

- a. Consider the feasibility of installing double sash in the four large window openings and the adjustment of the venetian blinds to deflect sunlight in order to stabilize temperature (chiefly for the benefit of human comfort).
 - b. Give consideration to an increase in the velocity of the air circulation.
 - c. Keep the doors leading into adjacent offices closed to maintain a stabilized atmosphere. This is necessary because the offices and storage area are on different supply systems.
 - d. Give consideration to the removal of the existing interior partition behind the card index files, or its elevation from the floor to improve the circulation of air and eliminate dead air spaces.
4. Give consideration to the use of electrically powered automatic dehumidifying devices (readily procured in the trade) in case of a break-down.

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May 6, 1960

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