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AUG 27 1957

MEMORANDUM FOR: Deputy Director (Plans)  
Deputy Director (Intelligence)

SUBJECT : Revision of Partition Layouts

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By:	008

1. On 23 August we advised Public Buildings Service of our approval of the tentatives with respect to area, corridors (with the Wing 5 corridor relocated), and location of stairwells, shafts, toilets, etc. This will enable Harrison and Abramovitz to proceed promptly with the development of working drawings.
2. We have also advised Public Buildings Service that revised partition layouts will be furnished by September 4. Our Building Planning Staff will release to your Liaison Officer revised layouts for your elements as rapidly as they are completed so that they may be promptly reviewed.
3. I want to emphasize the importance, and to a considerable degree, the finality of this review. It may well be that lack of funds needed to effect changes will require that we live with the layout as approved in these tentatives. This is particularly true with respect to somewhat fixed installations such as vaults, secure areas, file rooms, machine rooms, laboratories and such other areas as may require masonry walls. Even full height partitions of lighter construction may be difficult or expensive to relocate after final working drawings are well under way. Somewhat greater flexibility exists with respect to part height partitions since they do not affect air conditioning and lighting. However, changes resulting in increased quantities of part height partitions may also involve difficulty of accomplishment.
4. Since occupancy of the building is almost three years away, there is no question but that changes will occur in the organization and personnel of the Agency. The effect of such changes on the building will, however, be minimized as a result of the basic space layout principles adopted at the conferences held this week with representatives of Harrison and Abramovitz. Application of these layout principles will result in a considerable degree of uniformity in room sizes and shapes meeting our needs, and this provides a flexibility in space assignment that should be expected to meet the needs of many of the changes that may occur.

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5. On any project of this magnitude, a point is eventually reached where final commitments and plans are necessary. We have reached this point with our plans for the new headquarters building, subject only to relatively minor changes that may possibly be incorporated at appropriate times in the working drawings. Other than such changes as these, any departure from approved tentatives may involve expense and delay. — *and may be prohibitive.*

6. It is, therefore, essential that your review of the revised partition layouts be careful and thorough. It is equally essential that we maintain our schedule for submission of such layouts to Public Buildings Service by 4 September in order that the date for start of actual construction may not be delayed. Accordingly, arrangements should be made for the immediate review of the revisions as rapidly as they are completed so that any proper changes, within the established limitations, may be made.

19/  
L. K. WHITE  
Deputy Director  
(Support)

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