

NOV 21 1975

50-346

Tony C. Upchurch, Director  
Division of Administrative Operations  
Office of Administration

REQUIREMENTS FOR DAVIS-BESSE/PERRY ANTITRUST HEARINGS

The following constitutes a status report for subject hearings scheduled for the Willsta Building commencing December 1, 1975. First, Mr. Nehrebecky told me on 11/17/75 that the construction work will be completed by 11/21/75. The following numbers refer to the numbered items in the 10/22/75 letter to George Fetrow:

- 1 - Platform: GSA is building - To be picked up 11/20/75
- 2 - Bench: Same as item 1.
- 3 - Eight tables 72" x 30" - We do not have class A, will substitute as best we can.
- 4 - Four tables 72" x 30" - Same as item 3.
- 5 - Three tables, 30" x 48" - Gray metal - we have
- 6 - Three executive desks - Gray metal
- 7 - Secretarial desk - OK
- 8 - Two file cabinets - New - due to arrive soon
- 9 - Book shelves - OK
- 10 - Four typewriter tables on casters - Can work out
- 11 - One stationary typewriter table - OK
- 12 - Coat rack & hangers - OK
- 13 - Coat racks for 75 coats - OK
- 14 - Judges chairs - OK
- 15 - Two steno chairs on casters - OK
- 16 - One tripod easel - OK
- 17 - Twelve water carafes - Trying to find with credit card
- 18 - Eighteen chairs - will furnish chairs
- 19 - Transfer 20 chairs - OK
- 20 - Transfer one flag - OK
- 21 - Temporary P.A. system - will put Johnson on with Brock

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- 22 - Transfer 3 typewriters - OK
- 23 - Ten waste baskets - OK
- 24 - Two wall clocks - OK
- 25 - Xerox 3100 - McVeagh has requisitions going
- 26 - Three swivels - OK
- 27 - 10 conference chairs - working on
- 28 - 12 chairs - working on
- 29 - Office supplies - Requisitions - truck load (may have to cut in half at first)
- 30 - Sign - working

Security Requirements

- Locks - Keys - Duck is working on this
- Guards - Requisition out to GSA - OK

Communications - Brock

Other Service Requirements

- Janitorial service - Duck w/Sussman

Emergency Procedures

- Fanning will check out

Emergency Medical Services

- Word from Dorie - Phillips Bldg. clinic

Requirements for ELD

- Furniture requisitions - OK
- Shuttle bus - in process
- Automobile - in process

Original signed by  
James B. Frye

**James B. Frye, Chief**  
Building and Operations Branch  
Division of Administrative Operations

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