



Laboratory for Computer Science

RECEIVED
DEC 3 1976
J. H. SALTZER

M. L. Dertouzos, Director

(formerly Project MAC)
545 Technology Square
Cambridge, Massachusetts 02139
(617) 253-5854

J. Moses, Associate Director

MEMORANDUM

TO: Michael Dertouzos
FROM: George Wallace

I take responsibility for Professor Saltzer not having air conditioning Friday, November 26th. A year ago, CCF supplied me with a holiday schedule, listing November 26th as a floating holiday. I distributed this schedule to project supervisors and it was posted on each laboratory floor. Apparently this was not enough and so I have made safeguards so that this will not happen again: I will issue reminders to that already posted schedule before a holiday.

There is a charge of \$20/hour, a minimum of 8 hours (\$160) to request this ventilation service on a vacation day. I would recommend that if at all possible we use LCS space that is air conditioned 24 hours a day (7 days a week) if there are only 1-2 people who plan to be in at work on such a day.

In addition, I did a little more than "poke around" CCF. I spent quite some time on Friday on the 10th floor air conditioning system to get air for Professor Saltzer.

XC: Professor Saltzer ✓
XC: Herb Hughes

GW:db

INTERDEPARTMENTAL

MASSACHUSETTS INSTITUTE OF TECHNOLOGY CAMBRIDGE, MASS. 02139

from the office of

November 29, 1976

Professor Michael Dertouzos
Director, Laboratory for Computer
Science
Room NE43-105

Dear Mike:

On Friday, November 26, 1976, I came in to my office in Technology Square planning to work, since that day was listed as an academic vacation but not a regular holiday. I found that the building management apparently decided to consider November 26 as a holiday, since the ventilating (HVAC) system on the fifth floor was turned off. The air in my office was stale when I arrived and within one hour the office was unusable. I checked with Herb Hughes and George Wallace, who made some calls and poked around but couldn't raise anyone at C.C.F.

Since the Cambridge building code calls for provision of adequate ventilation during normal business hours, I suggest that the Laboratory should in the future coordinate its vacation schedule with that of C.C.F., and either make arrangements for operation of the HVAC system every day that M.I.T. holds business, or else arrangements with M.I.T. to declare days such as November 26 to be regular holidays. In any case, the arrangements should be worked out and announced in advance, to avoid surprising people and disrupting their plans.

Sincerely yours,

Jerome H. Saltzer
Professor

JHS/mw