



*executive committee of
the directing council*

PAN AMERICAN
SANITARY
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



*17th Meeting
Havana, Cuba
10-12 September 1952*

CE17/10-B (Eng.)
26 August 1952
ORIGINAL: ENGLISH

Topic 15: BUILDINGS AND INSTALLATIONS AT HEADQUARTERS

- A. Report of the Subcommittee on Interim Headquarters
- B. Report of the Director prepared at the request of the Subcommittee on Interim Headquarters

B. Report of the Director prepared at Request of Subcommittee on Interim Headquarters

In accordance with the instructions of the Subcommittee on Interim Headquarters (Document CE17/10-A), the Director respectfully submits the following estimates and relative data covering the specific points raised by the Subcommittee.

- Point 1. Removal of the present 4th floor of the 1501 New Hampshire Avenue building and the cost of constructing one or two new floors including the extension of the present elevator.

Zone restrictions would not permit a fifth floor being added to the building but would allow reconstruction of the present 4th floor. The existing foundation and masonry walls are adequate to carry the additional weight. The complete job including adequate toilet facilities but excluding the extension of the elevator is estimated to cost \$ 96,000.

The age and condition of the elevator presently serving the 1st, 2nd and 3rd floor would not permit it being extended to the 4th floor. A new automatic elevator with new machinery to serve all floors of 1501 New Hampshire Avenue is estimated to cost \$ 16,500.

If the 4th floor is reconstructed, it would be necessary to have architectural and structural plans which would require about two months to prepare, and would cost approximately \$ 3,000.

The total estimated cost of reconstructing the 4th floor of 1501 New Hampshire Avenue and the installation of the new elevator is \$115,500.

Point 2. Cost of installing air conditioning

- (a) In present quarters including all floors, both buildings.
- (b) In any new floors; if not included in general estimate for addition of floors.

This would require a seventy-five horsepower compressor with separate air-conditioning units for each building. The estimate includes construction of a separate building to the rear of and to follow the east lot line of 1515. The building is to be of a color of brick to match existing buildings as near as possible and to conform in architecture; size thereof to be 18 ft. long, 13 ft. wide and 15 ft. ceiling height and constructed to carry a condensing unit on the roof with balance of equipment inside. The estimate also includes all duct work which will be constructed in accordance with the specifications of the American Society of Heating, Ventilating and Air Conditioning Engineers. Total estimated cost \$ 68,000.

Estimated cost to operate this equipment during each season is \$960 for additional electric current, water, supplies and maintenance.

An important consideration in connection with the proposed system is that to date, each building has been operated independently of the other, so that at any future date either could be sold, or rented without affecting the other.

Installation of the system proposed above, would represent an important departure from this principle of independent maintenance, in that the new small building housing the basic equipment for both buildings would be located to the rear of 1515. Building regulations will only permit construction on one lot or the other - not on both.

The above costs are based on installation adequate to serve the present space. However, basic equipment would also be adequate to serve an expanded fourth floor and estimates on the 4th floor renovation includes provision for air-conditioning that floor.

- Point 3. Survey present bathroom facilities in both buildings and recommend desirable additions or changes.

Architect's drawings and contractor's cost estimates for proposed improvements are attached as Annex B-I. No new bathrooms have been recommended except for the basement in 1501. Instead, the proposed revisions will provide generally for use of the present bathrooms by more than one person at a time - at present a serious limitation. Of the total ten floors in both buildings, five would have both men's and women's facilities while each of the remaining five would have one or the other so arranged that a bathroom would be available on the next floor above or below for each employee.

The plans provide for expanded facilities on the present 4th floor in 1501 to cost \$1,200 which would be unnecessary if this floor is reconstructed. Further, provision is made for a completely new men's toilet in the basement of 1501 to cost an estimated \$2,500 and to be so laid out as to permit simultaneous use. No sketch of this additional facility is included in the attached plans. Also, no change of any kind is possible, due to space limitation, in the existing women's toilet on the 2nd floor of 1501. Proposed facilities on the first and third floors have been expanded accordingly.

Estimated cost: 1501 - \$8,500.
1515 - 7,000.

Total \$15,500.

- Point 4. Survey possibility of removing additional partitions and eliminating closets in both buildings to provide more space.

Bid on removing several partitions, one large closet, and other presently unusable space on 4th floor of 1515 to provide a net gain of only 206 square feet is \$ 3,700.

- Point 5. Study advisability of removing stone and cement wall around driveway and improving driveway.

Architect's drawings of recommended changes are attached as Annex B-II. Replacement of present concrete in front of both buildings is recommended due to varying slopes and levels now existent. Most of the present granite and cement walls would be eliminated with a minor portion reset as shown. Street curbing would be rearranged to conform with District of Columbia Highway Department requirements. Total bid for all work as shown is \$3,500.

This cost could be reduced by \$675 by planting hedges on both sides in front of 1501 instead of the proposed resetting of the stone wall. In the architect's opinion, this would not detract from the general appearance.

Point 6. Study advisability of removal or closing of all fireplaces, estimate cost.

No removal of any complete chimneys and fireplaces in 1501 is recommended by the architect unless the 4th floor is rebuilt. If the 4th floor is rebuilt, removal of several fireplaces is recommended in instances where these project so as to result in loss of floor space. In other instances, only the closing of fireplace openings is recommended. Estimated cost of this work in 1501 is \$1,760.

No removal of fireplaces is recommended in 1515 but closing of these is advised for safety purposes. Estimated cost is... \$ 360.

Point 7. Study the advisability of constructing a ramp into back of basement of 1501 to permit entrance of large crates.

Due to need for through ventilation and for an exit from the front of the basement in 1501, both architect and contractor recommend construction of a combination ramp and stairway along the front wall as shown in the architect's sketch referred to under Point 5 above. This entrance would be concealed from public view, either by resetting the stone wall or planting hedge, as described above. The ramp portion would be wide enough so that large crates could be lowered or raised with a minimum of effort.

Total bid for ramp, steps, retaining wall, entrance door and water drain: \$1,500.

In addition to the above seven points, specifically requested by the Subcommittee, the following information is submitted regarding utilization of presently available space.

Floor plans showing present space layouts for each floor are attached as Annex B-III. Our present situation is summarized as follows:

Usable Office Space - 1501

<u>Floor</u>	<u>Number of Positions</u>	<u>Usable Square Feet</u>	<u>Average Square Feet Per Person</u>
4th	27	1720	64
3rd	21	2340	111
2nd	46	3010	65
1st	26	1577	61
Basement	<u>5</u>	<u>400</u>	<u>80</u>
Total 1501:	125	9047	72

Usable Office Space - 1515

<u>Floor</u>	<u>Number of Positions</u>	<u>Usable Square Feet</u>	<u>Average Square Feet Per Person</u>
4th	29	1521	52
3rd	24	1777	74
2nd	33	2051	62
1st	14	1338	96
Basement	<u>11</u>	<u>779</u>	<u>77</u>
Total 1515:	111	7466	67
Total			
Usable Office			
Space - Both			
Buildings	236	16,513	70

Auxiliary Space

In addition, the following space, while not available for placement of desks, is necessary for general utility purposes:

	<u>Square Feet</u>
1501 - 3rd floor conference room	350
1st floor switchboard equipment	246
1st floor library book shelves	460
1515 - Basement - Printing machinery	<u>379</u>
Total Auxiliary space	1435

Total usable office space and auxiliary space in both buildings is 17,948 square feet.

The Director wishes to inform the Executive Committee of the reply received from the Government of the United States concerning the Directing Council's desire to receive another offer of land that may be more suitably located as the site for the construction of the permanent headquarters for the Pan American Sanitary Bureau. (Resolution XXX- V Meeting of the Directing Council).

The communication from the U.S. Government reads as follows:

DEPARTMENT OF STATE
Washington

August 1, 1952

My dear Dr. Soper:

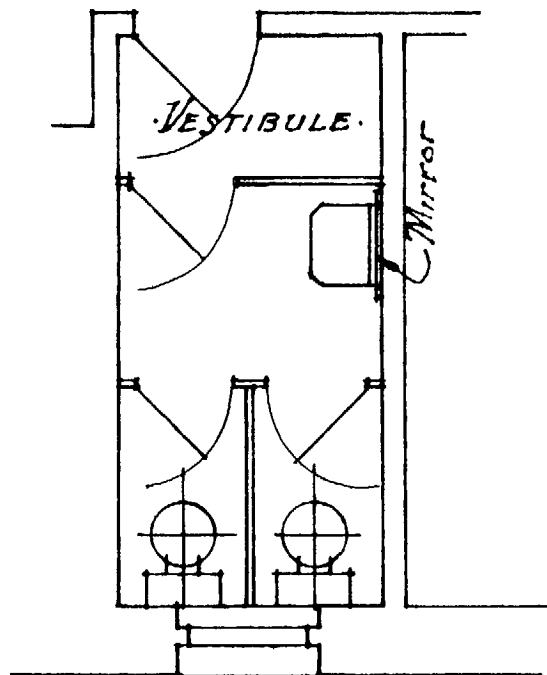
I refer to the Acting Director's letter of December 5, 1951, regarding the Directing Council's decision on the property offered by the United States as the site for the construction of the permanent headquarters for the Pan American Sanitary Bureau. The Directing Council expressed the desire to receive another offer of land that was more suitably located. I have delayed in replying to this letter in the hope that I could make such an offer. However, the Department has been unable to locate a site which will meet the criterion set forth in the last paragraph of the Acting Director's letter.

The Subcommittee on Interim Headquarters met July 1 and 2, 1952 to consider the general headquarters question. While the Subcommittee devoted its attention primarily to urgent improvements in the Hitt House, it gave some consideration to the long-range housing needs of the Bureau. With respect to this latter point, I understand that the Subcommittee was of the opinion that the Bureau should plan on the use of the present headquarters for a minimum period of ten years and is so recommending to the Directing Council through the Executive Committee. In reaching this decision it undoubtedly had in mind the fact that until the program of decentralization is completed, it will be very difficult to determine precisely what the permanent headquarters requirements of the Bureau will be. At the end of this period the Pan American Sanitary Bureau will undoubtedly wish to reconsider this matter in the light of the prevailing space needs and the location desired. In this connection, I doubt very much whether the Department will be able to offer a site which will be as strategically located with respect to Government offices, diplomatic missions, hotels and public transportation as is the Dupont Circle property.

The recommendations of the Subcommittee on Interim Headquarters would postpone further consideration of the permanent headquarters question for a period of at least ten years and direct attention toward improving the premises now occupied by the Bureau. If the Directing Council approves these recommendations, it may wish to defer its request for the offer of another site. Pending such a decision, the Department will continue to bear in mind the request of the Directing Council.

Sincerely yours,

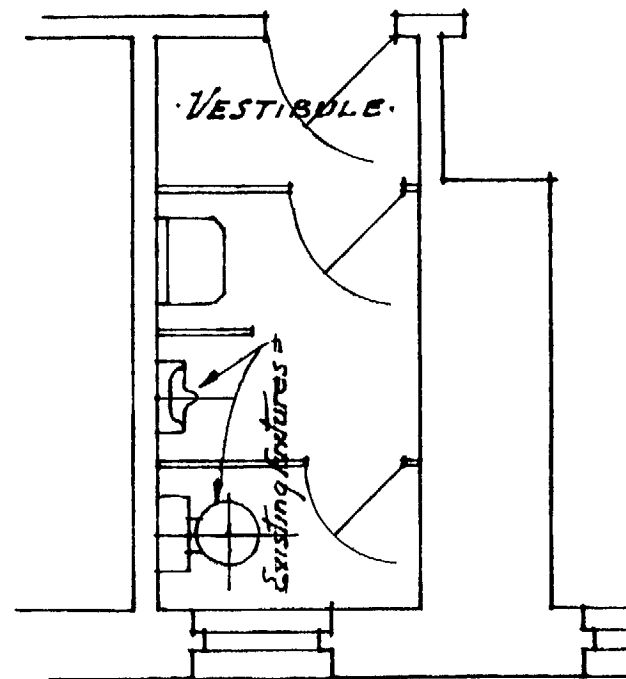
(signed) John D. Hickerson
Assistant Secretary



WOMEN'S TOILET

Remove Bath Tub.
Relocate Toilet & Basin.
Add One Toilet.
Add Two Toilet Partitions.
Add Vestibule Partition

COST \$725.00

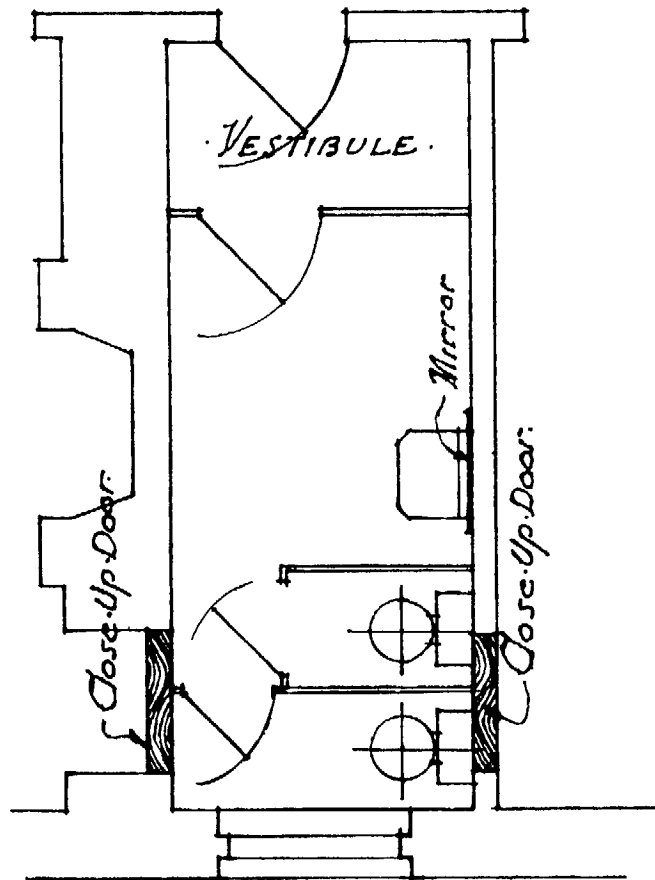


MEN'S TOILET

Remove Wash Basin.
Add One Near Basin.
Add Toilet Partition.
Add Vestibule Partition
Add Screen Beside Urinal.

COST \$475.00

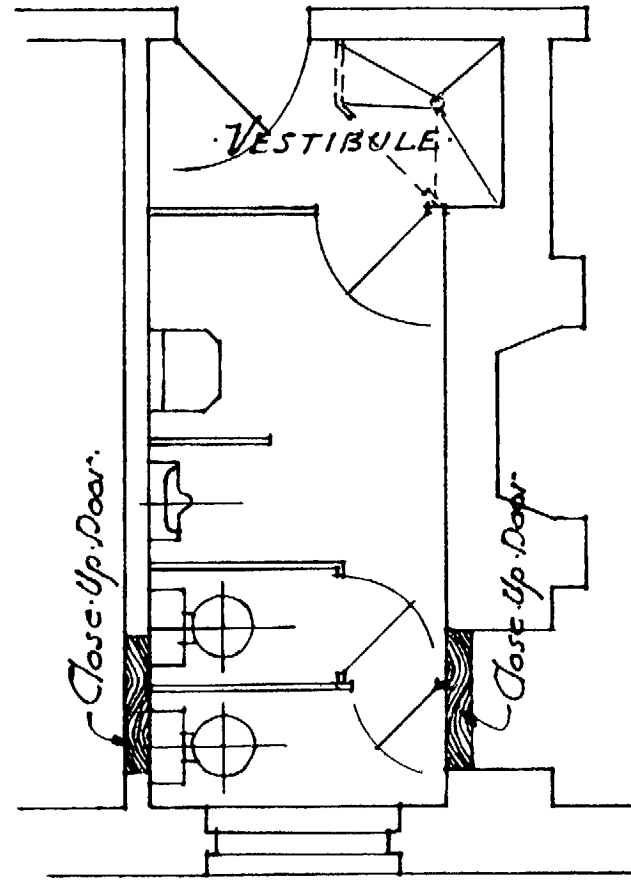
FOURTH FLOOR PLAN
1501 NEW HAMPSHIRE AVE



WOMEN'S TOILET.

Remove Bath Tub & Basin.
Relocate Existing Toilet.
Add One Toilet & One Basin
Add Two Toilet Partitions
Add Vestibule Partition.

COST \$1375.00

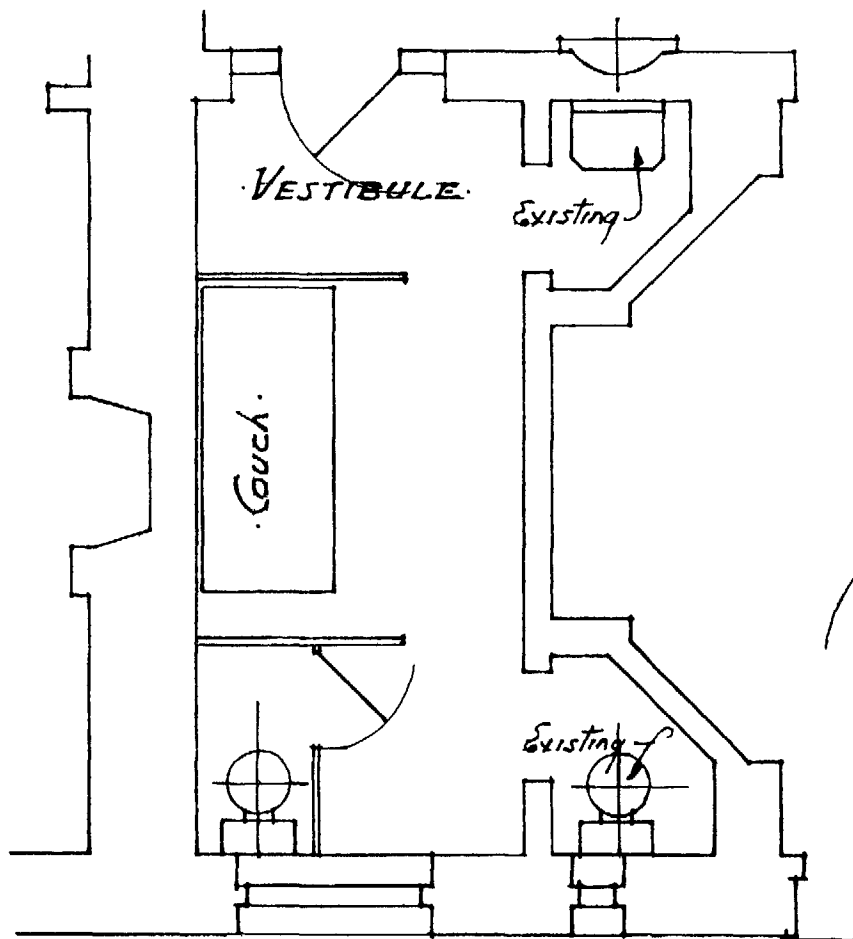


MEN'S TOILET.

Remove Shower Stall & Basin.
Relocate Toilet & Urinal.
Add One Toilet & One Basin.
Add Two Toilet Partitions. Screen
beside Urinal & Vestibule Part'n.

COST \$1520.00

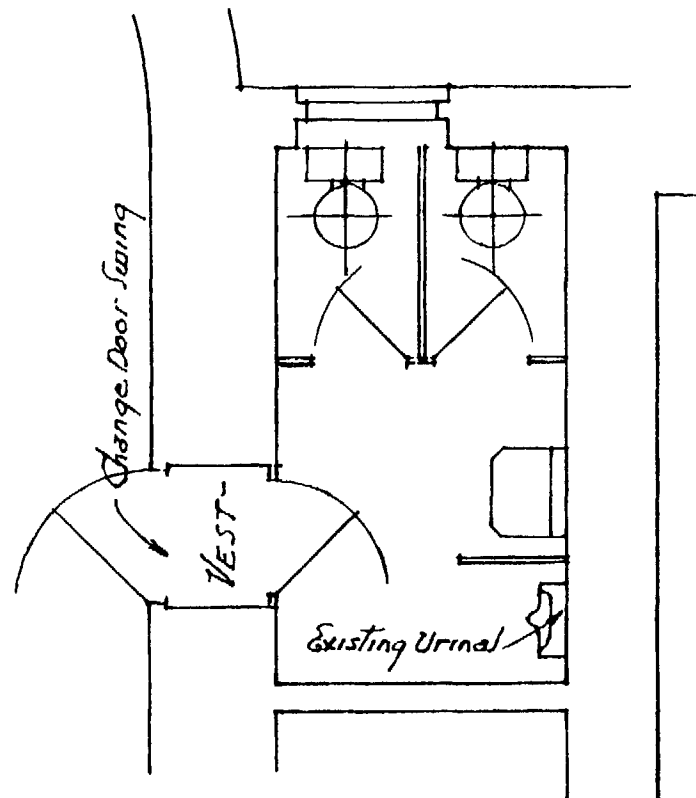
THIRD FLOOR PLAN.
1501 NEW HAMPSHIRE AVE.
SCALE $\frac{1}{4}'' = 1'-0''$



WOMEN'S TOILET.

Add One Toilet.
Add One Toilet Partition.
Add Vestibule Partition.

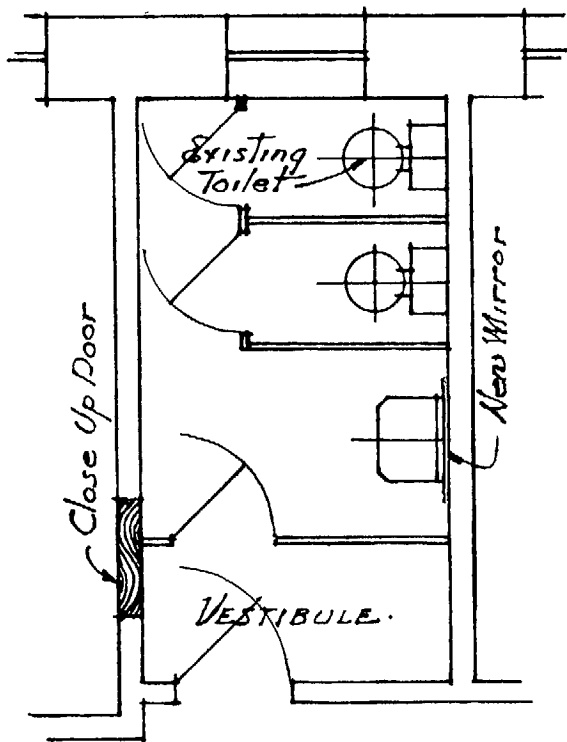
COST \$ 880⁰⁰



MEN'S TOILET.

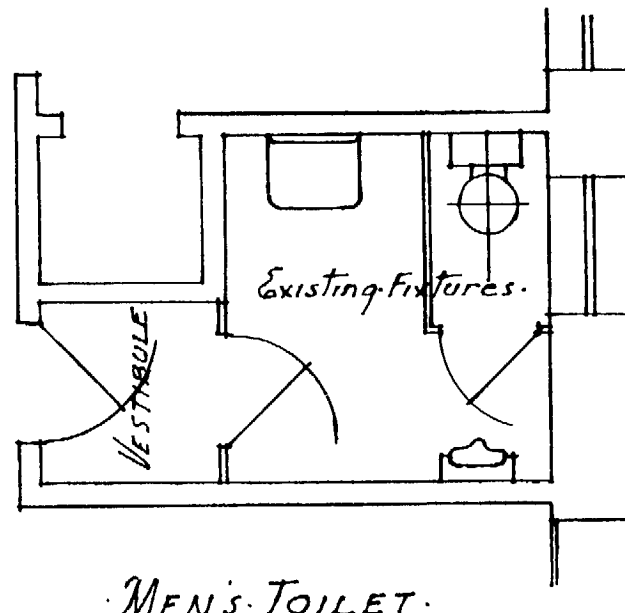
Remove Wash Basin
Relocate Toilet.
Add One Toilet & One Basin.
Add Two Toilet Partitions - Screen
beside Urinal & Vestibule Door
COST \$ 1025⁰⁰

FIRST FLOOR PLAN.
1501 NEW HAMPSHIRE AVE.



WOMEN'S TOILET.

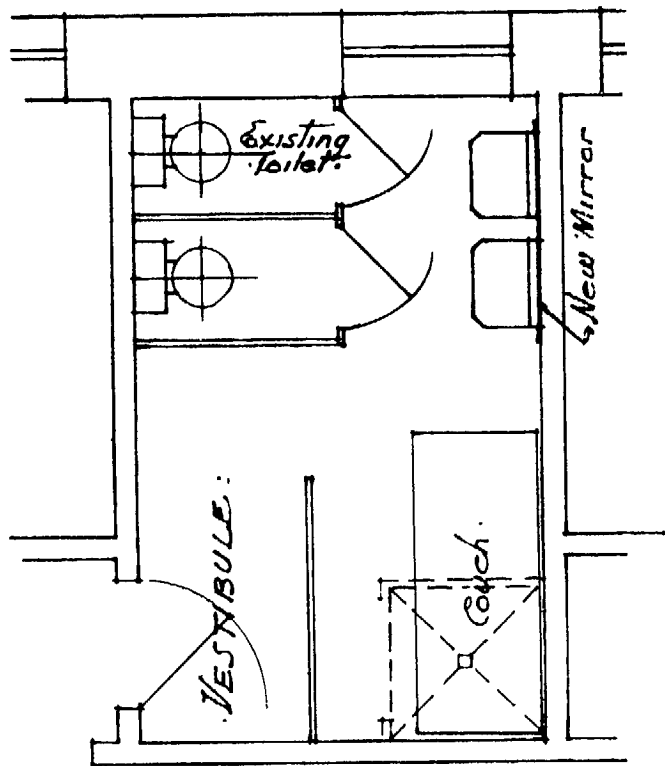
Move Wash Basin
 Add One Toilet.
 Add 2 Toilet Partitions
 Add Vestibule Partition.
 COST \$950⁰⁰



MEN'S TOILET.

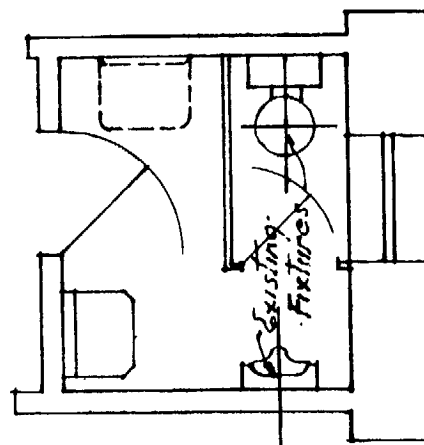
Plumbing Fixtures Unchanged.
 Add One Toilet Partition.
 Add Vestibule Partition.
 COST \$250⁰⁰

· FOURTH FLOOR PLAN ·
 · 1515 NEW HAMPSHIRE AVE. ·



WOMEN'S TOILET.

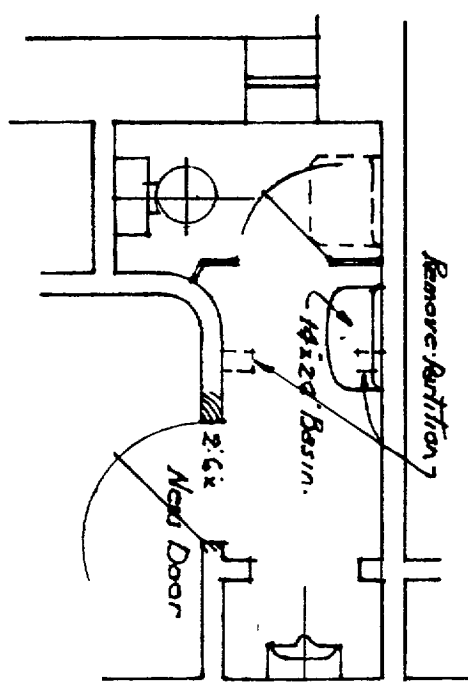
Remove Existing Basin.
 Remove Shower Stall.
 Add One Toilet
 Add Two New Basins.
 Add Two Toilet Partitions.
 Add Vestibule Screen Part'n
 COST \$1100.00



MEN'S TOILET.

Relocate Wash Basin.
 Add One Toilet Partition.
 COST \$500.00

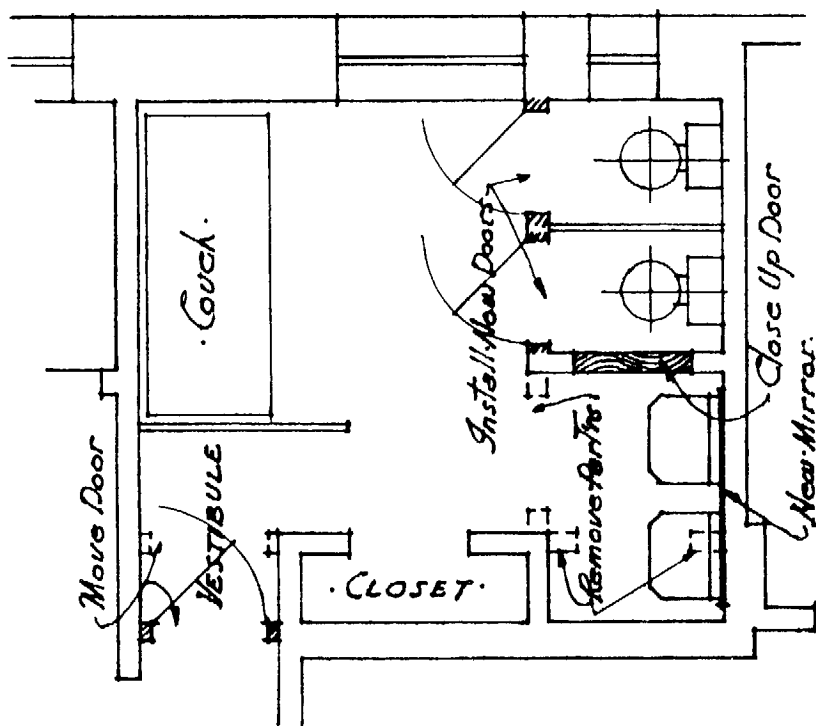
THIRD FLOOR PLAN.
 1515 NEW HAMPSHIRE AVE.



MEN'S TOILET.

- Remove Wash Basin.
- Add One Basin & One Urinal.
- Add Toilet Partition ~

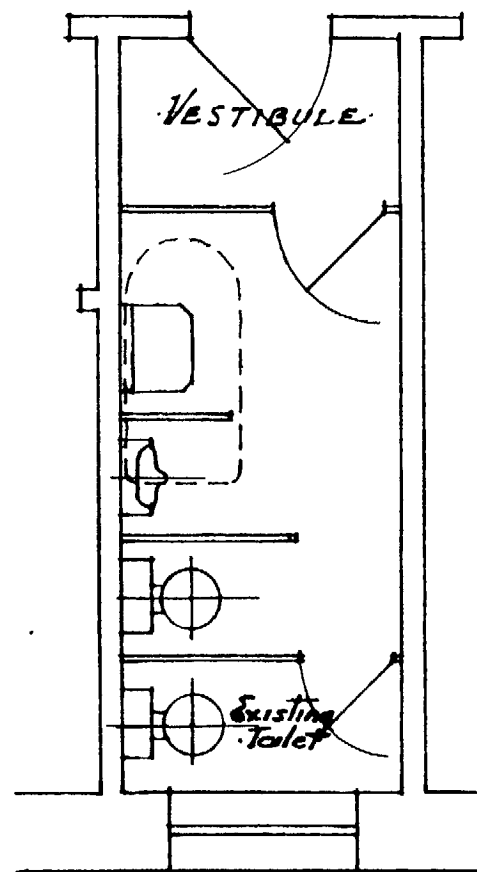
SECOND FLOOR
Cost \$900⁰⁰



WOMEN'S TOILET - FIRST FLOOR.

Remove Existing Basin.
 Add One Toilet.
 Add Two New Basins.
 Add Two Toilet Doors.
 Add Partition Between Toilets.
 Add Vestibule Screen Partition.

COST \$1300.00

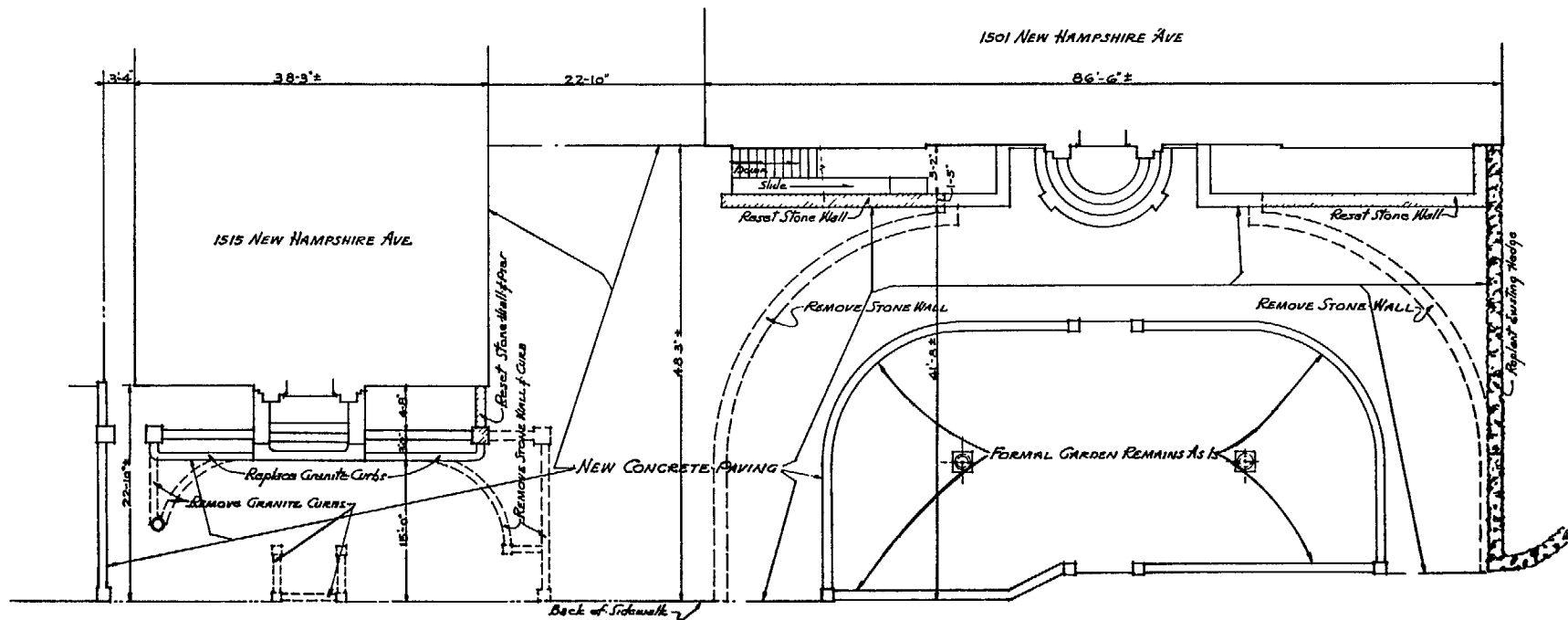


MEN'S TOILET - BASEMENT

Remove Bath Tub & Existing Basin.
 Add One Toilet - One Urinal - One Basin.
 Add Toilet Partition & Two Screen Partns.
 Add Vestibule Partitions.

COST \$2000.00

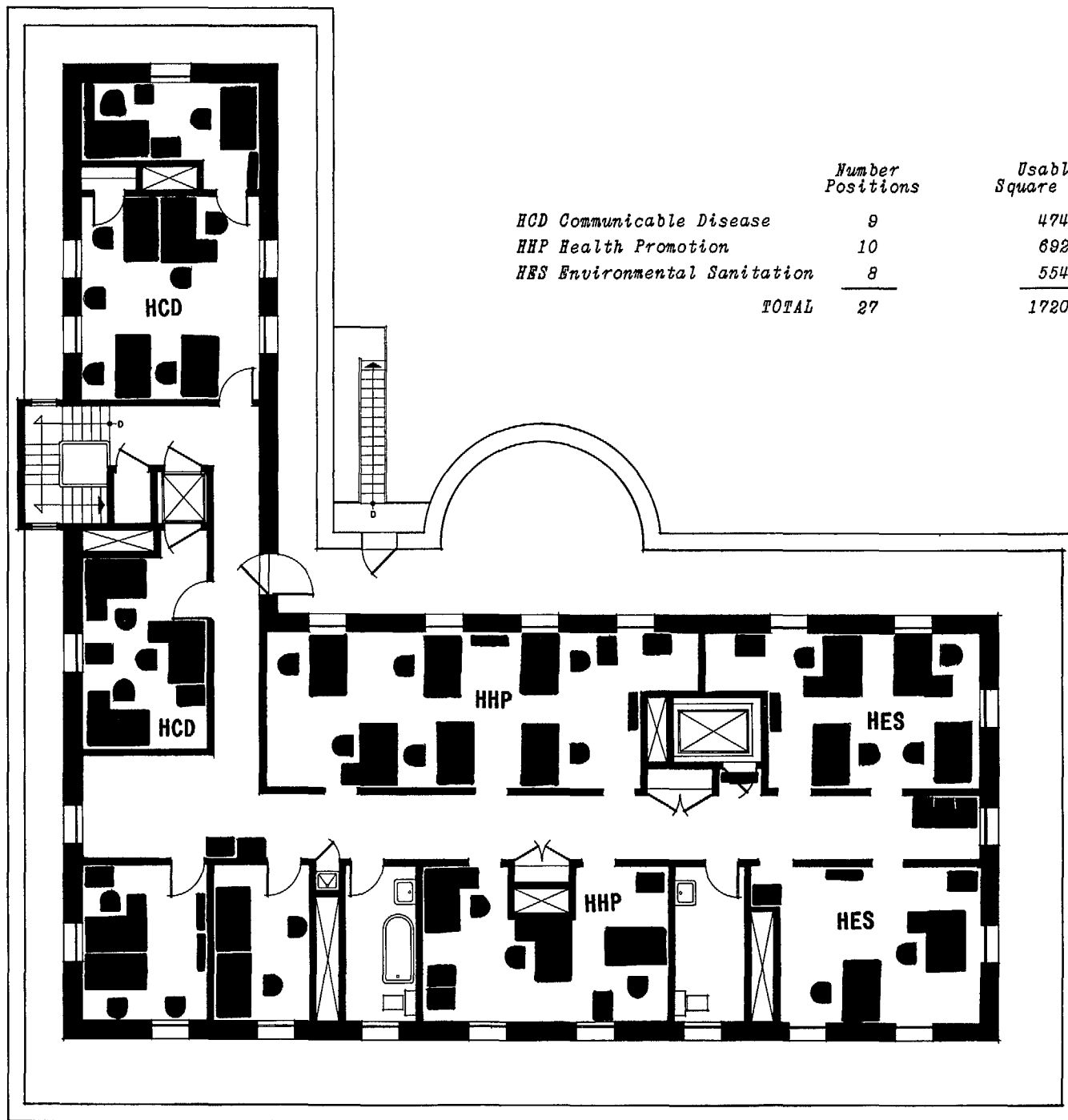
1515 NEW HAMPSHIRE AVE



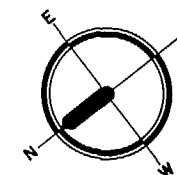
PLOT PLAN

PAN AMERICAN SANITARY BUREAU
 1501-1515 New Hampshire Ave. NW, Wash. DC
 ~ PROPOSED NEW PAVING ~
 J. Wilmer Smith Architect 1246-20th St NW - DC
 8-15-32

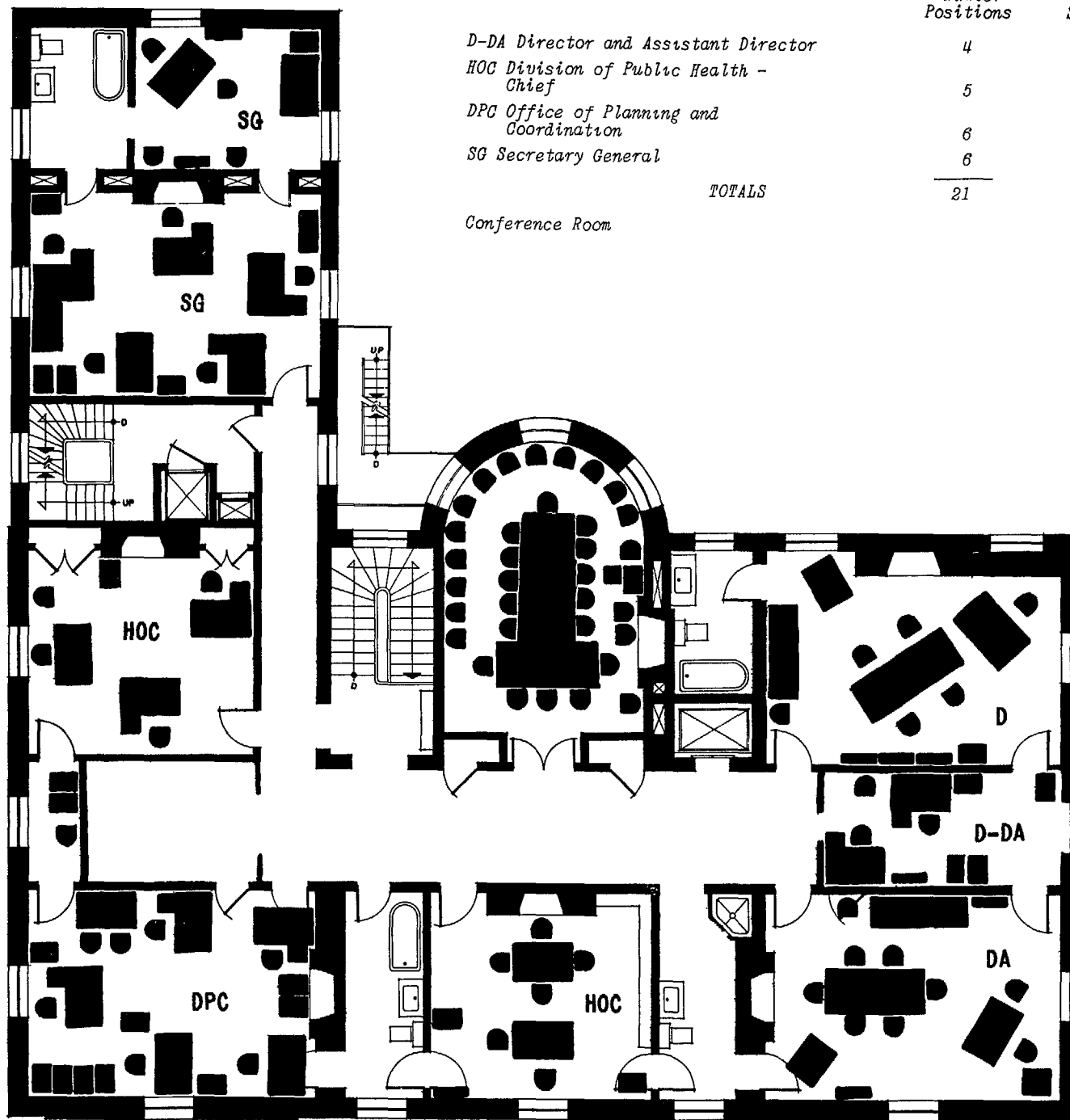
CET 7/10
 ANNEX B-II



	<i>Number Positions</i>	<i>Usable Square Feet</i>	<i>Average Square Feet per person</i>
<i>HCD Communicable Disease</i>	9	474	53
<i>HHP Health Promotion</i>	10	692	69
<i>HES Environmental Sanitation</i>	8	554	69
<i>TOTAL</i>	<i>27</i>	<i>1720</i>	<i>64</i>



FOURTH FLOOR PLAN
P.A.S.B. BUILDING
1501 NEW HAMPSHIRE AVE. N.W.
WASHINGTON, D.C.

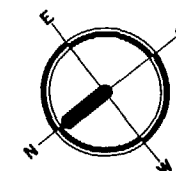


D-DA Director and Assistant Director
HOC Division of Public Health -
Chief
DPC Office of Planning and
Coordination
SG Secretary General

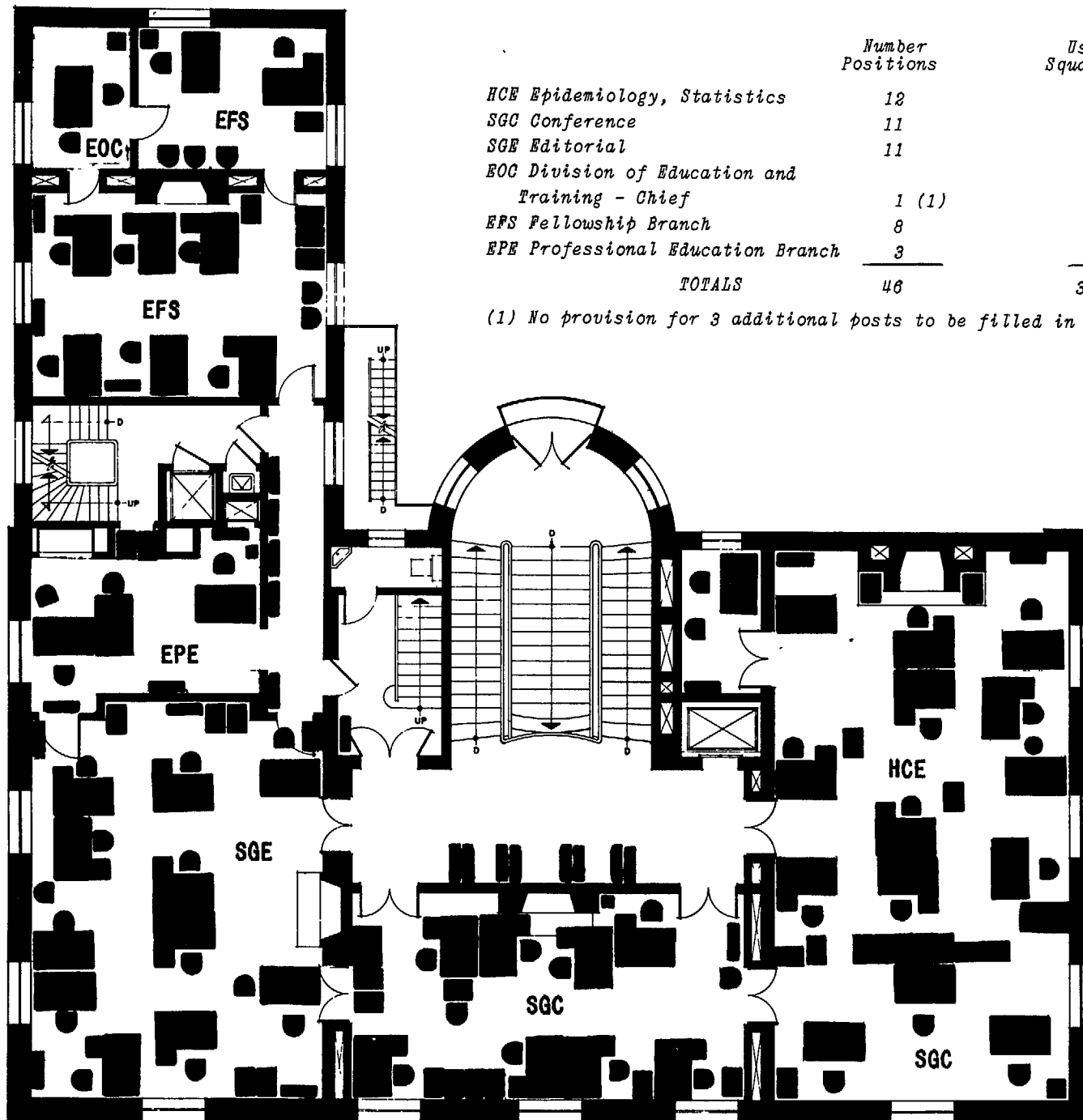
TOTALS

Conference Room

<i>Number Positions</i>	<i>Usable Square Feet</i>	<i>Average Square Feet per person</i>
4	915	229
5	529	106
6	368	61
6	528	88
21	2340	111
	350	
	2690	

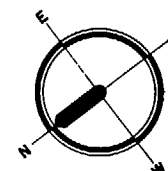


THIRD FLOOR PLAN
P.A.S.B. BUILDING
1501 NEW HAMPSHIRE AVE. N.W.
WASHINGTON, D.C.

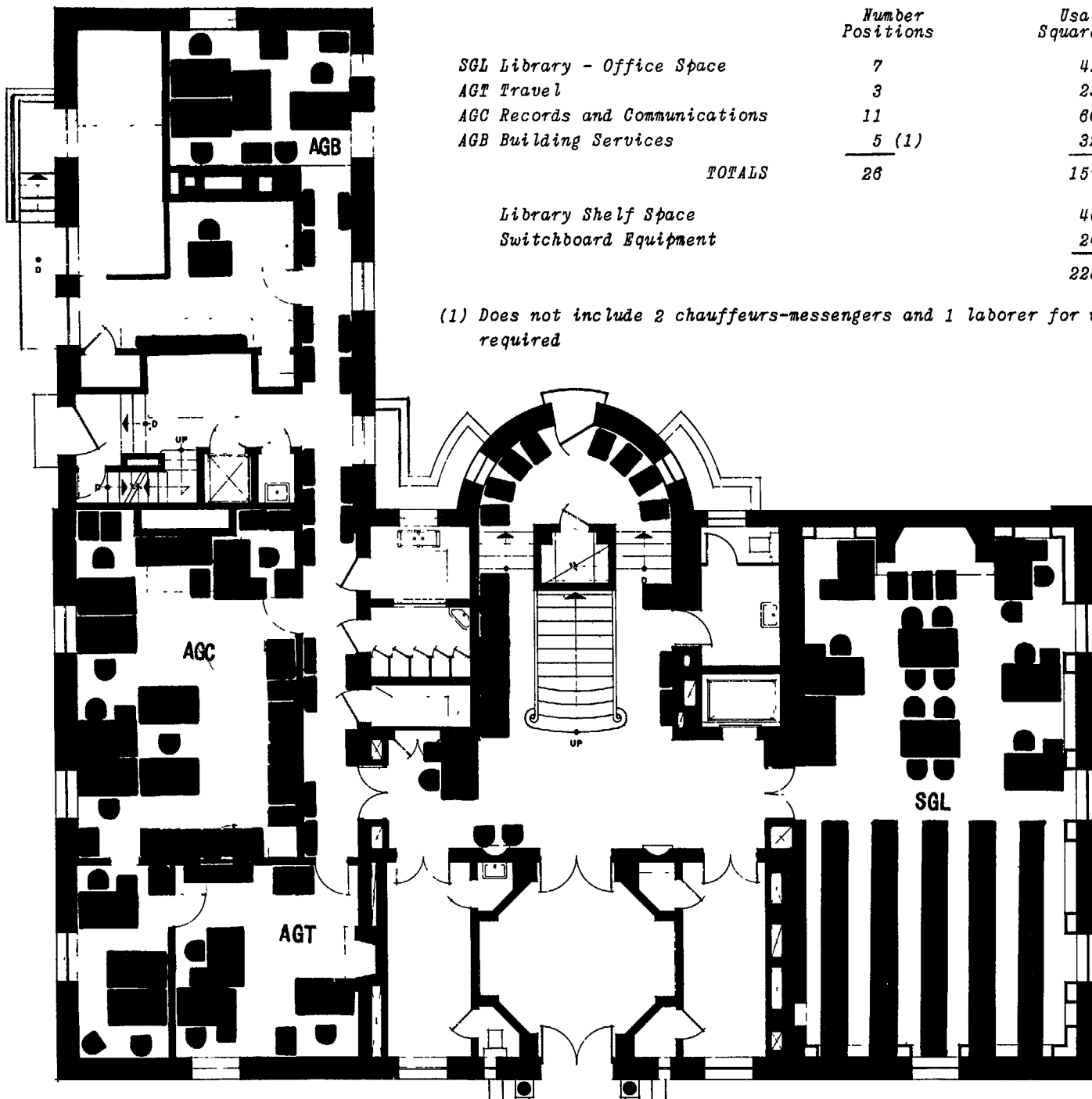


	Number Positions	Usable Square Feet	Average Square Feet per person
HCE Epidemiology, Statistics	12	736	61
SGC Conference	11	749	68
SGE Editorial	11	696	63
EOC Division of Education and Training - Chief	1 (1)	88	88
EFS Fellowship Branch	8	533	66
EPE Professional Education Branch	3	218	73
TOTALS	46	3010	65

(1) No provision for 3 additional posts to be filled in 1953



SECOND FLOOR PLAN
P.A.S.B. BUILDING
1501 NEW HAMPSHIRE AVE. N.W.
WASHINGTON, D.C.



SGL Library - Office Space
 AGT Travel
 AGC Records and Communications
 AGB Building Services

TOTALS

Number
 Positions

7
 3
 11
 5 (1)
 26

Usable
 Square Feet

420
 233
 804
 320
 1577

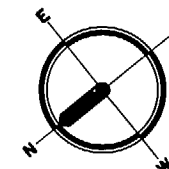
Average
 Square Feet
 per person

60
 77
 55
 64
 61

Library Shelf Space
 Switchboard Equipment

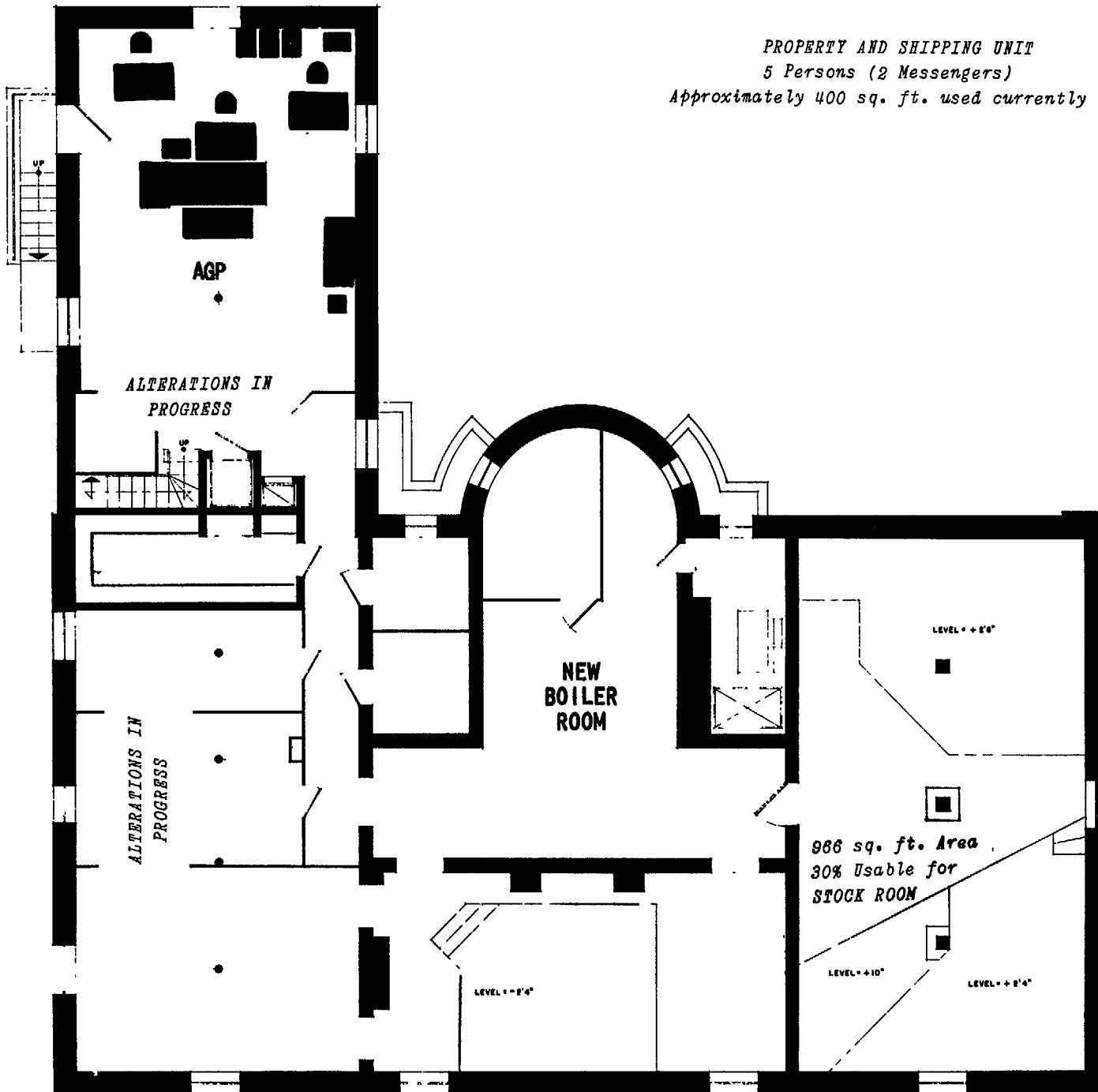
480
 246
 2283

(1) Does not include 2 chauffeurs-messengers and 1 laborer for whom desk space is not required



FIRST FLOOR PLAN
 P. A. S. B. BUILDING
 1501 NEW HAMPSHIRE AVE. N.W.
 WASHINGTON, D. C.

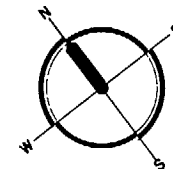
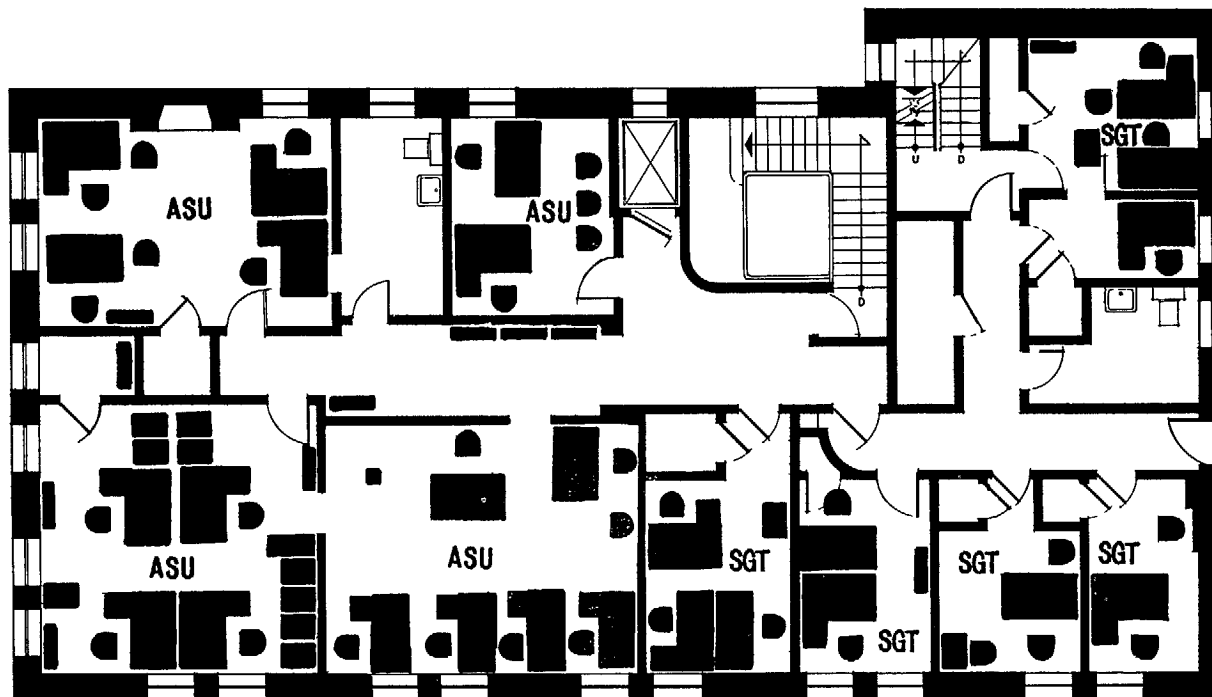
PROPERTY AND SHIPPING UNIT
 5 Persons (2 Messengers)
 Approximately 400 sq. ft. used currently



BASEMENT PLAN
 P. A. S. B. BUILDING
 1501 NEW HAMPSHIRE AVE. N.W.
 WASHINGTON, D. C.

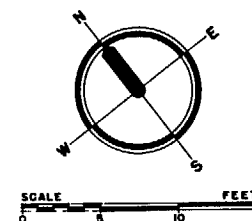
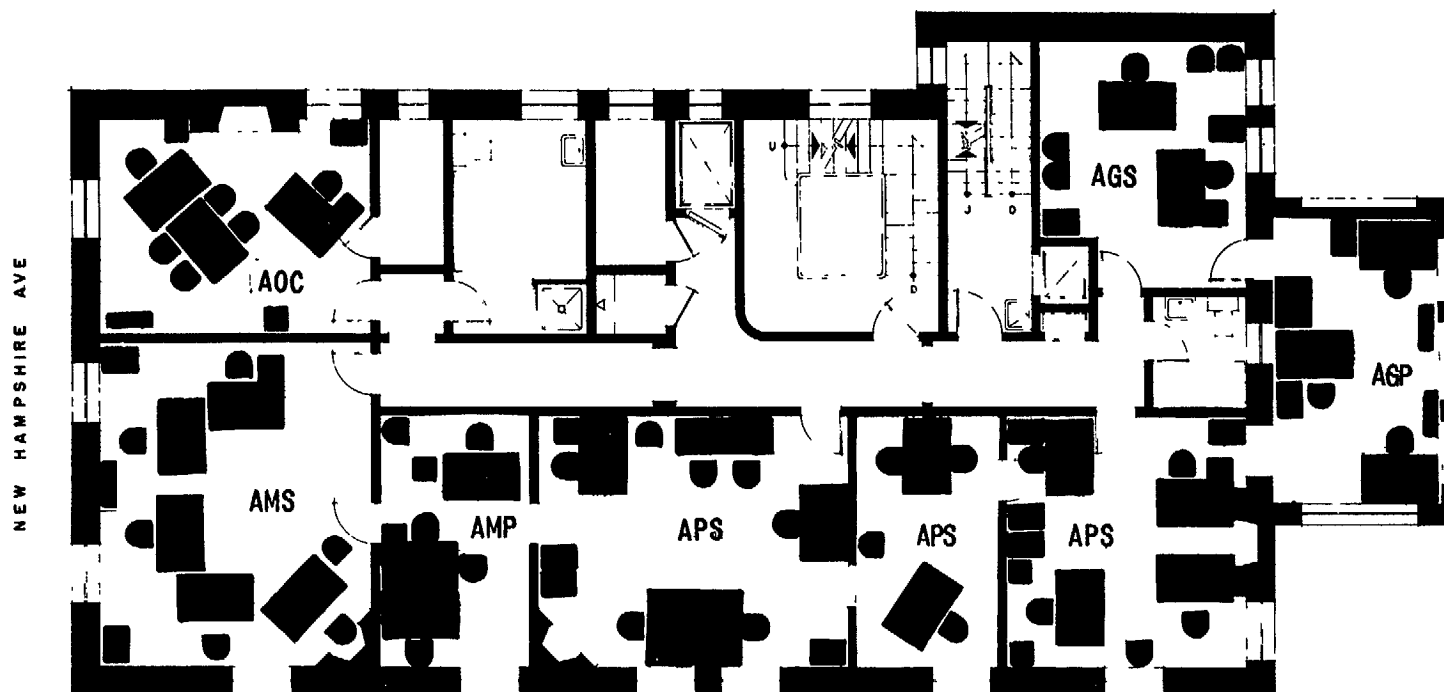
	<i>Number Positions</i>	<i>Usable Square Feet</i>	<i>Average Square Feet per person</i>
<i>ASU Supply</i>	<i>18</i>	<i>967</i>	<i>54</i>
<i>SGT Translating</i>	<i>11</i>	<i>554</i>	<i>50</i>
<i>TOTAL</i>	<i>29</i>	<i>1521</i>	<i>52</i>

NEW HAMPSHIRE AVE



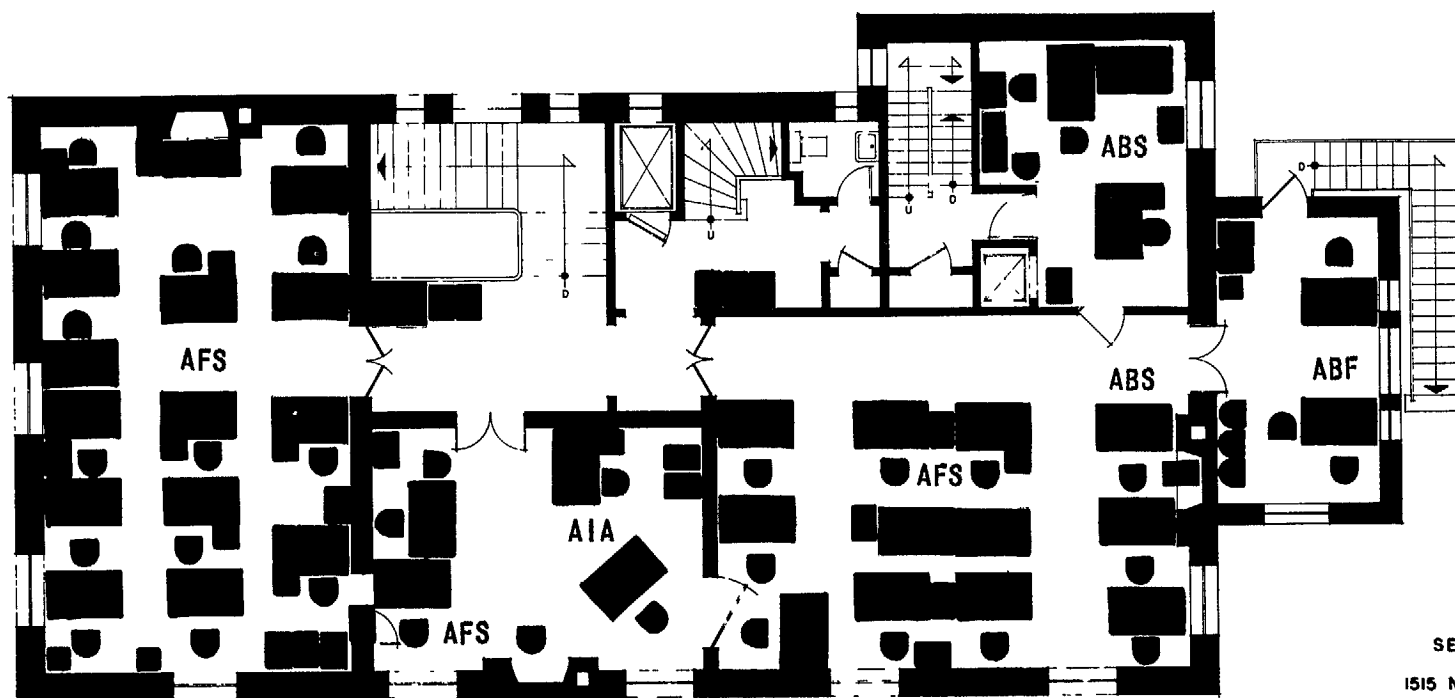
FOURTH FLOOR PLAN
PASB BUILDING
1515 NEW HAMPSHIRE AVE NW
WASHINGTON, DC

	<i>Number Positions</i>	<i>Usable Square Feet</i>	<i>Average Square Feet per person</i>
<i>AOC Division of Administrative - Chief</i>	<i>2</i>	<i>233</i>	<i>116</i>
<i>AMP Administrative Management and Personnel - Branch Chief</i>	<i>3</i>	<i>130</i>	<i>43</i>
<i>AMS Administrative Management</i>	<i>5</i>	<i>354</i>	<i>61</i>
<i>APS Personnel</i>	<i>9</i>	<i>691</i>	<i>69</i>
<i>AGP Property and Shipping</i>	<i>3</i>	<i>189</i>	<i>63</i>
<i>AGS General Services - Chief</i>	<i>2</i>	<i>180</i>	<i>90</i>
<i>TOTALS</i>	<i>24</i>	<i>1777</i>	<i>74</i>



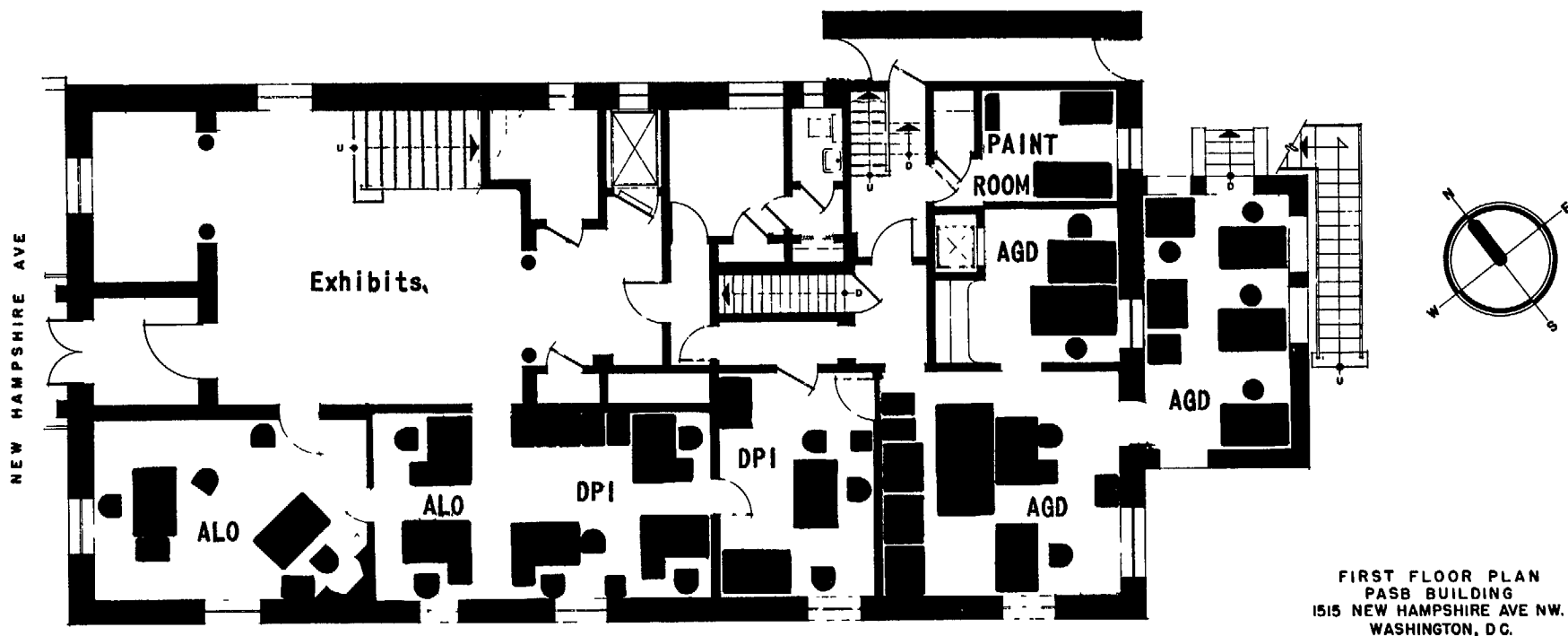
THIRD FLOOR PLAN
PASB BUILDING
1515 NEW HAMPSHIRE AVE NW
WASHINGTON, D C

	Number Positions	Usable Square Feet	Average Square Feet per person
AFS Finance	23	1355	59
ABS Budget	6	347	58
ABF Budget and Finance Branch	2	189	94
AIA Internal Auditor	2	180	80
TOTAL	33	2051	62

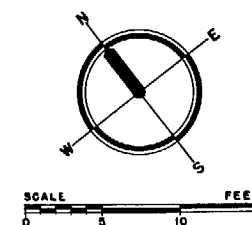
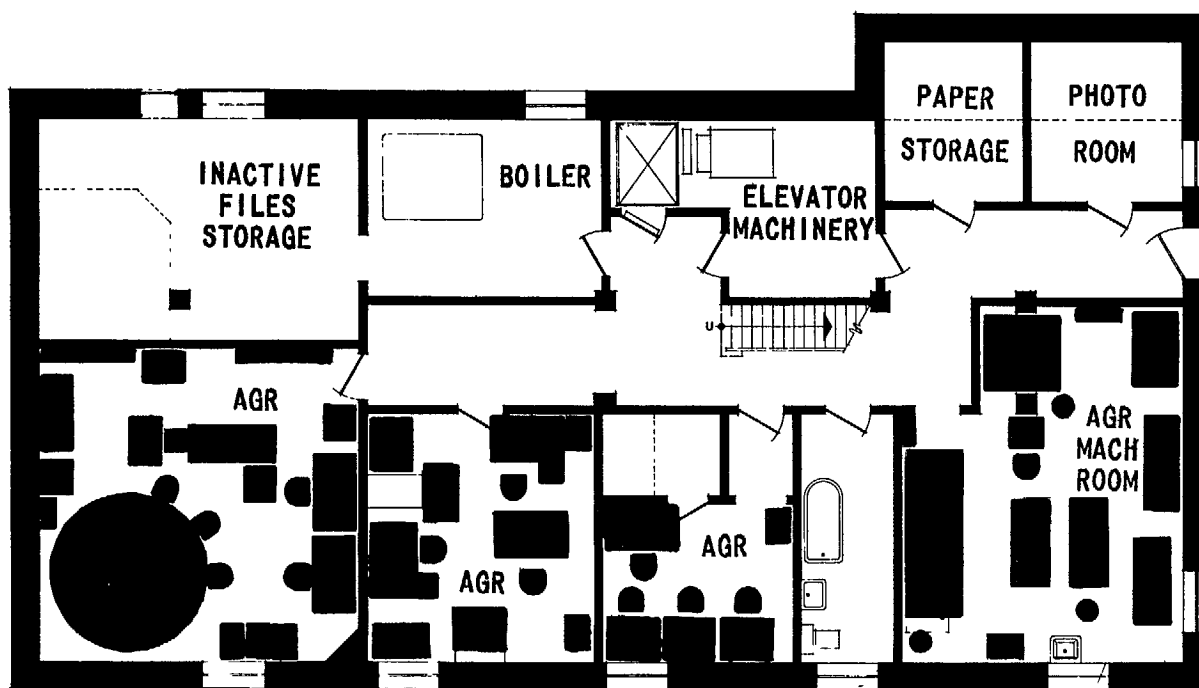


SECOND FLOOR PLAN
PASB BUILDING
1515 NEW HAMPSHIRE AVE NW
WASHINGTON, D.C

	<i>Number Positions</i>	<i>Usable Square Feet</i>	<i>Average Square Feet per person</i>
<i>ALO Legal</i>	4	380	95
<i>DPI Public Information</i>	4	371	93
<i>AGD Cartographic and Drafting</i>	6	587	98
<i>TOTAL</i>	14	1338	96



	Number Positions	Usable Square Feet	Average Square Feet per person
AGR Reproduction Unit	11	779	77
Reproduction Machine Room	--	379	--
		1158	



BASEMENT PLAN
PASB BUILDING
1515 NEW HAMPSHIRE AVE NW
WASHINGTON, D.C