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FOIA MARKER

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Record Group/Collection: George H.W. Bush Presidential Records
Collection/Office of Origin: Speechwriting, White House Office of
Series: Administrative Files
Subseries: Alpha File, 1989-1993

OA/ID Number: 13905
Folder ID Number: 13905-011

Folder Title:
Facility Requests Completed, 8/86-10/91

Stack:	Row:	Section:	Shelf:	Position:
G	18	29	3	2

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration
FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24724

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Acct.
WHO/COM

5. Room(s) No.
122

6. Phone
2170

II. WORK TO BE PERFORMED FOR

7. Name
Scott Sutherland

8. Office/Acct.
WHO/COM

9. Room(s) No.
126 1/2

10. Phone
7140

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Repair Coffee Table

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

8-1-86

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Acct. WHO
Communications

5. Room(s) No.
122

6. Phone
x2930

II. WORK TO BE PERFORMED FOR

7. Name
Doug Wead

8. Office/Acct.
Public Liason

9. Room(s) No.
128

10. Phone
7140

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

would like pictures hung on walls

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

2/6/89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct.	5. Room(s) No. 122	6. Phone x. 2930
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II. WORK TO BE PERFORMED FOR

7. Name Kristen Gear	8. Office/Acct. Public Affairs	9. Room(s) No. 122	10. Phone x. 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)
Move desk in the reception area into a smaller office in room 122, and then move the desk out of the smaller office into the reception area in room 122. This is all within room 122. Also move the credenza in room 125, in the hall area into the small office in room 122.

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING
The small office in room 122 needs extensive cleaning of the baseboards before or preferably during the move of the desk and credenza, into that office. Vacuuming should be done as well when the furniture is moved.

17. AGENCY AUTHORIZATION	18. DATE 2/23/89	19. FACILITIES AUTHORIZATION	20. DATE
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FACILITY REQUEST

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO Communications	5. Room(s) No. 122	6. Phone x2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. Public Affairs	9. Room(s) No. 122	10. Phone x2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet
I would like a small sofa and chairs for this office. If there is a small wood typing table available on rollers I would like to have it.

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)
I would like to have the large filing cabinet that is presently in my office taken out and the wood one in the reception area of our office moved into my office. If there is a small (2 drawer) filing cabinet with the louvered pull down doors available, I would like to have it in the reception area.

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING
The cleaning in our office particularly the carpets has been horrible. The only times that they have been vacuumed has been when we have called and requested it. The ladies have been very nice and cooperative and do dust.

17. AGENCY AUTHORIZATION Drucie Scaling	18. DATE 2/24/89	19. FACILITIES AUTHORIZATION	20. DATE
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Office of Administration
FACILITY REQUEST

NO. 17854

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Acct. WHO
Communications

5. Room(s) No.
122

6. Phone
x2930

II. WORK TO BE PERFORMED FOR

7. Name
SICHAN SIV

8. Office/Acct.
WH PUBLIC LIAISON

9. Room(s) No.
128

10. Phone
7120

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY (Plans must accompany request) Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Repair wiring on the desk lamp in room 128, far left office.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling

2/24/89

Office of Administration
FACILITY REQUEST

NO: 17535

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO Communications	5. Room(s) No. 122	6. Phone x2930
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II. WORK TO BE PERFORMED FOR

7. Name Doug Wead	8. Office/Acct. Public Liason	9. Room(s) No. 128	10. Phone 7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

There is a door at the rear of the office that faces 17th street. This door does not close completely and causes a draft. Please repair this since we are all suffering from colds. If this repair will take some time to implement, please bring us a portable heater or some temporary insulation for this door.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION Drucie Scaling	18. DATE 2/24/89	19. FACILITIES AUTHORIZATION	20. DATE
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THE WHITE HOUSE

WASHINGTON

March 1, 1989

MEMORANDUM FOR J. BONNIE NEWMAN, ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

FROM: SICHAN SIV, DEPUTY ASSISTANT TO THE
PRESIDENT FOR PUBLIC LIAISON *Sichan*

SUBJECT: Replacement of a sofa in my office

The sofa in my office, room 128, is worn out and coming apart. I would like to request a replacement as soon as possible.

My work in the Public Liaison office puts me in touch with a number of outside constituencies. Many times I have several meetings each day in my office with these groups, so it would be good if the couch could be replaced quickly.

Thank you for your help in this request.

*This has been
done*

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24711

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/CM	5. Room(s) No. 122	6. Phone x2930
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II. WORK TO BE PERFORMED FOR

7. Name Sichan Siv	8. Office/Acct. WHO/CM	9. Room(s) No. 128	10. Phone x7120
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

We need to have pictures hung in office. He has the pictures, just needs to have them placed on the walls or the equipment to do it.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

Completed

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

3/13/89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

NO: 24712

1. Org. Code

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Acct.
WHO/CM

5. Room(s) No.
122

6. Phone
x2930

II. WORK TO BE PERFORMED FOR

7. Name
Doug Wead

8. Office/Acct.
WHO/CM

9. Room(s) No.
128

10. Phone
x7140

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Move credenza from room 126½ to 129.

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

3/13/89

19. FACILITIES AUTHORIZATION

20. DATE

Completed

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24715

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/CM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Public Liaison	8. Office/Acct. WHO/CM	9. Room(s) No. 128	10. Phone 7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

The front door is falling off of the hinges of Public Liaison. This was reported the first few weeks that we were here and they came and temporarily fixed it. Could they do a more permanent job this time?

Thanks

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE <i>3/28/89</i>	19. FACILITIES AUTHORIZATION	20. DATE
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FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24714

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/CM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Public Affairs	8. Office/Acct. WHO/CM	9. Room(s) No. 122	10. Phone 2170
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

The plug on the lamp in the reception area needs to be repaired.

Thanks!

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION Drucie Scaling	18. DATE 3/28/89	19. FACILITIES AUTHORIZATION	20. DATE
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FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17536

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct.	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Scott Sutherland	8. Office/Acct.	9. Room(s) No. 126½	10. Phone 7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Repair cord on table lamp.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

3/28/89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24717

1. Org. Code

2. Charged To: (GSA Use Only)

COPY

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/CM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Mary Kate Grant	8. Office/Acct. WHO/CM	9. Room(s) No. 117	10. Phone 7943
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)
 Hang pictures and mirror

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

04/12/89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24718

2. Charged To: (GSA Use Only)

1. Org. Code

COPY

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.
WHO/CM

5. Room(s) No.
122

6. Phone
2170

II. WORK TO BE PERFORMED FOR

7. Name

Andy Walsh

8. Office/Acct.
WHO/CM

9. Room(s) No.
129

10. Phone
7845

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

- Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES

- Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING

(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

- Furniture Safes Data Processing Equip. Other

14. ELECTRICAL

- Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

We have a headset and plug, but plug needs to be moved from Rm. 128 to the receptionist's phone in Rm. 129.

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

04/12/89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

NO: **No 7785**

1. Date

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

COPY

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/CM	5. Room (s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Rett Wallace	8. Office/Acct. WHO/CM	9. Room (s) No. 111	10. Phone 7750
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)
DESCRIPTION:

Door closure (top of door) needs repair.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet
DESCRIPTION:

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations must accompany request)
DESCRIPTION:

Completed

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other
DESCRIPTION:

15. TELEPHONE SERVICES
DESCRIPTION:

16. CLEANING
DESCRIPTION:

17. FACILITIES AUTHORIZATION

19. AUTHORIZING SIGNATURE

Drucie Scaling

18. DATE

04/12/89

COPY

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24719

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/CM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Ed McNally	8. Office/Acct. WHO/CM	9. Room(s) No. 126	10. Phone 2157
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Will you please move a filing cabinet from room 109 to room 126
Thanks

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

4-18-89

19. FACILITIES AUTHORIZATION

20. DATE

COPY

Ed McNally

FACILITY REQUEST

NO: 24742

1. Org. Code

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2170
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

The chair slide under my desk chair is broken.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Heating/Air Conditioning Other

Room 486

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION Drucie Scaling	18. DATE 6-14-89	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration
FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24739

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Sichan Siv/Public Liaison	8. Office/Acct. 222C WHO/COM	9. Room(s) No. 128	10. Phone 7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

This is the office on the left as you walk in the door. The Air Conditioner on the left makes a wierd noise periodically and the Air Conditioner on the right blows hot air.

15. TELEPHONE SERVICES
" *not fixed* 6-28-89
" *u* 8-15-89

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 6-14-89	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration
FACILITY REQUEST

NO: 24743

1. Org. Code

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Bobbie Kilberg	8. Office/Acct. WHO/COM	9. Room(s) No. 128	10. Phone 7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Sometimes this Air Conditioner works and others it doesn't. Will you please check it out for us.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling 6-14-89

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24746

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Peggy Dooley	8. Office/Acct. WHO/COM	9. Room(s) No. 109	10. Phone 7752
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Not putting out cold air.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 6-14-89	19. FACILITIES AUTHORIZATION	20. DATE
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FACILITY REQUEST

NO: 24742

1. Org. Code

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2170
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

The chair slide under my desk chair is broken.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Heating/Air Conditioning Other

room 486

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE <i>6-14-89</i>	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 24748		1. Org. Code
2. Charged To: (GSA Use Only)				
I. ADMINISTRATIVE COORDINATOR				
3. Name Drucie Scaling		4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
II. WORK TO BE PERFORMED FOR				
7. Name Doug Wead/Com-Public Liaison		8. Office/Acct. WHO/COM	9. Rooms No. 128	10. Phone 7140
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input checked="" type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other <i>(Plans must accompany request)</i>				
The top drawer of the file cabinet behind desk is broken and needs to be repaired. This is the middle office in room 128. Kathy is your contact.				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other <i>(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)</i>				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coax cable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION Drucie Scaling		18. DATE 6/14/89	19. FACILITIES AUTHORIZATION	
			20. DATE	

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24744

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Public Liaison	8. Office/Acct. WHO/COM	9. Room(s) No. 129	10. Phone 7845
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

The air that this Air Conditioner puts out is very warm most of the time.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE <i>6-14-89</i>	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration
FACILITY REQUEST

NO: 24738

1. Org. Code

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Office of Research	8. Office/Acct. WHO/COM	9. Room(s) No. 111 1/2	10. Phone 7750
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other
Makes a very loud noise. (See Rett Wallace at the desk in front of it for more information.)

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE <i>6-14-89</i>	19. FACILITIES AUTHORIZATION	20. DATE
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FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24745

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Mark Lange	8. Office/Acct. WHO/COM	9. Room(s) No. 116	10. Phone 7700
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Not putting out cold air.

Office on left as you walk in door

150-50/ does not cool on hot days.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

6-14-89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24733

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/Com

5. Room(s) No.

122

6. Phone

2170

II. WORK TO BE PERFORMED FOR

7. Name

Drucie Scaling

8. Office/Acct.

WHO/Com

9. Room(s) No.

122

10. Phone

2170

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves

Chair Slide

Desk/Chair Repair

Locksmith Services

Door Signs

Other

Hang bulletin board by both desks. See Kim Newsom or Stephanie Rodemeyer for further instructions.

12. DECORATOR SERVICES

Select Furniture

Touch-up Furniture

Reupholster Furniture

Painting

Carpet

13. MOVING

Furniture

Safes

Data Processing Equip.

Other

(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet

Coaxcable

Heating/Air Conditioning

Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

6/20/89

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration
FACILITY REQUEST

NO: 24732

1. Org. Code

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/Com	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Sichan Siv	8. Office/Acct. WHO/Com	9. Room(s) No. 126	10. Phone 7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Hang pictures on the wall and pull the nails from the wall. See Sichan Siv or Charles Bacaricce for further details or instructions.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

6/20/89

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration
FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24735

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/Com	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Kristin Taylor	8. Office/Acct. WHO/Com	9. Room(s) No. 117	10. Phone 7150
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

Move telephone from room 119 just around the door jam to desk in adjoining room. I think this would consist of just putting a hole through the wall. The wall is not a load-bearing wall.

(Wall is made out of wall board)

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

6/20/89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24727

1. Org. Code

2. Charged To: (GSA Use Only)

COPY

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/CM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/CM	9. Room(s) No. 122	10. Phone 2170
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Move Xerox machine from Room 128 to Room 121

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

06/28/89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24728

2. Charged To: (GSA Use Only)

1. Org. Code

COPY

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/CM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/CM	9. Room(s) No. 122	10. Phone 2170
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Move Xerox machine from Room 121 to Room 111

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 06/28/89	19. FACILITIES AUTHORIZATION	20. DATE
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FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24729

2. Charged To: (GSA Use Only)

1. Org. Code

COPY

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/CM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/CM	9. Room(s) No. 122	10. Phone 2170
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Move credenza from Room 123 to Room 128

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 06/28/89	19. FACILITIES AUTHORIZATION	20. DATE
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FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24726

2. Charged To: (GSA Use Only)

1. Org. Code

COPY

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/CM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Barrie Tron	8. Office/Acct. WHO/CM	9. Room(s) No. 123	10. Phone 7150
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Move Furniture

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

06/28/89

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24734

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Scott Sutherland	8. Office/Acct. WHO/COM	9. Room(s) No. 1261/2	10. Phone 7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Door hangs on carpet

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

7-18-89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24722

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Bobbie Kilberg	8. Office/Acct. WHO/COM	9. Room(s) No. 128	10. Phone 7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY (Plans must accompany request) Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)
Move Xerox only from 111 1/2 to 128

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

7-19-89

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 24731 2. Charged To: (GSA Use Only)		1. Org. Code
I. ADMINISTRATIVE COORDINATOR				
3. Name Drucie Scaling		4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
II. WORK TO BE PERFORMED FOR				
7. Name Drucie Scaling		8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2170
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request)				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input checked="" type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper) Move Refrigerator from room 118 to room 122 (Drucie's office)				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>		18. DATE 7-17-89	19. FACILITIES AUTHORIZATION	
			20. DATE	

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24721

1. Org. Code

2. Charged To: (GSA Use Only)

COPY

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2170
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Please oil hendges on door going into Chriss Winston's office.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

7-17-89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24723

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Scottt Sutherland	8. Office/Acct. WHO/COM	9. Room(s) No. 126 1/2	10. Phone 6701
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

coffee table needs to be fixed

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

7-21-89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24725

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170 2240
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2170
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Fix Door on cabinet in reception area

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 8-1-89	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24730

1. Org. Code

2. Charged To: (GSA Use Only)

COPIED

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Office of Public Liaison	8. Office/Acct. WHO/COM	9. Room(s) No. 128	10. Phone 7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

1. Chair needs screw (front office) 2. File cabinet (wood) drawer front needs repair 3. Pictures to be hung (Doug Wead's office) 4. Drawers to be repaired in desk (Susan Loud's desk)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

8-1-89

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		1. Org. Code	
		NO: 29615	
2. Charged To: (GSA Use Only)			
I. ADMINISTRATIVE COORDINATOR			
3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
II. WORK TO BE PERFORMED FOR			
7. Name Charles Bacarisse	8. Office/Acct. WHO/COM	9. Room(s) No. 128	10. Phone 7140
III. WORK ORDERS			
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input checked="" type="checkbox"/> Other (Plans <u>must</u> accompany request)			
Filing cabinet top drawer does not close properly.			
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet			
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper)			
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coax cable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other			
15. TELEPHONE SERVICES			
16. CLEANING			
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 8-16-89	19. FACILITIES AUTHORIZATION	20. DATE

COPY

Completed

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 29614

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Arct.
WHO/COM

5. Room(s) No.
122

6. Phone
2170

II. WORK TO BE PERFORMED FOR

7. Name
Susan Loud

8. Office/Arct.
WHO/COM

9. Room(s) No.
128

10. Phone
7140

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Hang two Bulletin Boards.....Thanks!

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

8-25-89

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration		NO: 29612		1. Org. Code
FACILITY REQUEST		2. Charged To: (GSA Use Only)		
READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM				
I. ADMINISTRATIVE COORDINATOR				
3. Name Drucie Scaling		4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
II. WORK TO BE PERFORMED FOR				
7. Name Molly Osborne		8. Office/Acct. WHO/COM	9. Room(s) No. 128	10. Phone 7140
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other <i>(Plans must accompany request)</i>				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input checked="" type="checkbox"/> Furniture <input type="checkbox"/> Sales <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other <i>(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)</i> Please put file cabinet where it was before Air Conditioner was repaired Thanks!				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION Drucie Scaling		18. DATE 8-28-89	19. FACILITIES AUTHORIZATION	
			20. DATE	

COPY

Completed

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 29613

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Acct.
WHO/COM

5. Room(s) No.
122

6. Phone
2170

II. WORK TO BE PERFORMED FOR

7. Name
Drucie Scaling

8. Office/Acct.
WHO/COM

9. Room(s) No.
122

10. Phone
2170

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

1. Please disconnect some of the overhead lights
2. We have several lamps that need to be repaired

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

8-28-89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 19157

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Sara Maltby	8. Office/Acct. WHO/COM	9. Room(s) No. 2f1/WW	10. Phone 7620
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

Will you please hang pictures for her by her desk.

Thanks!

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 10-24-89	19. FACILITIES AUTHORIZATION	20. DATE
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THE WHITE HOUSE
WASHINGTON

October 27, 1989

TO: Drucie Scaling

FROM: OFFICE OF MEDIA RELATIONS
Cheryl Kienel *ck*

SUBJ: Memo pads and purchase order

Barrie has asked me to get an Editor and Publisher Yearbook. The book must be purchased from the publisher in New York.

The Circulation Dept. told me we needed to send ~~them~~ a Purchase Order to:

Editor and Publisher
11 W.19th Street
New York, New York 10011

The cost of the book is \$70; we'll be billed when they send us the book. We will be needing this for an up-coming briefing, so we'll need to have it as soon as possible.

Barrie also wants to have some memo pads made for himself. . . similar to Kristin's (attached) only with his title as follows:

BARRIE TRON
Deputy Director of Media Relations
121 OEOB, Ext. 7150


Thanks!

*Requests
sent in*

THE WHITE HOUSE
WASHINGTON

November 1, 1989

MEMORANDUM TO BETTY UBBENS

FROM: Drucie Scaling 

RE: Editor and Publisher Yearbook

I would appreciate it if you would order the Office of Media Relations a copy of **Editor and Publisher Yearbook**. You can obtain this book from:

Editor and Publisher
11 W. 19th Street
New York, New York 10011

They need this as soon as possible. Thank you for your help with this matter.

COPY

THE WHITE HOUSE
WASHINGTON

COPY

November 8, 1989

MEMORANDUM TO JEAN LAMB

FROM: Drucie Scaling

RE: Personalized "Buck Slips"

When you have time, would it be possible to have Kristen Gear and myself "buck slips" printed. I have attached the type that we would like to have.

Kristen's would read as follows:

Kristen Gear
Special Assistant to the Deputy Assistant
for Communications
122 OEOB, Ext. 2930

Mine would read:

Drucie Scaling
Communications Administrative Officer
122 OEOB, Ext. 2930

Thank you for your help with this. We would really appreciate it.

THE WHITE HOUSE
WASHINGTON

COPY

November 8, 1989

MEMORANDUM TO JEAN LAMB

FROM: Drucie Scaling

RE: Personalized Memo Pads

Barrie Tron has requested memo pads printed with **his** name and title on the same size that I have enclosed. I would appreciate it if you would do this for him.

They would read as follows:

Barrie Tron
Deputy Director of Media Relations
121 OEOB, Ext. 7150

Thanks for your help with this.

THE WHITE HOUSE
WASHINGTON

COPY

December 5, 1989

MEMORANDUM TO BETTY UBBENS

FROM: Drucie Scaling

RE: Research Material

The Office of Research in the Office of Communications needs the following Presidential Documents Weekly compilations:

- # 3 thru #21
- #27
- #29
- #32
- #47 thru the latest copy

In addition, the 1990 editions of the following books are now at the bookstores and are needed. They are:

- ✓ World Almanac and Book of Facts - 1990
- ✓ Information Please Almanac - 1990

We really appreciate your help in getting these documents for us. Thank you so much.

File
Requests
[Handwritten signature]

Information Please
Almanac 1990

World Almanac
and Book of Facts
1990

Ed Regan
523-5230
Humboldt

The Drive -
You are a hard gal to
get hold of!

Could you please order the
following numbers from Vol.
25 of the Residential Documents
Weekly compilations for
the researchers. They
REALLY need a complete
set!

3 thru 21, 27, 29, 32!
47 thru the last copy.

Thank si Karen
😊

P.S. Have a GREAT weekend,
see you Monday

File
Requests
Completed

OF THE PRESIDENT
Administration
REQUEST
BEFORE FILLING OUT THIS FORM

NO: 25958

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

g

4. Office/Acct.
WHO/COM

5. Room(s) No.
#122

6. Phone
X2930

II. WORK TO BE PERFORMED FOR

7. Name

Scott Sutherland

8. Office/Acct.
WHO/COM

9. Room(s) No.
#126½

10. Phone
X7140

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Please repair the piece of furniture that has the typewriter on it.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

DS

18. DATE

01/23/90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 25973		1. Org. Code
2. Charged To: (GSA Use Only)				
I. ADMINISTRATIVE COORDINATOR				
3. Name Drucie Scaling		4. Office/Acct. WHO/COMM	5. Room(s) No. 122	6. Phone 2170
II. WORK TO BE PERFORMED FOR				
7. Name Charles Bacarisse		8. Office/Acct. WHO/Public Liaison	9. Room(s) No. 128	10. Phone 7120
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input checked="" type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request) Desk Repair				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper)				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>		18. DATE 3/2/90	19. FACILITIES AUTHORIZATION	
			20. DATE	

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 25974		1. Org. Code
2. Charged To: (GSA Use Only)				
I. ADMINISTRATIVE COORDINATOR				
3. Name <i>Drucie Scaling</i>		4. Office/Acct. <i>WHO/COMM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2170</i>
II. WORK TO BE PERFORMED FOR				
7. Name <i>Doug Wead</i>		8. Office/Acct. <i>WHO/Pub. Liaison</i>	9. Room(s) No. <i>193</i>	10. Phone <i>7142</i>
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other <i>(Plans must accompany request)</i>				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other <i>(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)</i>				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING <i>They cleaned the couch but left it in worse shape than it had been originally</i> <i>Clean Couch</i>				
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>		18. DATE <i>3/2/90</i>	19. FACILITIES AUTHORIZATION	
			20. DATE	

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 25967 2. Charged To: (GSA Use Only)	1. Org. Code
I. ADMINISTRATIVE COORDINATOR			
3. Name <i>Drucie Scaling</i>	4. Office/Acct. <i>WHO/COMM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2170</i>
II. WORK TO BE PERFORMED FOR			
7. Name <i>Mike Duncan</i>	8. Office/Acct. <i>WHO/Pub. Liaison</i>	9. Room(s) No. <i>129</i>	10. Phone <i>7845</i>
III. WORK ORDERS			
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other <i>(Plans must accompany request)</i>			
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet			
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other <i>(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)</i>			
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other			
15. TELEPHONE SERVICES			
16. CLEANING <i>Clean two Chairs</i>			
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE <i>3/2/90</i>	19. FACILITIES AUTHORIZATION	20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 25971

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COMM

5. Room(s) No.

122

6. Phone

2170

II. WORK TO BE PERFORMED FOR

7. Name

Drucie Scaling

8. Office/Acct.

WHO/COMM

9. Room(s) No.

122

10. Phone

2170

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Hole drilled in desks for computer ~~xxxx~~ cords (see ~~xxxxxx~~ attached drawing)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

3/2/90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 25970 2. Charged To: (GSA Use Only)	1. Org. Code
I. ADMINISTRATIVE COORDINATOR			
3. Name <i>Drucie Scaling</i>	4. Office/Acct. W&M WHO/COM	5. Room(s) No. 122	6. Phone 2930
II. WORK TO BE PERFORMED FOR			
7. Name <i>Drucie Scaling</i>	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
III. WORK ORDERS			
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request)			
<i>Need lock installed at desk</i>			
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet			
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper)			
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other			
15. TELEPHONE SERVICES			
16. CLEANING			
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 3/8/90	19. FACILITIES AUTHORIZATION	20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 25969

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Susan Loud	8. Office/Acct. WHO/COM	9. Room(s) No. 128	10. Phone 75559
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

made and
Single shelf installed

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

DS.

Drucie Scaling

18. DATE

3/8/90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 25968		1. Org. Code
2. Charged To: (GSA Use Only)				
I. ADMINISTRATIVE COORDINATOR				
3. Name SUSAN LOUD Drucie Scaling		4. Office/Acct. WHO/COMM		5. Room(s) No. 122
6. Phone XXXX 2170				
II. WORK TO BE PERFORMED FOR				
7. Name Susan Loud		8. Office/Acct. WHO/COMM		9. Room(s) No. 128
10. Phone 7559				
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input checked="" type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request)				
Chair needs repairing, makes a loud noise when sat in.				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper)				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION <i>DS</i> <i>Drucie Scaling</i>		18. DATE <i>3/16/90</i>		19. FACILITIES AUTHORIZATION
20. DATE				

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17540

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2120
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II. WORK TO BE PERFORMED FOR

7. Name Bobbie Kilberg	8. Office/Acct. WHO/COM	9. Room(s) No. 128	10. Phone 79000
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

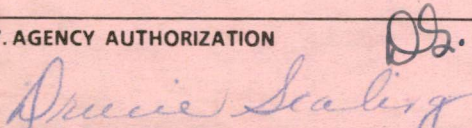
13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

Clean furniture in Room 128

17. AGENCY AUTHORIZATION 	18. DATE 3/16/90	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 25964

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COM

5. Room(s) No.

122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Scott Sutherland

8. Office/Acct.

WHO/COM

9. Room(s) No.

129

10. Phone

7845

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

The chair in the office is breaking

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

3/22/90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM	NO: 25963 2. Charged To: (GSA Use Only)	1. Org. Code
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I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
---------------------------	----------------------------	-----------------------	------------------

II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
---------------------------	----------------------------	-----------------------	-------------------

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

The lights overhead in the reception area flicker

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 3/22/90	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17868

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COMM

5. Room(s) No.

122

6. Phone

2170

II. WORK TO BE PERFORMED FOR

7. Name

Robert Simon

8. Office/Acct.

WHO/COMM

9. Room(s) No.

111½

10. Phone

7753

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY

(Plans must accompany request)

Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES

Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING

(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Furniture Safes Data Processing Equip. Other

14. ELECTRICAL

Outlet Coaxcable Heating/Air Conditioning Other

Florescent lightbulb is out.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

DS

Drucie Scaling

18. DATE

4/20/90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17867

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COMM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Sharon Botwin	8. Office/Acct. WHO/COMM	9. Room(s) No. 2f1/WW	10. Phone 7620
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Please drill hole in desk for lap board as was done in room 122 OEOB.

Charlie knows how to do this procedure.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling

4/20/90

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17866

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Kathy Jeavons	8. Office/Acct. WHO/COM	9. Room(s) No. 129	10. Phone 7845
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Repair lamp in office.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling ^{WS}
5/1/90

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration		NO: 17863		1. Org. Code
FACILITY REQUEST		2. Charged To: (GSA Use Only)		
READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM				
I. ADMINISTRATIVE COORDINATOR				
3. Name Drucie Scaling		4. Office/Acct. WHO/COMM	5. Room(s) No. 122	6. Phone 456-2170
II. WORK TO BE PERFORMED FOR				
7. Name Kathy Jeavons		8. Office/Acct. WHO/COMM	9. Room(s) No. 129	10. Phone 456-7845
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other <i>(Plans must accompany request)</i>				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other <i>(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)</i>				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coax cable <input checked="" type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other Air Conditioner in 129 needs repair - doesn't cool				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>		18. DATE 5/18/90	19. FACILITIES AUTHORIZATION	
			20. DATE	

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17864

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Kristin Taylor -	8. Office/Acct. WHO/COM	9. Room(s) No. 119	10. Phone 7150
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Bring 2 Wingback chairs from storage.
Bring 1 small couch from storage.

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling
DS.

5-7-90

AGENCY COPY

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17861

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scading	4. Office/Acct. WHO/COMM	5. Room(s) No. 122	6. Phone 456-2170
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II. WORK TO BE PERFORMED FOR

7. Name Charles Bacarisse	8. Office/Acct. WHO/COMM	9. Room(s) No. 128	10. Phone 456-7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

Air Conditioner in Room 128 front fell off - needs repair

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scading

18. DATE

5/18/90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17853

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)


Move furniture in rooms 111.5, 121, 191 and 125 on Tuesday May222

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling 

18. DATE

5/18/90

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 25976

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY (Plans must accompany request) Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

copy

13. MOVING (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper) Furniture Safes Data Processing Equip. Other

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

All of the offices in room 128 need to have the lights dimmed
Please have only 3 of the 4 bulbs in each section be illuminated
when switched on.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 2/20/90	19. FACILITIES AUTHORIZATION	20. DATE
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FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 25975

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Acct.
WHO/COM

5. Room(s) No.
122

6. Phone
2930

II. WORK TO BE PERFORMED FOR

7. Name
Drucie Scaling

8. Office/Acct.
WHO/COM

9. Room(s) No.
122

10. Phone
2930

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up/Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

The lights overhead in room 120 are flickering

The overhead lights in room 126½ need to be dimmed- if only 1 of the three bulbs can be illuminated when switched on.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

2/20/90

19. FACILITIES AUTHORIZATION

20. DATE

copy

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 25954

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/ Com	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Need to move two offices from room # 129 to #191
This needs to done February 2, in the afternoon.

COPY

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE <i>2-1-98</i>	19. FACILITIES AUTHORIZATION	20. DATE
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FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 25965

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Acct.
WHO/COM

5. Room(s) No.
122

6. Phone
2930

II. WORK TO BE PERFORMED FOR

7. Name
Drucie Scaling

8. Office/Acct.
WHO/COM

9. Room(s) No.
122

10. Phone
2930

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Hanging shelves needed in rooms 128 and 193.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

COPY

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE
2/12/90

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

NO: 25978

1. Org. Code

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Kim Newsom	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

COPY

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

Need two posters to be framed (like the jumbos in the West Wing)

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 2/12/90	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17872

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

The door in room 191 rattles and makes noise when opened or closed.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

4/10/90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM	NO: 17869 2. Charged To: (GSA Use Only)	1. Org. Code
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I. ADMINISTRATIVE COORDINATOR			
3. Name <i>Drucie Scaling</i>	4. Office/Acct. <i>WH/COM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2170</i>

II. WORK TO BE PERFORMED FOR			
7. Name <i>Drucie Scaling</i>	8. Office/Acct. <i>WH/COM</i>	9. Room(s) No. <i>122</i>	10. Phone <i>2170</i>

III. WORK ORDERS	
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other <i>(Plans must accompany request)</i>	
<i>Please proceed with attached work order.</i>	

12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet	
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13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other <i>(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)</i>	
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14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coax cable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other	
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15. TELEPHONE SERVICES	
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16. CLEANING	
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17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE <i>4/12/90</i>	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17862

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie S. Scaling	4. Office/Acct. WHO/COMM	5. Room(s) No. 122	6. Phone 456-2170
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II. WORK TO BE PERFORMED FOR

7. Name DRucie S. Scaling	8. Office/Acct. WHO/COMM	9. Room(s) No. 121	10. Phone 456-2170
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Roll top file cabinet in room 121 need repair

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

5-18-90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17871

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Sarah DeCamp	8. Office/Acct. WHO/COM	9. Room(s) No. 191	10. Phone 7845
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Please hang pictures

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

4/12/90

19. FACILITIES AUTHORIZATION

20. DATE

COPY

THE WHITE HOUSE
WASHINGTON

January 25, 1990

MEMORANDUM TO JEAN LAMB

FROM: Drucie Scaling
Administrative Officer for Communications
Ext. 2170

RE: Buck Slips

Will you please print "Buck Slips" for Joe Watkins. I have attached an example of what he would like. They should have the following at the top:

Joseph Watkins
Office of Communications
Associate Director of Public Liaison
Room 129 OEOB
Ext. 7845

Thank you for your help with this.

Completed

File
Requests

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR DRUCIE SCALING, COMMUNICATIONS ADMINISTRATIVE
OFFICER

FROM: JOE WATKINS, PEON AND CUT-UP

DATE: 11/21/89

RE: 'BUCK SLIPS'

I just wanted to ask if you would order me some of those White House 'buck slips' -- the ones that say "To: _____, From Joseph Watkins, Associate Director of Public Liaison" for me.

Thanks for your help.

THE WHITE HOUSE
WASHINGTON

COPY

February 5, 1990

MEMORANDUM TO SALLY CAMPBELL

FROM: Drucie Scaling *DS*
Communications Administrative Officer
Room 122 OEOB Ext. 122

THRU: Chriss Winston *W*
Deputy Assistant to the President
for Communications and Director of
Speechwriting

RE: Computer Hide-A-Board

Chriss Winston, as well as Kristen Gear and I would appreciate it if we could have a shelf so we could pull our PC keyboards out when we are using them and put them away when they are not in use. Not only would we have more desk top space, we would tend not to have sore necks from looking sideways to see the screen while we are working.

I think that it may be a possibility that the Carpenter Shop may be able to make these. If not, I have seen them in the Computer Training room. I would think that the Carpenter Shop might be a great deal less expensive.

Thank you so much for your help with this matter.

Completed

THE WHITE HOUSE
WASHINGTON

January 22, 1990

MEMORANDUM TO ROSE ZAMARIA

FROM: Chriss Winston *W*
Deputy Assistant to the President
for Communications and Director of
Speechwriting

THRU: David F. Demarest *DD* Jr.
Assistant to the President
for Communications

RE: Personal Pagers

We now have two new people in the Office of Research. They are Carolyn Cawley and Jean Nappo.

Due to the nature of their work, we need to be able to reach them at all times. We would like to request a personal pager for each of them.

Thank you for your help with this matter.

Went to Rose 1/23

Completed

SB

THE WHITE HOUSE
WASHINGTON

January 22, 1990

MEMORANDUM TO PAUL BATEMAN

FROM: Chriss Winston *CW*
Deputy Assistant to the President
for Communications and Director
of Speechwriting *WA*

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Modification of Room 126 1/2 OEOB

In the near future, the Office of Communications plans to employ another speechwriter for the President. We will need a room for him or her.

We would like to divide ~~room~~ Room 126 1/2. Modular walls will not work as a quiet environment is needed. We will be more than happy to discuss with you the best way we feel that this modification can be done.

We would appreciate your help with this matter.

Went to Paul 1/23

Completed

SB

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 29495

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Brucie Scaling

4. Office/Acct.

Ofc of Communications 122EOB

5. Room(s) No.

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Sharon Botwin

8. Office/Acct.

Ofc of
Communications

9. Room(s) No.

2nd Fl WW

10. Phone

7620

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves

Chair Slide

Desk/Chair Repair

Locksmith Services

Door Signs

Other

Move back of chair closer to seat. Fix chair back.

12. DECORATOR SERVICES

Select Furniture

Touch-up Furniture

Reupholster Furniture

Painting

Carpet

13. MOVING

Furniture

Safes

Data Processing Equip.

Other

(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet

Coaxcable

Heating/Air Conditioning

Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17865

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Kristin Taylor/Deb Amend	8. Office/Acct. xxx/xxx WHO/COM	9. Room(s) No. 117/119	10. Phone 7150
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

Clean upholstery on 2 wingback chairs, 2 couches, 2 chairs.

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling ¹⁰⁵⁰

18. DATE

5-7-90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17860

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name <i>Drucie Scaling</i>	4. Office/Acct. <i>WHO/COM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2930</i>
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II. WORK TO BE PERFORMED FOR

7. Name <i>Drucie Scaling</i>	8. Office/Acct. <i>WHO/COM</i>	9. Room(s) No. <i>195*197</i>	10. Phone <i>2930</i>
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Construct a wall in room 195

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

5/18/90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17855

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COM

5. Room(s) No.

122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Drucie Scaling

8. Office/Acct.

WHO/COM

9. Room(s) No.

122

10. Phone

2930

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES

Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING

Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

Rework telephones in Office of Communications due to expansion and moves.

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

5/18/90

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17852

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Acct. WHO/
Communications

5. Room(s) No.
122

6. Phone
2170

II. WORK TO BE PERFORMED FOR

7. Name
Drucie Scaling

8. Office/Acct. WHO/
Communications

9. Room(s) No.
122

10. Phone
2170

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

3 Chair Slides (plastic)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

6-6-90

19. FACILITIES AUTHORIZATION

20. DATE

NOV 18 1982

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON REVERSE SIDE BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

A. Office/Agency	Communications
2. Room No.	122
3. Phone No.	2170

II. WORK TO BE PERFORMED FOR

B. Office/Agency	Communications
4. Room No.	122
5. Phone No.	2170

III. WORK ORDERS

Facility Request INSTRUCTIONS

1. Complete Sections I, II and III of the Facility Request and date. (All Sections **MUST** be completed.)
2. When completing Section III note that *all* requests for Construction **MUST** be accompanied by written plans or sketches.

Estimates – A cost estimate will be provided to the agency prior to the beginning of work only when requested by the agency. Estimates serve primarily as the basis for determining if a GSA RWA2957 should be generated to cover the cost of the project. Generally, to avoid unnecessarily depleting a miscellaneous account any project estimated at more than \$500.00 requires a Form 2957.

3. Any request for moving or rearranging an office **MUST** be accompanied by a drawing with current and proposed locations of telephones, furniture and electronic equipment. *Requests will not be accepted* if this information is not provided
4. After completing all the information in Sections I, II and III, remove the Pink and Blue copies and retain until completion of the work order. Submit the Yellow and White copies to the Facilities Management Office, Room 486, OEOB.
5. Upon completion of the work order, initial the Blue copy and return to Room 486.

NOTE: All facility requests must be signed and dated by the administrative coordinator for each office or agency. By signing the request, the administrative officer verifies the requested work has been approved and that funds are available.

16. DATE	
17. AGENCY AUTHORITY	

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17849

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COMM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Terry Woods (Barrie Tron)	8. Office/Acct. 122 WHO/COMM	9. Room(s) No. 197	10. Phone 7150
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Refrigerator has a broken handle

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling 6-9-90

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17545

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Druce Sealing	4. Office/Acct. WH0/com	5. Room(s) No. 102	6. Phone 3170
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II. WORK TO BE PERFORMED FOR

7. Name Deb Amend	8. Office/Acct. WH0/com	9. Room(s) No. 123	10. Phone 7156
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Remove Air Conditioner from window on south side of room. Do not replace. Thanks

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Druce Sealing

18. DATE

6-20-90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17544

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Sealing	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Ed Me Nally	8. Office/Acct. WHO/COM	9. Room(s) No. 116	10. Phone 7700
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Does not cool.

Thanks

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Dr. Drucie Sealing

18. DATE

6-26-90

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17542

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Dru cie Scaling	4. Office/Acct. Communications	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. Communications	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Repair file cabinet

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Dru~~cie~~ Scaling

18. DATE

6/29/90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17546

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name <i>Druce Sealing</i>	4. Office/Acct. <i>WHO/COM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2170</i>
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II. WORK TO BE PERFORMED FOR

7. Name <i>Barrie Tron</i>	8. Office/Acct. <i>WHO/COM</i>	9. Room(s) No. <i>197</i>	10. Phone <i>3487</i>
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Door is off of the desk. Glass repair

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

Druce-
The man who delivered the desks told me to tell you to request that the Carpenter Shop fix one!
Thanks
Terri
(P.S. The side door is off the hinges.)

AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17543

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. Communications	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Deb Amend	8. Office/Acct. WHOCM	9. Room(s) No. 121	10. Phone 2245
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Lights removed from ceiling fixtures

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

6/29/90

19. FACILITIES AUTHORIZATION

20. DATE

AGENCY COPY

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17541

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2170
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

See Attached

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

7-16-90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 19156

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COM

5. Room(s) No.

122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Mary Kate Grant

8. Office/Acct.

XXX WHO/COM

9. Room(s) No.

126

10. Phone

2157

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES

Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING

Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet Coaxcable Heating/Air Conditioning Other

Replace or clean ceiling light fixture

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

7/18/90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 19153

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Jeff Riley	8. Office/Acct. WHO/COM	9. Room(s) No. 121	10. Phone 7150
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Repair three door file cabinet, bottom drawer is broken.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling

7-19-90

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 19155		1. Org. Code
2. Charged To: (GSA Use Only)				
I. ADMINISTRATIVE COORDINATOR				
3. Name <u>Drucie Scaling</u>		4. Office/Acct. <u>WHO/COM</u>	5. Room(s) No. <u>122</u>	6. Phone <u>2170</u>
II. WORK TO BE PERFORMED FOR				
7. Name <u>Deb Amend</u>		8. Office/Acct. <u>WHO/COM</u>	9. Room(s) No. <u>123</u>	10. Phone <u>7156</u>
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request)				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input checked="" type="checkbox"/> Carpet <u>Please clean carpet, stains are very bad.</u>				
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper)				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION <u>Drucie Scaling</u>		18. DATE <u>7-19-90</u>	19. FACILITIES AUTHORIZATION	
			20. DATE	

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration		NO: 19154		1. Org. Code
FACILITY REQUEST		2. Charged To: (GSA Use Only)		
READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM				
I. ADMINISTRATIVE COORDINATOR				
3. Name Drucie Scaling		4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
II. WORK TO BE PERFORMED FOR				
7. Name Deb Amend		8. Office/Acct. WHO/COM	9. Room(s) No. 123	10. Phone 7156
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input checked="" type="checkbox"/> Other <i>(Plans must accompany request)</i>				
Drill a hole in credenza for hide-A-board.				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other <i>(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)</i>				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coax cable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>		18. DATE <i>7-19-90</i>	19. FACILITIES AUTHORIZATION	
			20. DATE	

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM	NO: 19150 2. Charged To: (GSA Use Only)	1. Org. Code
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I. ADMINISTRATIVE COORDINATOR

3. Name <i>Drucie Sealing</i>	4. Office/Acct. <i>WHO/com</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2930</i>
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II. WORK TO BE PERFORMED FOR

7. Name <i>Lisa Battaglia</i>	8. Office/Acct. <i>WHO/com</i>	9. Room(s) No. <i>125</i>	10. Phone <i>7845</i>
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

Replace lights at south end of long room that runs from door 129 to door 125

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Sealing</i>	18. DATE <i>8-3-90</i>	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 19145

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COMM

5. Room(s) No.

122

6. Phone

2170

II. WORK TO BE PERFORMED FOR

7. Name

Jeff Riley

8. Office/Acct.

WHO/COMM

9. Room(s) No.

121

10. Phone

2963

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY

Shelves

Chair Slide

Desk/Chair Repair

Locksmith Services

Door Signs

Other

(Plans must accompany request)

Back part of desk chair is broken. Please fix.

B

12. DECORATOR SERVICES

Select Furniture

Touch-up Furniture

Reupholster Furniture

Painting

Carpet

13. MOVING

Furniture

Safes

Data Processing Equip.

Other

(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet

Coaxcable

Heating/Air Conditioning

Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

8-7-90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 19148

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COM

5. Room(s) No.

122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Christina Martin

8. Office/Acct.

-121 WHO/COM

9. Room(s) No.

121

10. Phone

7156

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY

Shelves

Chair Slide

Desk/Chair Repair

Locksmith Services

Door Signs

Other

(Plans must accompany request)

12. DECORATOR SERVICES

Select Furniture

Touch-up Furniture

Reupholster Furniture

Painting

Carpet

13. MOVING

Furniture

Safes

Data Processing Equip.

Other

(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet

Coax cable

Heating/Air Conditioning

Other

remove part of
lights.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

8-7-90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 19146

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

~~-EOM/~~ WHO/COM

5. Room(s) No.

122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Drucie Scaling

8. Office/Acct.

WHO/COM

9. Room(s) No.

122

10. Phone

2930

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY

Shelves

Chair Slide

Desk/Chair Repair

Locksmith Services

Door Signs

Other

(Plans must accompany request)

12. DECORATOR SERVICES

Select Furniture

Touch-up Furniture

Reupholster Furniture

Painting

Carpet

13. MOVING

Furniture

Safes

Data Processing Equip.

Other

(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet

Coaxcable

Heating/Air Conditioning

Other

Air conditioner not working properly and also air conditioner in all rooms need to be replaced.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

8-7-90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 19149

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Mark Davis	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Remove part of lights: see Drucie Scaling first

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

8-7-90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM	NO: 19147 2. Charged To: (GSA Use Only)	1. Org. Code
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I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

1 credenza, 1 half desk 1 class C credenza
1 telephone stand 1 book case 1 class C file cabinet
2 blue barrel chairs one executive chair **need new lamp shade

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 8-7-90	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 19144		1. Org. Code	
		2. Charged To: (GSA Use Only)			
I. ADMINISTRATIVE COORDINATOR					
3. Name Drucie Scaling n		4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930	
II. WORK TO BE PERFORMED FOR					
7. Name Office of Research		8. Office/Acct. WHO/COM	9. Room(s) No. 111½	10. Phone 7750	
III. WORK ORDERS					
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request)					
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet					
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper)					
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input checked="" type="checkbox"/> Other Refrigerator will not cool. Thank You.					
15. TELEPHONE SERVICES					
16. CLEANING					
17. AGENCY AUTHORIZATION		18. DATE	19. FACILITIES AUTHORIZATION		20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM	NO: 19143 2. Charged To: (GSA Use Only)	1. Org. Code
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I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Mark Davis/Beth Hinchliffe	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Repair lights - please call Drucie Scaling 2930

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE <i>9-13-90</i>	19. FACILITIES AUTHORIZATION	20. DATE
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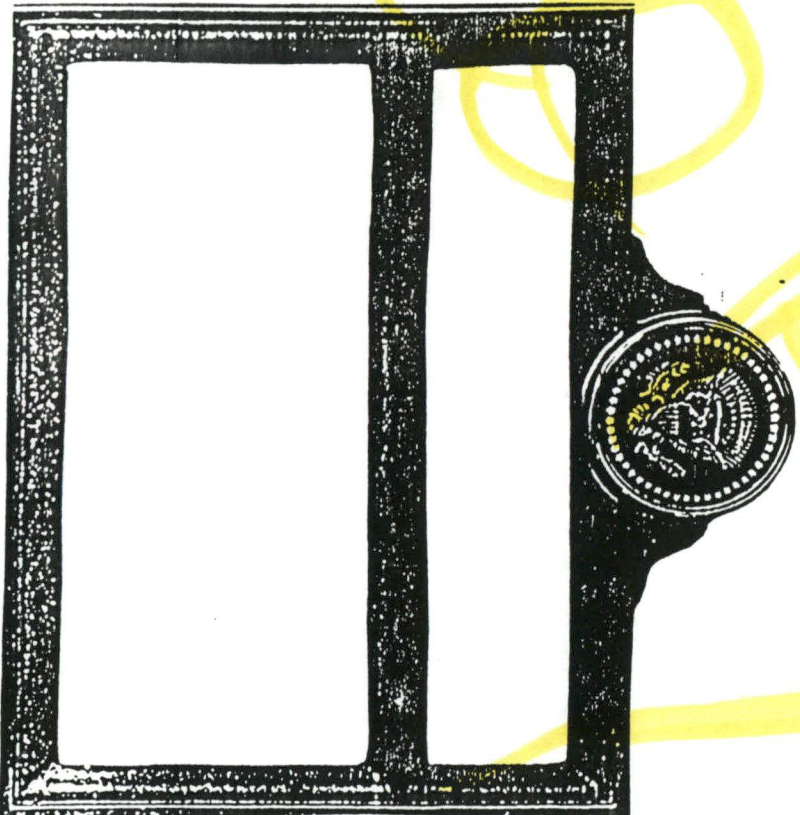
EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 19141	1. Org. Code
		2. Charged To: (GSA Use Only)	
I. ADMINISTRATIVE COORDINATOR			
3. Name <i>Drucie Scaling</i>		4. Office/Acct. <i>WHO/Com</i>	5. Room(s) No. <i>122</i>
		6. Phone <i>2170</i>	
II. WORK TO BE PERFORMED FOR			
7. Name <i>Ed McNally</i>		8. Office/Acct. <i>116 WHO/Com</i>	9. Room(s) No. <i>116</i>
		10. Phone <i>2930</i>	
III. WORK ORDERS			
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other <i>(Plans must accompany request)</i>			
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet			
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other <i>(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)</i>			
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input checked="" type="checkbox"/> Heating/Air Conditioning <input checked="" type="checkbox"/> Other <i>Air Conditioner no longer works</i> <i>Middle section of overhead lights exploded</i>			
15. TELEPHONE SERVICES			
16. CLEANING			
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>		18. DATE <i>9-13-90</i>	19. FACILITIES AUTHORIZATION
		20. DATE	

193

Special Assistant to the
President for Public Liaison

122

Deputy Assistant to the
President for Communications
and Director of Special Writing



Changes made
10-16-90



124

Deputy Assistant to the
President for Communications
and Director of Speechwriting
Please enter thru
Room 122



126

Office of Speechwriting



126 1/2

Office of Speechwriting



109

Office of Research
Please enter thru
Room 111 1/2



117

Office of Media Relations



119

Office of Media Relations
Please enter thru
Room 117



120

Office of Speechwriting



121

Special Assistant to the
President for Communications



123

Special Assistant to the
President for Communications
Please enter thru
Room 121



128

Deputy Assistant to the
President for Public Liaison
Deputy Assistant to the
President for Public Liaison



195

Office of Public Affairs



197

Office of Public Affairs
Please enter thru
Room 195

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17857

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

Communications

5. Room(s) No.

122

6. Phone

2170

II. WORK TO BE PERFORMED FOR

7. Name

Drucie Scaling

8. Office/Acct.

Communications

9. Room(s) No.

122

10. Phone

2170

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES

Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING

Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

2 3 Desks 1 Executive Chair
1 Table/Drawer 1 Beige Stuffed Chair
2 End Tables 1 Blue & Yellow Flame Stitched Love Seat
1 Coffee Table 2 Lamps

14. ELECTRICAL

Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

AGENCY COPY

I. ADMINISTRATIVE COORDINATOR

1. Name	Drucie Sealfon
2. Office Acct.	Communications
3. Room No.	122
4. Phone No.	2170

II. WORK TO BE PERFORMED FOR

1. Name	Drucie Sealfon
2. Office Acct.	Communications
3. Room No.	122
4. Phone No.	2170

III. WORK ORDERS

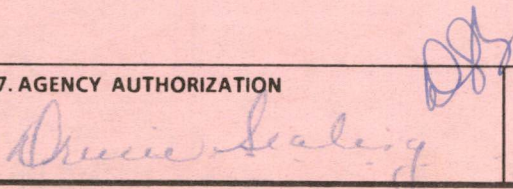
**Facility Request
INSTRUCTIONS**

1. Complete Sections I, II and III of the Facility Request and date. (All Sections **MUST** be completed.)
2. When completing Section III note that *all* requests for Construction **MUST** be accompanied by written plans or sketches.

Estimates – A cost estimate will be provided to the agency prior to the beginning of work only when requested by the agency. Estimates serve primarily as the basis for determining if a GSA RWA2957 should be generated to cover the cost of the project. Generally, to avoid unnecessarily depleting a miscellaneous account any project estimated at more than \$500.00 requires a Form 2957.

3. Any request for moving or rearranging an office **MUST** be accompanied by a drawing with current and proposed locations of telephones, furniture and electronic equipment. *Requests will not be accepted* if this information is not provided
4. After completing all the information in Sections I, II and III, remove the Pink and Blue copies and retain until completion of the work order. Submit the Yellow and White copies to the Facilities Management Office, Room 486, OEOB.
5. Upon completion of the work order, initial the Blue copy and return to Room 486.

NOTE: All facility requests must be signed and dated by the administrative coordinator for each office or agency. By signing the request, the administrative officer verifies the requested work has been approved and that funds are available.

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration		NO: 19139		1. Org. Code
FACILITY REQUEST		2. Charged To: (GSA Use Only)		
READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM				
I. ADMINISTRATIVE COORDINATOR				
3. Name Drucie Scaling		4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
II. WORK TO BE PERFORMED FOR				
7. Name Jeff Riley		8. Office/Acct. WHO/COM	9. Room(s) No. 121	10. Phone 7150
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input checked="" type="checkbox"/> Other (Plans <u>must</u> accompany request)				
Repair file cabinet				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper)				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coax cable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION 		18. DATE 9-13-90	19. FACILITIES AUTHORIZATION	
			20. DATE	

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration		NO: 19138		1. Org. Code
FACILITY REQUEST		2. Charged To: (GSA Use Only)		
READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM				
I. ADMINISTRATIVE COORDINATOR				
3. Name Drucie Scaling		4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
II. WORK TO BE PERFORMED FOR				
7. Name Curt Smith		8. Office/Acct. WHO/COM	9. Room(s) No. 120	10. Phone 2930
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input checked="" type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other <i>(Plans <u>must</u> accompany request)</i> Fix roller on desk Chair				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other <i>(Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper)</i>				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION Drucie Scaling		18. DATE 9-19-90	19. FACILITIES AUTHORIZATION	
			20. DATE	

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM	NO: 19137 2. Charged To: (GSA Use Only)	1. Org. Code
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I. ADMINISTRATIVE COORDINATOR

3. Name <i>Drucie Scaling</i>	4. Office/Acct. <i>WHO/COM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2930</i>
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II. WORK TO BE PERFORMED FOR

7. Name <i>Drucie Scaling</i>	8. Office/Acct. <i>WHO/COM</i>	9. Room(s) No. <i>122 m</i>	10. Phone <i>2930</i>
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other
Air Conditioner doesn't work

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE <i>9-19-90</i>	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 19136		1. Org. Code
2. Charged To: (GSA Use Only)				
I. ADMINISTRATIVE COORDINATOR				
3. Name Drucie Scaling		4. Office/Acct. WHO/COM		5. Room(s) No. 122
				6. Phone 2930
II. WORK TO BE PERFORMED FOR				
7. Name Drucie Scaling		8. Office/Acct. WHO/COM		9. Room(s) No. 122
				10. Phone 2930
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request)				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input checked="" type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper) Move furniture in 121 and 120				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION Drucie Scaling		18. DATE 9-19-90		19. FACILITIES AUTHORIZATION
				20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 19140

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

Chriss: I also need 2 new lamp shades or lamps

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

1 credenza-195-Kristen Gear	1 Class C credenza-915-Terri Woods
1 Telephone stand-195-Terri Woods	1 Class C file cabinet-126½-Mark Davis
1 half desk-195-Terri Woods	2 Blue barrel chairs-122-Chriss Winston
1 book case-125-Molly Osborne	1 Blue couch-193-LeighaAnn Metzger
1 Executive chair-122-Stephanie Laudner	1 Blue couch-195-Barrie Tron

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling

8-7-90

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 19142

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COM

5. Room(s) No.

122

6. Phone

2170

II. WORK TO BE PERFORMED FOR

7. Name

Chress W Chriss Winston

8. Office/Acct.

WHO/COM

9. Room(s) No.

122

10. Phone

2930

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES

Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

Repair chair leg and restuff a straight back chairs

13. MOVING

Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

9-13-90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM	NO: 19151 2. Charged To: (GSA Use Only)	1. Org. Code
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I. ADMINISTRATIVE COORDINATOR

3. Name <i>Drucie Sealing</i>	4. Office/Acct. <i>WHO/COM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2170</i>
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II. WORK TO BE PERFORMED FOR

7. Name <i>Deb Amend</i>	8. Office/Acct. <i>WHO/COM</i>	9. Room(s) No. <i>121</i>	10. Phone <i>7156</i>
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

Need large chair slide instead of a standard - please measure - Thanks

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Sealing</i>	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24833

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COM

5. Room(s) No.

122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Drucie Scaling

8. Office/Acct.

WHO/COM

9. Room(s) No.

122

10. Phone

2930

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

Please build shelves for office.

12. DECORATOR SERVICES

Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING

Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

1-14-91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24831

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Paul Luthringer	8. Office/Acct. WHO/COM	9. Room(s) No. 193	10. Phone 2483
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Please repair desk chair

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION Drucie Scaling	18. DATE 1-14-91	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 24830 2. Charged To: (GSA Use Only)		1. Org. Code
I. ADMINISTRATIVE COORDINATOR				
3. Name <i>Drucie Scaling</i>		4. Office/Acct. <i>WHO/COM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2930</i>
II. WORK TO BE PERFORMED FOR				
7. Name <i>Ed McNally</i>		8. Office/Acct. <i>WHO/COM</i>	9. Room(s) No. <i>116</i>	10. Phone <i>2930</i>
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other <i>(Plans must accompany request)</i>				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other <i>(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)</i>				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input checked="" type="checkbox"/> Other <i>Replace Light tubes in 116 lobby.</i>				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>		18. DATE <i>1-14-91</i>	19. FACILITIES AUTHORIZATION	
			20. DATE	

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24832

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Susan Denniston	8. Office/Acct. WHO/COM	9. Room(s) No. 128	10. Phone 7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Please repair desk chair

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION Drucie Scaling	18. DATE 1-14-91	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 24827	1. Org. Code
2. Charged To: (GSA Use Only)			
I. ADMINISTRATIVE COORDINATOR			
3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
II. WORK TO BE PERFORMED FOR			
7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 117	10. Phone 2930
III. WORK ORDERS			
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request)			
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet			
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input checked="" type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper) Move printer in Rm. 117 to new location in Rm. 117			
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other			
15. TELEPHONE SERVICES			
16. CLEANING			
17. AGENCY AUTHORIZATION Drucie Scaling <i>DSS</i>	18. DATE 2-6-91	19. FACILITIES AUTHORIZATION	20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 24826 2. Charged To: (GSA Use Only)		1. Org. Code	
I. ADMINISTRATIVE COORDINATOR					
3. Name Drucie Scaling		4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930	
II. WORK TO BE PERFORMED FOR					
7. Name Drucie Scaling		8. Office/Acct. WHO/COM	9. Room(s) No. 117	10. Phone 2930	
III. WORK ORDERS					
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request)					
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet					
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input checked="" type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper) Move file cabinet in Rm. 117 into new location in Rm. 117					
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other					
15. TELEPHONE SERVICES					
16. CLEANING					
17. AGENCY AUTHORIZATION Drucie Scaling <i>DSS.</i>		18. DATE 2-6-91	19. FACILITIES AUTHORIZATION		20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM	NO: 24823 2. Charged To: (GSA Use Only)	1. Org. Code
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I. ADMINISTRATIVE COORDINATOR

3. Name <i>Drucie Scaling</i>	4. Office/Acct. <i>WHO/COM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2930</i>
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II. WORK TO BE PERFORMED FOR

7. Name <i>Maria Sheehan</i>	8. Office/Acct. <i>WHO/COM</i>	9. Room(s) No. <i>123</i>	10. Phone <i>7150</i>
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

*Move file cabinet from Rm 117 into ~~RM 123~~
 Rm 123 inbetween the windows where the flag is presently located.*

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE <i>2-6-91</i>	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 24819		1. Org. Code
2. Charged To: (GSA Use Only)				
I. ADMINISTRATIVE COORDINATOR				
3. Name Drucie Scaling		4. Office/Acct. RMXXXX WHO/COM		5. Room(s) No. 122
				6. Phone 2930
II. WORK TO BE PERFORMED FOR				
7. Name Lisa Battaglia		8. Office/Acct. WHO/COM		9. Room(s) No. 129
				10. Phone 7845
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request)				
Repair File Cabinet				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper)				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>		18. DATE 3/6/91	19. FACILITIES AUTHORIZATION	
			20. DATE	

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24836

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Sclaing	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Jeff Vogt	8. Office/Acct. WHO/COM	9. Room(s) No. 191	10. Phone 7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Lights flickering and about to go out. Will you please repair.

Thanks!!

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24835

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Acct.
WHO/COM

5. Room(s) No.
122

6. Phone
2930

II. WORK TO BE PERFORMED FOR

7. Name
Drucie Scaling

8. Office/Acct.
WHO/COM

9. Room(s) No.
128 / 191

10. Phone
2930

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

REPLACE LIGHTS THAT HAVE GONE OUT IN ~~10*~~ AND 1(1)
ROOM 128 AND 191

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24834

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COM

5. Room(s) No.

122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Curt Smith

8. Office/Acct.

WHO/COM

9. Room(s) No.

120

10. Phone

2772

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY

Shelves

Chair Slide

Desk/Chair Repair

Locksmith Services

Door Signs

Other

(Plans must accompany request)

Roller on Chair broken

12. DECORATOR SERVICES

Select Furniture

Touch-up Furniture

Reupholster Furniture

Painting

Carpet

13. MOVING

Furniture

Safes

Data Processing Equip.

Other

(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet

Coaxcable

Heating/Air Conditioning

Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

*File
Facility
Requests
Completed*

OF THE PRESIDENT Administration	NO: 24816	1. Org. Code
REQUEST BEFORE FILLING OUT THIS FORM	2. Charged To: (GSA Use Only)	

I. ADMINISTRATIVE COORDINATOR			
4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930	

II. WORK TO BE PERFORMED FOR			
7. Name Kristen Gear	8. Office/Acct. WHO/COM	9. Room(s) No. 195	10. Phone 2487

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

AC not working

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Druce Dealing</i>	18. DATE 3/18/91	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 24824 2. Charged To: (GSA Use Only)		1. Org. Code	
I. ADMINISTRATIVE COORDINATOR					
3. Name <i>Drucie Scaling</i>		4. Office/Acct. <i>WHO/COM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2930</i>	
II. WORK TO BE PERFORMED FOR					
7. Name <i>Maria Sheehan</i>		8. Office/Acct. <i>WHO/COM</i>	9. Room(s) No. <i>123</i>	10. Phone <i>7150</i>	
III. WORK ORDERS					
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input checked="" type="checkbox"/> Other (Plans <u>must</u> accompany request)					
<i>Drill a hole in credenza for a hide-a-board</i> <i>*Charlie Herr knows how to do this</i>					
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet					
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper)					
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other					
15. TELEPHONE SERVICES					
16. CLEANING					
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>		18. DATE <i>2-6-91</i>	19. FACILITIES AUTHORIZATION		20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM	NO: 19131	1. Org. Code
	2. Charged To: (GSA Use Only)	

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Bobbie Kilberg	8. Office/Acct. XXXXX WHO/COM	9. Room(s) No. 128	10. Phone 7900
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

radiator cover on left side needs to be fixed. It keeps falling off and is being propped up by a table.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>DS</i> Drucie Scaling	18. DATE 4/2/91	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 24817 2. Charged To: (GSA Use Only)	1. Org. Code
I. ADMINISTRATIVE COORDINATOR			
3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
II. WORK TO BE PERFORMED FOR			
7. Name Bobbie Kilberg	8. Office/Acct. WHO/COM	9. Room(s) No. 128	10. Phone 7900
III. WORK ORDERS			
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request)			
Want to close/lock door between offices 128 and 130			
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet			
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper)			
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other			
15. TELEPHONE SERVICES			
16. CLEANING			
17. AGENCY AUTHORIZATION <i>OS</i> <i>Drucie Scaling</i>	18. DATE 3/18/91	19. FACILITIES AUTHORIZATION	20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM	NO: 19135	1. Org. Code
	2. Charged To: (GSA Use Only)	

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

Right (when facing credenza) door on credenza needs to be fixed

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>	18. DATE 3/25/91	19. FACILITIES AUTHORIZATION	20. DATE
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FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 19133

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

outlet has been painted over, needs to be opened

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

3/25/91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 19134

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Chriss Winston	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

Restuff chairs seats in office

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

9/19/90

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM	NO: 19130 2. Charged To: (GSA Use Only)	1. Org. Code
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I. ADMINISTRATIVE COORDINATOR			
3. Name <i>Drucie Scaling</i>	4. Office/Acct. <i>WHO/COM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2930</i>

II. WORK TO BE PERFORMED FOR			
7. Name <i>Mary Kate Grant</i>	8. Office/Acct. <i>WHO/COM</i>	9. Room(s) No. <i>126</i>	10. Phone <i>2930</i>

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Please move furniture from 126 to 116. There are some boxes that need to be moved also. I would appreciate it if we could do this Thursday.

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>[Signature]</i>	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 19129		1. Org. Code
2. Charged To: (GSA Use Only)				
I. ADMINISTRATIVE COORDINATOR				
3. Name Drucie Scaling		4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
II. WORK TO BE PERFORMED FOR				
7. Name Nancy Benson		8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
III. WORK ORDERS				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request)				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input checked="" type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper) Please move file cabinet (Wood with roll doors) from 116 to room 122				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coaxcable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES				
16. CLEANING				
17. AGENCY AUTHORIZATION Drucie Scaling		18. DATE 4-30-91	19. FACILITIES AUTHORIZATION	
			20. DATE	

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 17539

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name <i>WINSTON</i> , Chriss	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

AT LOCATION OF SET # 97-J, INSTALL RJ-11 JACK WITH A-LEAD CONTROL TO SHARE X 2683 WITH OUTBOARD GFE (STU-III).

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling

11-2-89

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 29610

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Acct.
WHO/COM

5. Room(s) No.
122

6. Phone
2170

COPY

II. WORK TO BE PERFORMED FOR

7. Name
Drucie Scaling

8. Office/Acct.
WHO/COM

9. Room(s) No.
122

10. Phone
2170

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Hang bulletin board in Drucie Scaling's office

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

9/11/89

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 29611

1. Org. Code

2. Charged To: (GSA Use Only)

COPY

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Doug Wead/Bobbie Kilberg	8. Office/Acct. WHO/COM	9. Room(s) No. 128	10. Phone 7140
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
 (Plans must accompany request)

- Hang mirror in Bobbie Kilberg's office
- Replace slide under Doug Wead's chair

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
 (Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION Drucie Scaling	18. DATE 9/11/89	19. FACILITIES AUTHORIZATION	20. DATE
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computer

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 29616

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
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II. WORK TO BE PERFORMED FOR

7. Name Jeff Vogt	8. Office/Acct. WHO/COM	9. Room(s) No. 129	10. Phone 7845
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Desk chair is completely broken and unusable. Please repair ASAP

Thanks!

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coax cable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

8-16-89

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 29605

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

May I please have movers early tomorrow morning, May 10, 1991, to move and clear a office and move furniture around other offices.

Thanks

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30584

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

XXXWHO/com

5. Room(s) No.

XXX122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Jeff Vogt

8. Office/Acct.

WHO/COM

9. Room(s) No.

191

10. Phone

7845

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

[Handwritten scribbles]

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

[Handwritten scribbles]

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Please move office to room 193 on Tuesday May 21 or Wednesday morning May 22.

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

[Signature]
Drucie Scaling

18. DATE

5/21/91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30580

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COM

5. Room(s) No.

122

~~188~~

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Jane Leonard

8. Office/Acct.

WHO/COM

9. Room(s) No.

191

10. Phone

7845

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES

Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING

Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

Please Install telephone and a new line in room 191 with a new intercom line.

16. CLEANING

17. AGENCY AUTHORIZATION

DS

Drucie Scaling

18. DATE

5/22/91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration
FACILITY REQUEST

NO: 30582

1. Org. Code

2. Charged To: (GSA Use Only)

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Kristen Gear Paul Luthringer	8. Office/Acct. WHO/MA	9. Room(s) No. 197	10. Phone 2483
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Please move furniture from 197 to 199 - attached is drawing, Tuesday morning May 28, 1991 or anytime after Friday afternoon May 24, 1991.

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling *DS*

18. DATE

5-22-91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30583

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Kristen Gear Paul Luthringer	8. Office/Acct. WHO/MA	9. Room(s) No. 197	10. Phone 2483
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

Please move telephones and lines to Room 199 on Tuesday morning, May 28, 1991. Or sometime after Friday afternoon, May 24, 1991.

16. CLEANING

17. AGENCY AUTHORIZATION Drucie Scaling OS	18. DATE 5-22-91	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 27746

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. IGA W Ho/Com	5. Room(s) No. 122	6. Phone x2930
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II. WORK TO BE PERFORMED FOR

7. Name IGA OFFICE	8. Office/Acct. Balcony off Room	9. Room(s) No. 160	10. Phone 6697
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

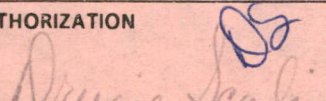
13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

Please clean the balcony off Room 160 for two separate events for the Office of Intergovernmental Affairs. The times and dates are:
1.) 6/13/91 8:30 a.m. 2.) 9:00 a.m. on 6/14/91 for Soviet delegation

17. AGENCY AUTHORIZATION IGA/WH 	18. DATE 6/12/91	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30585

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name <input checked="" type="checkbox"/> Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Replace ceiling lights.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

5/21/91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30547

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Deth Amend	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

Need to have sofa repaired (upholstered) and desk table restablized where movers droped couch on it.

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

DS

18. DATE

5/9/91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30576

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Acct.
WHO/COM

5. Room(s) No.
122

6. Phone
2930

II. WORK TO BE PERFORMED FOR

7. Name
Molly Osborne

8. Office/Acct.
WHO/COM

9. Room(s) No.
125

10. Phone
7845

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Please replace lights that are not working.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling

6/19/91

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 29603

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling Curt Smith	8. Office/Acct. WHO/COM	9. Room(s) No. 122 120	10. Phone 2930 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

We need chair slides in both of these offices

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

DS

Drucie Scaling

18. DATE

5/7/91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30574

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2030
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II. WORK TO BE PERFORMED FOR

7. Name Bobbie Kilberg	8. Office/Acct. WHO/COM	9. Room(s) No. 128	10. Phone 7900
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

Touch up paint on window sill where the air conditioner was taken out.

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION <i>DS.</i> Drucie Scaling	18. DATE 6-27-91	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30573

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name
Drucie Scaling

4. Office/Acct.
Comm

5. Room(s) No.
122

6. Phone
2930

II. WORK TO BE PERFORMED FOR

7. Name
Drucie Scaling

8. Office/Acct.
Comm

9. Room(s) No.
122

10. Phone
2930

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

Several rooms in the Office of Communications will be moving on Tuesday, July 16, and I would appreciate it if we could have some people that morning to vacuum the carpet and dust the furniture as it is moved.

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling *DS*

7-10-91

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24828

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COM

5. Room(s) No.

122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Simon
Bob ~~XXXX~~

8. Office/Acct.

WHO/COM

9. Room(s) No.

1114

10. Phone

7750

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES

Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING

Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet Coaxcable Heating/Air Conditioning Other

Please replace the broken refrigerator handle.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30565

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Leigh Ann Metzger	8. Office/Acct. WHO/COM	9. Room(s) No. 194	10. Phone 7142
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet
Please fix carpet between 194&196

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION Drucie Scaling	18. DATE 7-24-91	19. FACILITIES AUTHORIZATION	20. DATE
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**Facility Request
INSTRUCTIONS**

1. Complete Sections I, II and III of the Facility Request and date. (All Sections *MUST* be completed.)
2. When completing Section III note that *all* requests for Construction *MUST* be accompanied by written plans or sketches.

Estimates – A cost estimate will be provided to the agency prior to the beginning of work only when requested by the agency. Estimates serve primarily as the basis for determining if a GSA RWA2957 should be generated to cover the cost of the project. Generally, to avoid unnecessarily depleting a miscellaneous account any project estimated at more than \$500.00 requires a Form 2957.

3. Any request for moving or rearranging an office *MUST* be accompanied by a drawing with current and proposed locations of telephones, furniture and electronic equipment. *Requests will not be accepted* if this information is not provided
4. After completing all the information in Sections I, II and III, remove the Pink and Blue copies and retain until completion of the work order. Submit the Yellow and White copies to the Facilities Management Office, Room 486, OEOB.
5. Upon completion of the work order, initial the Blue copy and return to Room 486.

NOTE: All facility requests must be signed and dated by the administrative coordinator for each office or agency. By signing the request, the administrative officer verifies the requested work has been approved and that funds are available.

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30570

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/ COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO??COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Please put letters on inner doors of 11155 (A-B-C-D-E)
126.5 (A-B)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION Drucie Scaling	18. DATE 7-24-91	19. FACILITIES AUTHORIZATION	20. DATE
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30270

EXECUTIVE OFFICE OF THE PRESIDENT

Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Bruce Scaring	4. Office/Room WHO \ COM	5. Room No. 122	6. Phone 2930
7. Name Bruce Scaring	8. Office/Room WHO \ COM	9. Room No. 122	10. Phone 2930

III. WORK ORDERS

Facility Request INSTRUCTIONS

1. Complete Sections I, II and III of the Facility Request and date. (All Sections *MUST* be completed.)
2. When completing Section III note that *all* requests for Construction *MUST* be accompanied by written plans or sketches.

Estimates – A cost estimate will be provided to the agency prior to the beginning of work only when requested by the agency. Estimates serve primarily as the basis for determining if a GSA RWA2957 should be generated to cover the cost of the project. Generally, to avoid unnecessarily depleting a miscellaneous account any project estimated at more than \$500.00 requires a Form 2957.

3. Any request for moving or rearranging an office *MUST* be accompanied by a drawing with current and proposed locations of telephones, furniture and electronic equipment. *Requests will not be accepted* if this information is not provided
4. After completing all the information in Sections I, II and III, remove the Pink and Blue copies and retain until completion of the work order. Submit the Yellow and White copies to the Facilities Management Office, Room 486, OEOB.
5. Upon completion of the work order, initial the Blue copy and return to Room 486.

NOTE: All facility requests must be signed and dated by the administrative coordinator for each office or agency. By signing the request, the administrative officer verifies the requested work has been approved and that funds are available.

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30563

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Dorcie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Jane Leonard	8. Office/Acct. WHO/OPL	9. Room(s) No. 197A	10. Phone 2483
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

NEED new executive chair

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION Dorcie Scaling	18. DATE 7-24-91	19. FACILITIES AUTHORIZATION	20. DATE
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30223

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK AND RETURN TO ROOM 486

I. ADMINISTRATIVE COORDINATOR

1. Name Dante Scaring	2. Office WHO\COM	3. Room No. 122	4. Phone 2930
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II. WORK TO BE PERFORMED FOR

1. Name Jane Leonard	2. Office WHO\OPL	3. Room No. 197A	4. Phone 2483
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III. WORK ORDERS

Facility Request
INSTRUCTIONS

1. Complete Sections I, II and III of the Facility Request and date. (All Sections *MUST* be completed.)
2. When completing Section III note that *all* requests for Construction *MUST* be accompanied by written plans or sketches.

Estimates – A cost estimate will be provided to the agency prior to the beginning of work only when requested by the agency. Estimates serve primarily as the basis for determining if a GSA RWA2957 should be generated to cover the cost of the project. Generally, to avoid unnecessarily depleting a miscellaneous account any project estimated at more than \$500.00 requires a Form 2957.

3. Any request for moving or rearranging an office *MUST* be accompanied by a drawing with current and proposed locations of telephones, furniture and electronic equipment. *Requests will not be accepted* if this information is not provided
4. After completing all the information in Sections I, II and III, remove the Pink and Blue copies and retain until completion of the work order. Submit the Yellow and White copies to the Facilities Management Office, Room 486, OEOB.
5. Upon completion of the work order, initial the Blue copy and return to Room 486.

NOTE: All facility requests must be signed and dated by the administrative coordinator for each office or agency. By signing the request, the administrative officer verifies the requested work has been approved and that funds are available.

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30569

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO7COM

5. Room(s) No.

122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Carol Blymire/Jennifer Grossman

8. Office/Acct.

WHO7COM.5

9. Room(s) No.

11.5

10. Phone

7750

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES

Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING

Furniture Safes Data Processing Equip. Other

(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Please move cabinet from 111.5 B to 111.5 C
111.5 C to 111.5 A
111.5 A to 111.5 B

14. ELECTRICAL

Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

7-24-91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration
FACILITY REQUEST
HEAD INSTRUCTIONS ON BACK BEFORE FILING THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Gracie Sealing	A. Office/Agency WHOJCOM	2. Room/No. 122	1. Phone 2030
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II. WORK TO BE PERFORMED FOR

3. Name Carol Blymire/Jennifer Grossman	B. District WHOJCOM.2	2. Room/No. 11.2	1. Phone 7750
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III. WORK ORDERS

14. CONSTRUCTION CARPENTRY Shelves Glass slide Desk/Furniture Repair Locksmith Services Door Signs Other

Facility Request INSTRUCTIONS

1. Complete Sections I, II and III of the Facility Request and date. (All Sections **MUST** be completed.)
2. When completing Section III note that *all* requests for Construction **MUST** be accompanied by written plans or sketches.

Estimates – A cost estimate will be provided to the agency prior to the beginning of work only when requested by the agency. Estimates serve primarily as the basis for determining if a GSA RWA2957 should be generated to cover the cost of the project. Generally, to avoid unnecessarily depleting a miscellaneous account any project estimated at more than \$500.00 requires a Form 2957.

3. Any request for moving or rearranging an office **MUST** be accompanied by a drawing with current and proposed locations of telephones, furniture and electronic equipment. *Requests will not be accepted* if this information is not provided
4. After completing all the information in Sections I, II and III, remove the Pink and Blue copies and retain until completion of the work order. Submit the Yellow and White copies to the Facilities Management Office, Room 486, OEOB.
5. Upon completion of the work order, initial the Blue copy and return to Room 486.

NOTE: All facility requests must be signed and dated by the administrative coordinator for each office or agency. By signing the request, the administrative officer verifies the requested work has been approved and that funds are available.

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30568

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COMM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Drucie Scaling	8. Office/Acct. WHO/COM	9. Room(s) No. 122	10. Phone 2930
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Please repair file cabinet in 111.5 A

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

7-24-91

19. FACILITIES AUTHORIZATION

20. DATE

NO: 30268

EXECUTIVE OFFICE OF THE PRESIDENT

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

3. Name Dencie Sealing	4. Office/Dept. WHO\COM	2. Room/No. 122	1. Phone 2930
1. Name Dencie Sealing	8. Office/Dept. WHO\COM	9. Room/No. 122	10. Phone 2930

II. WORK TO BE PERFORMED FOR

III. WORK ORDERS

Facility Request INSTRUCTIONS

1. Complete Sections I, II and III of the Facility Request and date. (All Sections *MUST* be completed.)
2. When completing Section III note that *all* requests for Construction *MUST* be accompanied by written plans or sketches.

Estimates – A cost estimate will be provided to the agency prior to the beginning of work only when requested by the agency. Estimates serve primarily as the basis for determining if a GSA RWA2957 should be generated to cover the cost of the project. Generally, to avoid unnecessarily depleting a miscellaneous account any project estimated at more than \$500.00 requires a Form 2957.

3. Any request for moving or rearranging an office *MUST* be accompanied by a drawing with current and proposed locations of telephones, furniture and electronic equipment. *Requests will not be accepted* if this information is not provided
4. After completing all the information in Sections I, II and III, remove the Pink and Blue copies and retain until completion of the work order. Submit the Yellow and White copies to the Facilities Management Office, Room 486, OEOB.
5. Upon completion of the work order, initial the Blue copy and return to Room 486.

NOTE: All facility requests must be signed and dated by the administrative coordinator for each office or agency. By signing the request, the administrative officer verifies the requested work has been approved and that funds are available.

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30566

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name <i>Drucie Scaling</i>	4. Office/Acct. <i>WHO/COM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2930</i>
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II. WORK TO BE PERFORMED FOR

7. Name <i>Drucie Scaling</i>	8. Office/Acct. <i>WHO/COM</i>	9. Room(s) No. <i>122</i>	10. Phone <i>2930</i>
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

Please change carpet in hall ~~of~~ patch between 193 & 195 with same color carpet.

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling

7-24-91

NO: 30588

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

I. ADMINISTRATIVE COORDINATOR

1. Name	2. Room No.	3. Phone
Gracie Scaring	122	2930

II. WORK TO BE PERFORMED FOR

1. Name	2. Office Act.	3. Room No.	4. Phone
Gracie Scaring	WHO/COM	122	2930

III. WORK ORDERS

Facility Request
INSTRUCTIONS

1. Complete Sections I, II and III of the Facility Request and date. (All Sections **MUST** be completed.)
2. When completing Section III note that *all* requests for Construction **MUST** be accompanied by written plans or sketches.

Estimates – A cost estimate will be provided to the agency prior to the beginning of work only when requested by the agency. Estimates serve primarily as the basis for determining if a GSA RWA2957 should be generated to cover the cost of the project. Generally, to avoid unnecessarily depleting a miscellaneous account any project estimated at more than \$500.00 requires a Form 2957.

3. Any request for moving or rearranging an office **MUST** be accompanied by a drawing with current and proposed locations of telephones, furniture and electronic equipment. *Requests will not be accepted* if this information is not provided
4. After completing all the information in Sections I, II and III, remove the Pink and Blue copies and retain until completion of the work order. Submit the Yellow and White copies to the Facilities Management Office, Room 486, OEOB.
5. Upon completion of the work order, initial the Blue copy and return to Room 486.

NOTE: All facility requests must be signed and dated by the administrative coordinator for each office or agency. By signing the request, the administrative officer verifies the requested work has been approved and that funds are available.

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 24740

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO7Com

5. Room(s) No.

122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Shiree Sanchez

8. Office/Acct.

WHO/COM

9. Room(s) No.

195

10. Phone

7845

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

Please clean couch

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

8/2/91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30562

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Kathy Jeavons

4. Office/Acct.

WHO/COM

5. Room(s) No.

122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Kathy Jeavons

8. Office/Acct.

WHO/COM

9. Room(s) No.

199

10. Phone

7845

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES

Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING

Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

Please clean ~~WING~~back chair.

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30555

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name <i>Drucie Sealing</i>	4. Office/Acct. <i>WH/O/COM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2930</i>
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II. WORK TO BE PERFORMED FOR

7. Name <i>Drucie Sealing</i>	8. Office/Acct. <i>WH/O/COM</i>	9. Room(s) No. <i>122</i>	10. Phone <i>2930</i>
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

We are having guests this afternoon on our balcony. May we please have it cleaned.
Thanks

17. AGENCY AUTHORIZATION <i>Drucie Sealing</i>	18. DATE <i>9-13-91</i>	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30557

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COM

5. Room(s) No.

122

6. Phone

2930

II. WORK TO BE PERFORMED FOR

7. Name

Michele Nix

8. Office/Acct.

WHO/COM

9. Room(s) No.

111.5

10. Phone

7750

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

12. DECORATOR SERVICES

Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING

Furniture Safes Data Processing Equip. Other

(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

Move bookcase to room 126.5 - Move bookcase already in 126.5 to 111.5 - See Drucie Scaling in room 122 about furniture to be taken to storeroom.

14. ELECTRICAL

Outlet Coaxcable Heating/Air Conditioning Other

Facility Request completed

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

9-16-91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 19128

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Jane Leonard	8. Office/Acct. WHO/COM	9. Room(s) No. 197	10. Phone 7845
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Please Repair Refrigerator Door. Thank You.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

9-24-91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30554

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 29 30
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II. WORK TO BE PERFORMED FOR

7. Name Stacey del Grasso	8. Office/Acct. WHO/COM	9. Room(s) No. 164	10. Phone 7170
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

Make hole in credenza for computer keyboard cord.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling

10/1/91

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30558

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

Drucie Scaling

4. Office/Acct.

WHO/COM

5. Room(s) No.

122

6. Phone

X 2930

II. WORK TO BE PERFORMED FOR

7. Name

Peggy Dooley

8. Office/Acct.

WHO/COM

9. Room(s) No.

111.5

10. Phone

X 7750

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY
(Plans must accompany request)

Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other

Please repair file cabinet.

12. DECORATOR SERVICES

Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING

Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL

Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

9/9/91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30559

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name <i>Drucie Sealing</i>	4. Office/Acct. <i>WHO/COM</i>	5. Room(s) No. <i>122</i>	6. Phone <i>2930</i>
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II. WORK TO BE PERFORMED FOR

7. Name <i>Susan Denniston</i>	8. Office/Acct. <i>WHO/COM</i>	9. Room(s) No. <i>128</i>	10. Phone <i>7900</i>
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING
They have seen mouse tracks. Will you please check on this and see if they can find out where they are coming from - Also set traps. Thank you

17. AGENCY AUTHORIZATION <i>Drucie Sealing</i>	18. DATE <i>8-21-91</i>	19. FACILITIES AUTHORIZATION	20. DATE
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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30556

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name DRUCIE SCALING	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name KATHRYN GINZBERG	8. Office/Acct. WHO/COM	9. Room(s) No. 111.5	10. Phone 7750
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

PLEASE REPAIR DESK CHAIR BESIDE LEXIS MACHINE.

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

Drucie Scaling

18. DATE

9-26-91

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30581

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name Drucie Scaling	4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2930
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II. WORK TO BE PERFORMED FOR

7. Name Jane Leonard	8. Office/Acct. WHO/COM	9. Room(s) No. 191	10. Phone 7845
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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY Shelves Chair Slide Desk/Chair Repair Locksmith Services Door Signs Other
(Plans must accompany request)

12. DECORATOR SERVICES Select Furniture Touch-up Furniture Reupholster Furniture Painting Carpet

13. MOVING Furniture Safes Data Processing Equip. Other
(Configurations/Drawings including required telephone changes must accompany request on a separate piece of paper)

14. ELECTRICAL Outlet Coaxcable Heating/Air Conditioning Other

Please move PC-PS 2/55 from room 125 (lobby) to room 191 after Friday May 24 and before Tuesday May 28, 1991.

15. TELEPHONE SERVICES

16. CLEANING

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

Drucie Scaling

5-22-91