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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Monthly Report - Status of CIA
Headquarters Building Project
as of 31 March 1968

1. Planning

a. Templating of the Project # space was completed and approved. Subsequently, thirty additional work spaces were provided by relocation of [] Staff contingent and [] bench-head. Electrical fixtures planned for this project and WH Support Staff, together with stock for future use, have been delivered. Part-height partitions are available on the site to complete the WH Support Staff area. Drawings were prepared for the contractor to indicate the minimum air conditioning changes to accommodate [] and WH Support.

b. The requirements for the [] group moving into 1717 H Street were studied and a layout was made and approved. Due to the urgency in accommodating this component, existing telephone service, furniture layouts, and partitions were used with only minor modifications.

c. A design was made and drawings are being prepared for the guard house to be located in the tunnel entrance to the basement.

d. Buildings management was supplied drawings indicating platforms to be built for OTR Classrooms.

e. The Architect-Engineer proposals for renovation or relocation of the Director's suite were received and comments forwarded to the A&E with request for estimates as to time and cost of each proposal. Pre-move surveys were completed for the south portion of the building.

f. Moving Plans: The final contract move is on schedule; however, delay in delivery of part-height partitions may necessitate the move of Task Force Move by F&S moving forces.

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2. Work Progress

a. Heating, Ventilating and Air Conditioning (HVAC)

(1) The balancing of air distribution and the calibration of control instruments on the second through the seventh floors (excepting dual duct systems) have been inspected and passed by Public Buildings Service as of 27 March 1962. This means that the contractor has balanced and calibrated in accordance with specifications but some design and operations problems remain.

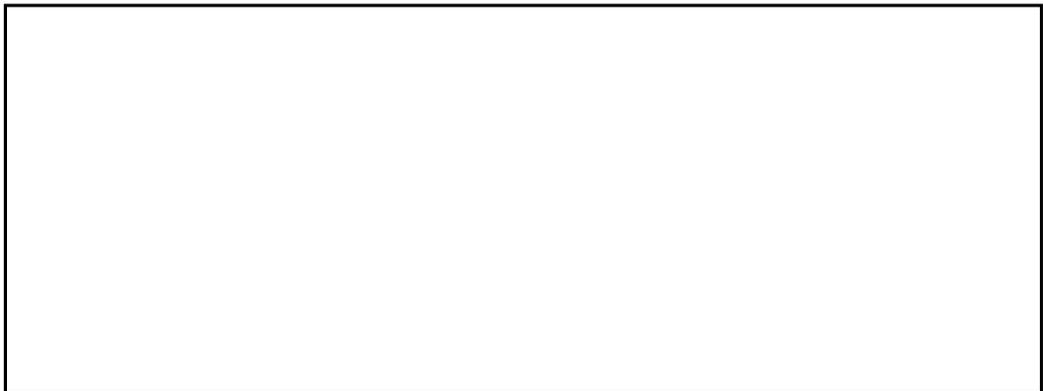
(2) The balancing and calibration of the dual duct systems with which all conference rooms throughout the building are conditioned will be started on the north side in early April.

(3) These areas of the first and ground floors served from the south basement fan rooms have been balanced and calibrated but not inspected.

(4) Balancing and calibration of the first floor COMSEC areas were never completed before the area was occupied and closed off. It is planned that who has a COMSEC clearance will do this.

(5) A preliminary punch list for electrical and mechanical equipment in the south penthouse, south basement fan room, and kitchen fan room has been formulated but not yet passed to the contractor. (A punch list for machine equipment may be an active document for several months or indefinitely if controversy arises concerning "satisfactory" performance and guarantee periods.)

b. Power, Telephones and Alarms



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c. Construction

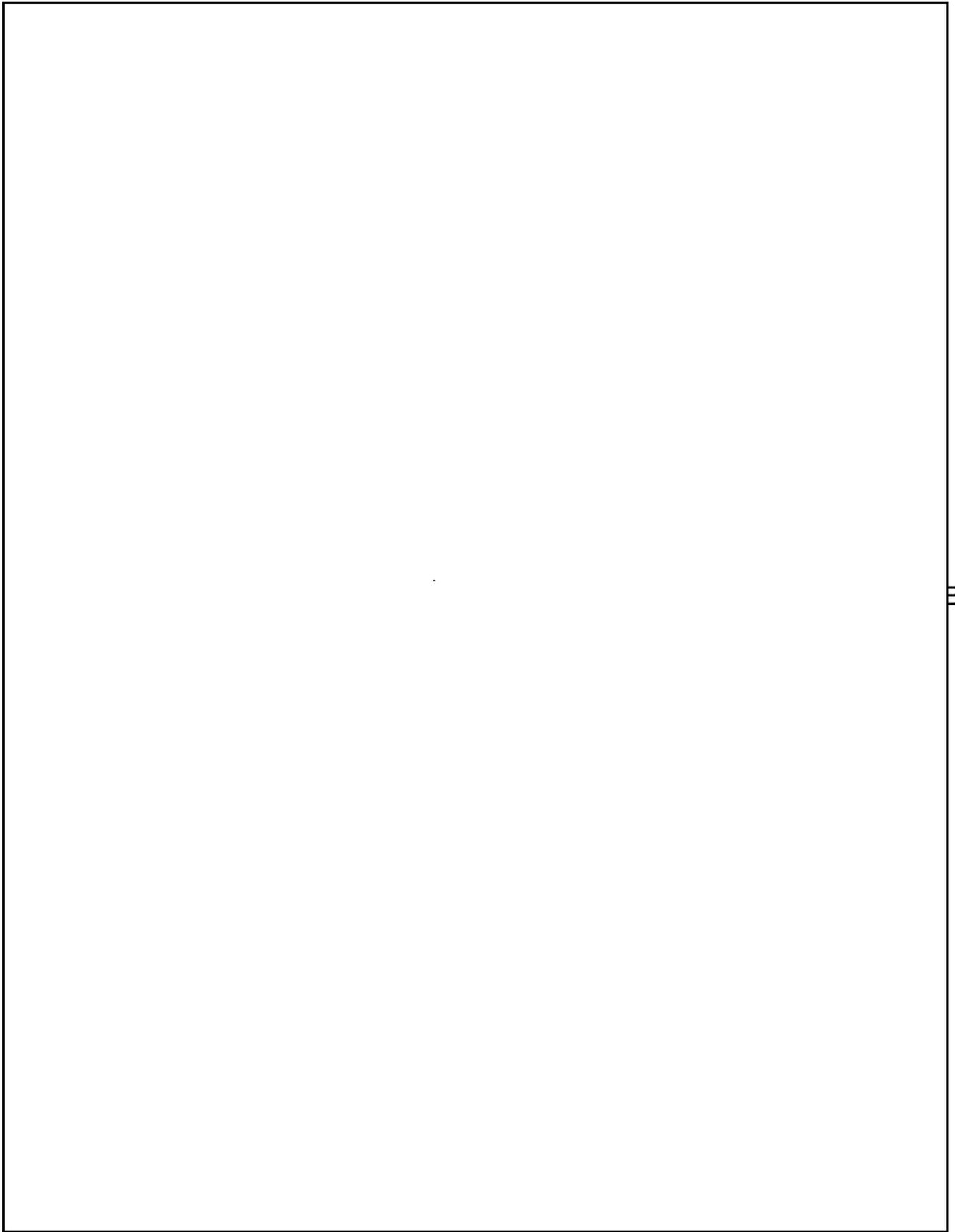
(1) Site: Planting of trees and landscaping are approximately 87 per cent complete. Renovation of the contractor's office building has been completed. Repair of the main steam line is in progress and is approximately 30 per cent complete. It is estimated that the repair itself will not be finished until mid-May with back-filling, paving and installation of eight (8) light poles to follow. This repair will necessitate the closing of the back road on 10 April, and it will remain closed until completion of acceptance test.

(2) Building: 9.37 per cent of the contract was completed this month bringing completion to 39.95 per cent. At the end of March there were 105 employees on the job compared to 170 at the end of February. Change orders were approved this month in the amount of \$427,303, bringing the total to \$1,482,926, and the total approved and pending to \$2,244,337. All of the south half of the building has been accepted by DSE with the exception of the basement, penthouse and the space occupied by the Communications Division on the ground floor. The basement reception area will be accepted 16 April. The garage area is ready but use of it will be delayed until repair of the damaged entrance door and construction of the guard post are completed. Minor defects and omissions remain to be corrected on all floors of the south half.

d. Cafeteria: The interior of the cafeteria is complete with the exception of the walnut handrail for the balcony stairway and the installation of drapes. The installation of the stainless steel fascia on the exterior of the roof arches is 25 per cent complete.

e. Pneumatic Tubes and Conveyor Systems

(1) Pneumatic Tube System C has been inspected and is satisfactory except for some very minor adjustments. In Systems A and B, about half of the stations were cleaned and adjusted during March. Mr. Long, Chief of Installations for Loosan Corporation, has visited several times and is reported to have told his men to have Systems A and B ready for testing by 1 May. He plans to put two (2) more men on in early April. However, previous experience indicates that



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b. Continue liaison with FSE and contractors on layout and equipment revisions and problems in completing construction on schedule.

[Handwritten signature]
for JAMES A. GARRISON
Director of Logistics

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OL/ [redacted]
(19 April 1962)

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