

MEMORANDUM

To: Division Directors
(Except Dr. Pope and
Dr. Edsall)
including Dr. Hinton

Subject: Proposed Office Space

From: Mr. Weston

Date: December 3, 1943.

I have been requested by Dr. Pope, Deputy Commissioner of Public Health, to obtain information as to the allocation of space at 20 Somerset Street. Therefore, I am presenting herewith a black on white print of the typical floor plan at 20 Somerset Street, which building is now owned and controlled by the Metropolitan District Commission, but may become available to the Department of Public Health for office and laboratory purposes.

It is respectfully requested that you sketch out on this floor plan the arrangements you would require and the minimum space to adequately accommodate the personnel of your division together with desks, tables, filing cabinets, laboratory fixtures and other equipment. This probably can best be accomplished by making cutouts of the same scale as the plan and fitting them in to best suit the comfort and convenience of your Division. On this plan you should also indicate where you would desire partitions to be installed, bearing in mind that the main partitions must in all cases be supported from the wall to the column shown on the plan.

These plans are to be resubmitted to this office before Tuesday, December 14, 1943.

12-4
January 12, 1943.

Dr. Paul J. Jahnke, Commissioner
Department of Public Health
State House
Boston, Massachusetts

My dear Dr. Jahnke:

This is in answer to your verbal request in relation to certain requirements that pertain to the new location of the Wassermann Laboratory.

The room space which we now occupy is 2,630 feet. Although the books may not show this assignment, it is nevertheless the square feet that we are now completely occupying, exclusive of hallways and corridors. This space is absolutely inadequate, and I estimate that a minimum of 4,000 square feet, exclusive of hallways and corridors, is required to carry on the work economically and accurately.

As to the expense involved for installation of partitions and for plumbing (water, sinks, etc.), judging from the expense incurred when we moved before, I would estimate that approximately \$6,000 would be required.

Heating and refrigeration are special problems. To install a heater that has a capacity of 25 lbs. of pressure steam, I would guess that \$1,000 might be required. This is exclusive of the radiators and their installation for heating purposes. These would probably cost another \$1,000.

Except for the Medical School, which does not use the Edison current, alternating electricity is used in this section of Boston. The cost of conversion of electrical equipment would probably be between \$750 and \$1,000.

A small refrigerator room would be needed which would cost about \$850. An incinerator would be required for the disposal of dogs' heads, etc. The expense of this would not be far from \$1,000.