

HOLMES & MARWER, Architects

ENGINEERS & CONSTRUCTORS

RESIDENT ENGINEER

W.H. COLE

FROM: C. L. EAST

RE: CURRENT COST ESTIMATES - SITE CHARLIE

REASON:

DATE:

JUNE 6, 1953

In a memorandum from W. W. Schmidt to L. J. Gilligan, dated June 2, 1953, concerning the transmittal of Current Cost Estimates, there is brought to our attention the fact that the Current Cost Estimates submitted in three specific instances carried an incorrect Engineering Work Order number. The specific cases involved were as follows:

The estimate for the 1st and 2nd floors on Charlie indicated E.W.O. 3081, when it should have been E.W.O. 3083.

The estimate for 1st floor on Charlie indicated E.W.O. 3081, when it should have been E.W.O. 3083.

The estimate for 1st house and first Aid building on Charlie indicated E.W.O. 3081, when it should have been E.W.O. 3083.

Inasmuch as the estimate in each of these cases was prepared at the jobsite, will you please correct your ledger and records as indicated above. We shall make this same correction on all estimates we have in the home office. I do not feel this is of sufficient importance to call this situation to the attention of our Client; however, our jobsite and home office records should be corrected in order to prevent any difficulty in the collection of costs on these three jobs.

CLE:rds

cc: Contract Administrator
Chief of Operations
 Chief Project Engineer
Controller in/
Estimating Files
Jobsite Files ()
Central Files ()

(Approved by _____)
(Initials _____)

Engineering Work Order No. _____

Date of Receipt _____

Estimated Date of Completion _____