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September 1978

### Memorandum, to Vice Presidents and Deans, from Gerald W. Tomanek, September 21, 1978

Gerald W. Tomanek

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*Space Utilization*

M E M O R A N D U M

Fort Hays State University

TO: Vice Presidents and Deans

DATE: September 21, 1978

FROM: G. W. Tomanek

*GW*

Last week bids were received on the new classroom and office building. The bids were within the architect's estimate, and the construction of the building is assured.

The moving of a number of departments to the new Rarick Hall will free space in our existing buildings for some of our crowded offices and departments. In order to assure an orderly assignment of space, departments and offices should submit their requests with justifications, through appropriate channels to the Director of Physical Plant Planning, Mr. Brien Murray. These requests will be considered and acted upon by the Long Range Planning Committee.

cc: Mr. Pflughoft  
Dr. Harbin  
Mr. Murray