



# ArchivesSpace

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## Office of the Superintendent of Buildings and Grounds records6956483

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Description is written in: English.

Describing Archives: A Content Standard

### Rare Book and Manuscript Library

Butler Library, 6th Floor  
Columbia University, Mail Code 1127  
535 W. 114th St.  
New York, NY 10027  
Business Number: (212) 854-5153  
Fax Number: (212) 854-1365  
[rbml@libraries.cul.columbia.edu](mailto:rbml@libraries.cul.columbia.edu)  
URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

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## Summary Information

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<b>Repository:</b>	Rare Book and Manuscript Library
<b>Creator:</b>	Columbia University. Office of the Superintendent of Buildings and Grounds
<b>Title:</b>	Office of the Superintendent of Buildings and Grounds records
<b>ID:</b>	6956483
<b>ID:</b>	UA#0290
<b>Date [inclusive]:</b>	1875-1926
<b>Physical Description:</b>	1.42 linear feet 1 document box and 1 record carton
<b>Language of the Material:</b>	English .
<b>Abstract:</b>	These records consists of contracts, permits, and certificates dealing with the campus buildings and grounds.

### Preferred Citation

Identification of specific item; Date (if known); Office of the Superintendent of Buildings and Grounds records; Box and Folder; University Archives, Rare Book & Manuscript Library, Columbia University Libraries.

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## Historical Note

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During the early history of the College, different employees were responsible for the maintenance of the various buildings and grounds, such as the College Janitor. A more permanent, single position was established by resolution of the Trustees on June 2, 1884, and amended June 7, 1886. The Columbia University campus was located at Madison Avenue and 49th Street until 1896, when it moved to Morningside Heights at Broadway and 116th Street. The duties of this position included the leasing and maintenance of the College properties and supervision of its staff.

The first person to fill the position was Holbrook F. J. Porter. He was the College Engineer from 1884 to 1886 and then served as Superintendent from 1886 to 1890, when he left to become the Chief Engineer of the World's Columbian Exposition. Subsequent superintendents

include: Edward Albert Darling (1890-1899), Frederick Arthur Goetze (1899-1907), Henry Lee Norris (1907-1925), and David M. Updike (1925-1933). With the reappointment of Henry Lee Norris in 1933, the position changed to Director of Buildings and Grounds. After further growth and organizational changes at the University, a new position, Vice President for Facilities Management, was created in 1978 and filled the following year by Robert M. Broberg.

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## Summary

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This collection consists of the records of the Superintendent of the Buildings and Grounds, from the last days of the 49th Street and Madison Avenue campus to the move and growth of the Morningside campus. The collection contains contracts, permits, and receipts between the Superintendent of Buildings and Grounds and vendors, suppliers, service providers, insurance agencies, and city and state agencies.

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## Arrangement

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This collection is arranged by topic in chronological order.

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## Administrative Information

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### Publication Statement

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URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

### **Revision Description**

Word finding aid encoded. (JR) Added Box 2. (JR) 2020-07-15 2022-01-27

### **Restrictions on Access**

This collection is located off-site. You will need to request this material at least three business days in advance to use the collection in the Rare Book and Manuscript Library reading room.

### **Restrictions on Access**

All administrative records of the University are restricted for 25 years from the date of creation.

### **Accruals**

No additions are expected.

### **Processing Information**

This collection was processed by Jennifer Ulrich in May 2005. Box 2 was processed by Joanna Rios, January 2022.

### **Terms Governing Use and Reproduction**

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## **Related Materials**

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### **Related Materials**

For additional information about the buildings at the different Columbia campuses, please consult the [Buildings and grounds collection \(UA#0125\)](#). For the correspondence of the Office of the President and Central Administration with the Office of the Superintendent, please consult [Central Files \(UA#0001\)](#). For large-format items, please consult the [Flat Files Collection \(UA#0180\)](#), which includes oversize lithographs, prints, architectural drawings,

renderings, studies, maps, graphs, floor plans, watercolors, newsprint, illustrations, flyers, posters, and set designs.

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## Controlled Access Headings

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- Columbia University. Division of Facilities Management
- Columbia University. Department of Buildings and Grounds
- Columbia University -- Buildings
- Columbia University -- Administration

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## Collection Inventory

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### Series I: Office of the Superintendent of Buildings and Grounds records, 1890-1943

Title/Description	Instances	
Ledger Books		
Columbia College Order Book, 1875-1884	box 2	folder 1
<b>Scope and Contents</b>		
Ledger book with list of repairs to buildings and property and requests for furniture and equipments and which budgets to charge for orders, all for the 49th Street and Madison campus. This includes, for example, chairs for President Barnard's office and construction fixes in the classrooms.		
Edward A. Darling's expenditures, 1898	box 2	folder 2
<b>Scope and Contents</b>		
This book includes the different budget lines on the new campus on Morningside. Each page starts with the President's authorized budget followed by the expenses incurred and the names of the contractors paid.		
Contracts and Permits		
General, 1891-1908	box 1	folder 1
Barnard College, 1902-1910	box 1	folder 2
College of Physicians and Surgeons, 1895-1902	box 1	folder 3

Teachers College, 1899-1907	box 1	folder 4
Fidelity and Casualty Company of New York, 1903-1910	box 1	folder 5
New York Board of Fire Underwriters, 1901-1908	box 1	folder 6
Telephone Service, 1890-1910	box 1	folder 7
Receipts, 1894-1908	box 1	folder 8

## Construction Contracts by Building

**Scope and Contents**

These are construction contracts approved by the different Superintendents on the Morningside campus. They include contracts for excavation work, structural steel and iron, steam heating, plumbing, electrical, capentry, masonry, furniture, windows, doors, finishing hardware and, for St. Paul's Chapel, organ maintenance. Contracts are organized by building name or address.

620 Fifth Avenue, 1917	box 2	folder 3
Avery Hall, 1911	box 2	folder 4
Campus features, 1905-1918	box 2	folder 5

**Scope and Contents**

Campus plaster model; exedra of the God Pan; tunnel work; pylon statue (SE coener of 116th & Broadway); South Field fence.

East Hall, 1905	box 2	folder 6
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**Scope and Contents**

The move of the building from 116th Street and Amsterdam to a new foundation. Includes bond. Later, Buell Hall.

Faculty House, 1921-1922	box 2	folder 7
Fayerweather Hall, 1926	box 2	folder 8
Furnald Hall, 1912-1913	box 2	folder 9
Hamilton Hall, 1905	box 2	folder 10
Hartley Hall, 1904-1905	box 2	folder 11
Havemeyer Annex, 1924-1925	box 2	folder 12

**Scope and Contents**

Also known as Chemistry Building.

Journalism, 1911-1913	box 2	folder 13
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**Scope and Contents**

Includes specifications for the steam heating and ventilation apparatus

Kent Hall, 1909-1926	box 2	folder 14
Livingston Hall, 1904-1905	box 2	folder 15
<b>Scope and Contents</b>		
Also known as "Dormitory B." Later, Wallach Hall.		
Philosophy Hall, 1910-1911	box 2	folder 16
Physics Building, 1924-1925	box 2	folder 17
<b>Scope and Contents</b>		
Later, Pupin Laboratory.		
Power House, 1905-1906	box 2	folder 18
President's House, 1911-1912	box 2	folder 19
Schermerhorn Extension, 1928	box 2	folder 20
School of Business, 1923	box 2	folder 21
<b>Scope and Contents</b>		
Later, Dodge Hall.		
School of Mines, 1904-1905	box 2	folder 22
<b>Scope and Contents</b>		
Later, Lewisohn Hall.		
St. Paul's Chapel, 1904-1922	box 2	folder 23
Students' Hall, 1925	box 2	folder 24
<b>Scope and Contents</b>		
Later, John Jay Hall.		
University Hall alterations, 1915	box 2	folder 25
<b>Scope and Contents</b>		
Later, the foundation to Uris Hall.		
Women's Residence Hall, 1922-1923	box 2	folder 26



**Scope and Contents**

Later, Johnson Hall.

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