteria utensils is necessary. Mr. Gold proposed that Mr. Hazeland arrange this with Miss Major, possibly by arranging that she visit Head Office at an early date.

The providing of suitable space for the outdoor clothing of Night Cleaners and Day Porters to be considered. Locker Rooms provided on the Ground Floor was considered suited to the Porters requirements.

Mr. Brown to arrange for Electrical Power Service.

Telephone service Mr. Hazeland and Mr. Brown.

Lockers by Mr. Hazeland.

Window Cleaning possibly by Contract?

Who? Grounds Services and Snow Cleaning possibly by Federal District Commission?

✓ c.c. Mr. A.J. Hazeland.

Report on Meeting at Consulting Engineers Office  
re: Head Office Building, Ottawa

Montreal, 1st March 1952.

- Item 1      Interviewed Messrs. Walford, Frost & Smith, in the following matters:-

My Job Memo of the 19/2/52 and letters to the Architects of 14th, 20th & 26th ult. called attention to heating mains to Rooms 324 & 327, installed at a level below that required by the intended ceiling height in these large Rooms, in a location when extra roof clearance had been provided.

The attending Engineers explained that they were not familiar with the conditions outlined but that Mr. Horswill who visited the site on the 26th ult. would have the matter in hand from their Toronto office. (Suspended ceilings being erected then, at the lowered level; no action having been taken previously.

- Item 2      In the matter of preparation to be made for the proposed future installation of an Air Conditioning Unit to the Board Room. The Engineers proposed that installation be on the 4th Floor, where water, waste and electrical connection was available but had not considered the installation of branch ducts to the room and their outlets in the wall panelling of the Room.

The alternative to the foregoing is to take duct connections from the Main Supply Fan #1 with its air conditioning filter and water spray curtain, possibly providing added cooling by feeding well water to the spray curtain was favoured by the Engineers and is to be given their study.

Outlets on the East wall of the Board Room, should the space above ceiling in Corridor 301 and in Lobby 300 be available; failing the latter space above Coat Room 305 would be made use of, subject structural conditions.

- Item 3      The suggested suspension of Main Supply Fan No.1 and also of Exhaust Fan No.2 from the steel roof framing is being considered pending advice from the Structural Engineers, as to loads etc. In this

. . . . .

Item 3 (cont'd)

connection the Engineers advised that in the experience Pumps and Compressor, rather than the Fans themselves created objectionable vibrations and that the suspension of the Fans and other related equipment, would merely transfer the vibrations to other sections of the Building, but possibly remote from the Board Room.

Note: The spray water pump and compressor would be eliminated by the suggested supply of well water; to be wasted.

Item 4        The necessary correction of Heating Coils as installed to meet the requirements of Rooms #316, 317 & 318 as rearranged, but overlooked at the time this change in layout was made, is under the attention of Mr. Horswill in Toronto.

Item 5        Elton Smith enquired in the matter of local electrical switching on the Ground, 1st & 2nd Floors, inasfar as the steel partition subdivisions of the north and south wings was concerned. Advised that the switching other than that already to be provided at the east end of these wings, was not desired. Has Elton been advised of the 3 addition "panels" changed to "doors", on the 2nd Floor, as per my letter to Architects <sup>19<sup>th</sup> 21</sup> ~~21~~/2/52? also re the added File Room south west 3rd Floor?

JHB/vm

c.c. Messrs. Marani & Morris

Wiggs, Walford, Frost & Lindsay, Montreal.

Wiggs, Walford, Frost & Lindsay, Toronto.

Mr. P.S. Second.

4th March 1952 - Weather fine, turning to snow or rain.

Meeting at site attended by Messrs. Smith, Elton Smith, Frank Pagotto, Robinson (Electrical) Bernard (Davidsons) Irvine (Roofer) Irvine (Roofer), Lapointe & Pistagalli (marble & tile).

The following items from the reports on previous meetings are to be given attention along with matters brought up at the meeting.

Use of slightly smaller bronze section for part of frame to Inquiry Wicket, as the only size available, was agreed to.

Architects approval to the use of Cypress for Exterior Doors, not yet received by the Contractors.

Electrical Contractor awaiting further information in the matter of the required position for Oil Burner switches; proposed to be on the Boiler Room panel, but Mr. Robinson questioned the available space for the required 3 controls and master switch. Mr. Elton Smith to determine this and advise. Promised list of Electric Motors not yet received, but said to be ready for issue.

Copies of approved mechanical and electrical shop drawings for the owners records not as yet completed and Elton Smith stated that the drawings for Refrigeration Compressor had not been presented for approval.

Mr. Pagotta explained that heating coils were not visibly outlined through ceilings of sabinite plaster, applied during a period when hot water was not being circulated but questioned whether this desired condition would be maintained after heat was applied.

Floor plan of second floor, as revised to show corridor doors and panelled openings, corrected, Mr. Bernard given final listing to include one door added on 3rd Floor, File Room.

Roofer suggested amendments to details of cupola, to meet snow and icing conditions. Bill Smith accepted these. Additional copper smiths to be on job next week.

Slate roofing at Railway siding; work to commence on the 15th inst. Marble contractor progressing with terrazzo work on Lavatory Floors and will follow next week with wall marble, to receive plumbing fixtures on Ground Floor.

Wall bases being set on Ground Floor.

No reply has been received from the Consulting Engineers to my enquiries as to why the ceilings of Rooms #324 & #327 had to be lowered below standard

. . . . .

height, due to elevation of return main.

Bill Smith could give no explanation as to why ceiling of Assembly Hall *lounge* had not been retained at the available increased height by 3 or 4 inches. The providing of the required clearance between ventilation ducts over the 3rd Floor, Filing Rooms, to allow installation of lighting fixtures, was again brought up. Elton Smith to determine this.

Electrical Contractor asked for clarification of switching at east ends of north and south wings on Ground, 1st and 2nd Floors - Elton Smith amended Change Notice to provide this.

Mr. Robinson is having difficulty securing ceiling fixtures, supporting strap brackets are not in accordance with ceiling requirements of suspended ceiling framing and require adjustment in a number possibly 50% of cases, Electrical Contractor objects to his being loaded with this added expense on Fixtures approved by General Contractors and Architects.

Revisions to Heating Coils in north east rooms of 3rd Floor - Executive suite, to meet revised layout, not as yet given the Contractors.

It was agreed that sufficient protection would be provided at low windows of Staircase landings by only a continuation of the handrail, without balustrade dividing bars.

Required extended projection of Assembly Hall platform will necessitate revisions to the front 4" x 4" supports.

Lighting outlets over Assembly Hall platform to be arranged to be hidden behind arch beam; necessitating changes to conduits as installed in overhead concrete slab.

To ensure early delivery of tiles for walls of Assembly Hall the Architects propose to place the material on order, pending an estimate of cost from the Contractors, which is not anticipated to exceed that of the ceramic tile, as specified.

Cork insulation of exterior work has been generally completed.

30 to 35 plasterers on job with a number as available to be engaged. Contractors do not expect to fully complete this work within a month.

Suggested to Architects that in view of the lack of height over windows in Assembly Hall Lounge, consideration be given to the running of a margin band around the plastered ceiling, also that the treatment of the ceiling in the Cafeteria and its Lounge be considered.

Tile for dadoes of kitchen to be of "oven" cream colour. Sample to be submitted.

JHB/



10th March 1952 -

Weather mild -

Visited site and interviewed Mr. Lapointe and Well Driller (Mulligan) in the matter of drilling a new well at a point near the Boiler Room. This location was considered a suitable one.

The cost is estimated at \$5.50 to \$6.00 per foot of depth down through "slate" rock and at \$7.00 per foot where carried through lime stone. These unit prices to include a casing pipe 8 ins. in diameter, extending the necessary distance into the rock.

Decision to be given during Mr. Wiggs visit on Wednesday next.

Advised Lapointe that Change Notice No. 187 is <sup>in-</sup>correct and should apply to the 2nd Floor not to Ground Floor (2D) as stated. (Architects advised). Requested Lapointe to teletype his Head Office and obtain a "Break Down" of the quotation by Henry Morgan, Montreal, submitted for omission of Dado panelling in Rooms #307 & 344 in the amount of \$2,742.00.

Change Notice No. 117, delayed in decision for lack of information as to the submitted credit of only \$865.00 (see letter to Architects 6th March 1952).

Advised Lapointe that I had suggested to Architects that acoustical plaster be omitted and replaced with "polished" to the ceilings of 2nd Floor corridors.

*Copy - Architects  
Mr. Lacombe*

13th March, 1952.

Weather fine and mild

Visited site and interviewed Contractors ~~and~~ Building Superintendent. Determined location of new well to be drilled with 8 ins. diameter easing at about 10 ft. to the east of east wall of Boiler Room and in line with the northerly window of that wall. Work is expected to continue for about 10 days.

(Mr. Wiggs, Consulting Engineer, with whom Mr. Secord had previously discussed the water supply proposal by phone did not visit Ottawa as anticipated).

Cement Floor finish of the 1st Floor being cut for installation of marble door saddles.

Plasterers on 2nd Floor.

Lavatory Marble Stalls and divisions of Ground Lavatories on the Ground Floor.

Roofers laying copper on Cupola.

Electrical receptals as required by Clinic have not been installed.

Plumbing 'roughing in' installed in Dispensary of Clinic but Superintendent had no information as to the size and type of sink to be supplied. He to see Plumbing Contractor re this.

Brown coat of plaster on walls of Clinic Rooms.

Examined job conditions with Ventilation Foreman in the matter of air supplies from Fan System No.1, to Board Room. (Architects written to).

The possible requirement for a Security Vault for certain documents of the Accounting and Mortgage Departments, as called for in my early minutes of Construction Committee and recorded by Architect's memorandum of meetings, called attention to by Mr. Secord. This requirement to be determined.



c.c. Mr. P.S. Secord  
Architects

18th March, 1952.

Weather - fine and sunny.

Meeting at site attended by Messrs. Allan, Elton Smith, Pagotto, Robinson, Belair, Bertrand, Pizzagalli and Lapointe.

Memoranda of previous meeting reviewed and the following items to be followed up:-

Exterior doors: Mr. Bertrand (Davidson's) estimated that the added cost of constructing these doors with cypress in place of birch veneers as specified would be \$5.00 per door, for say, 28 doors.

Architects are to consider and make recommendation.

Roofing contractor had not completed copper work and screens to Cupola, nor commenced slate roofing as promised for the 15th inst.

Location of oil burner switches not as yet definitely determined by Elton Smith, but his proposal is that they be on back of

Boiler Room panel.

Marble and Tile Contractor (Pizzagalli) did not submit the promised samples of oven cream tile for kitchen dados. This to be attended to.

Information re H.P. of Electrical Motors in incomplete awaiting the information with reference to Elevators.

Elton Smith still awaiting shop drawings of Refrigeration compressors and motors.

Architects to consider as to whether or not the installed support hangers for ceiling of Rooms No.324 & No.327 have enough strength to carry the heavier weight imposed by a double ceiling; alternately the National Building Code is to be reread to determine whether or not a  $1\frac{1}{2}$  ins. plaster ceiling is required.

The Ceiling of Assembly Hall as framed and coils as installed is  $3\frac{1}{2}$  ins. lower than could be attained. This extra height to be taken advantage of on the Architects recommendations and additional cost not over \$300.00.

Note - See Change Notice No.196 - Drawing D-130, plaster margin to be retained but drawing revised to indicate beam between Room No.218 and Assembly Hall.

Drawing of Cafeteria Dining Room and Lounge Ceiling treatment, required - See my letters 13th inst and earlier Job Memo.

Engineers to examine conditions of heating at Assembly Hall Platform and at Stairways to Plenum Chamber, where ceiling coils are indicated on plan, but no suspended ceiling provided for their containment.

A suggestion was made that the coil heating surface be replaced by convectors at the platform level and possibly in the Plenum chamber. Convectors be manually controlled, independently of automatic controls.

Elton Smith explained to Electrician the required duplex wall plug outlets in Clinic Rooms in 1st Floor and instructed him to proceed; pending issue of Change Notice. The requirement of a door switch to Room No.300A. The door to swing in to the 'left' as shown on Drawing D-128, not to the 'right' as indicated on D-112A.

Elton Smith submitted sketch of ventilation to Board Room to be supplied from 'elbow' in ceiling of Corridor No.301, with outlets in panels of East wall of Room, about 8'-0" from Floor; the North and South panels seemed the most suitable location and farthest removed from the central exhaust in ceiling. Mr. E. Smith to confirm this as a suitable arrangement and to give instructions for the work to proceed, so as not to delay the erection of the suspended ceiling in Lobby and Corridor.

Mr. Belair to advise Architects as to the type and size of Sink in Dispensary of Clinic - 1st Floor.

Mr. Belair raised the question of Boiler water treatment? Elton Smith to reply.

Other Items discussed with Mr. Allan include -

Security Vault - Ground Floor - see letter 19/3/52.

Panel dados in Rooms No.307 & No.344 - see letter 19/3/52.

Instructions to Row2Company re additional partitions requested by my letter of the 28th February, last. Has this been issued?

Called attention to discrepancy between building conditions and Row Shop Drawings, also to open measurements at Wall Section Fillers. Have these been determined to avoid delay at time of erection? Explained that revised erection drawings were being prepared to indicate certain revisions and the *listed* extensions for erection purposes, but that this condition was not to be allowed to interfere with the completion of work on order. Mr. Allan to have an inspection made at Ajax, as to progress etc. and report.

Mr. Pagotta had not seen or examined the Kitchen Equipment by Rideau Company and for which a payment is requested by the now due Progress Statement No.14.

Mr. Allan and I visited the sub-contractors shop and examined work under way. Apart from some minor finishing and the possibility that the wheels of the Food Conveyor are on the small side, the work seemed satisfactory. Viewed the material stored in Warehouse and Garage prior to shipment to Building. Most of this was crated and could not readily be examined, but it was agreed that Progress payment could be advanced on Sales Agreement and Insurance coverage.

As the Storage building provides little or no fire protection, it was considered advisable to have the material moved to the site as early as possible. Not over two weeks in time, as promised by General Contractor. Mr. Pagotta is to be advised of this situation by Mr. Allan.

Change Order No.96 - Mr. Allan is to reconsider this order, in the matter of delayed instructions to Contractors. In this connection it was pointed out that my original query referred only to the steel decks but in addition the concrete roof slabs, including that over kitchen had been included in the Order for additional insulation..

The Contractors having advised that the Metal Pans for acoustic treatment of Kitchen were not available and that Transite Pans, although available were more costly. Mr. Allan is to see what arrangements he can make with other contractors for the delivery of the specified pans. Failing this, he will consider the substitution of a cement plaster ceiling.

Mr. Allan to look into the submitted cost of \$437.50 for each clock of special design, proposed for Main Entrance Hall and Board Room - See Change Order No.99.

Other Change Orders as submitted are to be examined in the light of my correspondence.

Mr. Pagotta disturbed over heating coils showing through sabonite plaster in the fear that if this condition persists, he may be called upon to paint the ceilings.

Dimensions of sinkages for mats at Entrances required to allow owners to order mats. I again suggested consideration to omission of "sinking margins" to provide for mats of the full dimensions of Entrance Landings at all except possibly the main Entrance.

C.C. Mr. P.S. Secord.

Architects.

19th March, 1952.

Interview with Mr. Mansur and Messrs. Hazeland, Armitage and Smith -  
re: Head Office Building, Ottawa:-

In the matter of providing a 'Vault' or 'Safe Keeping' Room for the storage of certain 'confidential' documents, Ledgers and Sales Agreements, under the control of the Secretary, was considered.

Decision:- That this Room be in the nature, only of a File Room without special structural or 'vault' door protection. That it be from eight to nine feet wide, adjoining to the South of the P.B.X. Room Ground Floor; extending from the Corridor to the West wall of the Building and entered from the door, as now installed. Architects advised by letter 19/3/52.

Other matters to include arrangement for cashing of pay cheques, transportation, shopping facilities and date of occupancy were touched upon briefly. In the latter matter I suggested June 9th (Queen's Birthday).

The necessity of having the Cafeteria in operation before occupancy was pointed out. Kitchen equipment is 75% complete awaiting installation.

'Breakdown' of the submitted 'Alternative Estimate of \$2,742. for the finishing: woodwork in Rooms No.307 & No.344 shown to Mr. Mansur, with explanation that this sum had originally been presented by the Architects incorrectly as representing only the allowance for panelled wall dados in these Rooms.

As the reduced cost of replacing this panelling by dado rail, as proposed, now amounted to only \$865.00, it was, on my recommendation, decided to proceed with the completion of the rooms as originally proposed, to include the called for open shelving over the 4 wall cupboards. Doors to enclose this shelving to be added later if desired. Architects advised by letter 19/3/52.

Mr. Bell - (Robert Simpson Co.) called, re Mr. Secord's Desk.

Explained to him that a desk as originally designed, subject to drawer and cupboard subdivisions etc. as advised, had been asked for and that provided this was to be supplied, Mr. Secord would possibly rescind his cancellation.

It was pointed out that the design to be satisfactory and acceptable must be carried out to be detailed by the original designer (Gilbert) who will first submit his design for the front of the desk. Gilbert is also to 'detail' the tables, before manufacture.

Mr. Allan phoned re raised ceiling in Lounge No.218 and it to put this in hand, pending the written recommendation.

He is to contact Engineers in the matter of heating returns from coils in the Assembly Hall ceiling.

Instruction re lower ceiling and lighting outlet for Record Book Cabinet in Room No.318, to be given Contractors.

Advised re decisions on "vault" on Ground Floor and finishing woodwork in Rooms No.307 and No.344 - Confirmed by letters of 19/3/52.

Well being drilled - now at 13 ft. level - Casing on site.

Mr. Pagotta to forward a copy of tender received by him for stove storage tank and to contact a recommended firm of Pump Suppliers in Montreal, when the capacity of the well has been tentatively determined.

c.c. Mr. P.S. Secord  
Architects



21st March 1952.

Weather fine

Visited site; Mr. Lapointe just leaving.

Lathers raising ceiling in Assembly Hall Lounge.

Plasterers on 3rd Floor.

Ventilation Ducts being installed in Board Room.

Marble Setters in Ground Floor Lavatories.

Roofers on Cupola.

Steam Fitters and Electricians in Boiler Room.

Well Driller down 30 ft.

Electricians in Clinic and pulling wires Ground Floor and erecting Lighting Fixtures.

24th March 1952.

Weather fine

Visited site; interviewed Mr. Lapointe.

Well Driller - 50 ft, level - limestone

Work continuing as above.

25th March 1952.

Weather fine

Visited site; interviewed Messrs. Pagotta and Lapointe.

Mr. Alexander and assistant at Building checking measurements and conditions for steel partitions - 300 sections completed at shop ready for finishing paint coat. Variations in ceiling heights from floor to floor, creating some difficulty, particularly in the way of possibly future transfers or rearrangement of Offices. This to be looked into and adjustments made as necessary by Rowe Co. Handed 2 sets of our revised and extended layouts of partitions to Contractors. See covering letter to Architects, dated 26/3/52, with letter copies enclosed for contractors.

Roofers on copper flashing of Dormers.

Plasterers on 3rd Floor - 33 on Job - 10 more men to be employed Monday next.

Lathers on Assembly Hall ceiling. The required strength of 2" L<sup>S</sup> specified and the 2 ins. channels being used to carry

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ceiling between purlins, given by Change Notice No.157, to be checked by Architects.

Fire Pump in place - 1 House Pump delivered to Boiler Room.

Marble setters in Ground and 1st Floor Lavatories.

Marble window sills being delivered to site.

Electricians in Transformer Room, Boiler Room and erecting Ceiling Fixtures in Office sections.

Wall painting as specified with sealer coat over size coat; questioned by Frank Pagotta.

The procedure as to painting walls and erection of steel partitions to be considered. It was suggested that the finishing coat be applied after erection of steel partitions?

Steel partitions in Rooms No.328 and 329, 3rd Floor, to be erected before carpets are laid.

Contractors not as yet advised in the construction of 'vault' Storage Room on Ground Floor.

Well drilling at 80 feet depth.

JHB/vm

*Copies Mr Secord & Architects!*

*Turned Mr Stockwell re delivery of steel for water. No report as yet from Norton.  
Stockwell to consult Mr McDonald on this return. re water for Fire Protection. Montreal River Main now under pressure.*

25th March, 1952

Received Memo, dated 20/3/52 from Mr. Coll and at request of Mr. Clarke, visited House and examined interior - 7 rooms.

Bathroom and Septic Tank installed 2 years ago - no sink in Kitchen.

Furnace in Basement apparently in fair condition but not in use.

Chimneys on wood brackets and brickwork in need of repair. Partial basement of masonry - mud floor.

Ground Floor hardwood, needs cleaning.

Upstairs pine floors, staircase open from Kitchen - Living Room.

Floor construction light but satisfactory; possibly with some added support.

Wiring service in loom seems comparatively new but outlets of upper floor in need of attention.

Sheds and sun porch in tumble down condition.

Roof metal covered and apparently sound - this and exterior in need of repainting.

Sub-tenant's wife stated that small bungalow near house belongs to original tenant and is to be removed by him?

Reported to Mr. Secord and at his request interviewed Mr. Murchison, with a view to retaining and renovating house, should cost be between \$2,000. and \$3,000. He to give this consideration and obtain estimates

26/3/52

JHB/vm

*Copy Mr Secord.*

28th March '52

Weather fine

Visited site.

Work progressing as reported previously. Plasterers on front offices Ground Floor, ceilings.

Marble setters in Lavatories on Ground and First Floor.

Electricians erecting fixtures and working on Main Switch Board, also in Transformer and Boiler Rooms.

Plumbers in Kitchen and Steam fitters in Boiler Room.

Lathers on Ceiling of Assembly Hall.

Well drilled to 140 ft. level.

Roofer flashing dormers and gutters behind parapets.

29th March '52

Weather fine

Visited Montreal Factory manufacturing wall Panelling for Executive Offices, 3rd Floor. Work practically complete with exception of Dadoes in Rooms No.307 & No.344.

Samples of Blond Oak finish, taken for submission to Architects.

Messrs. Ross and Pagotta accompanied me.

31st March '52

Weather fine - some rain

Mr. Marani here for interview with Mr. Mansur and Mr. Secord, after his visit to site this morning.

Mr. Marani's attention called to exterior wall 'staining' apparent under ends of window sills, to outdoor temperature control thermometer extending through front wall alongside of Main Entrance.

Mr. Marani could see no reason why the building should not be ready for occupancy at the beginning of June.

Mr. Mansur pointed out that this occupancy was dependent upon the completion of the Cafeteria.

It was agreed that the door to the Security File Room to be constructed on the Ground Floor front, be of steel.

Samples of oak finish submitted. Mr. Marani to advise Morgans of the required colour and finish.

The expenditure of \$475.00 each, for Clocks in the Main Entrance Hall and Board Room was considered excessive. Alternative to be considered. Mr. Marani was not familiar with the adjustments proposed with Morgans, in the omission of dado panelling in Rooms of Executive Suite. Mr. Wright has this in hand. It was, however, agreed that the completion of the two secretaries offices with chair rails in place of panelled dados at the accepted contract price would be satisfactory.

Roof ventilators explained - Insulation of ceiling called attention to. Mr. Marani reported that Executive Office furniture by Simpsons was progressing satisfactory. Although he had not personally examined the work, he understood difficulty was being experienced in matching the veneers of top of Board Room table and that the introduction of cross bands, similar to the border margins was proposed.

This alternative was questioned.

Mr. Marani to see "details" of Mr. Secord's and Reception Hall desks and other furniture, to be submitted for approval before manufacture.

Visited the site with Mr. Marani during the afternoon, interviewing Mr. Lapointe.

Window sills were examined, to determine the cause of staining, mentioned at the earlier meeting with the President and Vice President.

Mr. Marani could not explain this condition, but believed it would disappear during the summer weather and had no comment on location of outdoor temperature control, alongside of Main Entrance.

Mr. Wright will determine the necessary fireproof ceiling under steel roof deck and will take up with contractors at tomorrow's Job Meeting, the progress of the work in the Kitchen and Cafeteria, at the expense of the Assembly Hall.

Strength of 2 ins. ~~angles~~ being installed to support ceiling of Assembly Hall was brought to Mr. Marani's attention for "check".

Mr. Marani to reconsider ceiling treatments in Assembly Hall Lounge and in Cafeteria.

Apparently unnecessary size of "columns" of 3rd Floor was pointed out.

Mr. Marani approved the Stair Balustrades in their wide spacing of uprights.

- 3 -

Mr. Lapointe advised that width of Security Room be of the maximum permitted by the weeping drain sump as arranged with Mr. Allan, during his recent visit.

Well driller at 160 foot level with sign of water coming in.

✓  
JHB/vm

c.c. Mr. P.S. Secord  
Architects

1st April '52 -

Weather - Dull with fine rain

Meeting at Site attended by Messrs. Wright, Elton Smith, Pagotta, Robinson, Belair, Pitzigalli and Lapointe.

Reports on previous meeting reviewed; the following items to be given attention:-

Mr. Smith explained that the ventilation to the Board Room taken directly from Fan No.1 and not from a branch duct and that manual control at the outlet registers in place of automatic dampers control would be provided.

It was agreed that plastered ceilings, under metal roof decks, of one inch thickness would meet the protection requirements of the Code.

Automatic control of apperture shutters in Projection Booth were not considered necessary and that the manual operation of the ventilation exhaust would be satisfactory. Means of 'supply' by grille on door or otherwise to be considered.

It was considered advisable to enclosed the opening between roof space and Cupola by kalamein shutters, with opening section accessible by ladder.

Door to Security File Room on Ground Floor to be of Hollow Metal in place of wood as previously advised. Door to be single panel design without glass and to be provided with cylinder lock and latch as Grand Master Key from all other doors of the Building.

Locks to Doors of steel partitions to be on same keyway as rest of building.

Note: Locks indicated on Revised plan of Steel Partition layouts are in addition to those specified for Lavatories, Janitor Closets and Clin: under Hardware.

Additional lock required for Dispensary Door.

Mr. Wright advised that an inspection would be made of Steel Partitions at Ajax during next week.

It was arranged that the plastering of the Cafeteria Dining Room would follow the laying of cement floor finish, next Monday.

Mr. Wright to expedite plans of Ceiling Treatment in this Room and in Lounges.

Kitchen equipment will be transferred from Storage to Cafeteria when Cafeteria Dining Room has been plastered.

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Work of 'roughing in' for Kitchen Equipment to be expedited and Ceiling Acoustical Pans traced for delivery.

Mr. Wright to give formal approval to 'oven cream' dado tiles for kitchen.

Damp weather and control of heating system is delaying plaster drying, but endeavours are to be made to increase number of men employed; now numbering 40.

Mr. Smith is to instruct Heating Contractor in the installation of Manual Control Draft Dampers to Boilers, pending installation of Automatic Controls. This in an endeavour to improve the unsatisfactory 'oil' combustion; complained of at the start of the heating season.

Mr. Wright to determine colour for Boiler Room control panel in line with that proposed for the Room.

Mr. Belair stated that he had received instruction from Engineers as to the boiler water treatment - Copy of this should be given owners.

Mr. Smith determined location of Oil Burner switches etc. and submitted copies of General Electric Catalogue cuts for Tetro-Chloride Refrigeration Compressors.

Location of steam riser to radiators (left over from Kitchen) to be installed on Assembly Hall platform level, determined. Branches to radiators to be installed at rear of Chair Storage space under Platform, so as not to interfere with stacking of chairs.

Again raised the question of 'required strength' of ceiling angle supports for Assembly Hall (2" hot rolled channels).

Mr. Wright to check on this for span of 8 ft. between purlins.

Mr. Wright to send owners information as to recommended type of Rubber Mats for Entrances and to determine dimensions of sinkages.

Mr. Robinson (Electrician) asked if Clocks for Main Entrance Hall, Board Room and Cafeteria had been decided upon. The two former clocks are to be reconsidered by Architects. The last mentioned was approved by owners, sometime ago.

Mr. Smith advised that the required revision to lighting of Platform was on the way to Architects.

Contractors submitted to Mr. Wright list of Marble and Bronze Door Saddles for checking and issue of change notice after determination of specified

.....



1st April '52 (Cont'd)

3

requirements - not considered 'clear' by Contractors.

Contractors to be advised as to requirements at junctions of linoleum and rubber tiles, at west ends of North and South wings, also meeting of rubber tile and terrazzo at Main Entral Hall etc.

Copper and flashing being laid on Roof, but so far, no slate.

Marble setters have completed five or six Lavatories - Plumber should start erecting fixtures.

Copies of approved Shop Drawings for owners, excepting Elevators and Refrigeration Compressors not yet available.

Mr. Belair has not as yet given Architects detailed information on Dispensary sink.

Well drilled to 170 ft. level, so far without water supply being reached.

✓  
JHB/vm

c.c. Mr. P.S. Secord  
Architects

4th April, 1952.

Weather dull with some rain

Visited site with Mr. Hazeland. Interviewed Mr. M. Lapointe.

Work progressing as previously reported.

Floor of Cafeteria Dining Room prepared for finishing cement.

Well at 200 ft. level - Test is being made as to water supply.

Plaster work delayed due to slow drying.

8th April, 1952.

Weather dull during morning

Visited site interviewed Messrs. Pagotto and Lapointe.

Enquired as to Fire Insurance Coverage.

Interviewed representatives of Northern Electric in the matter of installation of P.B.X. Considerable plaster and other work to be done before room is ready to receive equipment.

Mr. Pagotto to push this and the cleaning of the adjoining Hallway and Rooms on Ground Floor. Will have floor tested for the laying of Mastic Tile. Provide heating and light as required.

Completion date of Rooms advanced to the 21st inst.

Electrician advised that 4 wire grounded neutral power supply was required in place of 3 wire previously asked for, to P.B.X. Room.

Cement Finish to floor of Cafeteria Dining Room completed.

Plasterers still delayed by slow drying. Heating to be stepped up and windows opened.

12 Marble Setters on Job and sufficient material on hand.

Roofers on Copper Work - no slate being laid.

Door lock to new Security File Room - Ground Floor - to be "separate" from all others - not as Grand MasterKey.

No report on Acoustical tiles for ceiling of Kitchen.

Electricians working in Transformer Room - This to be completed and room painted within a week's time.

Examined Room No.15 as suitable location for reserve water storage tank.

Water supply from new well insufficient - decided to continue drilling.

Mr. Pagotto to remove temporary work sheds next week as previously proposed.

c.c. Mr. P.S. Secord *M. E. Wood to prepare Plans for softball field (no tennis courts)*

Architects

*Removal of old house & barns before occupancy - J. to attend.*

*52 P.S. Interview with M. Secord. re work finish 3' Plat. Venetian Blinds, Bldg. Account, - Hold - re. letter to Mr. Gram. re core of ground S. - Reiter suggested this with M. Secord for personal*

10th April, 1952.

Meeting attended by Messrs. Mansur, Secord, Mitchell and Bell in the matter of Furniture and Finishing for Executive Offices - Head Office Building.

Sample of mahogany veneers as proposed for the Board Room table top, with cross grain border - 2-7/8 ins. wide and with "planking" joints extending the length of the main section of the table, each way from "matching" cross centre joint, was submitted and accepted.

The application of a protecting "beading" at the meeting of the border veneers and those of vertical edges of the table top was considered.

It was proposed and agreed to, that the end or console tables be increased from 2'-0" to 2'-4" in their width.

It was agreed that the indicated "reeding" of the upper faces of the "leg extensions" curved to the upright supports of the table and its detachable sections, be omitted. Leg extensions are to have bronze floor shoes.

A colour stain sample as submitted, was considered "too dark" and a proposal made that the sample of veneers for the table top be resubmitted to show alternate colour stains for consideration.

The weight of the Board Room Chairs, for convenient moving is to be given consideration, consistent with their necessary rigidity and strength.

The use of "full size" metal slides to the legs was suggested.

No drawings or other details were submitted for the Receptionist Desk and Waiting Chairs to be supplied for Entrance Lobby.

Scale drawings of the furniture of Vice-President's Office were submitted to indicate the drawer and cupboard sub-divisions of Desk, to be in accordance with information previously given. Slight adjustments to the knee clearance and desk height were agreed upon, to allow apron fascia to be of a uniform depth.

The apron facias of side tables are to be increased in depth from that originally proposed and to be greater than that of the Desk, necessitating a reduction to the knee space clearance.

The "details" of <sup>Desk</sup>~~table tops~~ etc. as indicated on submitted drawings were not considered to be in accordance with originally submitted and approved

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design and are to be submitted to Mr. Marani for his consideration and approval.

Samples of the drawer pulls and other hardware for desks and tables were not submitted.

It was decided to omit the small chair, proposed for use by the secretary. Samples of covering "materials" for the upholstered couches and chairs of President's and Vice-President's Offices were submitted and approved; the lighter colour "material" of the two submissions, considered to be the more suitable for the President's Office.

Samples of material for window hangings of the President's and Vice-President's Offices, with inter-lining of black sateen were submitted to replace that with integral lining, previously submitted and approved. The new submission having the less distinct pattern was approved. The selected material at \$8.60 per yard will entail added cost upon which revised estimates, to also indicate a credit item of \$160.00, are to be submitted.

JHB/vm



Copy 111 P.S. Securo

1/11/11 Marani 1/11/11

14th April, 1952.

Visited Consulting Engineers in Montreal, interviewing Mr. Frost and Elton Smith, in matters pertaining to Head Office Bldg. Ottawa. Mr. Frost advised that he had not as yet received advice from the Architects or Contractor as to the treatment of Boiler Water. Elton Smith considered the Electrical Service Contract as submitted by the Ottawa Hydro to include a maxim demand meter, with Class 2 - Commercial Rates for Lighting and Appliances as satisfactory.

Suggested that a further 5% discount, over that allowed for owners transformers, might be obtained for the 4000 volt service as adverse to low voltage power. (Hydro Supervisor of Contracts, interviewed on the following day in connection with the further discount, but was informed that this could not be obtained.)

Mr. Smith advised that any standard Electrical Clock would be plugged in at the outlets in Board Room and Entrance Hall, but that without a 'relay' such clocks would not be self-adjusting in the event of power interruption.

Tenders for special Lighting Fixtures for Executive Offices have not as yet been submitted. Design approved by owners 22nd. Feb. 1952. Change orders outstanding to include No. 90, 99 and 102 being reviewed by Mr. Smith.

JHB/vm

*Copy Architects*  
*- 111 Secord -*

16th April, 1952.

Weather fine

Visited site and interviewed Building Superintendent.

Location of control for Fans on 4th Floor required - advised to consult engineers at Office or at Job Meeting on Tuesday next. (Locate so that Fans will be in view from control.)

Linoleum laid in Switchboard Room yesterday afternoon, and Switchboard now in place.

Power outlet required in this Room for use by Bell Telephone mechanics - requested 15/5/52.

Plasterers' scaffolding being erected in Kitchen.

Scaffolding down in Assembly Hall.

Cafeteria Dining Room - plaster completed.

Plaster<sup>er</sup>s in Bowling Alley space.

Marble Border being laid in Main Entrance Hall.

Mastic tile setters in Ground Floor "front" Rooms.

Interview Mr. Fortin re renovations of old frame house on Egelson Estate. He to submit tender.

JHB/vm

c.c. Mr. P.S. Secord  
Architects

16th April, 1952.

Weather fine and warm.

Meeting at site attended by Messrs. Wright, Elton Smith, Pagotto, Bertrand, Irvine, Robinson and Lapointe.

Memorandums of previous meeting reviewed and the following items to be followed up:-

Shop Drawings for owners Records.

Lock to Security File Room on Ground Floor to be separate from rest of Building (see my Job Memo to Architects, 8/4/52).

Catalogue Cuts; of compressors submitted at Meeting 1/4/52, to be revised to give more detailed information as to capacity etc.

Delivery date to be obtained.

Mat sinkages to be as given or to be given on Architects drawings. (Rubber mats by owners to be adjusted accordingly).

Electrician requested approval to changes include Clocks for Lounge and Cafeteria, as given by Change Notice #65.

(See my letter to Architects re Change Order No.101 - 1/4/52.)

Dimensions and type of sink for Dispensary - not received.

Sample of Bronze Door saddle submitted and approved.

Junction between Linoleum and Corridor tiles, to be left to "layers".

Cork tile on South Wing, Ground Floor, to be as required by Change Order No.118, but at Contract Rates. (See my letter 4/4/52).

Mr. Wright advised that metal pans for acoustical ceiling of Kitchen are in Toronto, ready for delivery as required.

Architects checked 2 ins. channels, which are of heavy weight and welded to supports, as to strength for Assembly Hall Ceiling and report as 'okay' for span of 7'-4" (examined ceiling installation).

Decided to omit linen towel basket for Private Lavatories from Item #10, Change Order #67 Rev. (Owners to supply, 5 required).

The <sup>fire</sup>proof door (metal clad) to Transformer Room required to obtain Hydro Service. Electrical work almost complete.

Mr. Bertrand (Davidson's Mill) advised that Exterior doors and all other woodwork, with the exception of office and other doors, having metal framed cores, would be completed and ready for delivery on May 15th. These doors, placed on order one month ago are not as yet

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in manufacture, with delivery not anticipated for a further two months. Mr. Pagotta and Mr. Bertrand to see Agency in Montreal and endeavour to expedite delivery of doors - possibly in 30 days.

Mr. Wright's advice that the Rowe Company were holding back on manufacturing of Steel Partitions, due to their demand that the ceiling be "plastered" before actual measurements can be taken. Mr. Wright to arrange to have representatives of the Rowe Company visit the site on Tuesday next.

Roofer, with assistance of Mr. Pagotta in Montreal and Mr. Wright in Toronto, is to endeavour to obtain additional men, at present only 4 are employed.

Elton Smith arranged that the weather gauge thermometer, now located along side of Main Entrance be relocated to the north of wall break at expansion joint. He also to report on outstanding Change Orders, supplying the missing information in substantiation of charges and to consider with Electrical Contractor the excess live switching to offices entered from North-South corridor on Ground, 1st and 2nd Floors. See my letter /c/4/52.

Painters to commence work in one week's time.

Material being removed from sub-contractors sheds and sheds taken down.

Well nearing 300 ft. level where a supply of water may be anticipated.

✓   
JHB/vm

c.c. Mr. P.S. Secord  
Architects



April 22nd, 1952 -

Weather fine and warm

Visited site and interviewed Building Superintendent along with Messrs. Horswill, Rubin, Robinson and Bertrand:-

Plasterer's completing Ground Floor; Brown coating Cafeteria Dining Room ceiling. Supply of acoustical plaster delaying work. Endeavours being made to obtain further supply.

Lathers of Assembly Hall Lounge ceiling required information as to formation of "curtain beams" at windows. This given to Mr. Lapointe.

Acoustical tiles for Kitchen ceiling not yet received.

Lathing of Assembly Hall completed.

Lathing of Bowling Alley space, underway.

Plumbers installing floor connections and outlets in Kitchen Floor; Refrigeration compressors on site and approved by Mr. Horswill.

Roofers laying slates, north side north wing. Work stopped pending a settlement of the requirement of copper flashing to parapet gutter. Copper Roofing of pediments and roofs of dormers completed, also valleys.

Mr. Bertrand questioned Architects details of Main Entrance Doors. Decision on the two preceding items, to be presented to Architects at site meeting to be held tomorrow.

Mr. Bertrand had no information in the matter of interior doors, their manufacture and delivery.

Left 1st and 2nd Floor of Owner's requirements in the number and location of Telephone, High and Low Tension Inserts to underfloor ducts.

Copy of these floor plans given Mr. Horswill for delivery to Consulting Engineers Office in Montreal for determination of wiring circuits, etc.

Advised Mr. Rubin that 200 telephone, 200 High tension and 100 Buzzer Inserts would be required for all floors; he to instruct the Electrical Contractor to place the number additional to the Contract quantities, immediately on order and to confirm this by Architects' Change Notice.

Note: Need stand pipes to extension outlets, have push plug outlets?

Mr. Rubin enquired as to the Bell Telephones, requirement of a 4 wire supply to the P.B.X. Architects to include this in the open Change

. . . .

April 22nd, 1952 cont'd

- 2 -

Notice given Contractor (see my Job Memo of 8/4/52 advising of the Telephone Company requirement and instructions given).

Bell Telephone men not on Job - Tile Floor laid in P.B.X. Room.

Mr. Rubin to advise as to the suitability of Floor Cleaning outlets provided in Corridors, for use on equipment over 1/3 H.P.

Stone setters laying flag stones on Platform of Main Centre Entrance.

Linoleum delivered at site, stored on Ground Floor.

Pipe insulation, presently stored in the Barn being removed.

Sub-Contractors storage shacks removed. General Contractors still to be taken down.

Stair Erectors installing handrail brackets.

Lapointe stated that mat sinkages at Entrances could not be formed to exact measurement given on drawings, due to Job Conditions.

Elevator men installing cab and equipment.

Well at 300 ft. level with no indication of increased water supply.

Mr. Wright and Mr. Pagotto to be at site tomorrow.

Rowe Company representatives not at site, as to be arranged for by Mr. Wright.

Building Superintendent again complained that Landscape workmen were damaging the roadways by their motor equipment. Foreman asked to be more careful.

JHB/vm 

c.c. Mr. P.S. Secord

Architects

23rd April, 1952.

Weather fine and cool

Visited site and interviewed Messrs. Wright, Pagotto, Irvine, Bertrand and Alexander (Rowe Bros):-

Mr. Wright determined the outstanding items (a) Requirement of copper flashings to roof, gutters and (b) the construction of main Entrance doors, respectively with Mr. Irvine and Mr. Bertrand.

Note: Mr. Wright determined Item (a) contrary to my interpretation of the plans, as given verbally to the Contractor's Superintendent on the previous day. i.e. That copper should extend to cover asphalt roofing.

(See National Building Code - Section 4-11. Fire Retardant Roof covering and for Type 1 B. Construction).

Mr. Pagotto was advised to accept the tender of the Rideau Aluminum Company, Ottawa, in the amount of \$<sup>487</sup>468.00 for the supply and erection of Record Cabinet of furniture steel in Room #318. The Cabinet to be duco finish in colour, as determined by the Architect and carried out by the sub-Contractor for Painting work. Shop drawing of Cabinet to be submitted.

Stationery Cabinet in Room No.300A, of furniture steel, baked finish. Estimate awaited.

Mr. Wright in agreement with a proposal the Boiler Room Panel be enamel painted, to avoid the delay that would be necessitated by the specified baked finish.

Mr. Pagotto advised that interior doors would be ready for installation at the 15th of next month, and that Morgan's woodwork for the Executive Offices was complete and that erection would be completed 1st June next. Contractor wish a decision on the pattern and colour of floor tile in Private Lavatories and had, by letter offered to replace ceramic tile by marble tile (see correspondence).

Mr. Alexander taking final measurement for Steel Partitions and advised that the balance of shop work would be placed in hand immediately, with erection to commence in two week's time. Erection may take up to 6 weeks. Advised that cylinder locks would be at standard height of 3'0" and below door pulls. Double and single cylinders to be installed as indicated.

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23rd April (Cont'd)

- 2 -

Electricians in Transformer Room. Fire Door awaited.

Plaster work still delayed by lack of acoustical plaster. Supply anticipated first of next week.

Balance of Exterior brickwork to be cleaned down: work to commence next week, if weather favourable.

Sub-Contractor's "shacks" have been removed. General Contractors Store Rooms to remain until the hardware and other materials can be moved to Building.

Bell Telephone request that permanent lighting fixture and outlets also screen to ventilation supply be installed in P.B.X. Room. It is also necessary to complete and enclose Switch Board Room on 1st Floor for their undisturbed occupancy. (Mr. Lapointe advised)

Mr. Wright called contractors attention to certain plaster cracking at window sills and the need that patching be thoroughly dry before painting.

Recent delays by "slow" drying of plaster and the present lack of acoustical plaster along with anticipated delivery date of steel partitions, the General Contractor estimates the Building completion date at 1st or possibly 15th July.

Mr. Pagotto to submit completion dates of the outstanding trades.

Determined location and details of Wire Screen in Supply Department, Ground Floor.

Well at 300 ft. level, water supply showing some increase.

Advised Mr. Pagotto to rent pumps and make tests on this supply, also that of existing well and old farm house well.

Arrangements to be made with <sup>Mr. Munroe,</sup> ~~Mr.~~ Supplier, Montreal.

Directed contractor to accept tender for 10,000 gal. water storage tank, with delivery and erection within one month. (see correspondence.)

JHB/vm

c.c. Mr. P.S. Secord

Architects

26th April, 1952

Weather fine and warm

Visited Consulting Engineers Office in Montreal and interviewed Mr. Elton Smith, re "Under floor duct 'Inserts'". Capacity of installed circuits for Cleaning Equipment etc. (See Mr. Smith's letter of 28th inst. in these matters - hand to Mr. Hazeland for his information and comments.)

Mr. Burke to provide information as to 'load' figures for business machines, micro-film equipment, addressograph etc.

Owner's layouts of "Inserts" on Ground, First and Second Floors are with Engineers for review. Awaiting 3rd Floor.

29th April, '52

Weather fine and warm

Visited site and interviewed Mr. Lapointe along with Mr. John Meunier in the matter of testing capacity of 'old well', 'new well' and 'farmer's well'. He to give this immediate attention.

If necessary in testing "old well" roadway is to be cut.

New well at approximately 350 ft. level with supply increasing.

Arranged that drilling be continued until "test" has been made.

Drilling equipment to be made available for use in making "tests".

Mr. Meunier estimates, 50 gallons per person or 25,000 gallons as daily consumption of building, without provision for Fire Protection.

Landscaping would be provided for during "non-business" hours.

Mr. Lapointe advised that the Dispensary Sink was too large for the space provided for counter top. He to have catalogue "cut" submitted of smaller metal sink with fittings.

Lavatory basin in Toilet No. 118 has too great a projection from wall.

Mr. Lapointe to see Plumber re these items. (See correspondence to Architects.)

Advised Lapointe to instal temporary fixture in P.B.X. if specified type not on hand.

Soda and Acid Fire Extinguishers to be omitted from Contract by Memo of meeting 18th, 19th, & 20th October, 1950. Are at site.

Bell Telephone require ceiling in P.B.X. to be oil painted, Mr. Lapointe advised to follow Telephone Company's instruction sheet in this and other particulars. Oil burning equipment still unsatisfactory.

JHB/vm  
c.c. Mr. P.S. Secord Architects

30th April, 1952.

Weather fine and warm

Visited Building with representatives of the Bell Telephone Co. and interviewed Mr. Lapointe on the matter of completing the P.B.X. and Switchboard Rooms for an immediate commencement to the installation of Telephone Equipment.

The following arrangements made with Mr. Lapointe:-

Install Lighting Fixtures.

Note: only 2 of the specified ceiling fixtures on hand.

Advised to install the remaining 4 from any suitable

fixtures immediately available: possibly as in Corridors.

Complete Painting of P.B.X. Room.

Install service outlet box, surface type.

Add copper wire screen to ventilation supply.

Clean plaster from Entrance Door Frame.

Lay linoleum on floor of Switchboard Room.

Provide "Insert" for Teletype machines in this Room

as indicated on Owner's Layout Plan of 1st Floor.

Install ceiling lighting fixtures.

Walls need not be painted but painter may wish to do this work before linoleum is laid.

Mr. Lapointe enquired if bronze hardware to match windows is to be painted? Advised against this.

Informed Superintendent that City had agreed to permit connection to water main supply on Montreal Road, for use on Fire Protective System.

Domestic supply to be valued separately (see correspondence to Architects).

Acoustical plaster supply not on hand but "car" expected tomorrow.

Awaiting second carload of Roofing Slate.

JHB/vm

c.c. Mr. P.S. Secord.

Architects.

2nd May 1952.

Weather fine

Visited site and interviewed Andy Papineau (Lapointe in Montreal). He enquired as to "well" tests, then underway and he apparently not fully familiar with arrangements made on the previous Tuesday with Messrs. Meunier and Lapointe, particularly on the matter of cleaning "new" well and the necessity of cutting roadway to test capacity of "old well". Preliminary tests were said to indicate a capacity of 1,100 gallons per hour, for the "new" well and 500 gallons per hour for the "Farm" well. The compressor used in these tests was not considered fully satisfactory and further tests with a larger compressor are proposed. A downward extension of the 3/4 ins. test piping to "clean" the new well, this to be lowered by the Drilling Equipment is proposed before an analysis of the water is made. Proposed to test capacity of "old" (contractors well, this evening after work stoppage).

3rd May 1952. (Montreal)

Weather fine

Telephoned Frank Pagotto at his Montreal Office (Mr. Lapointe there) but although he quoted much higher capacity tests, than those quoted in the previous site report, he was possibly not up to date in his information. Full report from Mr. Meunier to be submitted Tuesday, 6th inst.

5th May 1952.

Weather fine

Andy Papineau phoned to say revised test on "new" well indicated capacity of 2,300 gallons, well cleaned. Drilling Contractors wishes to remove their Equipment. Agreed if this no longer required. Visited site and interviewed Papineau. Old well to be tested this evening - using existing pump for this purpose. Compressor returned and Well Driller's equipment removed. Advised that analysis of water in "new" well required. This well said to be capable of 2,500 gallons per hour. Acoustical Plaster supply on hand; being applied Front Offices, 1st Floor. Linoleum for floor of Switchboard Room, not as yet laid. Awaiting cement.

5th May 1952 (Cont'd)

Electrician enquired as to under-floor duct circuits; advise to await Consulting Engineers instructions.

Masons pointing stonework of Entrance Front.

Returned Electrician's copy of Owner's plans of furniture layout for 1st and 2nd Floor; corrected to date and in line with General Contractors.

Architects and Elton Smith's copy to be corrected to include 3 additional buzzers, windows 217, 219 and 221. (See my record set).

Charnley advises that North Wing, Ground Floor to be revised with desk and files in reverse positions from that shown on plans as issued.

JHB/vm

c.c. Mr. P.S. Secord

Architects



6th May 1952

Weather generally fine

Meeting at site attended by Messrs. Allan, Pagotto, Papineau, Belair and Electrical Foreman in Mr. Robinson's absence. No representative of Consulting Engineer's present.

Memo of previous meeting reviewed and the following items to be followed up and given attention.

Notes I have no record of having received the Architects or Contractors Memorandum of Meeting 23rd April, 1952.

My copy of Consulting Engineers Memorandum of 22nd April last, handed to me at site.

Roofers awaiting delivery of balance of Slate not anticipated for 10 days. Copper flashings being applied.

Mr. Pagotto advised that he had accepted Rideau Aluminum's price of \$468.00 for Record Cabinet in Room #318 and would submit shop drawings. (Part of Change Notices 204 etc. Architects should confirm this order given with Mr. Wright, 23rd April '52.)

Morgan's erecting panelling woodwork on 3rd Floor. Mr. Allan made necessary adjustments due to variations in window sill heights from those on drawings. It was also noted that the plaster cornice of Board Room had been "returned" over doorway, contrary to plan requirements. Mr. Allan accepted this. Foreman was also informed that window sills were of marble not of wood as supplied. Enquired also as to size of clock face in Board Room. Mr. Allan to confirm this and the placing of special clocks on order. Fire Door to Transformer Room not received and Electrical service entry consequently delayed. Mr. Pagotto and Mr. Allan to follow up. Acoustical Plaster being applied to complete ceilings of Offices and Cafeteria Dining Room. The latter room to be completed this week and Kitchen Equipment to be moved in next Monday.

Steam Fitter still awaiting information from Consulting Engineers in the matter of the proper installation of Fuel oil meters.

Mr. Belair contended that specification do not require Plumber to provide connections to City Water Main, this despite Item (c) 20-13 and 20-26.

Mr. Allan would support this contention and is evidently of the opinion that the making this connection ~~by the City~~, would be arranged for by the ~~owners~~. *Contractor & paid for by the Owners.*

6th May 1952 Page 2

Mr. Belair to obtain estimated cost from the City.

Access handhole or post required to main control valve at Street Line.  
Plumber installing Dispensary Sink and space saving lavatory in Clinic,  
see my letter of 30th April '52 to Architects. Have these changes been  
confirmed by Architects?

Note: Fixture pamphlet I received from Plumber indicated  
the sink of a reduced size and the Lavatory as  
Neuday No. F-145.

Decided to allow front lawn water connections to remain on Fire Service.  
Electrician requires information on High Tension and Buzzer Circuits of  
Underfloor duct systems.

Brick and Stonework of West Front being cleaned down and pointed. Mr.  
Pagotto's attention called to brown staining of certain upper Stone Quoins,  
at Main Entrance section.

No mention was made of Acoustical Tiles for Kitchen Ceiling. Are they on  
hand?

Linoleum not as yet laid in Telephone Switch Board Room. This to be  
attended to.

Painters in North Wing Ground Floor.

Owner's plans of under-floor "Inserts" of 1st and 2nd Floors returned  
to Contractor, completing the 2 sets at the Site, in line with Architects.  
Mr. Pagotto confirmed that building occupancy would be given 15th July '52.  
Mr. Pagotto reported that capacity of "new" well was 2,500 gallons per hour  
but that his "old" well started to drop at 500 gals. per hour.

As the concensus of opinion was that with a reserve tank of 10,000, the  
"new" well would provide the necessary domestic water supply. It was,  
however, considered advisable to extend a "lead pipe" from the "old" well  
to the west side of the Service Roadway for possible future connection.  
Mr. Pagotto to submit report by Mr. Meunier on "well tests" and to look  
into the matter of obtaining a suitable well pump for early delivery.  
Arranged with Mr. Belair that he prepare a sketch of the required well  
connections to the Tank and House Pump, with cross connections. Overflow  
from Tank with Electric Float control required.

. . . . . 3

7th May 1952 Page 3

Weather fine

Visited site with Mr. Allan.

Left 2 copies of revised "Inserts" in North Wing of Ground Floor  
with Andy Panineau for General Contractors and Electricians use.  
Copies of this "revision" to be sent Architects and Engineers.

✓  
JHB/vm

9th May, 1952.

Weather fine

Visited site and interviewed Building Superintendent (Papineau).  
Telephone Equipment being delivered.  
Panelling, 3rd Floor Executive Office being erected.  
Painters decorating walls and painting window sashes.  
Sul-sash being fitted.  
Plasterers completing Cafeteria Dining Room & Assembly Hall ceiling.  
General Contractors extending dead end  $1\frac{1}{2}$ " branch pipe towards  
building from Old or Contractors well.  
Marble Saddles at doorways being set.  
Lavatory marble being erected.  
Terrazzo Floors being laid in Lavatories and Stairways.

13th May, 1952.

Weather dull with some rain

Visited site and interviewed Mr. Donolo and Frank Pagotto.  
Plasterers have completed Cafeteria Dining Room and Ceiling of  
Assembly Hall. Scaffolding being taken down from the latter and  
Kitchen Equipment being moved in the former Room.  
Plasterers completing 4th Floor and working on Staircases.  
Lathers on Kitchen Ceiling.  
Kitchen ceiling tiles shipped from Toronto.  
Mastic Tile being laid, Ground Floor, North Wing.  
Painters on Walls and window sash, 12 men - number to be increased.  
Electrician awaiting 200 standard Lighting Fixtures.  
Steam-fitter awaiting information on correct location for oil meters.  
Balance of Roofing Slate - shipped by Railway Car.  
Metal Door to Transformer Room shipped from Montreal.  
Bell Telephone men erecting in P.B.X.  
Floor of Switch Board Room filled but Linoleum still to be laid.  
Plumber awaiting City Estimate for Water Connection, Mr. Pagotta to  
advise Architects on receipt.  
Mr. Pagotta to write Architects re outstanding items to include:-  
City Water Service.  
Size and number of circuits for Underfloor duct systems.

.....2

13th May (Continued)

Special Lighting Fixtures, 3rd Floor Executive Offices.

Door Saddles between carpeted Rooms and at doorways etc. subject to continuous tracking.

Details of cap etc. to marble Columns Main Entrance Hall.

Mr. Pagotta submitted estimates for pumps, tank etc. for new Well.

These shown to Mr. Mansur and approved.

Mr. Donolo interviewed Mr. Mansur re progress of work and the cooperation and assistance of his workmen in "our move" from the 11th to 15th July next.

Interior doors to be delivered at site on 25th inst. and carpenters to be sent to Montreal for erection. Date previously given as 15th inst.

Erection of Steel Partitions to commence in two week's time.

Shop Drawing for Steel Cabinets on 3rd Floor, in mail to General Contractors. Marble Contractor to visit Job this week, in the matter of marble walls and columns of Main Entrance Hall.

Contractors to reply to Engineers requested information re Refrigeration Compressors, see letter 1st May, '52.

Oil Burner still not operating satisfactorily.

JHB/vm

c.c. Mr. P.S. Secord

Architects

19th May, 1952.

Weather fine

Visited site and interviewed Mr. Pagotta and Electrician.

Mastic Tile being laid on Ground Floor.

"Tredtex" tile for Corridor delivered.

Cork Tile enroute.

Linoleum layers to be on Job tomorrow.

Plasterers on Stairways and Kitchen.

Marble setters on 3rd Floor.

Electrician awaiting information re "access" door to Promenade

Lighting Standards.

Arrangement of Circuits for Underfloor system awaited.

(Consulting Engineers to submit Plans tomorrow.)

Elevator men on Freight cab installation.

Roofer still awaiting slate delivery.

Manhole from Roadway to "Contractors well" being completed.

JHB/vm

c.c. Mr. P.S. Secord

Architects

20th May, 1952.

Weather fine

Meeting at site attended by Messrs. Wright, Elton Smith, Pagotta, Flynn, Robinson, Belair, Pizzagalli, Bertrand, Irvine, Ross & Lapointe.

Memorandum of Meeting held 6th inst. reviewed and the following outstanding matters to be given attention:-

Carload of slate received but quantity insufficient to complete Job. Balance of slate on order but delivery indefinite. Roofer to follow up and complete other work, including erection of Ventilation Fan (still outdoors), Grilles and Louvres etc.

Mr. Belair has been unable so far to obtain estimates from City for Water Main connection to Montreal Road. He to follow up.

Mr. Wright and Mr. Smith contended that cost of this water connection was included for under the Contract. This not conceded by Mr. Belair, but work is to be proceeded with pending a decision. Erection of balance of Plumbing fixtures, delayed, awaiting marble dado and ceramic tile floors in Showers and Private Lavatories.

Steam fitters have not as yet correctly installed Oil Meters at Boilers: Mr. Smith advised that the necessary information had been given by letter. Contractors could not confirm this.

Radiators in Kitchen being installed. Plumbers require 2 weeks for the connecting up of Kitchen Equipment after Plaster work and tile work completed. Plasterers to be out in a week's time and the tile setters to commence work next Tuesday, completing within two weeks or less by overtime work.

(Acoustical "tile" for Kitchen ceiling delivered at the site.)

Mr. Flynn proposed to plaster concrete ceiling slab of Kitchen Monitor with vermiculite after applying stone set to concrete. Plaster margins to be formed around lower ceiling to accommodate acoustical tile sizes.

Plasterers in Bowling Alley space. Mr. Flynn advised that base coats were "slow drying" in this room.

Firedoor to Transformer Room as delivered at the site is over-size and will have to be of reduced width with hinges adjusted to ensure satisfactory hanging.

20th May, 1952. (Cont'd)

Mr. Robinson advised that this door is to meet the approval of the Hydro Electric.

Mr. Elton Smith advised that he had now decided not to prepare plans for the underfloor duct circuits, but to issue instructions to Electrician.

Mr. Robinson and Mr. Smith are to confirm the previous order for additional "Inserts" and to supplement this as required by owners plans, previously issued to all concerned. It was estimated that there was a week's work on each floor and that

this should be underway without delay. Mr. Robinson promised additional men for this work and erection of balance of lighting fixtures, leaving those in 3rd Floor Filing Spaces until the last.

Mr. Wright and Mr. Smith advised that special Lighting Fixtures for 3rd Floor Executive Offices had been placed on order for delivery in 4 weeks. Photo line Glassware may be delayed. Mr. Robinson to place formal order and follow up.

Lamp Standards for Promenade as delivered without recess doors in base were examined, Mr. Wright advised that he could get no explanation from the manufacturers for this oversight and advised they be erected as delivered.

Electrician explained that erection with access to the connection of base would entail difficulties only in the event of the "standards" being damaged or or trouble developing in the circuit. Transformer Vault almost complete, but walls to be cleaned down and floor painted.

Hydro to be given key to door when service installed.

Mr. Pizzagalli advised that due to strike at Frontenac Plant, Kingston, the ceramic tiles as selected for the floors of private lavatories and dado to walls of Assembly Hall could not be obtained within a foreseeable time and asked that a selection be made from stock samples submitted or as previously suggested marble be used in private lavatories.

Mr. Wright does not care to make a new selection, but arranged that Miss Demerling visit Montreal and make selection at



20th May, 1952. (Cont'd)

at Contractor Shop.

Mr. Ross (Morgans) stated that the panelling of Executive Office would be completed within a week's time and asked for instructions in the matter of colour for painted woodwork. Architects to advise on this.

Mr. Wright determined with Contractors the height of Chair Rails in #307, 344 & 335 to meet Job conditions.

Color for ceiling and cornices, 3rd Floor Offices, to be determined by Architects.

Ventilation grilles in 3rd Floor Office panelling required.

Marble for these rooms to be installed when door frames in place.

Marble Contractors submitted Shop Drawings of 1st Floor Entrance

Hall. Mr. Wright promised to wire approval tomorrow.

Linoleum layers on Job.

Contractors enquired as to colour sample for painting of Interior

Doors, also for decoration of Cafeteria Dining Room and Lounge

Rooms recently approved by owners.

Architects should consider arrangement of floor pattern around

columns of Cafeteria Dining Room.

Mr. Bertrand advised that Exterior doors had been delayed in

completion but that deliveries would be made next week: this to

include other wood finishes.

✓  
JHB/vm

c.c. Mr. P.S. Secord

Architects

22nd May, 1952.

Weather fine

Visited Building site with Mr. Secord and interviewed Contractors Superintendent re panelling Executive Offices, painting of plaster walls in General Offices, exposed concrete around "Sunken Beds" flanking Main Entrance Steps, (see correspondence).

Miss Demerling at site on her way back to Toronto from Montreal where she selected ceramic tile for floors of Private Lavatories, and obtained samples for Assembly Hall dado.

Referred matter "high gloss" sealer coat and quality of paint as supplied by Mount Royal Paint Company, to Miss Demerling. Painting Contractors enquired as to finishing coats. Advised to consult Architects.

23rd May, 1952.

Weather fine

Visited site with Mr. Hazeland and interviewed Lapointe re adjustment of Steel Partitions to meet Job conditions, north side of South Wing on Ground Floor.

Examined acoustical metal tile pans being erected in Kitchen.

Advised Lapointe to insert "sleeve" through north wall of concrete Pump Pit, being formed against east wall of Boiler Room,

Pump casing to be burned off at required level in Pit.

Linoleum layers to be on Job next Monday morning.

Mastic Tile being laid Ground Floor.

Painters applying sample of "light mushroom" colour to walls on Ground Floor. Contractor suggested that all metal door frames be similar in colour to Steel Partitions. This was my understanding of Architects instructions, excepting in special Rooms such as Cafeteria Dining Room, Lounge etc.

Awarded contract for demolition and removal of Farm House and Barns etc. to south of Head Office Building.

JHB/vm

c.c. Mr. P.S. Secord  
Architects

27th May 1952.

Weather fine

Meeting at site attended by Messrs. Wright, Horswell, Pagotto & Lapointe.

Memorandum of previous meeting reviewed and the following items to be followed up and given attention.

Electrician advised that the proposal to omit access doors from base of Promenade Light Standards was not acceptable to Hydro Inspectors.

Architects to prepare sketch of base to provide this requirement and the incorrect spacing of anchor bolts.

Mr. Wright examined panelling of Executive Office and instructed that 1 door be returned to shop to be panelled on reverse side.

Steel Partition, south side of North wing, 1st Floor to be extended to "clear" ceiling lights. Mr. Lapointe called attention to the marred finish of steel partitions during transit.

The erection of partitions delayed by linoleum layers, only 2 men on Job additional layers had been promised but so far had not arrived. Cork Tiles also awaited.

Electrician cutting for underfloor duct inserts by chisel. Suggested that a carbon drill be used in locations where floor covering is laid.

Mr. Pagotto advised that all "circuit" runs had been arranged for and additional inserts for underfloor ducts had been placed on order.

Mr. Wright questioned the "scheduled" application of steel partition colour to steel door frames and proposed the use of the "wall" colour (green) on the corridor side.

Doors and panels delivered at site and being fitted.

Panel doors to be secured by 4 small angles and screws.

"Pull" sockets for upper window sashes selected; to be painted in with the sash.

Door "silencers" to be applied only to doors fitted to steel frames.

Mr. Horswell directed that oil meters be mounted on blower motor casing and that drip pans are required under cooler fan of "deep freeze" etc.

Walls of Refrigerators are sand finished. Should this not be smooth trowelled

Walls of "Delivery Room" white plastered. Should this not be cement finish?

Ceiling of Kitchen plastered and walls being finished. Acoustical tile ceiling almost complete. Setting of quarry tiles to be commenced tomorrow.

All heating and plumbing said to be installed in kitchen floor for equipment.

27th May 1952 (cont'd)

Contractors propose to delay paving of ramps, until all roads and walls are ready for completion.

Mr. Horswill outlined revised requirements of Boiler Room "cat walk" and asked that Contractors prepare erection drawing for submission along the lines proposed.

Roofer has 12 men on Job and anticipates early delivery of balance of slate.

Ventilation work still to be completed.

Mr. Mitchel and Miss Demerling to visit building next week and determine finishing colours.

Contractors advised that both the plumbing and heating systems were under water head but could not state extent of pressure under test.

It developed that no provision had been made for the under floor hinge boxes to the vestibule doors of Main Entrance Lobby. Mr. Wright to consider and advise of an alternative method of hinging.

Mr. Marani phoned in reply to my letter of the 23rd inst. advising that the sub-contractors had advised against a door construction having one side panelled and the other flush panelled, also that he would like to view the inside of the concrete walls exposed by the "sunken beds" at the Main Entrance, during his proposed visit, possibly on Tuesday next.

In the matter of special furniture for Executive Office, he could not obtain from the manufacturers a completion date before the end of July, but believed that the extended date might be confined to the Board Room table.

A revised selection of the tile for dadoes of Assembly Hall was delayed pending receipt of samples and delivery date.

Sunken concrete housing over "new well" being poured. Stave Storage Water Tank delivery anticipated in a day or two. Pumps in stock in Montreal.

Mr. Pagotto phoned to say that the City of Ottawa required a deposit cheque in the amount of \$900.00, before making connection to their water main on the north side of the Montreal Road. He to advise Architects of this requirement.

JHB/vm

c.c. Mr. P.S. Secord  
Architects

28th May '52.

Weather fine

Visited site and interviewed Mr. Lapointe; progress as previous day.

29th May '52.

Weather fine

Visited site with Mr. Secord to review progress towards completion on established date. Interviewed Lapointe.

Four men laying linoleum; promised additional layers did not arrive.

Mastic tile work practically complete; some cork tile received.

Steel Partition erector left the job at noon, to return Monday.

Work delayed through non-arrival of material or floor covering not laid in areas where partitions sections on hand.

Wood doors being fitted and erected. 7 Carpenters engaged, additional men to be brought to Job when panel doors received with angle clip fasteners. Expected Monday next.

Painting presented samples of plaster wall finish, stippled in "semi" in place of "high" gloss for acceptance by Architects.

Sample of finish to metal door frames to be prepared with gloss, as of metal partitions. 18 painters engaged.

Tile setters (2) on walls of Kitchen.

Door to Transformer Room not received at Job.

Cleaning of stone coping and modified trimming of concrete around "sunken beds" flanking Main Entrance suggested; decision held pending Mr. Marani's proposed visit Tuesday next.

No decision by Architects on tiles for Assembly Hall dado.

Contractors propose to proceed with wood floor of Assembly Hall.

Contractors in addition to "priorities" to be given items listed by Mr. Hazeland's letter are to advance spaces on Ground Floor front.

Delivery of well pumps with fitters anticipated Monday next.

No definite information on delivery date for Storage Water Tank, but expected during next week.

Wreckers demolishing old barn.

Viewed land to south of Head Office Building and considered proposal to "grade" generally to "original" levels. Existing pile of soil to be spread over Disposal Bed and sand pile distributed over Builders debris

29th May '52 (Cont'd)

and into lower floor of demolished barn by bull dozer.

Decision as to whether this rough grading work be done by F.D.C.  
or by other contractors to be determined.

Screen doors to be erected across corridors connecting Service  
wing with offices.

30th May 1952

Weather fine

Visited site to meet Miss Damerling and Painting Contractors, to  
consider paint colour samples. Gloss on plaster walls to be  
reduced and stippled, as proposed by painter.

Metal door frames "3/4 gloss" to match gloss of metal partitions.

Wood doors painted both sides alike, except as required in  
Special Rooms.

Decorations of Cafeteria Dining Room explained to Painter.

Extensive delivery of Steel Partitions received, but no erectors.  
Linoleum layers (4) to work tomorrow, Saturday.

Tile setters in Kitchen but wall tile as received to be returned  
and replaced by similar "oven cream" tile to which capping tile is  
immediately available.

Lighting fixtures in Assembly Hall lounge extend too far below  
ceiling. Advised Electrician to cut stems to minimum length.

Boiler Room "panels" set up temporarily, to be seen by Consulting  
Engineers.

Fire door to Transformer Room received, to be erected Monday.

Mr. Lapointe wishes Architects approval to set up of Water Coolers  
in Corridors.

✓  
JHB/vm

cc: Mr. P.S. Secord  
Architects

2nd June, 1952.

Weather fine after rainy "week-end"

Visited site and interviewed Lapointe and Mr. Meunier, Montreal, and Mr. Alexander, Ajax.

One man only laying linoleum, work 30% complete. Additional layers expected to be on site, tomorrow.

Two men laying cork tile Ground Floor, expects to complete laying of balance of cork on Ground Floor front this week, and to start work on East end of South wing on this Floor, next Monday.

Three men erecting steel partitions, further men to be employed as floors are prepared and material delivered.

Mr. Alexander stated that partition work could be completed in 2 week's time, provided no delays were encountered at the site.

Mr. Lapointe promised to co-operate towards this end, but requested that the early completion of the partitions on Ground Floor, be kept in mind.

Painter has 18 men on Job.

Quarry tile setters in Kitchen. Decision on wall tile awaited pending determination of Cap Boulding; possibly "black".

Well pumps being installed at 100 ft. level, and expects to generally complete installation, except Electrical work, today. Robinson to carry out Electrical work, including the connecting up of controls as supplied.

Flot Switch delivered. To be placed in storage for installation by Edge Ltd. at Storage Tank.

Delivery date for storage tank not known.

Floor drain from pump pit to Storm sewer manhole, being installed.

JHB/vm

cc: Mr. P. S. Secord.

: Architects.

3rd June, 1952.

Weather fine and warm

Visited site, accompanied by Mr. Marani, Mr. Ross and Miss Demerling.  
Interviewed Messrs. Pagotto, Lapointe, Robinson, Pizzagalli and Menatghini.  
Messrs. Mitchel and Bell (Simpsons) at the site directing Morgan's painter  
in the painting and finishing woodwork in Executive Offices.

Mr. Mansur and Mr. Secord later visited the Building.

The following items were determined, subject to formal instructions to be  
issued by the Architects:-

Sample colour for wood panelling Executive Floor approved.

Dining Room wall colour to be somewhat similar, subject to sample.

Ceilings to be "panel and wall" colour, with 75% white added.

Cornices -? Window sash "off white."

Oak Panelling to be rubbed to remove "surface film."

Mahogany for Furniture, colour sample #1 submitted and approved.

Window Hangings in Secretary's and other 3rd Floor Office to be  
on exposed tracks, to clear Venetian Blinds.

Mr. Secord questioned the wood finish of Vestibule as related to  
Board and Ante Room.

Dado Panelling is to be extended around Vestibule 303 with Botticino  
marble base, as in adjoining rooms.

Exterior of window frames and sash throughout, to be "white".

Cafeteria Dining Room wall decorations, to follow samples given  
Contractors.

No window hangings other than Venetian Blinds suggested for this  
Dining Room.

Sample paint colour for Assembly Hall Lounge, held pending determin-  
ation of tile, or other dado material for Hall. No suitable ceramic  
or other tile in stock suitable. Alternative materials including  
Travertine considered. No Decision.

Quarry tile layers in Kitchen, with a week's work to complete.

Selected yellow wall tile not in sufficient quantity to include bull  
nosed capping to dados. Use of "black" or "white" as a 2 ins.

capping considered; the latter in preference. No decision.

The use of marble capping, in place of tile to dwarf wall under  
Kitchen Hood, agreed to.



3rd June '52 (Cont'd)

Lighting fixtures as specified and delivered, not suitable for use in Assembly Hall Lounge. Decided to use "close to ceiling type" as in corridors.

Mr. Marani viewed conditions at wall recesses for Drinking Fountains and instructed that a filler board be installed to cover open space at rear of Fountains.

Mr. Marani could not give "promised" delivery date of Lighting Fixtures for 3rd Floor Executive Offices, nor of arrangements made to bring Promenade Lighting Standards to Hydro requirements.

The use of shallow box type of floor hinges for Main Entrance Vestibule doors, to meet structural conditions, being considered by Architects.

Delay entailed in completion of Vestibule Screen.

Mr. Mansur enquired as to colour proposed for walls of Corridor extending From Main Entrance Hall to Cafeteria. This determined as light mushroom, similar to General Offices; the north-south corridors to be "light" green. No report given as to progress of Marble for walls for Main Entrance Hall, other than being manufactured.

Letter to Architects of 2nd inst. with reference to a proposal that additional door screens be placed across east-west connecting corridors on Ground, 1st and 2nd Floors, to provide Lavatory accommodation to Assembly Hall, Cafeteria and Bowling Alleys, 'locked off' from Offices, was explained to Mr. Mansur. This to be resubmitted when details and estimates received.

Sunken Beds "at each side" of Main Entrance, considered by both Mr. Mansur and Mr. Marani to be too low to provide the required "flanking" to the front

Central and pedimented Gable.

Mr. Secord to contact Landscape Architect in this matter.

Mr. Pagotto confirmed to Mr. Mansur, the completion date of 15th July, subject to certain finishing work in Bowling Alley and Boiler Room space and possibly in Assembly Hall.

It transpired that all window soffits had not been prepared to receive Venetian Blinds, as early in the construction it had been arranged for with the Architects, (Bill Smith) and as particularly required in the

3rd June '52 (cont'd)

Cafeteria by our Job Report of the 21st May, 1951. Mr. Pagotto advised that Shop Drawings for Record Book-case and for Stationery Cupboard on 3rd Floor, had been submitted and approved by Architects. These not submitted to Owners.

6 Lino and 2 Tile layers on Job (working over-time).

3 Steel Partition erectors. Foreman states this number to be the maximum he can use, under present "floor laying" conditions.

18 Painters employed.

✓  
JHB/vm

cc: Mr. P.S. Secord  
Architects

4th June 1952.

Weather Fine

Visited site and interviewed Lapointe.

Work processing as on previous day.

6th June 1952.

Weather Fine

Visited site and interviewed Lapointe.

Work progressing as on previous day.

Advised that door between Room #115 and 116 of Clinic, should open into the latter Room (see correspondence). Door as presently hung swings into Room #115. Gave instructions that the door be rehung as a double swing door, on floor hinge plate and top pivot, with push plate on north side and pull plate on south side. (Architects to please confirm these instructions by Change Notice, and advise that a wood stop be planted around the cheek of the metal door frame to conceal the hinge and lock cuttings.)

Sash lifts screw flanges will require to be cut in a number of cases to "clear" marble window sills.

Double doors to form Vestibule #303 to Board Room have open meeting joing. Astragal Bead suggested. Architects to advise.

Ventilation grille in Lobby cuts through Wall Panel stile, Architects to view this on 3rd Floor.

Hardware for one door to Room 328 required.

Contractors having difficulty in obtaining Athey Type bronze interlocking thresholds for Entrance Doors.

Inserts as drilled for floor outlets North wing Ground Floor are not in accordance with revised arrangement, issued 9th May '52. Have contractors been advised of requirements in Underfloor outlets as listed in letter to Architects and Engineers of the 29th May '52?

✓  
JHB/vm

cc: Mr. P.S. Secord  
: Architects

10th June 1952.

Weather Fine (rain and wind storm during afternoon)

Attended meeting at site with Messrs. Wright, Lindsay, Pagotto, Irvine, Bertrand, Robinson, Pizzagalli, Belair and Lapointe.

Reviewed reports on previous meeting; the following items to be given attention:

Capping to wall tiles of Kitchen still to be determined. Mr. Pagotto to make enquiries as to available tile in Montreal.

Balance of tile work to be completed this week. Erection of Kitchen equipment to commence Friday next.

Marble for walls and columns of Main Entrance Lobby to be delivered during this week.

Treads and Landings of Staircase #11 & #12 specified as of mastic. Contractors propose to substitute terrazzo. This accepted.

Door saddle between Serving and Dining Room of marble.

No decision as to tile of dado to Assembly Hall or as to alternative material. Coloured transite or portland cement plaster, suggested but no decision.

Advised meeting that use of travertine marble, at estimated additional cost of \$2,500, not favoured for Assembly Hall dado.

Private lavatories being prepared for tile floors.

Again viewed Promenade Lighting Standards in the matter of providing 18" square sub-base with access door, 5 ins. or more.

Decided to omit painting of walls of Transformer Room but to cement paint the floor, after cleaning down brick walls. Floor of Kitchen Store Room #20 also to be painted.

Hydro Inspector to view Transformer Installation prior to take-over.

Architects propose to prepare drawings of shelving in Janitor's Closets and in Room #20, in accordance with owner's requirements.

Architects drawing of suggested glazed birch door screens across east-west corridors on Ground, 1st and 2nd Floors, estimated to cost \$1200. to \$1300. Alternate price to be obtained from Rowe Bros. for metal screens.

Again called attention to ventilation grille as installed in wall panelling of Lobby 3rd Floor. Mr. Wright to view and consider this, also the requirements of an astragal to double doors to Board Room.

10th June (cont'd)

2

Latch and Lock set required to door to Supply Room 300A.

Communicating Door south end 1st Floor to be installed with latch and lock set as listed.

Called attention to the requirement of 14 additional lock sets, with 6 only specified as "spares". Has order been placed by the contractors for the required 8 cylinder dead locks?

Elton Smith's illness prevented his attendance at the meeting, and no

instructions having been given Electrical Contractor, in the matter of

underfloor inserts in accordance with his letter of the 26 May, and my

reply of the 29<sup>th</sup> of that month. Mr. Lindsay instructed the contractors

in these requirements and is to interview the Telephone Company in the

matter of wire mould extensions from inserts, presumably to be installed

by the Bell Company from their type of insert. He is also to inquire

into the extension of runs in flexible conduit within and through the

base of steel partitions, as may be desirable in certain locations. Mr.

Lindsay will also enquire as to Bells, acceptance of low tensions buzzer

wires within the fibre ducts provided for their wires.

Contractor enquired if all "buzzer" calls were two way. This and the use of individual transformers to be determined.

The capacity of "panels" to carry the loads, to be considered, with possible additions to central panel - Ground Floor.

Mr. Wright advised that he had written me advising that he now considered

the cost of connecting to City Water Service to be additional to the

Contract and that this cost to be charged by the City, would be in the

neighborhood of \$1,500.00.

(Letter not received, he to send duplicate.)

Contractors submitted net estimate of \$1,550.00, for the painting of

Filing Spaces on the 3rd Floor; one coat filler and 2 coats cement paint,

of grey colour. Alternate price of \$650.00 for 2 coats of wax with primar.

Decided to paint these spaces; work to commence immediately on completion

of wall and ceiling painting of southerly section.

No mastic or cork tile setters on Job.

Two only steel partition erectors on Job. Load of material on the way

and additional erectors anticipated.

. . . . 3

10th June (cont'd)

3

Car load of roofing slate on the way and a further car on order.

Ventilation contractor promises completion of his work before end of month.

Decision made to omit curb bases to 4th Floor Fans.

Lighting fixtures to west ceiling of Bowling Alley, shown on plan as recessed fluorescent not prepared for. Decided to install applied fixtures of the type specified for the adjacent areas to this space.

Delivery of Exterior doors delayed a further week. Saddles (bronze) not immediately available. Mr. Pagotto to endeavour to obtain these in Montreal.

Reserve water tank erectors to be on the Job tomorrow. Plumber to submit sketch of connections and piping.

JHB/vm

cc: Mr. P.S. Secord

: Architects

13th June '52.

Weather fine

Visited site and interviewed Building Superintendent.

Floor of Filing Space "B" - 3rd Floor being painted.

3 Erectors on Steel Partitions.

Reserve water tank erected.

Other work progressing as previously recorded.

Interview with Mr. Secord and Mr. Ed Wood regrading land south of Building.

It was agreed that this be carried out at minimum cost; generally to follow old grades, including levelling of 'hump' south of Main Car parking Area. (Estimated cost \$4,000. Est. funds unexpended \$2,000.)

Tennis Courts as and when constructed, to be located south of Building, on other side of Circulating Road and towards Main Parking Area.

16th June '52.

Weather fine

Visited site and interviewed Building Superintendent.

Work progressing as previously reported.

Linoleum and Cork tile laying on floors completed.

Rubber tile being laid on 1st Floor corridor.

4 Steel Partition erectors on Job.

Painters giving last coat to Filing Space B, on 3rd Floor.

Tile setters in Kitchen, finishing floors and setting cap to wall Dado.

Advised Lapointe to retain Construction Hoist for "Moving" operations.

Approved Belair's piping arrangement to Water Storage Tank, rising 3 ins. outlet to House Pump, beyond Water Meter.

Messrs. MacRostie, Mitchell and Bell at site. Have instructed painter as to wall and ceiling colors in Executive Suite and arrange time table for this painting work, carpet laying and furniture and other deliveries.

5th June '52.

Weather fine

Visited site and interviewed Lapointe.

Work progressing as previously reported.

Water Storage tank being erected.

JHB/vm

17th June 1952,

Weather fine

Mr. Secord interviewed by Mr. MacRostie, in the matter of Furniture and Furnishing in Executive Suite and advised that deliveries would be advanced from the dates previously suggested.

A revised delivery schedule in line with this advance is to be submitted. Mr. MacRostie left copies of Memo of Meeting held on the 3rd inst. with Mr. Mitchell and others. This memorandum confirms wall and ceiling colors of Executive Offices.

Mr. MacRostie left a sketch dated June 1952, showing suggested lino tile for Dado of Assembly Hall. Copy handed Mr. Pagotto to obtain price upon this as a change from the specified Ceramic tile dado.

Mr. MacRostie advised that both the General Contractors and Morgans Painters were given instructions by Mr. Mitchell.

Visited site and interviewed Messrs. Pagotto, Robinson, Irvine and Alexander (Rowe Bros.)

Tile setters completing Kitchen Floors and wall cappings.

Electricians report variation between specified panel cut outs and Kitchen equipment requirements; Mr. Robinson to consult with Rideau Aluminum. Gave field instructions to install Electrical wall plug for attachment of soap dispenser to Dish washing Machine.

Information as promised by Mr. Lindsay (Consulting Engineers) in the matter of circuits and panel for equipment in Duplicating and I.B.M. Rooms on Ground Floor, not to hand.

Floor bolts for Main Entrance Doors to be placed on inside faces, in place of on astragal face as specified.

Additional cylinder lock over 2 specified, required for Main Entrance Doors. Plumber states that waste for sink in Servery not in accordance with Rideau Aluminum requirement of double sink. Advised that this be corrected in line with drawings approved by Architects.

Car of Slate in City. Roofer endeavouring to locate a siding.

Ventilation work on 4th Floor progressing.

Electrician awaiting additional brackets for Lighting Fixtures.

Oil meters remounted on Boiler Fronts.

Load of standard and special partition sections etc. on the way from Ajax.



17th June '52 (Cont'd)

2

Advised Belair that Architects had been instructed to accept submitted additional cost for City Water Connection and that the work may be placed on order with the City.

Marble for Main Entrance Hall not received, anticipated tomorrow.

Tile floor in Private lavatories being completed.

Mr. Pagotto advises that steel Cabinets for 3rd Floor office and Coat Room well in hand.

Painter to begin painting floors of North Filing Room 3rd Floor immediately.

No report given on delivery of Lavatory Doors.

Fire marshal enquired as to Architects decision on Exit Direction signs.

Entrance doors being erected.

^  
JHB/vm

18th June 1952.

Weather fine

Visited site and interviewed Messrs. Lapointe and Robinson.

Work progressing as previously reported.

Hydro Inspector requires Underwriters label to Transformer Room door. Mr. Lapointe to obtain this.

Electrician pointed out that access to Power Panel in Boiler Room was cramped by Air Compressor Tank and Motors. This to be considered by Mr. Elton Smith during his intended visit to site on the 20th inst.

Mr. Smith 'phoned Mr. Robinson re circuits to Duplicating and I.B.M. Rooms.

Ground Floor. Evidently no decision arrived at in this urgent matter.

Marble for Main Entrance Hall not received. Expected tomorrow.

Ventilation men working on Supply Fan #1 - Vent Housing on 4th Floor.

Tile setter still in Kitchen.

Arranged with Mr. Lapointe that finished grades, over Septic Tank disposal bed, be relatively:-

North west Corner	4.00
South       "       "	5.75
North East       "	4.00
South       "       "	5.75

Electrician advised that he was now keeping well ahead of Telephone men. Some delay caused by water retain in Under-floor ducts.

Two Electrical machines drilling for 'inserts' in south wing 2nd Floor.

Walls of Transformer Room cleaned down and floor being painted.

✓  
JHB/vm

19th June 1952.

Weather fine

Visited site and interviewed Messrs. Lapointe, Robinson and Menigenne. Arranged method of inserting lock in double Entrance Doors having spring parting beads. This information not provided by Architects Specifications or Hardware List.

All Exterior Doors on site.

Some marble on Job for Main Entrance Hall.

Kitchen equipment men had to leave Job, awaiting Plumbers.

Tile floor of kitchen and adjoining areas to be completed tomorrow; other tile work completed.

Examined Septic Tank Disposal bed and determined finished level as a continuation of that existing to the East of the Southerly half of the bed. Painter endeavouring to obtain additional help of a satisfactory class of workmen.

General Contractors have sold sheds, located to west of Promenade and is endeavouring to have purchaser complete the removal arrangements, without delay.

Again discussed question of increased feeders and additional panel boxes for machine loads in Duplicating and I.B.M. Rooms. Decision must be made not later than tomorrow when Elton Smith is to visit site.

Note: Detailed information on machine and equipment loads was issued to Engineers 26th April last and to Architects 2nd May '52. Follow ups continuously since then and visit by Mr. Lindsay but with negative results.

Mr. Robinson interviewed I.B.M. representatives re wiring etc. of special Electrical Clocks. Evidently some difficulty to be adjusted. Hydro Inspector requires Underwriters door to Transformer Room, but will provide service, if contractor states in writing that this type of door will be installed without delay.

JHB/vm

20th June, 1952.

Weather fine

Visited site and interviewed Elton Smith, with Messrs. Robinson, Hogg, (I.B.M.) and Watson, re wiring for Duplicating and I.B.M. Rooms Ground Floor.

Requirements determined, additional panel ordered and Contractor instructed to proceed.

Bell Telephone complaint of water in underfloor ducts examined: General and Electrical Contractors to cooperate in overcoming this immediately. Advised Bell Phone wiring men to return to Building on Monday next, when at least part of the water will have been cleared. Drilling for inserts well advanced.

Miss Demerling with Painting Contractor, who is to advance his progress by overtime work. Capable workmen difficult to obtain.

Load of Steel Partitions received.

Roofers completing slate on Roof of North Wing.

Marble setters in Main Entrance Hall. Fillet added to detail of marble moulding around Bronze frame of Enquiry Wicket; wicket frame of reduced dimensions.

Tile work of Kitchen practically complete. Equipment being installed.

Elton Smith examined conditions around Power Panel in Boiler Room and instructed Steam Fitter to hang air pressure tank and support one compressor on angle iron stand.

I.B.M. representative anticipated adjustment of special skelton clock wiring to suit existing conditions.

Sample of green tile available for Assembly Hall dado, received from Miss Demerling, submitted to Mr. Mansur and Mr. Secord and approved. Architects and Contractors advised.

Sample color for Entrance doors and outdoor benches approved.

Wire Screen Receiving Room, Ground Floor being erected.

Piping of Water Storage Tank being installed.

JHB/vm

cc: Mr. P.S. Secord

: Architects

24th June '52.

City Service installation next week, if connecting T fittings delivered on time.

Additional Electric panel for Duplicating and I.B.M. feeders and order last week not yet received. Mr. Smith and Mr. Robinson to follow this up; wiring to be run in the meantime.

Lavatory doors being installed.

Plumbing fixtures for Private Lavatories to be installed.

Cork floors being sanded and waxed.

Painter to continue the painting of the south wing 2nd Floor, and to complete it this week and to follow occupancy schedule.

Carpenters to proceed with Plan Cabinet on 1st Floor, North wing and the making of "duck boards" for Room #20.

Mr. Allan to complete arrangements for the continuous attendance of a representative of the Consulting Engineers, with alternate day visits by Mr. Elton Smith, until work completed.

Elton Smith to prepare schedule of outstanding Electrical and Mechanical items.

Mr. Allen to look into the arrangement of floor tile pattern around Column of Cafeteria.

Steel Partition Erectors not making necessary progress; Mr. Allan to see Mr. Alexander re this.

Carpet layers at work on 3rd Floor.

Work sheds to be removed next week.

Mr. Allan to determine delivery date of Executive Floor Lighting Fixtures. Final car of slate not as yet dispatched.

Called Mr. Allan's attention to poor fitting of astragal spring door beads.

Mr. Belair estimated that a chlorinating sterilizing apparatus would cost installed about \$1,000. He to submit estimate and catalogue cut for consideration.

Reminded Mr. Allan of the long delay in obtaining copies of manufacturers and other approved mechanical and electric shop drawings.



JHB/vm  
cc: Mr. P. S. Secord.  
Architects

24th June 1952.

Weather fine and warm . *Heat run every evening.*

Visited site with Messrs. Allan, Elton Smith, Pagotto, Belair, Robinson, Shutz and Lapointe.

Memo of previous meeting reviewed with following to be given attention:-

Owners "Occupancy Memorandum" dated June 23rd, distributed to Architect's and Contractor's concerned. Every endeavour is to be made to meet the required occupancy dates, commencing July 2nd and continuing to July 11th next.

6 men clearing underfloor ducts of water but Bell Telephone not satisfied to bring their wiring men back to Job. Gang to be increased and Bell Co. advised that south wing on 2nd Floor is to be ready for wire installation tomorrow, other areas to follow.

Drilling for floor inserts completed on Ground and 1st Floors.

Holes drilled in South wing 2nd Floor and drilling continuing north along front offices.

Only one drill operating, other out of repair. Contractors endeavouring to obtain heavier drill, in the meantime, drilling on the 3rd Floor and other carpetted floors, could continue by hand.

Electrician advises that all insert fittings are in hand.

Electrician advised of extensive work still to be done in Boiler Room, including wiring of oil burners, wiring of Power Panel and House Pump.

Steam fitter and plumber to co-operate in this delayed work towards its completion.

Water tank piping to be completed and service turned on this week; with hose "bibs" installed.

Kitchen equipment being installed, Dishwasher installation delayed awaiting <sup>refrigerator section.</sup> ~~refrigerator~~. Kitchen range delivered but not placed.

Counter Front completion delayed pending information as to colour for baked panels. Decided to instal panels and tray slide and on painted instead of "baked" finish. Colour to be given painter.

Kitchen and Supply Fan #1 to be in operation this week.

Tile work in Kitchens to be completed tomorrow and Equipment generally in operation 3rd July completed 8th July '52.

Steam Boilers to be retested after temporary operation. Mr. Belair to arrange this and General Contractors to pay charges.

25th June 1952.

Weather fine and warm

Visited the site and interviewed painting contractor, leaving sample tile for Assembly Hall dado with him to be passed on to Miss Demerling tomorrow, as requested by Mr. Allan.

Painter will complete painting of south wing 2nd Floor, by 3rd July - schedule time - but cannot complete the Kitchen Store Rooms etc. on Ground Floor until rooms cleared of plumbing fixtures and storage and ready to receive paint.

Painters in Cafeteria Dining Room.

Bell Telephone complain that they are prevented from continuing their wiring in north wing, 1st Floor, by floor washers. Mr. Lapointe advised to correct this.

Grading land over septic tank disposal bed - using trucks and hull dozers. Foreman assures me that tile beds will not be disturbed? These should be examined upon completion of grading.

Cafeteria trucks for soiled dishes, do not accommodate the size of tray ( $15\frac{1}{2}" \times 20\frac{1}{2}"$ ) entered on Drawing D-59. Slides prepared for next smaller stock size.

Kitchen equipment being installed and stove to be moved into position.

Electricians wiring for Duplicating and I.B.M. Machines. Panel not received.

Water in reserve Storage Tank and vaulted connections made.

JHB/vm

cc: Mr. P.S. Secord

: Architects

26th June 1952.

Weather fine and warm, after morning thunderstorm.

Visited site and interviewed Mr. Lapointe.

Advised of additional signal "insert" required in Room 316 for Intercom-system to include Secretary.

Miss Demerling determined colours with Painting Contractor for Cafeteria Dining Room and for ceiling and cornices in Executive Offices, also suggested light green colour for upper walls of Assembly Hall.

The last mentioned and adjoining Lounge to be decided upon during next visit.

Miss Demerling explained to Lapointe the requirements of floor "tile" pattern around columns of Cafeteria. Pattern to run each way from centres of Dining Room, independently of columns.

Painting staff increased to 25 men; engaged on 2nd Floor south wing, 3rd Floor Executive and Dining Room etc.

Plumbers and Steamfitters in Kitchen and Boiler Room.

Electricians on Ground, 2nd and 3rd Floors.

Carpenters erecting Plan Cabinet and hanging Lavatory Doors.

Bell Telephone men in North Wing, 1st Floor and elsewhere.

Arranged with Lapointe for storage of Venetian Blinds.

Consulting Engineer's representative not on Job.

Number of Outdoor Benches received, colour too light.

Work of grading Septic Disposal Bed halted by rain.

Kitchen oven not as yet in place.

Housing for supply Fan #1 being erected.

Miss Major and Miss Demerling interviewed Mr. Gold and submitted samples of Table Linen for Private Dining Room. Recommendations approved and material including cork silencer pads for table to be put on order.

Cork Pads for table at full extent	\$130.00
" " " Place Mats	10.00
Large Linen table cloth, white	60.00
Smaller " " " "	40.00
3 doz. White Napkins @ \$2. ea	72.00
3 " Place Mats @ \$1.50 "	54.00
3 " Napkins @ \$2. "	72.00
	<hr/>
	\$ 438.00 Estimated

JHB/vm  
cc: Mr. P. S. Secord  
Architects



27th June, 1952.

Weather fine

. Visited site and interviewed Mr. Lapointe.

Examined grading over Septic Bed. Extensive levelling necessary.

Mr. Lapointe assures me that truck and bull dozer on use will not disturb field drains.

Dismantling Electrical oven necessary to facilitate placing in Kitchen, this being done.

Gave instruction to paint cement floors in Refrigerators #132, 131 & 134 also in #19. Paint walls in these Rooms also in #129. (See letter to Architects.)

Floor covering in Cafeteria not as yet being laid as anticipated.

New Panel for I.B.M. and Multigraph Room wiring has not been delivered. Bell Telephone men pulling in wires. Water still on 1st Floor ducts being attended to by Mr. Lapointe.

Marble setters in Main Entrance Hall; Columns not expected for another week to 10 days.

Plasterers still patching on Ground Floor.

South Wing, 2nd Floor; second coated, awaiting finish coat.

Steel Partitions erection, delayed by missing sections.

Hydro taking over Transformer Vault. Padlock placed on Door. Should this door not have "curb" on inside?

Carpenters erecting Plan Cabinet 1st Floor north wing 3rd day.

Ground floor Kitchen storage and locker Rooms to be cleaned of Plumber's storage, as soon as possible. Lavatory marble to complete.

Balance of Plumbing Fixtures for Private Lavatories awaited.

metal Cabinets for 3rd Floor required. Progress by Kideau Aluminum should be verified.

Consulting Engineer's Representative, not as yet at Building.

Mr. Lapointe phoned to say that our moving men had damaged by bending the inner lifting gate of Freight Elevator. Advised that we would be responsible for such damage and to have the necessary repairs made immediately.

✓  
JHB/vm

cc: Mr. P.S. Secord  
: Architects

2ND July 1952 (cont'd)

Demolition of Temporary Store Sheds commenced.

Grading and laying of top soil over Septic Tank Bed completed.

Mr. Ed. Wood advised that Benches as supplied to Promenade, not considered suitable (27/6/52 - He away for 10 days).

Adjusted switching of lighting to Offices - 2nd Floor., west Front, along with Mr. Elton Smith.

Venetian Blinds being installed on 3rd Floor.

JHB/vm

cc: Mr. P.S. Secord

: Architects

2nd July, 1952.

Weather fine and warm

Visited site and interviewed Messrs. Pagotto and Lapointe.

Lino-tile floor of Cafeteria Dining Room - 60% laid.

Kitchen Equipment completely installed excepting "Scraper Section" to Dishwasher; daily stores shelving at shop being cut to fit building dimensions. *Motor size corrected for Blower Motor.*

Steamfitter awaiting reducing valves for "steam" equipment.

Doors to Refrigerations not installed to proper "hand".

Kitchen Exhaust Fans not connected to outlets or to switching controls;

Louvres, not yet made.

Housings for Supply Fan #1 - 90% completed.

Blow-off to Boilers and Tank carried over Kitchen Roof in place of to Chimney head.

House pumps being connected to water supply. Wiring to Power Panel still to be installed. Temporary connection required.

Wiring to Machines in Duplicating & I.B.K. Rooms underway but new Panel not as yet received.

Water still in Underfloor ducts of Ground and 3rd Floor. Pagotta advised that more men required, to keep ahead of Bell Telephone men and carpet layers.

Temporary water supply connect to North Plumbing stack and Lavatories placed in service for part of owners staff now established at Building.

Mr. Elton Smith and Mr. Carberry at site to take over supervision of delayed mechanical installations.

Power service (Electrical) now completed and temporary service disconnected.

Advised that louvres of Cupola be boarded up on inside.

Plan cabinet on 1st Floor North wing practically completed.

Metal doors to Stairways being installed by West Steel Co.

Terrazzo landings to Stairs at Rear of Assembly Hall being laid.

Marble setters in Main Entrance Hall.

Painters completing painting of window sash and frames. Glass still to be cleaned.

JHB

. . . . 2

3rd July, 1952.

Weather fine and Warm

Visited site and interviewed Messrs. Elton Smith, Carberry, Lapointe & Robinson.

Power by temporary arrangement. New Panel not received - supplied to I.B.M. Multigraph Machines now set up and in operation.

Due to change in the placing of certain machines, change in location of two floor "Inserts" necessary.

Mr. Smith instructed contractor to place 25 flange and screw cap insterts on order.

House Pump connected and in operation: temporary connection wired.

Lavatories being cleaned and being put in service. Keys to Paper Holders etc. handed to Mr. McGill for installation of supplies.

Urinals not in service, awaiting pipe flanges.

Painting of Lavatories incomplete and some hardware missing.

Key received from Contractors and handed to Mr. Carberry.

Signed order for overtime work by Electricians and if agreement reached, plumbers to also work overtime.

Steam Kettles rearranged to allow of tilting. Door to Meat Storage Refrigerator to be changed to "hinge" as called for. Instructed Lapointe to instal angle iron "door stops" to protect Electric Oven. Motor for Potato Peeler not suited to 208 volt. Other peeler with 208 motor to be provided pending receipt of correct motor for specified Fixture. Scraper section for Dish Washer not received. Miss Major objects to the specified and installed Stove with overhead "grille". Kitchen equipment to be ready for use next Monday. Daily stores, counters and shelving now at shop for corrections to meet Building measurements will not be ready for installation for a week or 10 days. Stainless steel "ceiling" to Kitchen Hood delayed by Ventilation Contractor. Painters on Kitchen Ceiling. Counter "pass through" section awaited. Pressure reducing valves not received for Kitchen Equipment. Plumber has not removed his Stores from Kitchen Storage Room on Ground Floor, as arranged. Electrician to remove his stores for Garbage Can Washing Room; this to be done next Monday.

Marble setters in Locker Room, 1st Floor and in Main Entrance Hall.

Under Floor ducts still to be cleaned on 3rd and Ground Floors.

Venetian Blinds being installed on 3rd Floor.

c: Mr. P.S. Second Painter on Window Frames and sash of West Front. Plumber to instal Lawn Hose  
: Architects

HB/vm

Bibs. Insulation materials to be removed from Garage to Bowling Alley space. Contractors hoist not required for owner's "moving, to be taken down."

4th July, 1952

Weather: Fine and Warm - Rain during  
previous night.

Visited site and interviewed Messrs. Wright, Barbing, Lapointe, Swartz, Robinson, Belair and Miss Major.

Miss Major objects to the Broiler, (Item 43), being placed over Range, (Item 42) and proposes, subject to Chef's agreement that one of the 2-Ranges (Item 42A) be replaced by a Grill. This to be determined on Monday next.

Miss Major confirmed the reverse placing of kettles, (Items 39 and 40) from that shown on Plans.

Meat Slicer to be placed on table 24 in place of table 28. This change necessitates an Electric Plug at the new location. Proposed that this be taken through the dwarf wall from plug presently provided for Mixer 23.

Electrician and Mr. Lapointe advised.

Scraper section still to be received.

Shelving in Room 135. Daily Stores at shop being adjusted.

Doors to refrigerators 131 and 132 changed to correct swing, and painting of these refrigerators and room 134 completed.

Mr. Belair to cool these rooms next Monday.

Painters to be out of kitchen on Monday evening and to complete cafeteria diningroom in meantime. Mr. McGill to have boxes and table tops removed from kitchen entry to allow painters to complete.

Miss Major to take over next Tuesday.

Ventilating contractors erecting lining of kitchen hood.

Miss Major wishes Glass 'Sneye' Screen erected along counter top to protect exposed foods. Architects to prepare drawing.

Mr. Belair's attention called to the necessity of water supply to urinals - Delay by lack of N.P. flanges.

Mr. Belair has no advice as to progress by City in providing water service. He is to have lawn bibs installed.

Mr. Robinson to set up sample of buzzer connections to office desks for consideration and approval on Monday next.

Mr. Lapointe to follow up construction and installation of cupboards in Clinic.

Record book cabinet in Room 318 to be painted in place of baked enamel finish.

7th July, 1952.

Weather fine and warm

Called with Mr. Lapointe at Davidsons' Mill re progress of Cabinets for Rest Clinic and other outstanding items. Cabinets still to be assembled with delivery ready for erection promised next day.

Called with Mr. Lapointe at Rankins Hardware and selected hardware for Cabinets. This taken to Job.

Called with Lapointe at Edge Limited, re N.P. flanges required for Urinals - water piping.

Visited site and interviewed Mr. Pagotta re progress. Handed him a long list of items from previous Job Reports still to be attended to or completed.

Mr. Bill Smith at site to interview Miss Major re her requirements and give these attention.

Mr. Secord and Mr. Gold visited site and reviewed progress.

Cafeteria work behind schedule - Contractors neglecting this work in favour of orders for other work given to Rideau Aluminum Co. by the Corporation, under threat of cancellation.

Mr. Secord authorized Donolo Inc. to purchase and instal Chlorinator for Well Water.

✓  
JHB/vm

cc: Mr. P.S. Secord  
: Architects

COPY



CENTRAL MORTGAGE & HOUSING CORPORATION

HEAD OFFICE OTTAWA

ITEMS TO BE ATTENDED TO:

JULY 7th, 1952

Water to urinals

Switches in lavatories

See all hardware applied in lavatories

Ducts to be cleaned of water- 1st & 2nd floor and to be clear-check-

3rd floor underfloor ducts front room cleaned-See other rooms?

Buzzer inserts & boxes approved as in McGills' rooms

Mr. Robinson to select push buttons

Kitchen Fans temporarily connected - check -

Refrigerator to be cooled & system in order

"Scraper" section for dish water - still awaited

Ice Cream cabinet to be connected

Potato peeler to be placed in operation

See that telephone conduit is clear for connection to Dietrichs office

Shelving for daily stove room awaited

Ducts boards for Room 20

This room & can washing room - Painting is required

Pipe racks for Refrigeration

Ovens to be levelled

All equipment & fittings in kitchen to be cleaned

Tray rail to be completed in Cafeteria counter

Guard rail to be completed

South end of counter incomplete

Tile floors to be cleaned

Painting to be completed in Kitchen & Cafeteria

Floor covering to be laid and cupboards installed - promised by Davidson



for delivery tomorrow or Thursday - Hardware selected in delivered

Lavatories on 3rd floor Executive suites to be completed & water laid on

Passenger elevator to be placed in working order

Entrance doors to Dining room awaited

Missing sections of steel partitions said to be enroute

Painting to be completed on 2nd floor offices Decorating of Clinic?

Air tank & compressors for Controls still not in position to be connected

Boiler No. 1 said to be ready for firing - Other boilers to be placed in shape & permantely connected to controls

Old Water line to be removed & nonswest cover applied to piping

Demolition of sheds to be expedited etc... etc...

Switch in Dispensary to be located to clear cupboards

Record Book Cabinet & Stationery Cabinet awaited for 3rd floor room 318-300

Inserts to underfloor ducts & carpet laying in 12 Corner offices on 1st & 2nd floor

Place chlorinator & tester on order as submitted by Mr. Neunier - Montreal for early delivery and installation - See supplier for details of installation and location.

New Panel Box to be placed in Machine Room of Elevator 2 Ground floor Temporary panel installed

Ventilating system to be completed in working order

Bill Smith tp issue instructions and drawings of changes required to Kitchen Equipment as determined with Miss Major Drawer section in Counter top of 3rd floor servery to be arranged for installation without removing counter from site.

Altermate prices awaited for Chrome cabinets of wood or metal in servery See drawings linen. drawers of wood.

Lapointe do construct benches for Ball Field as per sketch but with centre support

Coat Hooks required for Board Room and for Room 300A - see drawings Advise Carberry to extend his order for overtime work beyond the 6th as may be required by electricians and others

Wicket in Main Entrance Hall with shelf to be installed.

8th July, 1952

Weather: Fine & Warm; rain during night

Visited Building with Messrs. Allan and Elton Smith, interviewing Messrs. Pagotte, Robinson, Swartz and Lapointe along with Jack Barberry and others.

Job reports of previous meeting reviewed; outstanding items to be followed up, including:-

Completion of Refrigeration system and cooling of boxes promised for 5.00 p.m. today, but not in operation at 9.00 p.m.

Kitchen equipment completely installed but with temporary connections to dish washer and potatoe peeler.

Phone not installed in Miss Major's office.

Equipment and floors being cleaned.

New panel not received for I.B.M. and Duplicating Machines; operating on temporary connections.

Lavatories being cleaned and painted.

Wiring of 3rd floor Executive Office being done, plumbers working in private lavatories and painters completing their work in offices.

Simpsons at window hangings; curtain tracks for windows of east offices 3rd floor being placed clear of blinds but are possibly too short. Mr. Allan to see Mr. Mitchell re this and advise erector.

Carpet layers in corner offices - 1 at 2nd floors.

Tile setters on 2nd floor - corridor and in assembly hall lounge.

Marble setters and carpenters in main entrance hall. Marble shelf not delivered for enquiry wicket - marble columns next week.

Tile dado for assembly hall shipped but not received.

Marble dado and shower stalls being completed in locker room.

Painters in store room #20 and garbage can room. Adjusted along with Mr. Allan the location of Steel partitions on 2nd floor to meet floor insert locations.

Steel partitions odd-sections still awaited.

Cleaning of underfloor ducts being completed.

Venetion blinds being erected throughout.

Equipment being installed on 3rd floor servery.

cc: Mr. P.S. Secord  
Architects.

CENTRAL MORTGAGE & HOUSING CORPORATION  
HEAD OFFICE OTTAWA

9th July 1952.

Weather rain all day

Visited Building and interviewed Messrs. Pagotta,  
Robinson, Carberry and others.

Returned hardware samples belonging to Rankin Co.Ltd.  
Left with Mr. Lapointe.  
Left with Mr. McGill, Boiler and Tank Inspection Certificates.

Water still in certain of the under floor duct systems.  
Requisitioned from Mr. McGill's stock: mop heads for cleaning.

Duct Cleaners to work this evening.

Issued order to reverse door and panel to Room adjoining and  
to the south of Main Entrance Hall, 1st Floor, also for the  
installation of Telephone Insert in the office to be occupied  
by Mr. McGill.

Issued order to Rideau Aluminum to provide 12 meat hooks for  
Refrigerator Pipe Rack. (Mr. Pagotta advised).

Issued order to provide temporary connection to "Reach In"  
Refrigerators, not provided for by the Electrical Plans.  
Permanent connection required.

Door in place of "panel" desired to Legal Room No.232.  
Instal only at the time of door immediately available.

Refrigeration system in operation.

Kitchens and Lavatory Fans in operation.

Ceramic Tile for Assembly Hall received.

Terrazzo treads being set in Staircases.

Marble for walls of Main Entrance Hall being completed.

Items of Executive office Furniture received.

Venetian Blinds installed.

Elton Smith has not as yet advised Contractors as to type  
and number of wires to be drawn in for Inter Com between  
Presidents', Vice-Presidents' and Secretary's Offices or  
selected the "light Signals" between Presidents' and Vice  
President's Offices and their Secretaries. *6 required / installed*

Mr. Popham requested to submit estimate and cut of tier  
of Linen Drawers for 3rd Floor Servery.

...

- 2 -

9th July '52 (Cont'd)

Lighting fixtures awaited for Executive Offices,  
Lighting Fixtures - have they been selected for  
Private Dining Room?

Flexible connections r#quired for Ventilation  
Fans on 4th Floor.

Compressors and Air Tank for controls not  
installed.

32

JHB/vm

J. Hodge Brown

CC: Mr. P.S. Secord  
Architects

11th July - 1952      -      -      Weather fine after heavy rains

Visited site and interviewed Messrs. Marani, Pagotte, Ross, Carberry, Belair, Bell, Lapointe and Miss Demerling.

Items outstanding for immediate completion:-

Water in under floor ducts 1st floor and 2 dozen inserts to be drilled for

Wiring of Executive suites 3rd floor. Carpet relayed. and paper covering retained in south corridor to Servery; Equipment to be installed in Servery and connected up.

Painters completing Panelling.

Kitchen Equipment to be completed and temporary connections replaced to include Dishwashing Machine, Potato Peeler, "Reach In" Refrigerators in Kitchen and Counter; correct exposed refrigerant copper piping on former and connect wiring to water cooler of latter.

Meat Rack not installed (Meat Hooks - 12 required). Shelving and Bins for Daily Stores to be completed and erected in position.

South end of counter incomplete.

Kitchen ventilation incomplete.

Clocks to be completed.

Plumbing connections to 4th floor, fans.

Telephone Conduits to chef's office and boiler room to be cleared and installed.

Replastering on 2nd floor to be completed.

Painting of lounge and corridors to be continued.

Marble in 1st locker room and showers to be completed.

Lavatories to Kitchen staff - Ground Floor - to be painted.

Mr. Marani and Miss Demerling instructed Painting Contractor as to color treatment of inside of exterior doors.

Mr. Marani to consider Mr. Secords suggestions re surface treatment of Promenade.

Lighting Fixtures in monitor over Kitchen to be installed 30 inches from the ceiling in place of 12 inches as previous called for.

Mr. Bell; Simpson's instructions to provide carpet for 2 additional offices from "overmeasurement" supplied.

Mr. Marani advised that design of outdoor benches is to be reconsidered.

Mr. Moss, Morgans, instructed to paint in darker color bookshelves in Secretaries offices - 3rd floor.

Delivery of Rubber to be awaited for 2nd floor corridor.

Belaire instructed to supply Hocking white metal ring to sink in Dispensary.

Curtain standards and curtain rods around clinic Rest Room awaited; also completion of cupboards in this section.

Metal Cabinets for Room 318 and 300 A still awaited.

Lighting Fixtures for Executive office not on hand.

Extensive wiring still to be carried out in Boiler Room panels.

Hollow metal doors for Cafeteria Dining Room awaited.

Tenders for door screens across corridor to Services Block not yet received.

Tenders for China Cabinets on 3rd Floor Servery not received.

Marble Columns in main entrance hall not at site.

Tile delivered for assembly hall dado.

Numerous odd sections, doors, etc. required for Steel Partitions.

Lighting Fixtures for executive suite and 3rd Floor Dining Room awaited.

Spoke to Mr. Marani re present unsatisfactory ventilation of Kitchen and Dining Room, he to have consulting Engineers to look this over.

HEAD OFFICE BUILDING, OTTAWA

2nd, July - '52. Weather fine and warm.

Messrs. Allan, Elton Smith, Pagotto, Carberry, Robinson and Swartz attended Job Meeting. Progress was reviewed and outstanding items including the completion of the Assembly Hall and Lounge by the 25th inst. with the exception of Decorating and the sanding of the Hall floor.

Mr. Allan advised the birch facing around Procenium Arch of Assembly Hall would be painted and that the colors for this and for the walls and balance of woodwork would be determined next Monday during Miss Demering's proposed visit.

Mr. Allan determined that metal nosing be applied to the steps between the Lounge and Hall be installed to replace the proposed nosing of linoleum and that the treads be of the green colored linoleum.

Mr. Allan concurred in the decision not to hinge but to secure by dowels and bolts, the doors to chair storage space under the platform. Mr. Allan accepted the contractors suggestion that the bronze dust proof keepers be omitted from double doors and that a hole only be provided in the marble saddle to receive the bolt.

Elton Smith instructed Mr. Carberry as to the installation of permanent wiring for "Reach In" Refrigerators in Kitchen and Cafeteria Counter also for Fan #8 on the 4th Floor. Mr. Carberry too advised electrical contractor.

Electrical work to be completed by the end of this month. New Panel for I.B.M. and Duplicating Room and "Edward" fittings buzzers still awaited. Mr. Allan to contact Elton Smith towards a satisfactory adjustment of the inaccurate fitting of the recessed lighting fixtures in Board Room and the adjustments of the ballasts to Lighting fixtures of Presidents and Vice-Presidents offices. Two new fixtures of the



necessary increased length, required for Board Room. Frames of the fixtures in Executive Offices to be painted to match color of ceiling. No confirmation report received on visit by Mr. Marani and Miss Demering or on treatment of open shelving. Mr. Mansur and Mr. Secord interviewed. Mr. Secord advised that the surface treatment of promanade had been determined with Mr. Pagotto. Design and Price of "Basket" ceiling fixtures for Private Dining Room, approved. Mr. Mansur requested that the lighting switch in his room be changed from N.P. to bronze matching hardware.

Mr. Allan's attention called to limited passage provided for air from Cafeteria Dining Room to Kitchen and the need that this and other ventilation work be examined by consulting Engineers. See also memorandum of previous meeting with Mr. Marani.

Mr. Allan to give consideration to cowl or canopy over Urns in Cafeteria Counter - Ceiling above liable to deterioration by escaping steam. See also floor fastening of pipe rail. Fittings and Shelving in Kitchen Daily Stores Rooms and Meat Racks still awaited.

Stationary Cabinet for 3rd Floor and Record Book Cabinets to have doors reinforced and hardware revised and adjusted, are required for immediate attention and installation.

Mr. Secord mentioned that the Dining Room table was not considered entirely satisfactory.

Electrical wiring of ~~2nd~~<sup>1st</sup> Boiler not yet completed.

Re-arrangement of switching to meet office layout on 1st and 2nd Floors "fronts" as determined by Elton Smith on the 2nd inst. still to be attended to.

Capacity load and operation instructions to be posted in each elevator.

Mr. Allan's attention called to the noisy and heavy operation of Freight Elevator doors.

# *Central Mortgage and Housing Corporation*

OTTAWA, CANADA

Head Office Building, Ottawa,  
July 25, 1952.

23rd July 1952 - Weather fine and warm - (storm about 6 p.m.)

Mr. Allan returned to building at noon and determined with Mr. Carberry, method of adjusting lighting fixtures in Board Room.

Advised that Miss Demerling would be here on Monday next in the matter of outstanding colour items.

Mr. Carberry stated that he had instructed electricians of Elton Smith's requirements in the matter of incompleated wiring in Kitchen, Cafeteria, Servery and Fan No. 8.

New Panel for J.B.M. and Duplicating Section. Ground Floor not received but traced to Montreal.

Instructed Contractors to change hinged door between Servery and Private Dining-room to double swing with push plate. Bottom of door to be cut for air passage from dining-room to Servery.

(Messrs. Morris and Robinson from the Architects office visited the building during the late afternoon. Saw Mr. Secord.)

24th July 1952 - Weather fine and cooler -

Mr. Secord called Lapointé's attention to flooding of Main Entrance Hall during last evening with possible damage to unfinished woodwork of vestibule screen.

Contractors advised to replace post at south end of Promenade damaged by O.T.C. bus on previous day.

Electrician replaced recepticle in servery for three prong plug in warm food wagon. Advised to also make this change in kitchen as required by Miss Major.

Mr. Wiggs, Consulting Engineer, toured the building. A number of the outstanding items called to his and Mr. Carberry's attention.

Cement base for compressor on Ground Floor for Cafeteria water cooler ready but mechanics not on job to set up equipment.

Advised Lapointe to replace broken glass panel of door on 2nd. floor. He advised me that seven more sul-sash lights broken to a total of 18. Mr. Allan has this condition under review.

JHB/JP

J. Hodge Brown.

Re: Head Office Building - Ottawa

July 29th, 1952 - Weather fine and cooler.

Miss Dermerling interviewed and instructed Painting Contractors on outstanding items. She was advised of Mr. Secords' views in the matter of color of Main Entrance and other glazed exterior doors.

Mr. Horswill visited building and was reminded of outstanding mechanical items previously reported, to include noise from ventilation fans on 4th floor. Balast adjustments to lighting fixtures in Executive Offices.

He to consider and report on Mr. Secords' suggestion that ventilation of his and Mr. Mansurs' offices be by exhaust only and in the matter of fan vibrations and noises.

Adjustment of ventilation systems held pending complete installation, when tests will be made.

Mr. Pagotto at Building. He to relay trap rock finish to south walks at Bus Stop.

Instructed to order 19 alluminum fly screens for Dining Room and kitchen, cost delivered, \$240.00

Expansion joint plates to be cleaned and laquered.

Electric clocks to be put into service

Phoned I. B. M. in this matter, immediate attention promised.

Bronze saddles at doors to Duplicating and Supply Rooms, interfere with trucking.

JHB/PJB

J. Hodge Brown

Re: Head Office Building - Ottawa

August 5th, 1952 - Weather fine.

Reviewed with Messrs. Pagotte and Lapoint outstanding and other items towards their completion or adjustment to include, in addition to those in the mechanical trades, as outlined by letter to Architects of the 1st instant and to be given immediate and continuing attention commencing 11th instant; at the termination of the "trade holiday week".

Completion of the dado in Assembly Hall.  
Painters on Stairways and exterior work & wood screens.  
Slaters on roof of south wing.  
Carpenters fitting hardware. Awaiting that for Main entrance and vestibule doors & miscellaneous items.  
Items for completion and adjustments of kitchen equipment:  
include correction of tray supports of "Reach-In" refrigerators - see letter to Architects of this date.  
Awaiting detail drawing of glazed screen to cafeteria counter & fittings under tables.  
Correction to drainage of roadways to include lowering of outlets, to be given immediate attention for completion.

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Representatives of Dominion Linoleum Company examined loose tiles in dining room and lounge, also buckling of loose material in certain offices. They were inclined to question quality of cement on those locations.

Continued investigation of septic tanks and disposal bed indicated that glazed tile leader was located close to north earth bank, was 32 ins. below surface with a depth of clay soil under topsoil, with indications of effluent at th's central point.

Excavation at south centre of "bed" indicates a depth of 25 ins. to tile, with an excessive flow, possibly indicating the release of a blockage.

Examination of spetic tanks indicated <sup>contents of</sup> one at considerably higher level than the other. Values could not be tested as no key was available.

Architects and Engineers should consider these findings and complete investigation.

*Copy 11: Secord  
11:15 with 13*

J. Hodge Brown.

Re: Head Office Building, Ottawa.

August 6th, 1952 - Weather fine.

Painters during evening to second coat upper walls of Assembly Hall, in accordance with color selection given by Miss Demerling. Remarked to foreman that the present wall color was decidedly blue, compared with the 'yellow' in the green of the tile dado.

Gully outlets in road being lowered to provide proper drainage - see Job Report 30th Oct. 1951 and correspondence.

Conduit required to provide telephone outlet, 3rd floor, Space A at column C.7.

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August 7th, 1952 - Weather fine.

Workmen on roadway adjustments. Fastening hardware of metal windows of ground floor does not provide for satisfactory operation from floor level. Guard rails across windows of stairways had to be removed to allow opening of sash and the cleaning of windows. Examined road and walk adjustments with Mr. Secord and Mr. Lapointe.

Examined wall paint color in Assembly Hall with Mr. Secord. Final coat does not appear to cover well and to have too high a gloss.

Color otherwise appears satisfactory but to be seen later in conjunction with tile dado. This done during evening by Mr. Secord and approved. Suggest that color of doors under platform be a shade lighter.

*Copy Architects*

12th August, 1952 - - Weather Fine

Messrs. Wright, Foggo, Elton Smith, Carberry, and Paggotto visited the Building and ~~tested~~ completion items to be given immediate attention by Contractors. Mr. Carberry prepared a similar list of items applicable to the mechanical trades. These lists to be distributed for attention by the General Contractors and the various trades concerned.

During the inspection tour which was limited to Ground, 1st, 2nd, and 3rd floors, Mr. Wright was reminded of the following observations previously recorded:- - -

- (a) Uneven surface of cement plaster on sloping roof ceiling surfaces on 3rd floor filing spaces, with some cracking in evidence.
- (b) Uneven plaster wall surface, at west end of north wing, on 2nd floor.
- (c) Inaccessability of Lever type fasteners to steel window sash of Ground Floor.
- (d) Dangerous condition of floor plate covers to clean outs inserted in Ground Floor.
- (e) Finish of wood handrails to stairways.
- (f) Uneven floors and linoleum covering of 2 Rooms on 3rd floor.
- (g) Breakage of glass in Sull-sash.
- (h) Noisy and heavy operation of Hatchway Doors to Freight and Kitchen elevators.
- (i) Reverse operation of sink faucets in kitchen.  
Drainage from Refrigerators, Garbage Refrigerator and on washing sink; Transmission of heat to adjoining sections of Cafeteria counter.
- (j) Mr. Carberry's continued investigations of Septic Tank Disposal Bed.

J. Hodge Brown.

HEAD OFFICE BUILDING

OTTAWA

25th September 1952 - Weather fine.

Messrs. Allan, Wright, Foggo and Carberry visited Building in connection with outstanding contract items. Copies of my list of these items dated September 23, 1952 was given Mr. Foggo: to include:-

Completion of Boiler Room, septic tanks and an examination to determine the source of a sewage odor at the outlet to the storm water system.

Attention called to the outlets at the high points of the flat roofs over Assembly Hall and adjoining offices, allowing a depth of water to remain over their area after rain storms.

Change order Nos. 155, 160 and 164 were returned to Mr. Allan for re-check. Mr. Wright advised that Orders Nos. 51, 105 and 152 were still under consideration.

Order No. 88A and Mr. Wright's letter of the 19th instant proposing that this order be approved without awaiting adjustment of credit under change notice No. 170 was submitted.

It was agreed that Order No. 88A be approved subject to the offered credit of \$1,782. for 900 feet of 18 inch pipe being subject to upward adjustment as determined by amount of credit to be given by contractors on Change Order No. 170.

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Meeting with Messrs. Mansur, Secord, Allan, Wright and Foggo -- Frank Pagotto part time.

Architects advised that the General Contractor has requested the return of their Deposit on the Contract and for a reduction to the holdback on work done.

It was agreed that the Deposit be released and that the holdback be reduced to leave a substantial sum to represent work and material still to be done or completed.

The reduction to the amount of the present holdback to be:-

- (a) To 5% of the value of work done as provided under the Contract (Reduction of say - \$30,000.00).
- (b) To reduce or dispense with the 5% holdback on each of the various trades as now or when completed leaving a balance of \$25,000. to \$30,000. as final payment on entire completion.

In reply to certain matters of importance raised in early correspondence the Architects stated that the ~~posed~~ "felt" under covering of the lower portion of sloping roofs (behind parapet walls) is "rock faced" and of a weight, meeting the fire resistant requirements of Type 1B buildings also that as only one of the three test samples of structural concrete of April 15, 1951, failed to meet the required compression stress for columns, they were satisfied with the work; further a proposal to change the swing or "hand" of the doors to the rear stairs from Assembly Hall so as to lead in the direction of the exit, was not accepted by the Architects.

*[Handwritten signature]*  
Copy Architects  
n Secord

PROGRESS REPORT

*Mr. Brown copy  
Copies in House  
Architects (2)*

21st October 1952 - Weather Fine

Mr. Allan and Miss Demerling visited Building and gave instructions in the decorating of Entrance Hall ceiling and towards a satisfactory paint finish to the course grain of the Entrance Doors.

Mr. Allan took note of certain outstanding items and recommended that carpet, laid on Building Paper, would due to the uneven and unsatisfactory cement floor finish of Committee Room on 3rd Floor make the most satisfactory covering. Mr. Foggo would be advised of this decision and issue Change Notice omitting the specified linoleum.

(This decision confirmed with Mr. Foggo, subject to an additional 8 yards or more of carpet being available to complete along with material in owner's stock, the covering)

22nd October 1952 - Weather Fine

Mr. Carberry at Building to follow up on deliveries of awaited Electrical and other mechanical materials, including sound system. Oil Burner kicked out about noon, due to short on No. 2 Boiler, Hot water supply cut off.

23rd October 1952 - Weather Fine

Mr. Foggo and Mr. Carberry at Building; interviewed Electrical Contractor. Arrangements made for installation of new ballasts and the refitting of glass to lighting fixtures in 3rd Floor, Executive Offices. Cutting of glass completed and the fixtures in 2 offices complete during the night of 23 and 24 instant.

Work to be continued during following night.

Clock in Board Room in position. Entrance Hall Clock being placed.

Electrician and Helper in Boiler Room.

Septic tanks examined - one tank in use other valve shut off.

Valve opened but it was not determined that both tanks are as yet operating satisfactorily and at the same water level.

Water running from storm sewer but in reduced capacity and with less noticeable odor.

Mr. Foggo suggested that the drainage water was coming from the lower lateral drain of the disposal bed but this, when opened up, was found to be dry. As other water might be from weeping tiles, the sump pit at east end of north wing was uncovered but also found to be dry (The remaining sump on Ground Floor to be uncovered and examined).

It would appear from these examinations that the waste water entering the storm sewer, during dry weather, is from the Boiler Room floor and from compressor cooling.

The manhole called for by plans, approximately 100 ft. south of septic tanks, could not be located at the storm drain main. Contractors to find this and extend to grade level.

A change notice is to be issued, requiring an extension of 18 ins. to the 3 manholes of septic tanks. Existing collars as embedded in concrete are to remain and 3 new collars to be supplied.

A change Notice is to be issued for the extension of the man-hole to Fuel oil storage tank, to the grade level.

Outside Fire Hydrants to be tested and drainage valves checked.

Mr. Belair (Edge Limited) in attendance.

Change Notice to be issued for the installation of a thermometer of the steam supply line to oil heaters.

Circulator on Domestic Hot Water requires adjustment or renewal.

Note: Only one circulator is installed. Consider this arrangement with varying temperatures on two systems, House and Kitchen.



Burned out motor being rewound; awaiting delivery.

Thermostats missing from Control system.

Mr. Belair states that outdoor thermometers are now operating the various heating zones. Check as to setting.

Tagging of valves to be completed.

Record drawings being prepared.

Copies of approved shop and manufacturers drawings still awaited.

Owners are to stencil valve numbers on access doors.

October 24th, 1952.

Motor to Assembly Hall Fan, vibrates noisily on higher speeds.

Hum of motors on 4th Floor is audible in Board Room.

Oil Burning Equipment to be inspected by Manufactures to include the distortion of burner cones and change over from light to heavy oil in starting and operation of both oil pumps.

Trial made on Fire Alarm System. Bells barely audible in machine rooms on Ground Floor. Architects to submit report and re-recommendations.

Plaster stains around certain ceiling access doors, evidently from valve leaks.

Metal door to Ground Floor Elevator Equipment room awaited.

Underwriters door to ~~Storage Room~~ transformer vault, in transit.

Hardware for Main Entrance Doors as recommended by Mr. Winiger and approved, placed on order but no delivery date given.

Hardware for Vestibule Doors ( in transite) to be viewed before attachment. Door kick plates awaited.

Owners to paint cement floors of Elevator Equipment Rooms, Corridor to south of Bowling Alley space and Heating Plug standards.

Roofing state to be examined, note particularly those towards the south court for missing and irregular tiles.

Rain water still entering at least one lamp of Promenade Standard.

These standards and lighting standards of Parking Area to be fitted with 500 in place of 300 watts. by owners.

Electricians to correct circuits feeding Entrance Lights south side, also to complete and correct switch panel directories.

Bronze switch plates for Executive Offices, in transit.

Dish washer motors now temporary connected to 110 volt line in place of 208 volt: Note: Rideau Aluminum contends Architects approved installation -- This to be looked into.

Connecting of kitchen grille, awaiting "cut out".

Cold Section of Cafeteria Counter, operates irregularly.

Condensation from this and adjoining steam section, still being experienced.

Linoleum loose in front of counter; due to this condensation dripping to floor.

New handle required for oven door in 3rd Floor Servery.

Glazed screen for cafeteria counter awaited.

Arrangements to be made for a complete inspection and adjustment of the Heating system, at an early date, by Mr. Horswill.

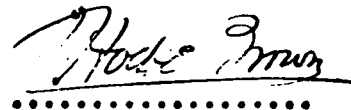
Engineers are to advise contractor of the required "outlets" capacities and velocities for ventilation systems.

Sound system complete with exception of "engraved" plates; temporary connection made pending receipt of plates.

Interviewed representative of Turnbull Elevator Company in the matter of noisy and heavy operation of doors to the Freight Elevator. He advised that hatchway doors of aluminum in place of steel, would not overcome these objections but that side operating doors would provide a reduced width of opening was acceptable. It was arranged that soft rubber be secured to the meeting rail of the upper section of one door as a trial towards reducing noise of operation.

Passenger Elevator and its doors were not considered fully adjusted to smooth operation. Lettering of car direction "Panel" should be clearly incised.

Check previous lists and correspondence for other incomplete items, to include buzzer call system; exhaust system No. 8; Replacement of warped front doors; assembly Hall grille; connecting "stand by" house pump, new fasteners for metal windows north wing etc on Ground Floor; missing door hardware; Fire Dampers to be completed; Fir Pumps fused for 30 H.P. in place of 40 H.P. (wiring O.K.); Wire screen for No. 3 ventilation intake; etc. etc.



J. Hodge Brown

C O P Y      O N L Y

January 12, 1953.

Central Mortgage & Housing Corporation,  
Montreal Road,  
Ottawa, Ontario.

Attention: Mr. McGill

Gentlemen:

We quote the sum of TWO HUNDRED AND THIRTY TWO DOLLARS  
(\$232.00) for supplying and installing eight ~~and~~ rods *anode*  
in your two hot water tanks and painting the two tanks  
with rust resisting paint.

We trust the above quotation will meet with your approval  
and that we may be favoured with this business.

Yours very truly,

EDGE LIMITED

JSM/IH  
Copy/SJS

J.S. Massiah  
Purchasing Agent.

Mr. J. Hodge Brown,  
Regional Architect,  
Quebec Region.

July 10th, 1953.

Head Office Building - Ottawa, Ontario.

As per your request I am enclosing herewith a summary list of outstanding accounts as contained in your list to Mr. Secord, June 22nd, 1953. Returned herewith are also change order numbers 226, 227, 228, and change notice 276.

In view of the fact that there are only a very few orders not completed, or approved for payment, Mr. Gold has suggested that if you return any you may have, we could process them here.

Mr. Horswell will be sending you the minutes of the meeting held here on July 9th, 1953.

Hope you are feeling O.K. again.

J.R. McGill  
Building Superintendent.

File: 104 - 2 - 1 - 1  
Head Office Building

Outstanding Change Orders.

Change Order No. 72-A

Robert Simpson Company Limited.

Item 1: - Travelling and living expenses of carpet layers \$ 944.61

Explanation: - Two men only covered by original contract. Two extra men sent to expedite the job. Mr. Gold will approve expenses if reduced to \$850.00. Details of expenses for original amount enclosed herewith.

Items 2, 3, 4: - Relaying and altering carpet. This was made necessary by the installation of inter-communication system, buzzers, etc. Mr. Carberry authorized this work.  
Amount of Invoice: - \$ 238.18  
Approved for payment by Mr. Gold. Invoice enclosed herewith.

Change Order No. 86A: - Ventilation Ground Floor. Cancelled - see letter to Mr. Brown March 16th, 1953  
Amount of C/o. \$ 47.30

Change Order No. 105: - Expansion joints ground floor and stairs no. 6 and 7. The original amount of \$677.00 being reduced to \$386.82, latter amount approved for payment by Mr. Gold.

Change Order No. 186: - Ventilation,  
Amount: - \$ 43.88  
Cancelled see letter to Mr. Brown, March 16/53.

Change Order No. 295: - Rev. Door Saddles  
Original contract called for 158 installed  
252. C/O for the amount of: \$1089.00  
Approved by Mr. Gold.

Change Order No. 1217: - Revised kitchen electrical layout and connecting cooling units in walk-in boxes. This includes wiring for heavy oven, ~~also relocating~~ ~~also~~, also relocating conduit due to changes in location of equipment and extra equipment being added. This necessitated chipping and cutting out concrete to relay conduit  
Amount of C/O: \$1248.00  
Approved by Mr. Gold.

Change Order 219A  
Change Notice 123

Re: Painting inside of refrigeration boxes and covering exposed copper piping with metal cover. Shelving brackets changed to new location. This made it necessary to strip and re-enamel interior of refrigerator.

Amount of C/O.

\$ 260.00

Approved by Mr. Gold

Change Order No. 226  
Change Notice 278

Supply and install 1/2 H.P. motor, 60 cycle 1 phase 110 volts together with vibration damper base. One No. 150 Utility blower complete with adjustable V belt drive. Fan to have a capacity of 1770 CFM.

Disconnect existing exhaust fan on board room and servery third floor, and replace with above fan.

Ducts to be changed to larger fan at no cost to Central Mortgage and Housing Corporation.

Change Order approved by Mr. Secord. He also requests that change order be authorized and work be completed as soon as possible.

Amount of C/O

\$ 528.03

Change Order No. 227

Connecting Hayes Meter

Checked by Mr. McGill

Approved for payment by Mr. Secord's letter June 26th, 1953.

\$ 475.50

435.91

435.91

Change Order No. 228

Connecting Bailey Meters

Checked by Mr. J.R. McGill

Approved for payment by Mr. Secord's letter June 26th, 1953

\$ 450.72

409.75

409.75

Change Order No. 231

Changing ballasts in 63 lighting fixtures on third floor as follows: -

Room 306	-	12
307	-	4
308	-	8
302	-	4
344	-	4
343	-	8
316	-	6
315	-	4
Corridor	-	11
Total	-	63

Amount of Change Order

\$ 927.82

Approved by Mr. Gold.

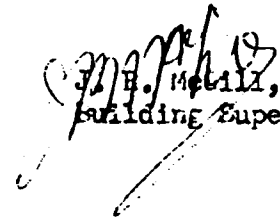
Change Notice No. 170

Substitute concrete drainage pipe for outside drainage in place of glazed vitreous pipe as originally called for under article 19 of plumbing specifications. This change order still under discussion between contractors and engineers.

c.c. Mr. Eric R. Gold,  
Secretary.

c.c. Marani and Morris,  
Architects.

c.c. Wiggs Walford Frost & Lindsay,  
Consulting Engineers.

  
J. B. McCall,  
Building Superintendent.

Head Office Building

Ottawa

1st & 22nd May, 1953

In addition to the still outstanding items listed for attention by my memo of the 5th January last and earlier; other items to include exterior and interior door repairs and replacement, loose cork and mastic tiles on the Ground and other floors, as listed by Messrs. Foggo & McGill during the week of the 11th instant also need attention.

During my visit on the above dates my attention was called to loose fastening of the W.C. bowls to the floor, floor waste flanges without bolts and insecure flush-o-meter valves.

The sink in Dispensary has apparently dropped from the counter top and this top from the back or splash board.

The doors to the cabinets in the Dispensary are in some cases warped and badly fastened.

Paint and plaster peeling where this work was recently redone on inner Hallway side of Garage wall.

It is imperative that the foregoing and all outstanding repair and adjustment be given immediate attention by the Architects and Contractors.

  
J. Hodge Brown

c.c. Mr. Secord  
Marani & Morris  
Mr. McGill ✓





LOUIS DONOLO  
President and Gen.-Manager

LOUIS DONOLO INC.  
CONTRACTORS & ENGINEERS

VENDOME 2536\*

MARC DONOLO  
Vice-President  
FRANK PAGOTTO  
Vice-President  
ERNEST DONOLO  
Sec.-Treasurer  
JOHN K. DAVIDSON  
Engineer

8320 ST. LAWRENCE BLVD.  
M O N T R E A L

June 2nd, 1953.

Dupuis Frères Limitée,  
St. Catherine St. East,  
Montreal.

Attention: Manager of the  
Lino Installation Dept.

Gentlemen,

Re: C.M.H.C. Job - Ottawa

Sometime ago, we complained about some broken tiles on the above mentioned job. We also complained about broken linoleum, and we gave the proper information to your Mr. Massé. He promised to look after this work. At this date, your men have gone back and they have fixed the tile, but they did not fix the linoleum.

Would you please be kind enough to see that one of your mechanics goes up to the C.M.H.C. Building, and see Mr. McGill, so that the linoleum which has buckled and broken in Rooms 180, 293, 178 and 295, may be repaired. 154

We have advised you of this condition a number of times and at this date we have still to collect \$27,000.00 on this job due to small works which were never properly completed. This is one of the works which is holding up the final settlement of this job.

May I have your full co-operation in getting this work done and please advise me as soon as it is done.

Trusting to hear from you shortly on the matter,  
I beg to remain,

Sincerely yours,

LOUIS DONOLO INC.

Per:

*Frank Pagotto*  
Frank Pagotto

FP/lb

✓ cc: Mr. McGill  
c/o C.M.H.C., Ottawa.

MARANI & MORRIS  
ARCHITECTS

F.H. MARANI · F.R.A.I.C. · R.C.A.      R.S. MORRIS · B.A.R.C.H. · F.R.A.I.C.

J.A. ROBERTSON · M.R.A.I.C.  
E.W. WRIGHT · M.R.A.I.C.

TELEPHONE ~~MIDWAY 0827~~ PRINCESS 6221  
1250 BAY STREET  
TORONTO.5.

W. RAY WINEGAR · M.R.A.I.C. · A.I.A.  
M. F. ALLAN · B.A.R.C.H. · M.R.A.I.C.

July 28, 1953.

Central Mortgage & Housing Corporation,  
R.R.#1, Montreal Road,  
Ottawa, Ontario.

Attention: Mr. P.S. Secord

Dear Sirs:

As requested in your letter of July 27th, we are enclosing a copy of Wiggs, Walford, Frost & Lindsay's report covering the proposed extension to the Fire Alarm System in your building.

Yours very truly,



ASF:JC

MARANI & MORRIS . ARCHITECTS .

Mr. Hazeland:

You probably know about this.  
It looks like a local job if you wish it to  
be done.

29/7/53 R.S.

# COPY

MARANI & MORRIS-ARCHITECTS-TORONTO

WIGGS, WALFORD, FROST & LINDSAY  
Consulting Engineers

June 29, 1953.

Marani & Morris, Architects,  
1250 Bay Street,  
Toronto 5, Ontario.

Attention: Mr. A. FOGGO.

Gentlemen:-

Re: Central Mortgage & Housing,  
Our File #621

With reference to your letter of June 6th, 1953, we have had Mr. Carberry of our office investigate the possibility of an extension to the fire alarm system. A fire alarm bell is presently located in the corridor outside of the printing room.

In order to install an additional fire alarm bell in the printing room it will only be necessary to cut a hole through the wall in order to connect up the new bell to the one presently installed.

No additional wiring will be required if the new bell is paralleled with the existing one. Since the installation of this bell is a simple matter we would suggest that the Owners install it themselves rather than have the electrical sub-contractor do it which would only involve unnecessary expense.

Trusting you will find this information satisfactory.

We remain,

Yours very truly,

WIGGS, WALFORD, FROST & LINDSAY.

BR/lm

B. Rubin, P. Eng.

July 27th, 1953

Messrs. Marani & Morris,  
Architects,  
1250 Bay Street,  
TORONTO, 5, Ontario.


Attention: Mr. A.S. Foggo

Re: Fire Alarm Extensions

Dear Sirs:

On my return from vacation this morning I have noted your letter of 2nd July regarding an extension to the Fire Alarm System in our Head Office Building. A copy of recommendation from Wiggs, Walford, Frost & Lindsay, mentioned in the second paragraph of your letter was not received. Will you kindly forward same at the early convenience.

Yours very truly,

  
(P.S. Secord)  
Vice-President

/sr

MARANI & MORRIS  
ARCHITECTS

F.H. MARANI F.R.A.I.C. - R.C.A. R.S. MORRIS B.A.R.C.H. - F.R.A.I.C.

J.A. ROBERTSON M.R.A.I.C.  
E.W. WRIGHT M.R.A.I.C.

TELEPHONE ~~MIDWAY 0837~~ PRINCESS 6221  
1250 BAY STREET  
TORONTO.5.

W. RAY WINEGAR M.R.A.I.C. - A.I.A.  
M. F. ALLAN B.A.R.C.H. - M.R.A.I.C.

July 2, 1953.

Central Mortgage & Housing Corporation,  
R.R.#1, Montreal Road,  
Ottawa, Ontario.

Attention: Mr. P.S. Secord

Re: Fire Alarm Extensions

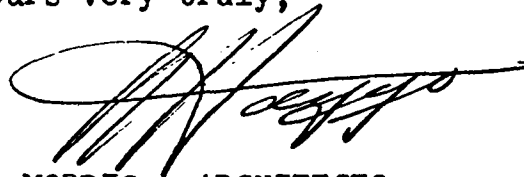
Dear Sirs:

Your Mr. J. H. Brown requested that an investigation be carried out to ascertain the possibility of extending the Fire Alarm System so as to include an additional bell in the Printing Room.

This work has been carried out by Wiggs, Walford, Frost & Lindsay and a copy of their recommendation is attached herewith.

We will await your comments before taking any further action.

Yours very truly,



ASF:JC

MARANI & MORRIS . ARCHITECTS .

12th Nov. 1952 - Weather fine.

Meeting during afternoon with Messrs. Mansur, Secord & Marani:-

Offered up 'Push' and 'Pull' plates for main entrance and vestibule doors. Decision to accept these fittings, subject to the engraving of a Greek key pattern being etched on the vestibule 'Push' and 'Pull' plates, also on the 'Push' plates of entrance doors.

Instructed contractors to ship 6 'double' and 6 'simple' plates to Holden's, Toronto, for engraving in accordance with sketch to be prepared by architects.

Determined height from floor to centre of 'Push' and 'Pull' plates to be that of glass panel in vestibule screen and that upper fastening of exterior 'Pulls' also be secured at this elevation.

Warped front doors and their unsatisfactory paint finish was again noted. Architects' sketch for benches proposed to be placed on inside of vestibule screen between doors was considered and the leather covering of bench cushions as submitted approved as to colour. Prices to be obtained and submitted by architects.

Mr. Marani is to endeavour to locate two terra cotta or other pottery jars to act as cigarette ash trays and to add 'colour' to entrance hall.

Mr. Mitchell's sketches of desk, tables and chairs for Executive lobby, anteroom and Board Room were considered. Decision that desk for anteroom and Secretary's table serve dual purpose. Mr. Mitchell to be advised of this and of the proposed enlarged size of Secretary's table. (See letter).

Attention called to the unsatisfactory finish around ceiling lighting fixture in Board Room. Moulded wood margins suggested.

Architects to consider alternative design for exhaust grille in ceiling of Board Room.

Bronze switch plates, replacing N.P. plates, are of statuary finish and not considered satisfactory. Plates to be painted 'wall colour'.

Condition of floor in Room 314 drawn to Mr. Marani. This and other outstanding matters to be taken up with Mr. Allan during his proposed visit on the morrow.

*By M. Secord*  
*Amended - 2*

*(X)*

C.M.H.C. JOB MEMO RE HEAD OFFICE BUILDING, OTTAWA, ONTARIO

29th Dec. 1952 - Mr. Wiggs here - he saw Mr. Secord

30th Dec. 1952 - Mr. Lindsay and Mr. Muir here, saw Mr. Secord  
Mr. Lindsay left that evening for Montreal with the intention of returning to Building on Monday morning.

2nd Jan. 1953 - Mr. Lindsay phoned to say he was unable to keep his appointment at Ottawa, but would send Mr. Muir.

5th Jan. 1953 - Mr. Muir at building.

5.p.m. An electric heater (10 amp.) placed in east end of South wing (Temperature at this time 70°)

5.p.m. An electric heater (9 amp.) placed in east end of north wing (Temperature at this time 70°)

6th Jan. 1953 - Mr. Muir at building

9.a.m. Temperatures at east end of north and south wings after electric heaters had been running all night, were retained at 70°- Heaters removed.

Mr. Muir checked valves feeding complained of sections on Ground Floor and found 1 coil to south west corner, not operating. 1 coil to room north of mail room, not operating. Viewed also other complained of sections on 1st and 2nd floors.

Interviewed Mr. Secord and Mr. Mansur and suggested the installation of 3/4 pipe circuits with convertors at east end of wings and other cold locations.

Circuits to extend from an added convertor and circulating pump in Boiler Room, around north and south perimeters of Ground Floor. He is to get in touch with Edge and Co. and estimate cost of this installation.

It was determined that kitchen exhaust Fan No. 4 was running in reverse - this is to be adjusted.

7th Jan. 1953 - Mr. Muir here - He is to contact Edge & Co. during a.m.

7.15 a.m. Temperature at East end of wings North 70° South 68° - Outdoor +6° (Electric Heaters were removed at 8:30 a.m. on the previous day)  
Stair No. 4 - 67° - Stair No. 5 65°  
Checking heating throughout balance of building.

8th Jan 1953 - Mr. Muir with Edge Co. during morning - at building during afternoon. Mr. Foggo here during afternoon. He was given copy of outstanding items as at Jan. 5, 1953 - copy sent to Architects.  
Humidity north wing - East end 30%.

Hobart advised that dish water required 350 gallons per hour.  
Kitchen water temperature 100 to 110°

9th Jan. 1953 - Mr. Muir and Mr. Foggo here with Mr. Belair. Mr. Foggo left at 2:30 p.m. Will return in 2 weeks.  
Kitchen water temperature dropped to 130° at 2.45 p.m.  
Mr. Muir phoned Edges price \$6,758.00 for proposed heating system for ground floor. Copies of estimate to be sent C.M.H.C. and Wiggs & Walford, Mtl. & Toronto.

J. Hodge Brown