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EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

Mike - FYI

June 22, 1983

Will

FOR: PATRICIA BYE
FROM: SALLY KORTLANG
SUBJECT: FACILITIES EXPENDITURES FOR MAY 1983

Attached you will find the monthly summary of your facilities expenditures for the month of May.

TOTAL \$.0

If you have any questions regarding these charges, please do not hesitate to call me on extension 5809.

Attachment

THE WHITE HOUSE

WASHINGTON

August 6, 1982

MEMORANDUM TO JAMES A. BAKER, III

FROM: MICHAEL K. DEEVER

SUBJECT: White House Liaison for the Arts and Humanities

After much consideration and discussing the choice with John Rogers, I have decided to ask Theresa Elmore, from the Office of Administration to act as our Liaison from the White House for the Arts and Humanities.

It is my understanding that Theresa is very enthusiastic about assuming these additional responsibilities and I hope that you concur with my selection.

THE WHITE HOUSE

WASHINGTON

July 26, 1982

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: MICHAEL K. DEEVER *MKD*

This is to inform you that buses will be provided this afternoon for those of you who would like to attend the Memorial Service for Scott Meese. The buses will be departing from West Executive Avenue at 1:30 p.m.

THE WHITE HOUSE

WASHINGTON

June 6, 1983

MEMORANDUM TO THE MICHAEL K. DEEVER STAFF

FROM: MICHAEL K. DEEVER

SUBJECT: Work Order Requisitions

Any work order requisitions for your offices should be submitted to me for my approval before being sent to John Rogers.

THE WHITE HOUSE
WASHINGTON

Mike:

I thought you might want to be aware
of these costs.

You may want to do a memo to your staff
requesting them to submit work order
requisitions "THRU" you for approval
before they go on to the appropriate
shop for completion.

*Bill
I agree
let's do memo
requesting our
staff to
clear
time
me.*

NOTE: There are 2 outstanding work
orders in the mill - one for
J. Rosebush and one for Gahl.
I've attached them as well.


PATRICIA BYE



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

May 27, 1983

MEMORANDUM FOR PAT BYE
FROM: SALLY KORTLANG *sk*
SUBJECT: FACILITIES EXPENDITURES

Per our telephone conversation of Wednesday, May 25, listed below are expenditures for March and April of the offices discussed. If you need any additional information, I can be contacted on extension 5809.

<u>OFFICE</u>	<u>MARCH</u>	<u>APRIL</u>	
Office of the Deputy Chief of Staff (includes Sittmann and McManus)	-0-	-0-	
Scheduling Office	247.79	87.24	335.03
Advance Office	175.63	149.52	325.15
Immediate Office of the President	-0-	-0-	- 0 -
Private Sector Initiatives	126.77	81.06	207.83
First Lady's Office	181.76	669.68	851.44
Military Office	118.44	166.50	284.94

TOTAL 2,004.39

SCHEDULING OFFICE CHARGES WERE FOR THE FOLLOWING WORK ORDERS

March \$247.79

- Holes on three walls due to Sadlier photos were repaired & 3 walls were re-painted
- Sign for the door
- Cut keys
- Move a chair out of the office to another floor

April 87.24

- Miscellaneous furniture moved & chair pad repaired
- Keys

ADVANCE

DATE REC'D	PERFORMED FOR	CHARGE TO	LOCATION/ PHONE	DESCRIPTION	HRS	LABOR	MAT'L	TOTAL	COMP DATE
4-26	Carson	WHS	179 x7565	Replace Adjuster door	6	112.14		112.14	4/29
4-14	Advance	WHS	184 x7565	Repair Cabinet	2	37.38		37.38	4/18
	TOTAL:				8	149.52		149.52	

DATE REC'D	PERFORMED FOR	CHARGE TO	LOCATION/PHONE	DESCRIPTION	HRS	LABOR	MAT'L	TOTAL
3/9/83	Grey Terry	WHS	x 7565 179	Pick-up computer tables and chairs - to storage	1	13.51		13.51
3/15	Grey Terry	"	"	Reorganize Rooms 199-189	3/4	162.12		162.12
4-14	TOTAL					175.63		175.63

Alvarez

DATE REC'D	PERFORMED FOR	CHARGE TO	LOCATION/PHONE	DESCRIPTION	HRS	LABOR	MAT'L	TOTAL	COR DA
3/1/83	James Coyne	WDHS	X6676 134	Moving Svcs.	2/4	108.88		108.88	3/14
3/9/83	Faye Steiner	WDHS	*2676 489	Picture hanging	1	18.69		18.69	3/14
3/16/83	Faye Steiner	WDHS	*2676 489	Name plates					
4-14	TOTAL					126.77		126.77	

J. Coyne collect

EMP NO	PERFORMED FOR	CHARGE TO	LOCATION/ PHONE	DESCRIPTION	HRS	LABOR	MAT'L	TOTAL	COMP DATE
83	Jane Erkenbeck	WHS	X2958 210/EW	Hang Swags on windows					
77	Jim Rosebush	WHS	X2957 261/EW	Take two chairs to 200 Acquire two chairs	2/4M	108.08		108.08	4/7
71	Jim Rosebush	WHS	"	Need two mirrors shades	1	18.69	14.00	32.69	4/19
	Jane Erkenbeck	WHS	X2957 261/EW	Traditional large credenza	1	13.51		13.51	4/12
	Shelia Tate	WHS	X7136 261/EW	Clean carpet in 200 Chair slide	2	20.00 37.38		57.38	4/14 4/14
2	Jim Rosebush	WHS	EW 200 Haly	Pick-up + Exchange Chair	2/3M	81.06		81.06	4/12
3	Robert Gubitosi	WHS	X7912 812 EW	Red for file cabinets Shelves for cabinets	2	37.38		37.38	4/18
4	Jane Erkenbeck	WHS	200 X 2958 261/EW	Fix cutting panels, put scraps in window, vacuum and dust	3	56.07		56.07	4/18
8	Robert Gubitosi	WHS	X7910 212/EW	Hang Swags					
0	Gail Hodges	WHS	X7064 204/EW	Design Conv.					
0	James Rosebush	WHS	210/EW	Need two lamp shades	ON	ORDER			
0	James Rosebush	WHS	210/EW	Hang two pictures					
5	Robert Gubitosi	WHS	212/EW	Take Bookcase	2/2	54.04		54.04	4/18
5	Robert Gubitosi	WHS	X7910 EW	Return + hang Shelves & Awning	2	37.38		37.38	4/26
8	Robert Gubitosi	WHS	X7910 EW	Unstale carpet		34.01		34.01	3/24
8	Shirley Mathews	WHS	X7788 204	Remove cabinet & storage etc.	2/3M	81.06		81.06	4/26
9	Evelyn Rytula	WHS	X7064 261/EW	Take typing table	1/2M	27.02		27.02	5/2

DATE REC'D	PERFORMED FOR	CHARGE TO	LOCATION/ PHONE	DESCRIPTION	HRS	LABOR	MAT'L	TOTAL
3/2	Clairie Crispens	WHS	224/500	Clean chaperes.		55.00		55.00
3/11	Beaine Crispens	WHS	224/500	Hang awgs and two pabots	3	56.07		56.07
3/17	Jane Etkinbeck	WHS	X 29528 224/500	Hang awgs		19.80		19.80
3/29	Mary Martin	WHS	X 2957 210/500	Replace acetaria chain	1	13.51		13.51
3/29	Jamua Rosebush	WHS	X 2957 210/500	Fix awgs on two chairs	2	37.38		37.38
4/14	TOTAL				6	181.76		181.76

DATE REC'D	PERFORMED FOR	CHARGE TO	LOCATION/PHONE	DESCRIPTION	HRS	LABOR	MAT'L	TOTAL
4-4-83	B. Chumner	WHS	x2153 24450	Red Carpet Svc. (Lenses, etc., etc.)	2/2am	54.04	—	54.04
4-7	Cliff Sharrock	WHS	skitter	Moving Services	1/4am	54.04	—	54.04
4-12	Bob Chumner	WHS	x2153 Eud	Red carpet for Chamilton Cole	1/2am	27.02	—	27.02
3-24	Edward Hclery	WHS	x2150 206 Eud	Carpet cleaning	4/8am	31.40	✓	31.40
	TOTAL				4/8am	166.50		166.50

DATE REC'D	PERFORMED FOR	CHARGE	LOCATION/PHONE	DESCRIPTION	HRS	LABOR	MAT'L	TOTAL	CI
8/8/83	Bob Churnm	Mt. Off. WHD	X2153 EW/2FL	Red Carpet west lobby	1/AM	27.02		27.02	3/8
3/24/83	Edward Hickey	X2153 EW/WHD	X2153 WHD	Desk tops for 2 desks	2	37.38		37.38	3/8
3/24/83	Bob Churnm	EW/WHD	X2153 EW	Red Carpet Pres. Kunda - Zambros.	2/AM	54.04		54.04	3/8
1-14	TOTAL					118.44		118.44	

MILITARY

Gall

THE WHITE HOUSE
WASHINGTON

Date: June 2, 1983

TO: Pat Bye

This order has not been completed but in the works. Judith Loomis is looking for some furniture replacements for Gahl, i.e., a table for a desk rather than the typical desk she is now using; a different type of credenza. These requests should not be new purchases, but they will involve moving expenses.

Janz

FROM: Jane Erkenbeck
2nd Floor - East Wing
Ext. 2928

4/20

OFFICE OF ADMINISTRATION Building Services Request Form

Facilities Coordinator:

Jane Erkenbeck White House
Name Office or agency

210 EW 2928
Room Ext

Work to be Performed for:

GAIL HODGES White House
Name Office or agency

204EW 7064
Room Ext

CONSTRUCTION WORK

- Wall removal
- Wall installation
- Wall repaired
- Partition removal
- Partition installation
- Door removal
- Door installation
- Door repaired
- Ceiling removal
- Ceiling installation
- Windows replaced/repared

CARPENTRY WORK

- Cabinets built/removed
- Shelves built/removed
- Counters built/removed
- Frames built/removed
- Boxes built

PAINTING & PRIMING

- Selection of colors
- Plastering or Patching
- Overall painting
- Painting touch-up
- Painting of trims

ELECTRICAL WORK

- Repair (fuses, wires)
- Ceiling bulb replacement
- Buzzers, bells
- Xerox malfunctions
- Light switches (repair)
- Ice machines (repair)
- Outlets installed
- Lighting/power failures
- Light switch removal

ELECTRICAL (continued)

- Light switch installation
- Thermostat replacement

VENTILATION

- Window insulation/caulking
- Temperature control
- Heating/AC failures
- Air conditioner installation
- Air conditioner removal
- Fume/odor removal
- Fireplace servicing

INTERIOR DESIGN

- Design consulting
- Space planning
- Furniture layout
- Exchange of furniture
- Fabric selection
- Selection of accessories (lamps, mirrors, etc.)
- Finish/Stain

CARPETING

- Selection of colors
- Installation
- Spot cleaning
- Overall cleaning
- Patching
- Restretching
- Replacement

FURNITURE

- Selection of
- Reupholstering
- Spot removal

FURNITURE (continued)

- Overall cleaning
- Repair
- Touch-up
- Finish/Stain

DRAPERIES

- Selection of
- Hanging
- Replacement
- Repair
- Cleaning
- Rehanging

OFFICE DECOR

- Official seals
- Official flags
- Flagpoles
- Desk plates
- Door signs
- Picture framing
- Picture hanging
- Glass desk tops
- Plastic chair slides

MOVING OF ANY KIND

- Packing/crating of boxes
- Office moving
- Furniture moving
- Supply equipment moving

WALLPAPER

- Selection of
- Installation
- Patching/Repair
- Replacement

TILES & MASONRY

- Selection of
- Repair
- Installation

LOCKSMITHING

- Locks repaired
- Locks installed
- Locks removed
- Keys made

TELEPHONES

- Installation
- Intercoms/PL's/Rotaries
- Disconnection
- Removal

CLEANING

- Spot cleaning
- Overall cleaning
- Emergency cleaning
- Balcony cleaning
- Hallway cleaning
- Insect/Rodent control
- Untimely trash pick-up

MISCELLANEOUS OR UNLISTED

- Refrigerator
- _____
- _____
- _____
- _____

Explanatory Remarks:

Jane Erkenbeck

Jim

THE WHITE HOUSE
WASHINGTON

Date: June 2, 1983

TO: Pat Bye

These shades have been ordered but not yet delivered. They are for lamps in Jim's reception/office area (where I sit) and are really needed as the existing ones are visibly torn and unsightly.

Janz

FROM: Jane Erkenbeck
2nd Floor - East Wing
Ext. 2928

4/20

OFFICE OF ADMINISTRATION Building Services Request Form

Facilities Coordinator:

JANE ERKENBECK
Name

WHITE HOUSE
Office or agency

210/EW
Room

2928
Ext.

Work to be Performed for:

JAMES S. ROSEBUSH
Name

WHITE HOUSE
Office or agency

210/EW
Room

2957
Ext.

CONSTRUCTION WORK

- Wall removal
- Wall installation
- Wall repaired
- Partition removal
- Partition installation
- Door removal
- Door installation
- Door repaired
- Ceiling removal
- Ceiling installation
- Windows replaced/repared

CARPENTRY WORK

- Cabinets built/removed
- Shelves built/removed
- Counters built/removed
- Frames built/removed
- Boxes built

PAINTING & PRIMING

- Selection of colors
- Plastering or Patching
- Overall painting
- Painting touch-up
- Painting of trims

ELECTRICAL WORK

- Repair (fuses, wires)
- Ceiling bulb replacement
- Buzzers, bells
- Xerox malfunctions
- Light switches (repair)
- Ice machines (repair)
- Outlets installed
- Lighting/power failures
- Light switch removal

ELECTRICAL (continued)

- Light switch installation
- Thermostat replacement

VENTILATION

- Window insulation/caulking
- Temperature control
- Heating/AC failures
- Air conditioner installation
- Air conditioner removal
- Fume/odor removal
- Fireplace servicing

INTERIOR DESIGN

- Design consulting
- Space planning
- Furniture layout
- Exchange of furniture
- Fabric selection
- Selection of accessories (lamps, mirrors, etc.)
- Finish/Stain

CARPETING

- Selection of colors
- Installation
- Spot cleaning
- Overall cleaning
- Patching
- Restretching
- Replacement

FURNITURE

- Selection of
- Reupholstering
- Spot removal

FURNITURE (continued)

- Overall cleaning
- Repair
- Touch-up
- Finish/Stain

DRAPERIES

- Selection of
- Hanging
- Replacement
- Repair
- Cleaning
- Rehanging

OFFICE DECOR

- Official seals
- Official flags
- Flagpoles
- Desk plates
- Door signs
- Picture framing
- Picture hanging
- Glass desk tops
- Plastic chair slides

MOVING OF ANY KIND

- Packing/crating of boxes
- Office moving
- Furniture moving
- Supply equipment moving

WALLPAPER

- Selection of
- Installation
- Patching/Repair
- Replacement

TILES & MASONRY

- Selection of
- Repair
- Installation

LOCKSMITHING

- Locks repaired
- Locks installed
- Locks removed
- Keys made

TELEPHONES

- Installation
- Intercoms/PL's/Rotaries
- Disconnection
- Removal

CLEANING

- Spot cleaning
- Overall cleaning
- Emergency cleaning
- Balcony cleaning
- Hallway cleaning
- Insect/Rodent control
- Untimely trash pick-up

MISCELLANEOUS OR UNLISTED

- _____
- _____
- _____
- _____
- _____

Explanatory Remarks: We need two lamp shades for existing lamps and a designer to come and measure for same shades.

Jane Erkenbeck



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

will

December 28, 1983

FOR: DONNA BLUME
FROM: MARY DIX
SUBJECT: FACILITIES EXPENDITURES FOR NOVEMBER 1983

Attached you will find the monthly summary of your facilities expenditures for the month of November, 1983.

TOTAL \$194.92/Ofc of Mr. Deaver

Effective October 1, 1983, the rate for the movers is \$15.28 per hour; the rate for craftsmen is \$18.76 per hour.

If you have any questions regarding these charges, please do not hesitate to call Jeter Morris or Mary Dix on extension x5809.

Attachment

194.92

FACILITIES EXPENDITURES - FY84

CHARGE TO	LOCATION/ PHONE	DESCRIPTION	SHOP	HOURS	LABOR	MAT'L.	TOTAL	COMPLETION DATE
D	WW x6475	Relocate light on desk	Elec	4	75.04	-	75.04	11-10
D	WW x6475	Hang one picture	Carp	1	18.76	-	18.76	11-28
D	WW x6475	Install telephone intercom	C&P	-	-	-	-	-
D	WW x6475	Clean all office brass	GSA	1.5	18.42	-	18.42	11-10
D	WW x6475	Clean glass/candle lights	GSA	1.5	18.42	-	18.42	11-10
D	WW x6475	Touch up paint on furniture	Paint	3	56.28	8.00	64.28	11-26
D	WW x6475	Paint white in-box	Paint	-	-	-	-	11-26
D	WW x6475	Hang picture in office						

TOTAL
\$194.92

FACILITIES EXPENDITURES - FY84

194.92

CHARGE TO	LOCATION/ PHONE	DESCRIPTION	SHOP	HOURS	LABOR	MAT'L.	TOTAL	COMPLETION DATE
D	WW x6475	Relocate light on desk	Elec	4	75.04	-	75.04	11-10
D	WW x6475	Hang one picture	Carp	1	18.76	-	18.76	11-28
D	WW x6475	Install telephone intercom	C&P	-	-	-	-	-
D	WW x6475	Clean all office brass	GSA	1.5	18.42	-	18.42	11-10
D	WW x6475	Clean glass/candle lights	GSA	1.5	18.42	-	18.42	11-10
D	WW x6475	Touch up paint on furniture	Paint	3	56.28	8.00	64.28	11-26
D	WW x6475	Paint white in-box	Paint	-	-	-	-	11-26
D	WW x6475	Hang picture in office						

TOTAL

\$194.92



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

file

November 28, 1983

*DB
what the hell is this?*

FOR: DONNA BLUME
FROM: MARY DIX
SUBJECT: FACILITIES EXPENDITURES FOR OCTOBER 1983

Attached you will find the monthly summary of your facilities expenditures for the month of October.

TOTAL \$105.60

Effective October 1, 1983, the rate for the movers is \$15.28 per hour; the rate for craftsmen is \$18.76 per hour.

If you have any questions regarding these charges, please do not hesitate to call Jeter Morris or Mary Dix on extension 5809.

Attachment

Mr. Deaver:

TOTAL

FYI the table had to be repaired as it was damaged when the painting fell from over the mantle.

The doors were installed behind Donna's and my desk to allow access to phone wires and the wires to the family locator.



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

October 26, 1983

*What then do?
Change a rate
pull:*

FOR: DONNA BLUME
FROM: SALLY KORTLANG
SUBJECT: FACILITIES EXPENDITURES FOR SEPTEMBER 1983

Attached you will find the monthly summary of your facilities expenditures for the month of September.

TOTAL \$9.00

Effective October 1, 1983, the rate for the movers and craftsmen has increased from \$14.05 to \$15.28, and from \$18.69 to \$18.76, respectively.

If you have any questions regarding these charges, please do not hesitate to call Jeter Morris on extension 5809.

Attachment

FACILITIES EXPENDITURES - FY84

<u>CHARGE TO</u>	<u>LOCATION / PHONE</u>	<u>DESCRIPTION</u>	<u>SHOP</u>	<u>HOURS</u>	<u>LABOR</u>	<u>MAT'L.</u>	<u>TOTAL</u>	<u>COMPLETIO DATE</u>
MKD	1WW x6475	Recover 1 chair seat Clean three seats	Cont.	-	9.00	-	9.00	09-20
			TOTALS	-	9.00	-	9.00	

FACILITIES EXPENDITURES - FY84

<u>DATE REC'D.</u>	<u>PERFORMED FOR</u>	<u>CHARGE TO</u>	<u>LOCATION/ PHONE</u>	<u>DESCRIPTION</u>	<u>SHOP</u>	<u>HOURS</u>	<u>LABOR</u>	<u>MAT'</u>
09-14	Donna Blume	OMKD	IWW x6475	Recover 1 chair seat Clean three seats	Cont.	-	9.00	-
<u>TOTALS</u>						-	9.00	-

THE WHITE HOUSE
WASHINGTON

September 29, 1983

file

MEMORANDUM FOR: JAMES S. ROSEBUSH
FROM: JAMES A. BAKER, III
MICHAEL K. DEAVER
SUBJECT: WHITE HOUSE VISITORS OFFICE

After reviewing the operation of the Visitors Office, we have decided that it is in the best interest of the White House to transfer complete operational authority for this office to the Assistant to the President for Management and Administration.

This transfer of authority will be effective October 3, 1983. Beginning this date, the Director of the White House Visitors Office will report directly to John Rogers, Assistant to the President for Management and Administration.

Thank you.