

BOARD OF EDUCATION OF THE CITY OF NEW YORK
110 LIVINGSTON STREET, BROOKLYN 1, N. Y.
DIVISION OF SPECIAL SERVICES

CLARE C. SALOWIN
ASSOCIATE SUPERINTENDENT OF SCHOOLS

June 26th, 1969

Mr. Frank Grillo
School Planning and Research
110 Livingston Street
Brooklyn, N.Y. 11201

Dear Mr. Grillo:

Recently, the Board of Education completed the modernization of the basement area in Charles Evans Hughes High School. This action included the Office of Continuing Education's art shop, located in Room B-18 of the school building. The room has very poor ventilation, and at this time of the year the air is oppressively hot. Mr. John Rhoden, who performs the art work for us in this room, has recommended that electric fans be installed to help alleviate the situation.

It is requested that four (4) electric fans be supplied by the Board of Education as soon as possible, and delivered to:

Mr. John Rhoden - Room B-18
Charles Evans Hughes High School
351 West 18th Street
New York, N.Y. 10011

Thank you for your cooperation.

Yours truly,

THOMAS A. VAN SANT
Assistant Superintendent

RFC:mc

cc: Mr. J. Rhoden
Mr. R. Corrigan