

September 16, 1915.

Dear Mrs. Brooke:

In inspecting the dormitories and Cottage I was very much pleased to find them in such good order. These buildings look better than I have ever seen them at such a time. I want especially to commend Miss Lyons for her care of the second dormitory. It is in better condition than dormitory number one. Every piece of furniture even is in place. I suppose some of this, however, is due to the fact that this building was recently used for guests at the meeting on the first instant. I know though that Miss Lyons looks after her building in first-class shape all the time. I suppose you will see that everything is straightened out in the first dormitory, that all furniture is properly placed, etc.

In going over the buildings I have noticed a few minor matters that have been done without my knowledge, or at least I do not at present recall having been told about them. For instance, it seems that all the towel racks have been removed (or were they knocked down by students?) from the dormitory bed-rooms, that a new front door bell has been put in in the first dormitory (and a very ugly job made of the wires, too), that a special lock has been put on your reception room door, that the small rugs have been removed from the bedrooms, and perhaps some other little things here and there. Now, do not understand that I have any objection to a single one of these things being done, for I have not the slightest if you wanted them, but I think it might have been best to have mentioned them to me beforehand--perhaps you did and I have overlooked them, as I frequently do forget such matters. I think I might have had a better job done on the front door bell at any rate!

Now, I am going to make a few suggestions, and shall expect them to be carried out unless there is some very good reason for not doing so, in which case I hope you will inform me at once.

I wish you to have your servants go over all the woodwork in both dormitories, upstairs and down, every room, every floor, and wipe every bit of the woodwork with rags dampened with oil. linseed oil is very good and perhaps the best kind of oil to use. We cannot have this woodwork stained or varnished this year, but a good oily rubbing will make it look fine.

I wish you would also have the same thing done to every piece of furniture and equipment in the dormitories and cottage.

I wish you would have them wash up carefully the entire kitchen, pantry, and adjacent store-rooms, not only scouring the floors, but going over all the walls, woodwork, and every part of the rooms, even the ceilings. Also include the stove, baker, and all equipment and furniture of every kind. There is a great deal of dirt left in corners and swept under the tank, etc. in the kitchen. I shall expect that all of this be cleaned out well.

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I should suggest that it would look much better to take down all lamps and lamp brackets, leaving only the piece that is fastened to the wall, store these away in the storerooms. In case of need they can be put up very quickly, and there is not now so much chance of them being needed as there formerly was.

After you get thru inside I should suggest that the men who clean the front porches was off as far as they can reasonable be expected to do so, the stone walls of the porches, wipe of the columns and door and window frames carefully, but not scrubbing off the paint. Clean out the window sills outside.

If I have marked out too large a program for your regular force to get thru with before the opening, I should suggest that you get extra help, as I want this work done even if it costs more to do it.

I hope to find time to make another thorough inspection of the buildings Monday evening or Tuesday morning, or if that has not given time to get the work done, I will wait until a little later, even tho the students are here, as I wish to inspect the buildings thoroly and see that they are in the very best possible condition for the session's use.

In future you will kindly see that no more of the red pomade is used in cleansing the hardware. It does more injury to the woodwork surrounding the hardware than it does good to the hardware, and the high polish which is put on the hardware does not last long and makes every finger print show. Perhaps we can find something better to use, something which has not these objections, but until we do discontinue please the use of the preparation you have been using.

I think it will best in future to follow strictly the rule which prevails in most institutions, that is not to order any work done on the buildings, anything that will affect them permanently, be permanently attached to them, or change them in any way, without an order from my office. When you see that repairs, or changes of any sort in the construction of the building, or repairs to furniture, etc., are needed, I will ask that you kindly make a written memorandum of same and send it to me. I will then have the matter attended to as soon as practicable.

I will say again that I think the buildings are in a remarkably good condition, all the circumstances considered, and I have no complaints to make; but I am making the above suggestions in order that everything possible may be done to have the buildings come up to the highest possible standard. I shall expect you to cheerfully comply with these suggestions, and to use every possible effort to get all of them carried out before the term begins, so that I may make another inspection and find everything as I would like to have--and as I believe you would like to have it, of course.

Very truly yours,