

16th August, 19 49.

MEMO.

SYDNEY TO

The Secretary,
S.M.P. Co.Ltd.,
AUBURN.

NEW OFFICE BLOCK

Regarding the attached plans, the following suggestions present themselves to me:-

- (1) Pay Office area should have iron rail so that employees will pass Pay Window in single file.
- (2) Is the storage space provided - 38 x 25 - sufficiently large to take all stores from present Stores Building plus the expensive stores of the Engineering Department?
- (3) Partitions on both sides of Accountant's Office should be glass.
- (4) Door from Livestock Office to General Manager's room, for convenience.
- (5) Where do you suggest the Secretary should be housed?
- (6) Presume Works Manager's Office is facing the rear to enable him to see, to some extent, what is going on.
- (7) Will the space between the new block and the Preserving Department be sufficient for an Office Car Park, with two trellises from Office to present main entrance to shield off Engineers' Repair Yard?
- (8) Could plan be rearranged so that upstairs toilet takes the place of stationery Store-room and strongroom; thus making service connections for water, gas and sewerage more economical?

Subject to the above, the plan generally seems most comfortable.

DSK