

Frank R. Clarke, Jr.
Evergreen Road
Oxford, Maryland 21654

September 27, 1981

Mr. Norman Harrington
Oxford, Md 21654

Dear Norm:-

Attached are my recommendations as to where we should go from here. You will note that I have indicated the items that I think should be done by professionals and those that can be done by volunteers. I believe that a few Saturday morning "work parties" could accomplish wonders like painting the entry hall, offices, meeting room and lower walls of the auditorium once the areas are prepared.

Now comes the hard part. As I told you I have put a great many hours into this project - far more than I had anticipated and in doing so have neglected my consulting business. I feel the major hurdles of getting the building "going" have been taken care of and when the stage area is painted and rigged, the remainder of the items can be handled by Community Center Board decisions.

I would like to continue to lend my expertise to the project but I must limit my time in the future.

Sincerely,



OXFORD COMMUNITY CENTER

ITEMS NECESSARY TO COMPLETE

(P) Professional (V) Volunteer

1. Paint stage area including proscenium arch and face of stage apron. (P)
2. Rig stage hanging lights and stage curtain. (P)
3. Paint lower walls of auditorium and trim. (V)
4. Paint entry hall and two side offices. (V)
5. Patch holes in walls in auditorium. (P,V)
6. Remove and dispose of lower radiators in auditorium. Repair floor as required. Leave upper radiators in place because of high cost of removal. (P,V)
7. Paint Mens and Womens lavatories. (V)
8. Paint corner meeting room. (V)
9. Replace water-marked and missing ceiling tiles in auditorium. (P)
10. Relamp auditorium lights shifting lenses where necessary and replacing broken lenses. (P)
11. Paint metal doors at rear of building. (V)
12. CLEAN AND SCRUB building interior, washing windows. (V)
13. Remove basketball backboard. (P,V)
14. Hang "Community Center" sign. (P)
15. Clean and polish floor in meeting room. (V)
16. Reglaze front door lamp. (P)
17. Install panic hardware on rear doors to comply with fire regulations. (P)
18. Install door sill on meeting room door to porch. (P)
19. Purchase seating for building.
20. Purchase 14' stepladder for stage lighting and classrooms.
21. Purchase and install in auditorium 3 2A-10BC fire extinguishers.

OXFORD COMMUNITY CENTER

ITEMS FOR CONSIDERATION IN THE FUTURE

(P) Professional

(V) Volunteer

1. Install electric heaters in lavatories for winter operation.(P)
2. Install heating and air conditioning in meeting room.(P)
3. Install heating and air conditioning in auditorium.(P)
4. Paint auditorium upper walls and back halls.(P)
5. Replace ceiling tiles.(P)
6. Install floor covering on auditorium floor.(P)
7. Straighten or remove free-standing outside sign.(V)