

S P E C I F I C A T I O N S

FOR

REMODELING OF CHARGING DESK

AT ARROYO SECO BRANCH OF

THE LOS ANGELES PUBLIC LIBRARY

Corner Pasadena & Piedmont Ave.

Los Angeles, Calif.

I N S T R U C T I O N S T O B I D D E R S

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- (1) Each bidder is expected to visit the branch library, look over the desk with a view of seeing just what changes are desired to be made, per specifications below.
- (2) The contractor shall at his own cost
- A- Take all reasonable precautions to protect his work, and shall make good any damages caused to the building by his workmen, but will not be responsible for damage caused to his work by other workmen or contractors.
 - B- Lay out all work and be alone responsible for the correctness of all dimensions, which must be carefully verified.
 - C- Clear and remove from the premises, all dirt and surplus material, at the completion of his work.
- (3) The work of remodeling of charging desk to be subject to the approval of Librarian or his representative.
- (4) If rear part of charging desk is taken to shop of contractor for remodeling, the cartage to and from the shop to be borne by the contractor.

(5)

The remodeling of the inside front of charging desk to be done as far as practical during the least busy hours of the library.

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Charging desk to be remodeled as directed, making following changes,-

When inside of desk facing entrance, the rear section of charging desk on right side back of pillar, to be provided with 8 trays for cards 3" high by 5" wide. Trays to be arranged four wide by two high, and to be placed directly under top of desk. Each tray to be fitted with adjustable compressor or follower block, and to be same design and depth from front to back, as trays now in use, or equal. Directly under the 8 trays for 3x5" cards, put in a sliding reference shelf about 25" wide, for typewriter, made out of the hinged shelf in rear center section of back of charging desk. Shelf to be about 28" to 29" from floor. Provide plate glass top 1/4" thick, with ground and polished edges to match edges of glass now in use, covering the top section of desk directly in front of pillar on left side of desk. Glass to be fastened to desk top by means of glued felt or clips, as directed.

In the right hand section of desk directly in front of pillar, put in an oak upright extending from front to back of desk. Upright to be about 7/8" in thickness. Upright to be placed in center of section, making adjustable shelves 12" wide in clear on each side of upright. The front edges of shelves on right hand side of upright, to be left flush with face of 3x5" trays over.

Adjustable shelves at left of upright to have front edge set back 8" from front edge of upright. The 3 double uprights under front of inside of desk, to be cut back 8" extending from the base about 4" above floor to the underside of drawers under desk top. This will provide more knee space. The open space left between edges of each pair of uprights after being cut back, are to be filled in flush with finished oak boards, in workmanlike manner, to match. This also applies to the top of 4" base of the double uprights where cut, which should be filled in and finished to match the rest of base. The base about 4" high under the charging tray compartment covered by roller curtain, to be removed at least 2/3 or 3/4 of the way back, which will provide space for stool to be placed under this compartment when not in use. The board forming top of toe space about 4" from the floor and extending back about 3", to be removed from the section of desk directly in front of pillar on left side of desk, also from the section at the right of charging tray compartment and from the left half of section directly in front of pillar on right side of desk. This will enable attendants to get chair and stool legs that much close to foot rests described below. Along the front edges of base where tops of toe space have been removed, provide finished oak strips of molding about 4" high, securely fastened to base, giving a finished appearance. Provide 2 finished oak molding strips 3 1/4" high by 17 1/2" long to be securely fastened to base of pillars on inside of desk. Molding should correspond with other molding now in use on desk, which will join the above molding.

Furnish and install foot rests constructed from suitable boards about 7/8" in thickness and about 10" wide covered on top side with corrugated rubber matting securely glued and tacked to foot rest board. Foot rests to be notched or grooved on under side for adjustment of slope of foot rest. Uprights at each end of foot rests to be bored for 1" vertical adjustment of foot rest. Foot rests to be provided for that section of desk directly in front of pillar on left side, for the section at the right of sunken charging tray compartment, and for the left half of the section of desk directly in front of pillar on right side of desk.

Furnish and install a small concealed cash drawer to lock, placed under foot rest as directed by Librarian. Size of drawer to be about 2" high by 4" wide by 9" deep inside. Drawer to be lined with felt, glued to sides and bottom of drawer.

Furnish and install set of 4 extra good grade castors for charging desk chair.

Furnish and install new handle for cash drawer, similar to damaged handle now in use.

Cut away the center section of rear rail of charging desk, or the section now used for hinged shelf, which can be raised up into a horizontal position. Rebuild the ends where sawed off, panel and finish same as balance of outside of desk. Provide a gate of same design and construction as the other 2 gates of desk, securely fastened with best **graft** double action hinges at the left side of gate when standing inside of desk facing Open Air Court. Gate should be hung or fastened as near the inside edge of rear rail as possible in order that it will not swing out into rear passage way any farther than is absolutely necessary.

Remove 3 pair of sliding doors from rear rail of charging desk (which doors are to be stored in Library) and either furnish 9 new adjustable shelves each 8" deep or attach strips to back side of shelves now in use, making the 9 shelves 8" deep. Rebore front rows of holes nearer the front of uprights so that shelves will not tip.

Provide oak finished shelf for telephone, well braced and securely fastened to pillar on left side of desk. Shelf to be about 17 1/2" wide by 6" deep. To be placed about 46" from floor to top of shelf or high enough to let book truck pass under shelf.