



Smithsonian Institution Archives

Assistant Director's Records, 1965-1986

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

Table of Contents

Collection Overview	1
Administrative Information	1
Descriptive Entry.....	1
Names and Subjects	1
Container Listing	3

Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Assistant Director's Records
Identifier:	Accession 89-092
Date:	1965-1986
Extent:	9.5 cu. ft. (9 record storage boxes) (1 document box)
Creator::	Smithsonian Institution. Office of Plant Services
Language:	Language of Materials: English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 89-092, Smithsonian Institution. Office of Plant Services, Assistant Director's Records

Descriptive Entry

This accession consists of fiscal year budgetary/estimate reports, museum maintenance operation attendants, blueprints and drawings, museum exhibit records, correspondence, memoranda, fiscal year employment plans, and construction records pertaining to museum repairs.

Museums, buildings and events documented in this collection include: the National Air and Space Museum, the National Museum of Natural History, the National Museum of History and Technology (now the National Museum of American History), the National Collection Fine Arts (later the National Museum of American Art) and National Portrait Gallery building, the Hirshhorn Museum and Sculpture Garden, the Renwick Gallery, the Chesapeake Bay Center for Environmental Studies (now the Smithsonian Environmental Research Center), the Mount Hopkins Observatory, the Smithsonian Tropical Research Institute, the National Mall, the Folklife Festival, the Bicentennial of the American Revolution, the Cooper-Hewitt Museum, the Freer Gallery of Art, the Anacostia Museum, the National Museum of African Art, the Silver Hill Facility, the Museum Support Center, the Old Post Office building, the Quadrangle Complex, the Barney Studio House, the Smithsonian Institution Service Center, the Arts and Industries Building, Presidential inaugurations, the Smithsonian Institution Building, and miscellaneous locations.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

American Revolution Bicentennial, 1976
Architectural design
Buildings -- Maintenance
Buildings -- Repair and reconstruction
Museum buildings
Presidents -- United States -- Inauguration
Smithsonian buildings

Types of Materials:

Architectural drawings
Brochures
Drawings
Manuscripts

Names:

Anacostia Museum
Arts and Industries Building (Washington, D.C.)
Barney Studio House (Washington, D.C.)
Chesapeake Bay Center for Environmental Studies
Cooper-Hewitt Museum
Festival of American Folklife
Freer Gallery of Art
Hirshhorn Museum and Sculpture Garden
Mt. Hopkins Observatory
National Air and Space Museum (U.S.)
National Air and Space Museum (U.S.). Silver Hill Facility
National Collection of Fine Arts (U.S.)
National Museum of African Art (U.S.)
National Museum of American Art (U.S.)
National Museum of American History (U.S.)
National Museum of History and Technology (U.S.)
National Museum of Natural History (U.S.)
National Portrait Gallery (Smithsonian Institution)
Post Office Building (Washington, D.C.)
Renwick Gallery
Smithsonian Environmental Research Center
Smithsonian Institution Building (Washington, D.C.)
Smithsonian Institution Service Center (Washington, D.C.)
Smithsonian Institution. Museum Support Center
Smithsonian Institution. Quadrangle Complex
Smithsonian Tropical Research Institute

Geographic Names:

Mall, The (Washington, D.C.)

Container Listing

Box 1

Box 1 of 10	Union Affairs
Box 1 of 10	Contract Collective Bargain
Box 1 of 10	Bureau of Business Practice
Box 1 of 10	Organization
Box 1 of 10	Stock Inventory
Box 1 of 10	Budget/General
Box 1 of 10	Reimbursement to Craft Services Division
Box 1 of 10	Reimbursables
Box 1 of 10	Non-Reimbursed Cost
Box 1 of 10	Budget Estimates, FY 1976
Box 1 of 10	Budget Estimates, FY 1976-FY 1977
Box 1 of 10	PMAS Semi-Annual Report
Box 1 of 10	Preventive Maintenance
Box 1 of 10	Electrical Equipment - PM Contracts
Box 1 of 10	Electrical High & Low Voltage
Box 1 of 10	Steam
Box 1 of 10	Stanwick Corporation
Box 1 of 10	PEPCO
Box 1 of 10	Parking for Shop Individual
Box 1 of 10	Inspections Reports
Box 1 of 10	Elevators
Box 1 of 10	APPA (Association of Physical Plant Administrators) Correspondence

Box 2

Box 2 of 10	FY 1981 Budget
Box 2 of 10	FY 1983 Budget
Box 2 of 10	FY 1984 Budget Call (Projects for 1985-1988)
Box 2 of 10	FY 1985 Budget Call (Projects for 1985-1989)
Box 2 of 10	Rent, Communications & Utility Cost
Box 2 of 10	Five-Year Prospectus, FY 1986-FY 1990
Box 2 of 10	High Priority Programs
Box 2 of 10	Annual Orders/Blanket Purchase
Box 2 of 10	FY 1985 Federal & FY 1984 Trust Budget
Box 2 of 10	Funding Automation Requirements
Box 2 of 10	Utilities Operation Division Equipment Needs
Box 2 of 10	GSA Store Shopping List
Box 2 of 10	ZBB (Zero-Based Budgeting), FY 1982
Box 2 of 10	ZBB Budget, 1983-1986
Box 2 of 10	Operations
Box 2 of 10	General
Box 2 of 10	Electric Shop
Box 2 of 10	Reballasting
Box 2 of 10	Utilities Operations
Box 2 of 10	Energy Conservation - NBS
Box 2 of 10	Energy Conservation 4301A
Box 2 of 10	Energy Conservation 4301B
Box 2 of 10	Energy Task Force (2 folders)
Box 2 of 10	Domestic Hot Water Systems
Box 2 of 10	EMCS - ODC (Office of Design and Construction) #8370107 (National Mall)
Box 2 of 10	Energy Conservation 4301F

Box 2 of 10	PEPCO v. IBM Energy Readouts
Box 2 of 10	National Air and Space Museum
Box 2 of 10	History and Technology
Box 2 of 10	National Museum of Natural History
Box 2 of 10	Fine Arts and Portrait Gallery
Box 2 of 10	Hirshhorn Museum and Sculpture Garden
Box 2 of 10	PEPCO - Electricity
Box 2 of 10	Prevention Maintenance
Box 2 of 10	Task Force Phone Log
Box 2 of 10	Repair
Box 2 of 10	Electrical Equipment
Box 2 of 10	Electrical Equipment (H & L Vol.)
Box 2 of 10	Steam Conservation
Box 2 of 10	Steam Shutdowns
Box 2 of 10	Stanwick, FY 1984 (3 folders)
Box 2 of 10	Stanwick Corporation (PM FY 1981)

Box 3

Box 3 of 10	Fine Arts and Portrait Gallery
Box 3 of 10	Renwick
Box 3 of 10	Chesapeake Bay Center for Environmental Studies
Box 3 of 10	Pension Building
Box 3 of 10	Tariff Building
Box 3 of 10	Lansburgh Building
Box 3 of 10	Mount Hopkins Observatory
Box 3 of 10	Smithsonian Tropical Research Institute
Box 3 of 10	Folklife Festival, 1978

Box 3 of 10	Folklife Festival
Box 3 of 10	Bicentennial
Box 3 of 10	Nation of Nations - Museum of History and Technology
Box 3 of 10	Special Events
Box 3 of 10	Special Events Memos
Box 3 of 10	Audio Visual (Equipment & Training)
Box 3 of 10	Smithsonian Science Information Exchange
Box 3 of 10	On Board Strength, FY 1975
Box 3 of 10	On Board Strength, FY 1976
Box 3 of 10	Equal Employment Opportunity Correspondence
Box 3 of 10	Suggestions
Box 3 of 10	Health and Safety
Box 3 of 10	Correspondence from Wells, 1976 & 1977
Box 3 of 10	Correspondence to Wells, 1976 & 1977
Box 3 of 10	Correspondence from other people, 1976 & 1977
Box 3 of 10	Equipment Monitoring
Box 3 of 10	Office of Plant Services (OPlantS) Monthly Status Report
Box 3 of 10	Environmental Control/Energy Study in Natural History Building
Box 3 of 10	Natural History Building East Court
Box 3 of 10	Natural History Building West Court Expansion
Box 3 of 10	SEM-LAB (Scanning Electron Microscope/Microprobe Lab) Natural History Building, East Court Natural History Building
Box 3 of 10	Coral Reef
Box 3 of 10	North Hall Renovation
Box 3 of 10	West Wing Roof Natural History Building
Box 3 of 10	Mech-Con Corp., Operating & Maintenance Manual
Box 3 of 10	Hirshhorn Museum

Box 3 of 10	Computer Systems
Box 3 of 10	Barney House
Box 3 of 10	Cooper Hewitt and Miller House
Box 3 of 10	Cooper-Hewitt Museum Air conditioning Condenser
Box 3 of 10	Cooper-Hewitt Electrical Problems
Box 3 of 10	Cooper-Hewitt Museums - Window Cases for Wine Exhibit
Box 3 of 10	Cooper-Hewitt Air Conditioning Units
Box 3 of 10	National Air & Space
Box 3 of 10	Freer
Box 3 of 10	York Turbo Modulator

Box 4

Box 4 of 10	Anacostia Museum
Box 4 of 10	Museum of African Art
Box 4 of 10	Silver Hill
Box 4 of 10	Silver Hill Building 24
Box 4 of 10	Electronic System USA Inc.
Box 4 of 10	Delta 1000 Maintenance Proposal
Box 4 of 10	Chesapeake Bay Center for Environmental Studies
Box 4 of 10	Smithsonian Environmental Research Center
Box 4 of 10	American Art/Portrait Gallery Refrigeration Machine
Box 4 of 10	American Art/Portrait Gallery Asbestos
Box 4 of 10	Smithsonian Environmental Research Center Master Plan - Phase 1 Final Report File
Box 4 of 10	Museum Support Center
Box 4 of 10	Renwick
Box 4 of 10	American Art

Box 4 of 10	Museum Support Center (MSC) Punch List Meetings
Box 4 of 10	Museum Support Center, February 10, 1983
Box 4 of 10	Smithsonian Science Information Exchange
Box 4 of 10	Smithsonian Tropical Research Institute
Box 4 of 10	Tariff Building/Old Post Office
Box 4 of 10	Camp Simms
Box 4 of 10	South Quadrangle
Box 4 of 10	Accident Reports
Box 4 of 10	Organization
Box 4 of 10	1111 North Capitol (Smithsonian Institution Service Center - SISC)
Box 4 of 10	Annual Report Craft Services Division
Box 4 of 10	Reorganization
Box 4 of 10	1983 Craft Services Division Reorganization
Box 4 of 10	Policy
Box 4 of 10	Special Events
Box 4 of 10	Folklife Festival
Box 4 of 10	Building Managers General
Box 4 of 10	Programs and Activities
Box 4 of 10	New Building File
Box 4 of 10	Fox House (New York)
Box 4 of 10	Union Station Post Office
Box 4 of 10	Perpetual Building
Box 4 of 10	PEPCO Building at 999 E St. NW
Box 5	
Box 5 of 10	South Quadrangle Submittals (2 folders)
Box 5 of 10	South Quadrangle - AC - RF

Box 5 of 10	Case Report to Office of Protection Services (OPS)
Box 5 of 10	Zero Base Budget (1979)
Box 5 of 10	Report on Craft Services Division
Box 5 of 10	Budget, FY 1979 (Long Range)
Box 5 of 10	FY 1978 Budget
Box 5 of 10	FY 1979 Budget
Box 5 of 10	ZBB - FY 1980
Box 5 of 10	Budget Working Papers, FY 1979
Box 5 of 10	Physical Inventory
Box 5 of 10	Renovation & Reconstruction
Box 5 of 10	Operations
Box 5 of 10	General
Box 5 of 10	Library
Box 5 of 10	Shut Downs
Box 5 of 10	Craft Services Division - General
Box 5 of 10	Relamping
Box 5 of 10	Electric Shop
Box 5 of 10	Machine Shop
Box 5 of 10	RACHER Shop
Box 5 of 10	Sheetmetal Shop
Box 5 of 10	Arts and Industries Building Manager
Box 5 of 10	Fine Arts/Portrait Gallery Building Manager
Box 5 of 10	Freer Building Manager
Box 5 of 10	Museum of History and Technology Building Manager
Box 5 of 10	National Air and Space Museum Building Manager
Box 5 of 10	Natural History Building Manager

Box 5 of 10	Renwick
Box 5 of 10	Smithsonian Institution
Box 5 of 10	Utilities Operation - General
Box 5 of 10	Energy Conservation Books
Box 5 of 10	Energy Conservation
Box 5 of 10	PMAS
Box 5 of 10	E. G. - National Bureau
Box 5 of 10	Water Conservation
Box 5 of 10	Smithsonian Institution Building Barn Owls
Box 5 of 10	Suggestions, 1965 - 1969
Box 5 of 10	Silver Hill, 1968 - 1969
Box 5 of 10	1111 North Capitol Street (SISC)
Box 5 of 10	Silver Hill Painting

Box 6

Box 6 of 10	Special Events, 1966 - 1969
Box 6 of 10	Special Events, 1970-1974
Box 6 of 10	1242 24th Street
Box 6 of 10	Work on Mall
Box 6 of 10	Contracts
Box 6 of 10	Budget Estimates, FY 1977
Box 6 of 10	Budgetary Requirements
Box 6 of 10	Budget Allocation
Box 6 of 10	Employment Plan, FY 1976
Box 6 of 10	Expenditure/Control of Resources
Box 6 of 10	Communications & Transportation
Box 6 of 10	Communications

Box 6 of 10	Smithsonian Institution
Box 6 of 10	Natural History Building
Box 6 of 10	Hirshhorn
Box 6 of 10	Freer
Box 6 of 10	General
Box 6 of 10	Forms 52's justification
Box 6 of 10	Training and Sales Material
Box 6 of 10	Upward Mobility Program
Box 6 of 10	Functions Statements
Box 6 of 10	Publications
Box 6 of 10	Support Services (MR)
Box 6 of 10	OPlantS Monthly Status
Box 6 of 10	Quarterly Reports - Agenda Office
Box 6 of 10	Reorganization
Box 6 of 10	Operations Organizational Statements
Box 6 of 10	Policy
Box 6 of 10	Policy on Painting
Box 6 of 10	OPlantS Handbook
Box 6 of 10	Complaints
Box 6 of 10	Uniforms & Safety Shoes
Box 6 of 10	Plans MBO
Box 6 of 10	Management by Objectives
Box 6 of 10	Procedures, OM's (Office Memoranda) and Announcements
Box 6 of 10	OPlantS Supply Procedure
Box 6 of 10	Sample Letters
Box 6 of 10	Service Tickets

Box 6 of 10 IBM System 7 - Power Management

Box 6 of 10 Facilities Monitoring (2 folders)

Box 7

Box 7 of 10 Power Monitoring

Box 7 of 10 HVAC Systems

Box 7 of 10 Minutes of Miscellaneous Meetings

Box 7 of 10 Building Managers meeting

Box 7 of 10 Minutes of Arts and Industries Building Coordinators Meetings

Box 7 of 10 Craft Services Division Branch Chief Meetings

Box 7 of 10 Conference of Administrative Office

Box 7 of 10 Security/Safety

Box 7 of 10 Union Safety Rules

Box 7 of 10 Blueprints and Drawings

Box 7 of 10 Read File - Folklife

Box 7 of 10 Tunnels and Trenches - Photographs

Box 7 of 10 Shut-Down - 1969

Box 7 of 10 Smithsonian Institution Building - 1965-1969

Box 7 of 10 Drawing Status

Box 7 of 10 Union Affairs

Box 7 of 10 Commendations

Box 7 of 10 Guidelines for Accessibility for Disabled Persons

Box 7 of 10 Commendation Letters, 1986-1987

Box 7 of 10 Commendations, 1984

Box 7 of 10 Revisions

Box 7 of 10 Quarterly Meeting

Box 7 of 10 Inaugural Ball - 1980

Box 7 of 10 Inaugural - 1985
Box 7 of 10 Reporting Operating Outages - Complaints - Emergencies
Box 7 of 10 Syntrex Diskette File
Box 7 of 10 Thank you notes
Box 7 of 10 General File
Box 7 of 10 Essential Personnel File - 1983
Box 7 of 10 Objective Progress Report
Box 7 of 10 Office of Plant Services Monthly Report - 1985 (2 folder)

Box 8

Box 8 of 10 Craft Services Division Library
Box 8 of 10 Functional Statements
Box 8 of 10 Building Statement of Goals
Box 8 of 10 Museum Support Facilities (2 folders)
Box 8 of 10 Office of Design and Construction Special Conditions
Box 8 of 10 Arts and Industries Building
Box 8 of 10 Arts and Industries Lighting
Box 8 of 10 Arts and Industries Roof
Box 8 of 10 South Garden
Box 8 of 10 Riggs Bank
Box 8 of 10 Arts and Industries Building
Box 8 of 10 Arts and Industries Building Access and Egress Plan
Box 8 of 10 Arts and Industries Building Roof and Facade Rehabilitation, April 1980
Box 8 of 10 Smithsonian Institution Building
Box 8 of 10 Arts and Industries Building Operable Lights - Drawings
Box 8 of 10 Museum of American History
Box 8 of 10 American History (12 ACU's)

Box 8 of 10 Museum of American History Shop Drawings File

Box 8 of 10 Star Spangle Banner

Box 8 of 10 HVAC 8030135 - Museum of History and Technology (Museum of American History)

Box 8 of 10 American History - Musical Instruments Hall

Box 8 of 10 Museum of American History - Roofs and Terraces

Box 8 of 10 Cooling Tower Replacement, National Museum of American History

Box 8 of 10 Smithsonian Institution, Museum of History and Technology, Fire Protection Upgrade, Marked Up Specification, August 7, 1980

Box 8 of 10 National Museum of History and Technology, Fire Protection Compartmentation Concept Study

Box 8 of 10 American History Health Unit

Box 8 of 10 American History Cafeteria

Box 8 of 10 Natural History

Box 8 of 10 Kal-Wall Natural History Building

Box 8 of 10 Museum of History and Technology, Fire Protection, Master Plan, Appendix C, Fire Defense Audit

Box 8 of 10 Museum of History and Technology, Fire Protection Master Plan

Box 8 of 10 Museum of History and Technology, Fire Protection Upgrade, Preliminary Cost Estimate and HVAC Calculations, 8/7/1980

Box 8 of 10 Budgetary Information (Charts)

Box 8 of 10 Budgetary Information - FY 1967-FY 1969 (1966-1967)

Box 8 of 10 Budgetary Information - FY 1969-FY 1970 (1968-1969)

Box 9

Box 9 of 10 SI/South Yard Development - Specification Index

Box 9 of 10 Report - (1967-1969) - Annual Quarter Process

Box 9 of 10 Renwick Gallery

Box 9 of 10 Ripley's House - 1969

Box 9 of 10 Reorganization Information - FY 1975

Box 9 of 10	Arts and Industries - (1966-1968)
Box 9 of 10	Arts and Industries - (1971-1974)
Box 9 of 10	Barney House - 1968
Box 9 of 10	Hirshhorn - (1968-1969)
Box 9 of 10	Hirshhorn Museum & Sculpture Garden
Box 9 of 10	History and Technology
Box 9 of 10	Museum History and Technology - (1965-1967)
Box 9 of 10	Museum History and Technology - (1968-1969)
Box 9 of 10	Museum of History and Technology Floor Plans
Box 9 of 10	Java Farms
Box 9 of 10	Lamont - (1965-1967)
Box 9 of 10	Natural History Building - (1967-1969)
Box 9 of 10	A & C - (1965-1967)
Box 9 of 10	A & C - (1968-1969)
Box 9 of 10	Space Needs
Box 9 of 10	Museum Support Facilities
Box 9 of 10	Exhibits Support
Box 9 of 10	South Yard Development
Box 9 of 10	Fire Protection
Box 9 of 10	New Construction
Box 9 of 10	Commons
Box 9 of 10	A/C Renovation South Group
Box 9 of 10	Electrical Circuits (A/C)
Box 9 of 10	Facilities, Repairs and Improvements
Box 9 of 10	Arts and Industries Building
Box 9 of 10	Smithsonian Institution Building

- Box 9 of 10 History and Technology (2 folders)
- Box 9 of 10 Dibner Library - Museum of History and Technology
- Box 10
- Box 10 of 10 Natural History
- Box 10 of 10 Natural History Building Exhibit Glass
- Box 10 of 10 Hirshhorn Museum
- Box 10 of 10 Barney House
- Box 10 of 10 Cooper-Hewitt Museum and Miller House
- Box 10 of 10 National Air and Space Museum