

Guide to the Architectural and Engineering Services, Yale University, Records

RU 7



compiled by Daniel Hartwig

November 2007

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Table of Contents

Collection Overview	3
Requesting Instructions	3
Administrative Information	3
Immediate Source of Acquisition	3
Conditions Governing Access	4
Preferred Citation	4
Scope and Contents	4
General note	4
Arrangement	4
Collection Contents	5
Series I: Administrative records of Architectural and Engineering Services, 1917-1986	5
Accession 1997-A-087: Records, 1927-1997	9
Accession 1998-A-019: Administrative records for specific buildings and residential colleges, 1968-1991	10
Accession 19ND-A-502: Records [microfilm], circa 1970s	11
Selected Search Terms	12

Collection Overview

REPOSITORY: Manuscripts and Archives
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CALL NUMBER: RU 7

CREATOR: Yale University. Architectural and Engineering Services

TITLE: Architectural and Engineering Services, Yale University, records

DATES: 1927-1997

PHYSICAL DESCRIPTION: 22 linear feet

LANGUAGE: English

SUMMARY: The records consist of files maintained by Yale Architectural and Engineering Services (and its predecessors) concerning the construction and maintenance of Yale facilities. Included are minutes, correspondence, reports, and other records documenting zoning and taxes, building permits, contractors and bids, billing, personnel, energy conservation, biological safety, and alterations.

ONLINE FINDING AID: To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0007>

Requesting Instructions

To request items from this collection for use in the Manuscripts and Archives reading room, please use the request links in the HTML version of this finding aid, available at <https://hdl.handle.net/10079/fa/mssa.ru.0007>.

To order reproductions from this collection, please go to http://www.library.yale.edu/mssa/ifr_copy_order.html. The information you will need to submit an order includes: the collection call number, collection title, series or accession number, box number, and folder number or name.

Key to the container abbreviations used in the PDF finding aid:

b. box
f. folder

Administrative Information

Immediate Source of Acquisition

The records were transferred from Architectural and Engineering Services, 1989-1990.

Conditions Governing Access

Access to the records is restricted. See Collection Contents for details.

Some records in this finding aid have been redacted, as they include student names, donor names, and other restricted data. These records will not appear in the published finding aid.

Preferred Citation

Architectural and Engineering Services, Yale University, Records (RU 7). Manuscripts and Archives, Yale University Library.

Scope and Contents

The records consist of files maintained by Yale Architectural and Engineering Services (and its predecessors) concerning the construction and maintenance of Yale facilities. Included are minutes, correspondence, reports, and other records documenting zoning and taxes, building permits, contractors and bids, billing, personnel, energy conservation, biological safety, and alterations.

General note

Forms part of Yale Record Group 46-A (YRG 46-A), Records and materials broadly documenting Yale buildings, facilities, and grounds.

Arrangement

The records are arranged by accession.

Collection Contents

Series I: Administrative records of Architectural and Engineering Services, 1917-1986

Restricted until Jan 1, 2022

Federal and municipal zoning and taxes

- | | |
|------------|----------------------------------|
| b. 1, f. 1 | New Haven City zoning maps, 1963 |
| b. 1, f. 2 | Gifts and grants, 1963 |
| b. 1, f. 3 | Excise tax guide, 1964 |

Building permits

- | | |
|------------------|---|
| b. 1, f. 4 | General information and miscellaneous correspondence, 1965-1970 |
| b. 1, f. 5 | All areas, 1966-1968 |
| b. 1, f. 6 | Correspondence, 1968-1969 |
| b. 1, f. 7 | Permits, 1970-1971 |
| b. 1, f. 9 | Progress report of authorized Engineering Service Requests, 1971-1972 |
| b. 1, f. 10 - 11 | Project status reports, 1972-1978 |
| b. 1, f. 12 | Job status print-out revision, 1982 |
| b. 1, f. 13 | Project status report: miscellaneous, no date |

Contractors and bids

- | | |
|-------------|--|
| b. 1, f. 14 | Accepted vendors, 1961-1977 |
| b. 1, f. 15 | Contractors approved, 1967-1970 |
| b. 1, f. 16 | Electrical contractors, 1970-1975 |
| b. 1, f. 17 | Not on bid list, 1970-1976 |
| b. 1, f. 18 | Specialty contractors, 1970-1977 |
| b. 2, f. 19 | Old contractor evaluations, 1971, 1976 |
| b. 2, f. 20 | New contractor evaluations and list, 1972-1976 |
| b. 2, f. 21 | Construction contracts, 1972-1979 |
| | Contractors and bids (continued) |
| b. 2, f. 22 | Specialty subcontractors, 1973-1976 |
| b. 2, f. 23 | New contractors, 1974-1977 |
| b. 2, f. 24 | Contractors - general, 1975-1978 |
| b. 2, f. 25 | Electrical contractors, 1976 |

Contractors and bids (continued)

b. 2, f. 26	Mechanical contractors, 1976
b. 2, f. 27	Inactive contractors file, 1976-1983
b. 2, f. 28	Minorities bid, 1977
b. 2, f. 31	Miscellaneous contract jobs, 1980-1982
b. 2, f. 32	Receipts, billing, miscellaneous
b. 2, f. 33	Century Production Corporation, 1963-1972
b. 2, f. 34	ASHRAE - requests for checks, 1969-1971
b. 2, f. 35	Landscape and redevelopment plan: log and transmittal file, 1970
b. 2, f. 36	Yale undergraduate housing: log and transmittal file, 1971
b. 2, f. 37 - 38	Century Reproduction Corporation: receipt slips, 1971-1972
b. 2, f. 39	Billing transfers, 1980
b. 2, f. 40	Letter of transmittal re: Berkeley College Electrical, 1982
b. 2, f. 41	Letter of transmittal re: Yale University sewer and sprinkler system, 1986

Staff meeting minutes, correspondence re policy

b. 2, f. 42	Back-up minutes, 1975-1976
b. 2, f. 43 - 44	Buildings and Grounds Services: staff meeting minutes, 1975-1977
b. 2, f. 45	Procedure for receiving deposits for plans and specifications, 1982
	Staff meeting minutes, correspondence re policy (continued)
b. 2, f. 46	Consulting policy proposed by George Cash and Dave Safford, 1982
b. 2, f. 47	Construction Management: Dick Bush and Dave Safford, 1982

Personnel and administrative records

b. 2, f. 48	Yale stock and check requests, 1974-1979
b. 2, f. 49	Personnel sick leave, 1966-1967
b. 2, f. 50	Accident reports, 1969-1975
b. 2, f. 51	Payment requests, 1972
b. 2, f. 52	Personnel casual forms, 1973-1980
b. 3, f. 53 - 54	Job tabulation forms, 1975
b. 3, f. 55	Time sheets, 1975-1976
b. 3, f. 57	Payment requests, 1975-1981
b. 3, f. 58	Summer work file, 1976-1977

Personnel and administrative records (continued)

b. 3, f. 59	Employee vacation time, job classifications, miscellaneous, 1976-1983
b. 3, f. 60	Clerk/typist position applications, 1978-1980
b. 3, f. 61	BMOC operations time sheets, 1979
Miscellaneous correspondence	
b. 3, f. 64	Inter-office correspondence, 1970-1975
b. 3, f. 70	Cannon, Winthrop P. 1974-1978
Miscellaneous data and brochures	
b. 3, f. 72	Air system balancing, adjusting, and testing, 1963-1973
b. 3, f. 73	Barber-Colman Co.: Sound-noise data, 1966
b. 3, f. 74	Fire ratings, carpets, steel joints, drafting aids, trade literature, 1972-1977
b. 3, f. 75	George A. Fuller Company: estimates for Old Campus renovation, 1975-1976
b. 3, f. 76	The Jones T. Kerwig Company: estimates for Old Campus renovation, 1976
b. 3, f. 77	Illuminating Engineering Society of North America: Lighting Design Award, 1981
b. 3, f. 78	Keltron Corporation: trade literature, [1981?]
Energy conservation	
b. 4, f. 79	Reports, 1975-1976
b. 4, f. 80	Program, 1976
b. 4, f. 81	Reports, 1976-1977
b. 4, f. 82	Projects, 1981
b. 4, f. 83	Preliminary Engineering and Economic Evaluation of On-Site Production of Electricity and Steam Through Cogeneration (E.E. Linden Assoc.), 1982
Biological Safety Research and Committee	
b. 4, f. 84	Recombinant DNA research: articles and clippings, 1976-1977
b. 4, f. 85	Recombinant DNA research: Biological Safety Advisory Committee, 1976-1979
b. 4, f. 86	Recombinant DNA research: regulations, 1976-1979
b. 4, f. 87	Biological Safety Advisory Committee: minutes, 1976-1979
b. 4, f. 88	Biological Safety Advisory Committee: memoranda, 1976-1980
b. 4, f. 89 - 90	Biological Safety Advisory Committee: minutes, 1978-1980
b. 4, f. 91 - 95	Tunnels: contracts, 1917-1918
Budget estimates	
b. 4, f. 96 - 98	Miscellaneous, 1958-1966

Budget estimates (continued)

b. 4, f. 99 Provost, 1970

b. 4, f. 100 Athletic Department renovations, 1979

Miscellaneous

b. 5, f. 101 Index of contents: steel file drawers, steel shelving, wooden plan files, [1920-1940?]

b. 5, f. 102 Yale properties - accounts, addresses, area codes, 1958, 1963

b. 5, f. 103 Salvage inventory, 1961-1964

b. 5, f. 104 Yale buildings - square foot areas, 1964

b. 5, f. 105 Yale buildings - inventory, 1965

b. 5, f. 106 Building reserve report, 1965

b. 5, f. 107 College and university facilities survey, 1966-1967

b. 5, f. 108 Lock jobs, miscellaneous, 1970-1972

b. 5, f. 109 Inspection reports, 1973-1977

b. 5, f. 110 Capital projects - engineering reports, 1974-1977

b. 5, f. 111 William M. Hotchkiss Company: insurance map information, no date

b. 5, f. 112 - 114 Billing transfers, 1976-1979

Alterations requests

b. 5, f. 115 Requests, 1968

b. 5, f. 116 Maintenance alterations and engineering services alterations requests, 1968-1969

Accession 1997-A-087: Records, 1927-1997

Restricted until Jan 1, 2031

b. 1	Survey of Yale Public Information	1990
b. 1	University Guidebook for Building Construction, no. 15	1980
b. 1	Standard Performance and Material Specifications for Alterations and Additions	1982
b. 1	Physical Facilities Inventory, Medical School	1988
b. 1	Reports on School of Medicine	1988
b. 1	Programming Study/Science Hill/MBandB (two copies)	1988
b. 1	Parsons Brinkerhoff Building Engineering Study (one volume)	1987
b. 1	Building Area Square Footage	circa1970
b. 2	Undergraduate Residential Facilities Planning Study (all levels)	1995
b. 2	New Haven Zoning Map (two copies)	undated
b. 2	Register of Space Requests	1982-1988
b. 2	University of Illinois Bulletins	circa1951
b. 3	Yale Building Inventory (Sergej Jakovenko)	circa1976-1990
b. 4	Folders on individual Building projects	undated
b. 4	Assignment and Floor Plans, 4 vols.	circa1948
b. 5	Survey of Yale Public Information (continued in Box 1)	1990
b. 6	Space Inventory System	1978-1985
b. 6A	Housing Space Inventory	1990
b. 6A	Residential Colleges Space Inventory	1987
b. 7	Space Inventory System	1987-1992
b. 8	Classrooms: Photos and Negatives	1986-1991
b. 8	Berkeley College Renovation, Project Manual, vol. II	1997
	Files of Al Reise	
b. 9	Residential Colleges	undated
b. 10	Subjects (Building use, Space allocation, housing, individual buildings)	undated
b. 11	Topics (property/real estate, space inventory and allocation)	undated

Accession 1998-A-019: Administrative records for specific buildings and residential colleges, 1968-1991

Restricted until Jan 1, 2026

b. 1	Residential college	1969-1984
b. 2	246 Church Street	1988-1989
b. 2	305 Crown Street	1988-1990
b. 2	City property maps and university maps	1990
b. 2	Residential colleges	1968-1991

Accession 19ND-A-502: Records [microfilm], circa 1970s

41 Reels

Includes services requests and project correspondence.

b.1

Records

Selected Search Terms

The following terms have been used to index the description of this collection in the Library's online catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically therein.

Subjects

Campus planning
College buildings -- Design and construction
College buildings -- Maintenance and repair

Corporate Bodies

Yale University. Architectural and Engineering
Services
Yale University -- Buildings