

ADMINISTRATIVE AND OTHER BUILDINGS

ADMINISTRATIVE OFFICES

Blanchard Hall

ALTHOUGH much of the administration of the University is carried on in College Hall, where the offices of the President and the Provost are located, the busiest administrative center of the University no doubt is Blanchard Hall, which is on the southeast corner of Thirty-sixth and Walnut streets.

Originally a dwelling house, the building, along with the adjoining property at 3438-40 Walnut Street, was purchased by the University in 1920. It is named for Miss Harriet E. Blanchard and her sister, benefactors of the University, who endowed the principal chair of chemistry in the Towne Scientific School. It is three stories high and is built of local stone. The main entrance is on Walnut Street under a classic portico; above is a mansard roof. The heavy walnut doors and the walnut interior trim give a pleasant Victorian atmosphere.

To the right of the entrance are the offices of the Secretary of the Corporation, who, in addition to many other duties such as the direction and management of academic functions, has charge of official communications of the Trustees, the minutes of their meetings, and the archives of the University. The historical interest of the latter is indicated by the fact that two consecutive pages of the first volume of minutes bear the signatures of three signers of the Declaration of Independence and of many other prominent Revolutionary leaders. To the left of the entrance are the offices of the Administrative Vice-President. His records deal with such immediate matters as budgets and the operation of the huge University plant. The rest of the building contains the offices of the Treasurer, the Associate Treasurer, the Assistant Treasurer, the Comptroller, and the Cashier, who with their clerical assistants are concerned with the various procedures necessary in handling an annual budget of over \$7,000,000. Unrelated to any of the administrative offices in

Blanchard Hall is the Institute of Local and State Government, which occupies rooms on the third floor.

BUILDINGS AND GROUNDS AND PURCHASING DEPARTMENTS

209 South Thirty-sixth Street

A considerable proportion of the vouchers signed in the offices at the rear of Blanchard Hall are for the benefit of the two departments that occupy the three-story building of strictly utilitarian design behind the parking lot at 209 South Thirty-sixth Street. Two stories of this building were constructed in 1923; the third in 1927. The first two floors contain a stock room and shops; on the third floor are drafting rooms and the offices of the University's Executive Engineer, who heads the Department of Buildings and Grounds, and of the Purchasing Agent.

The Department of Buildings and Grounds cares for the University grounds and for the heating, lighting, repairing, and cleaning of all of the buildings on the Campus except the Evans Dental Institute, but including the University-owned fraternity houses. It has been responsible for the construction of several of the smaller buildings, such as its own building, the Franklin Building, and the locker houses on River Field, and for the modernization of others; and it supervises the planning and construction of all the larger buildings. Its total staff of 250 includes graduate engineers, operating engineers, plumbers, electricians, carpenters, gardeners, and cleaners. Prior to 1923 the Department was housed in the basement and sub-basement of College Hall.

Before 1910 there was no Purchasing Department. Instead of a centralized agency to make purchases and authorize payment, some thirty divisions of the University ordered their own supplies and equipment, and lack of method for approving invoices for payment caused delays which resulted in higher prices for supplies and a low credit rating. Since the establishment of the Purchasing Department, the University has taken advantage of all discountable bills, at an estimated annual saving of \$12,000, which is only a fraction of the saving resulting from other methods of systematizing the purchases of the University.

PRINTING AND DUPLICATING DEPARTMENT
UNIVERSITY MAIL SERVICE*The Franklin Building*

The Franklin Building gets its name from B. Franklin, Printer—not directly but from the Franklin Society, an organization composed of members of the staffs of undergraduate publications. The basement contains a busy printing plant; and much of the building is devoted to printing, mimeographing, and other forms of duplicating, all of which is exclusively for the various divisions of the University. The Franklin Building was completed in 1931, from plans by the Department of Buildings and Grounds. The architectural treatment of the front shows the influence of the medieval architecture of northern Italy.

Prior to 1931, the undergraduate publications except the *Daily Pennsylvanian* were scattered through the various University buildings. The latter was edited and printed in a building on Woodland Avenue occupied by The Pennsylvania Printing Company, an alumni-controlled shop devoted almost exclusively to publishing the *Pennsylvanian*. At the same time the University's Duplicating Service was housed in two old residences that were neither suited to their purpose nor structurally fit for continued use. To remedy this situation, the alumni owners of the Pennsylvania Printing Company generously agreed to merge their plant and funds with the building fund which the Franklin Society had been accumulating for some years. As a result the student publications now have accommodations in one building, and the Duplicating Service has become the Printing and Duplicating Service.

The Printing and Duplicating Service, which occupies the basement and first floor, prints all of the catalogues, bulletins, and other announcements of the University, the University Directory, which has eighteen thousand entries, and a vast amount of forms, circulars, and pamphlets. It also prints the *Daily Pennsylvanian* and other student publications. The Manager of the Printing and Duplicating Service is also the Office Manager of the University. As such he is concerned with the efficient functioning of the larger offices on the Campus, and the administration of the University telephone exchange, which handles close to fifteen thousand calls a day. His organization also serves as a central agency for the employment of all persons who have "employee" status in the University.

Two other University services are housed in the Franklin Building. One of these is University Photography, a student aid project that performs photographic work for the entire student body as well as official photography for the University. The other is the University Mail Service, which cares for all University mail, both intramural and extramural, delivering and collecting mail four times a day in thirty-eight buildings on the Campus.

From the undergraduates' standpoint, however, the most important occupants of the Franklin Building are the *Daily Pennsylvanian*, the *Pennsylvania Punch Bowl*, and the *Class Record*. These have editorial offices on the second floor along with the offices of the Graduate Manager of Publications. Also on the second floor is the club room of the Franklin Society, where, while waiting for proof perhaps, editors may take their ease and gaze at the murals depicting the life of Benjamin Franklin.

THE RECORDER AND ALUMNI RECORDS THE UNIVERSITY PLACEMENT SERVICE

3400 Walnut Street

Another administrative building of the University is at the western intersection of Thirty-fourth Street, Walnut Street, and Woodland Avenue. It bears no other name than its street number—3400 Walnut Street. The building, which is of English collegiate design, was erected in 1900, and until 1924, when it was purchased by the University, was occupied by a fraternity.

One of the most interesting places on the Campus is the office of the University Recorder, which is on the first floor. The walls are hung with old pictures of University buildings, photographs of bygone celebrities, and the motion pictures of a galloping horse taken at the University during 1884-85 by Eadweard Muybridge. Old fire buckets, shutter catches from the original Charity School building, manuscripts, and various relics of great University personalities are in the room. In addition there are files containing data on much of the past history of the University, and a virtually complete collection of *Class Records* and the catalogues of the University.

Even more data are in the files of the Alumni Records Office on the third floor of 3400 Walnut Street. The innumerable cards in these files list nearly all of the more than 250,000 matriculates of the University (there are some gaps in the earlier years) alphabetically,

geographically, by department and class. In addition there are 150,000 folders containing biographical material. Other files list faculty and officers and recipients of honorary degrees, and contain the war records of students and faculty beginning with the Revolution.

The Recorder is responsible for the creation of the "Memorial Library," a collection of fifteen thousand books and pamphlets by Pennsylvania men. These books are in special cases in the Library.

The remaining space in 3400 Walnut Street, on the first and second floors, is occupied by the University Placement Service, founded in 1926 to coördinate all the efforts of the various divisions of the University toward finding satisfactory employment for students and alumni. The Placement Service, however, is far more than an employment office: it coöperates with industrial and commercial firms and educational institutions in an attempt to acquaint them with the resources in personnel of the thirteen undergraduate, graduate, and professional schools of the University. It also offers counsel, based on research into current conditions of employment, to alumni regarding their life work and professional advancement. The results of the research and other activities of the Service appear in the quarterly *Placement Review*, founded in 1929.

Since the founding of the Service, student aid has been a major part of the work, becoming especially important since the depression. Thorough surveys are made of employment opportunities in the University itself and in Philadelphia, and students have been provided jobs ranging from running candy stands to tutoring and other forms of teaching. Following the establishment in 1934 of the National Youth Administration, the entire program of the NYA on the Campus has been administered by the Service, a total of more than \$400,000 in wages having been paid in the first five years of the program. Approximately two thousand partially or wholly self-supporting students are now registered for student aid. A similar number of alumni are also registered for employment, reemployment, and advancement. A fee is charged for the latter service, except to members of the senior class.

The Heating Plant

Steam was turned on in the University's heating plant at the west end of the South Street Bridge on February 3, 1925, and at once a great saving in the cost of operating Campus buildings began.

The old heating and lighting plant, completed in 1893 on the site of the Irvine Auditorium, heated comparatively few buildings, and

yet it consumed eighteen thousand tons of Pennsylvania anthracite, compared to seventeen thousand tons at present. Today, except for the Dental School, all Campus buildings are heated by the central plant, including those built or purchased since 1925 and certain fraternity houses. Allowing for depreciation and interest on the investment and for the fact that electric current is now purchased from the Philadelphia Electric Company, the new plant makes a net saving of approximately \$100,000 a year. A further advantage is that virtually no smoke or solid material emerges from its 250-foot stack, whereas the old plant seemed to convert a major portion of the coal into cinders, which settled uniformly on the lawns, the furniture in the buildings, and the books of the Library.

These improvements are brought about by the four high-pressure, water-tube boilers, which have a rating of about three thousand horsepower. They are fed by automatic stokers from overhead bunkers, and only three engineers are required on a shift.

PROVOST'S HOUSE

The Provost's House, 4037 Pine Street, the official home of the Provost, is a white, two-story, frame residence of colonial architecture. Its design is obviously inspired by Mount Vernon. It was purchased and furnished after a short campaign conducted by the General Alumni Society in 1917, to which the Mask and Wig Club contributed a large sum.

THE LENAPE CLUB

The Lenape Club, a private club composed of faculty members and administrative officers, is at 204 South McAlpin Street. The club house consists of four small, remodeled houses over one hundred years old which were purchased in 1920.