

The department is growing. When it started in 1940, it had a staff of seven and three stenographers. Today, it has a staff of twenty-five and five stenographers.

Today, the department is set up to offer the divisions many engineering services.

Besides the preparation of sketches, working drawings, contracts and specifications, bids are secured and comparison sheets are made. These comparisons of bid sheets list: the contractors, prices, delivery dates, completion dates, alternates, difference in equipment specifications, as well as our recommendations where necessary.

We make inspections and reports applying to maintenance and repair of buildings and equipment, drainage, power and lighting, heating, layout changes and materials handling studies.

On extensive building work and equipment installations we can provide a field engineer. The responsibilities of the field engineer are many and include such items as:

1. Checking contractor's time sheets.
2. Making field changes and decisions.
3. Correlating contractor's changes into items as they should appear on our inventory.
4. Expediting delivery and furnishing of equipment.
5. Establishing work schedule. The engineer arranges work schedules to suit plant superintendent and contractor.
6. Seeing that the work conforms with drawings and specifications.
7. Approving invoices.
8. Checking purchase orders against material received and handling any discrepancies.
9. Making notations of field changes so they are incorporated in the finished drawings for record purposes.
10. Providing progress reports.

We make up cost estimates for budget purposes, for appropriation requests, and cost analysis of anticipated changes or additions in production equipment.

Consultation service is provided for those plants doing their own work.

In order to have our layouts contain a higher degree of built-in safety, advance planning is essential. This advanced planning requires the knowledge and skill of experienced engineers and industrial hygienists who are familiar with ventilation and exhaust systems, industrial illumination, and sanitary facilities. Literature pertaining to exhaust ventilation is astonishingly scanty and for this reason, we hope to pool any information you have learned from your experiences achieved in work for your division.

DISCUSSION

This paper brought out the inefficiency and waste of duplicating mistakes. Each division should profit by the mistakes in another division.