

August 13, 1980

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held Wednesday, August 13, 1980.

Rabbi Weiner, President, noted that a quorum was present.

CALL TO ORDER

Rabbi Weiner called the meeting to order at 7:40 p.m.

Members present: Rabbi Karl Weiner, President; Mrs. Diana Hunter, Vice President; Dr. John Wozniak, Secretary; Mr. Walter Flintrup; Mr. Richard Lindberg; Mrs. Shirley Merritt; Mrs. Norma Zatz; and Miss Mary Radmacher, Chief Librarian.

APPROVAL OF MINUTES OF THE MEETINGS OF JULY 9 AND JULY 23, 1980

Page #3 of the July 9th minutes has been replaced by the attached page 3 in order to correct the wording of Rabbi Weiner's comments regarding the ALTA.

Mrs. Zatz requested that the wording be changed on page #8 under NOTE CARDS, second paragraph to read as follows:

"It was decided that on the next run of the note cards Mr. Balter's name will be put closer to the illustration and in the area under the illustration will be printed "SKOKIE PUBLIC LIBRARY WATERCOURT."

A motion was then made by Mr. Flintrup, seconded by Mrs. Zatz to approve the minutes as amended. The motion was carried unanimously.

Mr. Flintrup made a motion, seconded by Mr. Lindberg to approve the minutes of the July 23rd special meeting as written. The motion was approved unanimously.

FINANCIAL STATEMENTS - BILLS

Corrections were made as to the spelling of "matured" (page #1 General Operating Fund); rate of interest on line #3 of page 2 to be entered on next month's report; Certificate of Deposit to Mature - amount should be \$119,481.20.

The following motion was made by Dr. Wozniak, seconded by Mr. Flintrup:

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites & Buildings, the Report on Fine Arts Acquisitions Fund and the Selma Regan Petty Memorial Fund be accepted as corrected, and that the list of bills for the General Operating Fund in the amount of \$48,081.23 and the second list of bills in the amount of \$2,558.58 be approved for payment, subject to audit.

The motion was approved unanimously.

Miss Radmacher told the Board that she was notified by the Village Finance Director that there may be a 2-month delay receiving tax money for the Library. She said that the Reserve Fund for the Purchase of Sites & Buildings will be used if necessary and then reimbursed when the funds arrive.

#### CIRCULATION REPORTS AND LIBRARY USE STATISTICS

Mrs. Hunter noted that the circulation figures are up and the Trustees were all happy with the figures.

The Circulation Report and Library Use Statistics were then placed on file.

#### GIFT

The beautiful painting by Hal Marks which he has donated to the Skokie Public Library was gratefully acknowledged and duly noted. Miss Radmacher said that a thank you letter will be sent to him and that she is looking for the right location to hang it.

It was suggested that she look for a frame at "Goods" on Main in Evanston or the Frame Factory on Dempster in Skokie.

It was also suggested that the press release telling of the donation should include Mr. Marks' comments about the Library as he wrote in his letter.

CORRESPONDENCE

The letter from Florine Siegelman to Ms. Florence Burmeister regarding the program Ms. Burmeister presented at the Old Orchard Center was duly noted. Miss Radmacher said that the Library was delighted to have Florence Burmeister provide this service.

PERSONNEL

Miss Radmacher explained the resignations of Mary Krier, Margaret Osburn, Mindi Custer, Rochelle Shayne and Susan Danner Sudalnik.

COMMENTS

Mrs. Zatz noted that since Rosh Hashanah begins the evening of the next scheduled Board Meeting, the date of the Board Meeting should be changed.

It was decided that the next regular meeting of the Skokie Public Library will be held the first Wednesday of the month, September 3, 1980, at 7:30 p.m.

Mr. Flintrup commented that he would like to see the Skokie Public Library reconsider reciprocal borrowing with the Chicago Public Library. He said several libraries in NSLS are still in a reciprocal borrowing program with CPL and would like us to look into whether they have broadened their book buying and record keeping. Miss Radmacher will get the statistics as to how many Chicago people have Skokie Public Library cards, and the subject will then be probed more extensively.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported that the NSLS has accepted the tightest budget it has ever had.

Mr. Flintrup also commented that the new committees have been named. He

noted that the thrust this year will be in the technology area which shows that there is a great concern with closed circuit TV.

He read the notice, included with Board materials, regarding the NSLS System Orientation affair to be held Monday, August 25, from 5-8:30 p.m. and told the trustees that everyone is invited.

LETTER FROM CHUBB GROUP RE SUMMONS

The letter from the Chubb Group of Insurance Companies regarding Elliott Balter was duly noted. It has been sent to the Library attorney.

DEMONSTRATION OF DATAPHASE SYSTEMS

Miss Radmacher said that the Chicago Public Library has selected Dataphase for its Circulation System, and she wants to set up a meeting at which the Dataphase equipment will be demonstrated here and everyone's questions answered. The meeting was set for August 27th, beginning at 10:00 a.m. The demonstrations will last as long as there are questions and the question period will follow the demonstration. It is hoped that all those interested within the NSLS will attend. All NSLS member libraries will be invited.

Mr. Flintrup suggested that we think about forming a cluster with other libraries in NSLS which would decrease the expenses of all concerned.

REPORT ON SECURITY SYSTEM

Miss Radmacher reported that she gave a copy of the specifications for the Security System railing and gates to the Building Department and they were gone over by the Fire Department. The Fire Department thinks we have cut down too much on the exit and entrance space with the railings.

Mr. Flintrup said he would like a written statement from Mr. Hanson showing where the Building Code is being violated, and Miss Radmacher will ask

Mr. Hanson for this.

Miss Radmacher also reported that the style of metal selected for the railing is no longer available, but the architects have approved a substitute and an order has gone through for it.

#### REVENUE SHARING

The letter from George Van Dusen, Niles Township Administration, to Miss Radmacher regarding the revenue sharing funds for the Skokie Public Library toward the purchase of a Bookmobile was duly noted.

#### LETTERHEAD LOGO

Miss Radmacher reported that Mr. Sample will be coming in to show her more detailed samples of the logo and quotes regarding costs.

#### ROOF

The letter from Frank H. Stowell & Sons regarding the roof repair was duly noted. The following motion was then made by Mrs. Hunter, seconded by Mr. Flintrup:

MOTION: That the Board of Trustees of the Skokie Public Library accepts the proposal of Frank H. Stowell & Sons Inc. to repair the old and new roofs of the Library at a cost not to exceed \$8,000.00 as quoted.

Dr. Wozniak called the roll and the motion carried unanimously.

#### BOOKMOBILE

The contract proposal (attached) submitted by The Gerstenslager Co. for the Bookmobile was carefully studied by the trustees. It was also noted that approximately \$15,000.00 will have to be spent for electrical outlets.

The trustees also noted that although Mr. Robert Moroney, President of Thomas F. Moroney Co., a manufacturer of Bookmobiles, has been contacted by phone, we have not received a proposal or communication of any kind from this company, and The Gerstenslager Co. is the only company from whom we re-

ceived a proposal. Mrs. Hunter then made the following motion, seconded by Mr. Flintrup:

MOTION: Since no other bona fide proposal has been received, the Board of Trustees of the Skokie Public Library accepts the contract proposal from The Gerstenslager Co. in the amount of \$71,818.00 for the 26-foot Bookmobile, \$7,486.00 for an Onan 15,000 watt Generator installed, and \$389.00 for delivery to Skokie, Ill., with terms as stated in the proposal.

Dr. Wozniak called the roll and the motion passed unanimously.

Mr. Flintrup explained the letter (copy included with Board materials) he received from Melinda Metzger of North Suburban Mass Transit District, regarding Bookmobile accessibility requirements. He said the Bookmobile would fall under the following proposed regulation as Ms. Metzger outlined in her memorandum:

"For purposes of this section, aids, benefits, and services, to be equally effective, we are not required to produce the identical result or level of achievement for handicapped and nonhandicapped persons. They must, however, afford handicapped persons equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement in the least segregated setting appropriate to the person's need."

Mrs. Hunter prepared the following statement regarding the handicapped and libraries as follows:

"Historically, libraries have recognized the need to provide services to all segments of the community --- libraries were in the forefront of serving the handicapped. Large print books for the visually impaired, talking books for the blind, buildings that had access for all, and even special services that are brought out to those who cannot physically venture to the library.

"We at the Skokie Public Library recognize these needs deeply and will make all efforts to reach the entire community."

It was suggested to Miss Radmacher that an announcement be made in the Village News regarding the Library's purchase of the Bookmobile, and from whom the moneys were attained. In that press release there could be

an article as to the Skokie Public Library's programs and work that is done with the handicapped.

Mr. Flintrup reported that the Niles Library is interested in our old Bookmobile and the Board instructed Mr. Flintrup to pursue their interest.

CARPET

The carpet situation is still not resolved.

BROKEN WINDOW

The replacement for the window in Young People & Children's Department has been ordered but has not been received yet.

"PROFESSIONAL ENRICHMENT" PROGRAM

Miss Radmacher said she and Rabbi Weiner have discussed initiating a Professional Enrichment Program for library staff members which could help stimulate staff members as well as spark new ideas from them. She said she would like to include staff from the NSLS libraries and Mr. Flintrup said he will bring this idea up at the next NSLS Board Meeting.

Rabbi Weiner said he would like to see a standing committee of professionals and board members who would keep exploring ideas for the program.

It was suggested that the first program could be: "Effect of the new census" or "What came out of the White House Conference."

The Board will think about this and it will be put on next month's agenda.

INQUIRY RE NSLS PURCHASING TYPEWRITERS

Miss Radmacher said that she has been approached by the NSLS System Reference Service Department to buy 4 nonworking electric typewriters originally purchased in the early and middle 1960's. The trustees gave

Miss Radmacher authorization to sell the typewriters to NSLS.

SALE OF DIRECTORIES

Miss Radmacher reported that the collection of old Chicago city directories that were donated to the Skokie Public Library by Mr. Rowe are in a brittle condition and unable to be rebound. She said because of their condition they can not be used by the public and the Library really has no use for them. She said the Library has been offered \$2500.00 for them by Kenan Heise and she recommends we sell them. These directories are available in the Newberry Library and in the Chicago Historical Society Library. The Adult Services Department staff concurs in our disposing of them.

A discussion followed as to the Library's obligation regarding selling the directories because they were a gift and it was decided that Miss Radmacher will let Mr. Rowe know that we can not utilize the directories and that we have been given an offer for them.

Miss Radmacher will also run an ad in order to see if there is anyone else who might want to bid on the directories.

OVERDUE LIBRARY MATERIALS

The samples of collection letters were noted and Miss Radmacher said Mr. Black was hoping to have the Skokie Public Library as a client but the sample letters are not appropriate for a public library. The trustees do not want any part of this.

LETTER FROM STANLEY KUSPER JR. RE CONSOLIDATION OF ELECTIONS

The letter regarding the meeting to be held Thursday, August 21st to



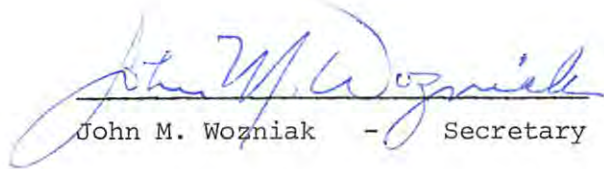
discuss the consolidation of elections was duly noted. Mrs. Hunter and Mr. Flintrup will attend that meeting and will bring back the answer regarding next year's election.

GIFT PLATE IN BOOK AS DONATION

Miss Radmacher recommended publicizing the idea of parents buying a book as a gift to the Library on their children's birthday. The Library will put a gift plate in the book bearing the child's name and birth date when the parents pay the purchase price of the book.

The trustees thought this was a good idea and would like to see it extended to adult books as well as children's books.

The meeting adjourned at 10:40 p.m.

  
John M. Wozniak - Secretary

SCOPE AND INTENT OF SPECIFICATIONS

The bidder shall be the prime contractor and builder of the body. The above described unit must be a standard product of the bidder. Said contractor shall submit with his bid, full scale drawings of the body he proposes to furnish. The drawings shall include a floor plan, exterior elevations, interior elevation, and details of the interior. Wherever references are made to drawings, it is to be interpreted as reference to the drawings submitted by the contractor. In the case of a discrepancy between the drawings and the specifications, the specifications shall supersede. Bidder must submit photos and brochures covering current standard models. Each bidder shall submit his warranty. Wherever a trade name is specified, it shall indicate the quality approved equal acceptable. No substitutions will be accepted.

This body shall be constructed with consideration given to the nature and distribution of the load to be carried, the conditions under which the vehicle is to be operated and the type of chassis that is required.

Construction shall be such that the various component parts and equipment are accessible for inspection, adjustment and repairs. In order to obtain these results, some detail of construction shall be left to the contractor's engineering and production departments.

It is the purpose of these specifications to describe the engineering, workmanship and materials which shall go into production of this vehicle to provide work space for the staff and features of heating, cooling, ventilation, lighting and power systems required to make it efficiently operable.

The material selected shall be the most reliable for the intended use. It is understood that in some cases equipment to be used may be designed for other markets. However, it shall also be understood that this equipment shall be installed to obtain the highest possible efficiency.

The style and model of the chassis suggested has no bearing on any manufacturer. It has been suggested only because it best adapts itself to the requirements of this particular mobile unit.

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# CHASSIS SPECIFICATIONS

Model	305FC bus chassis
Wheelbase	208"
G.V.W.	30,500 lbs.
Axle, Front	12,600 lbs. cap., Rockwell FF-931
Axle, Rear	18,500 lbs. cap., Eaton or Rockwell, 6.14 ratio, single speed (60 m.p.h. road speed required)
Engine	IHC MV-446 without shutters, 235 net H.P. @ 3600 r.p.m. Dry type air cleaner, carburetor mounted California emission control system
Transmission	Allison MT-640 automatic with transmission temperature gauge
Steering	Power, hydraulic
Suspension	Steel leaf heavy duty springs with shock absorbers, front and rear
Electrical	12 volt Delco Remy maintenance free battery (cold cranking - 475 amp @ 0 degrees) 105 amp alternator 12 volt high output starter Dual electric horns
Fuel Tank	60 gallon, Snyder steel, frame mounted left side ahead of rear wheels, fuel tank emission
Brakes, Service	Bendix, full air, with 12 cu. ft. compressor, air dryer, front wheel limiting valve. Front size 16-1/2" x 6", rear size 16-1/2" x 7". Brake system shall meet FMVSS 121.
Brake, Emergency	MGM air and spring operated on rear axle
Tires	10:00 - 20, 14 ply General (Power Jet) GTX, front and rear
Wheels	20 x 7.5, Budd 10-hole, front and rear, to include spare wheel only
Instruments	Speedometer, tachometer, fuel gauge, oil pressure gauge, dual air pressure gauge, water temperature gauge, and engine hour meter all individually mounted on indirectly lighted instrument panel; hi- beam indicator; self-cancelling directional signal switch with indicator light; traffic hazard switch; voltmeter; air restriction gauge; low air warning buzzer; reset type circuit breakers
Frame	Single alloy steel, 5/16" x 3-1/2" x 9-13/16", 50,000 p.s.i., painted

## 1.0 BODY SHELL

### 1.1 DIMENSIONS

- |     |                                     |           |                |                |
|-----|-------------------------------------|-----------|----------------|----------------|
| (a) | Inside Length back of driver's seat | 26'       | Overall Length | 33' approx.    |
|     | Inside Width                        | 7'-3-1/4" | Overall Width  | 8' maximum     |
|     | Inside Height                       | 7'-3"     | Overall Height | 11'-6" approx. |

NOTE: It is understood by the purchaser that overall height at the point of bid taking can only be an estimate depending upon chassis selection. If an overall height dimension is critical, a letter shall accompany the order specifying clearance problem(s) and dimensions at which time the necessary adjustment shall be agreed upon.

*34' with air cond 12'2"*

### 1.2 FRAMEWORK

- (a) Body framework shall be constructed of all steel members, pre-tested to give maximum structural strength and long life. To meet these requirements, pressed steel channel and square steel tubing shall be used throughout the assembly.
- (b) Vertical body members shall be 16 gauge channel and square tubing. Body cross sills shall be 7 gauge reinforced channel. Roof rafters shall be 18 gauge steel channel, 1-1/8" x 1-3/4". Rafters shall have formed 2" rise to provide curved roof surface.
- (c) Upright vertical frame members shall be welded to the steel cross sills for maximum strength and long life.
- (d) Rear corner posts shall be 14 gauge steel, die formed for maximum strength, 4" radius on corner. Three (3) pressed steel gusset plates shall be welded into corner section evenly distributed to guarantee maximum rigidity. Design of the rear panel including windows and doors, if any, shall be as shown on the drawing.

### 1.3 PANELS AND MOULDING

- (a) Upper and lower panel areas shall be covered with .090 fibreglas. This type panel is required to give smooth appearance and maximum structural strength. Panel joints shall be sealed with Alumilastic, or equal, waterproof mastic. Panels shall be secured to framework by rivets. For long life, this panel must be permitted to expand and contract under extreme temperatures without stress at any point.
- (b) All horizontal and vertical panel joints, except at roof line, shall be sealed with waterproof mastic and riveted on approximately 3" centers. All door openings shall have drip mouldings over same. Top panel joint at roof line shall be covered with 1" drip moulding securely fastened to body framework and designed to carry water away from body panels.
- (c) Rubber bumpers shall be installed on body panels wherever doors, etc. may contact body panel surfaces.

#### 1.4 ROOF

- (a) Roof area shall be covered with 1/4" interior grade plywood then sheathed with 20 gauge one piece steel roof panel. This panel shall have a 2" rise across body to follow the rafter curve and streamline the body appearance.
- (b) Roof side corners shall be rounded on a 6" radius and shall be in one piece with the roof top. Front roof corner shall have a radius as shown on drawing. Rear roof corner shall be rounded on a 6" radius to conform to modern design.
- (c) A section of the roof structure approximating the dimensions of the inside aisle space shall be raised 6" at body center above standard roof line to provide added natural light and ventilation. Framework of this structure shall be steel welded into unit structure.
- (d) The top of this raised section shall be covered with a one piece roof panel. Side opening windows shall be installed in side area hinged at top. Windows shall be opened and closed by a hand controlled mechanism. Ventilating windows shall be sealed with a rubber around all opening sides to prevent leakage. Windows shall include built in screens.

#### 1.5 FLOOR

- (a) The floor assembly engineering and construction is critical in a unit of this design to guarantee a rigid foundation for a constant load. In addition, the floor structure must have a minimum number of seams or joints to prevent unnecessary wear on top floor covering and prevent entrance of dust and water. Outside edges of floor structure must fit tightly to side panels, wheel housings, step wells, etc. to guarantee effectiveness of dust seal covered under Section 3.1.
- (b) The floor panel shall consist of 3/4" exterior plywood. The entire floor section shall be secured to the cross sills of the body framework by the proper size fasteners using modern techniques to guarantee a perfectly solid and smooth surface for the installation of the top floor cover.

## 1.6 CAB SECTION

- (a) The front of the body shall be one piece construction consisting of molded fibreglas plastic laminate engineered to modern contour and design. This front section shall incorporate a "V" type two piece curved windshield for maximum visibility and safety. The instrument panel and cowl panel shall be molded in one piece with front section.
- (b) The windshield glass shall be shatterproof safety plate glass. Windshield panels shall be standard school bus or commercial body design and size for quick and economical change in event of breakage. All glass in these areas shall be set in plastic corner framework of front assembly utilizing Inland, or equal, type self-sealing rubber gasket. Windshield glass panels shall be Solex tinted.
- (c) Joint where front assembly joins the curved roof top shall be sealed water tight by best engineering procedures. This joint shall be sealed with non-hardening mastic material, then covered with 1" drip moulding, sealed in mastic.
- (d) An all steel or reinforced plastic laminate, insulated engine cover shall be part of this assembly. This cover shall be constructed of 18 gauge steel welded to steel angle iron frame or plastic material to the specifications of the front body section. Cover shall be insulated with 1" thickness (batt) of fibreglas and hinged top front with 15 gauge , or equal, continuous type hinge. Dimension of cover shall be great enough to provide adequate air stream over the chassis engine. A hold open bracket shall be installed in proper location to hold cover open for engine servicing. Tension type locks, Simmons No. 2, or equal, shall secure engine cover in closed position sealed in sponge rubber gasket to keep engine heat and fumes out of body. If chassis engine design will permit an oil check door shall be installed in cover.
- (e) The floor sections on each side of engine cover shall be designed and installed in such manner that they can be easily removed to provide service to transmission, drive-train and any remote chassis engine parts. Cut-outs in floor panels for accelerator and foot controls shall be sealed against entrance of air, water or dirt.

(f) Cab Section Accessories

(1) Two (2) heavy duty electric wipers, American Bosch, or equal, shall be installed. Wipers shall have maximum length arms and blades.

(2) Two (2) Trico windshield washers shall be installed, one (1) on each side of windshield.

(3) Two (2) west coast type rear view mirrors with approximate area (each) of 80 sq. in. shall be mounted on non-vibrating, adjustable bracket, one (1) on each side of cab. Mirror shall be aluminum finish, Re-Trac, .159, or equal.

(4) Inside type rear view mirror shall be installed above windshield. Dimensions shall be approximately 7" x 10". Shall be King Bee #405 or equal.

(5) Two (2) automotive type inside mounted sun visors, one (1) over each half of windshield. To have washable cover.

(6) Air intake to chassis radiator through front panel assembly shall be covered with press formed stainless steel channel grill bars to add attractive appearance to front section.

(7) Hinge out cover type cowl ventilators shall be installed on both sides of cab section if body design permits, or at least on driver's side. Ventilators shall be equipped with screen panel.

1.7 RUB RAIL

- (a) Each side of the body shall be protected by an all steel rub rail installed at the base of the exterior panels. Rub rail shall be 7 gauge pressed steel angle 1-1/4" x 2-1/2" mounted with 4-1/2" carriage bolts into vertical frame members. 7 gauge 1-1/2" steel spacer around each bolt to strengthen mounting. Mounting of rub rail must allow 1/8" opening between rub rail and body panel to assure quick moisture evaporation and give longer life to panels.



## 1.8 BUMPERS

- (a) Front and rear bumpers shall be 7 gauge pressed steel channel with rounded ends full width of body end sections. They shall be anchored to chassis frame by 5/8" x 2" x 2" structural steel angles, or equal. Refer to drawing for bumper size requirements.

## 1.9 WHEELHOUSINGS

- (a) Wheelhouse arches shall be constructed of reinforced fibreglas plastic with a proper radius to give clearance to tires under all road conditions. All joints and edges shall be sealed with non-hardening mastic sealer against dust and water seepage.

## 2.0 BODY ACCESSORIES

### 2.1 DOORS, CAB

- (a) An all steel door 27" wide shall be installed in location as shown on design drawing. This door shall be a well engineered automotive coach type of welded construction and light in weight.
- (b) The inner and outer panels shall be no less than 18 gauge steel. Inspection panels giving access to moving window parts and door locks shall be 18 gauge steel also.
- (c) Door mounting hinge shall be continuous type, 14 gauge hot rolled steel with 5/16" brass hinge pin, 5" open width, 78-3/4" long. Window regulator shall be crank type, Hansen #85-24, or equal.
- (d) Window glass shall be 23-1/2" x 24", 7/32" thickness. Duo-Lite Solex tinted safety sheet to fit in pre-stamped window cut-out 22" x 22". Automotive type approved weather strip and glass channel shall be used.
- (e) Door lock shall be Atwood #430886, or equal, with remote control. Atwood #430932, or equal. Outside locking handle shall be chromed automotive type Cowles #227L, or equal. Inside handle shall be chromed Automotive Appliance #235, or equal.

- (f) All edges of door shall be fitted with automotive type rubber seal securely fitted into door frame so that seal will be effective and require minimum maintenance.
- (g) Step riser at door shall be 16 gauge plain steel securely installed around all edges to serve as an effective kick plate.

## 2.2 DOORS, SERVICE

- (a) A complete door and step assembly shall be installed in the side area of the body in locations as designated on the design drawing. Door opening shall be as shown on drawing.
- (b) Door frame shall be minimum 16 gauge pressed steel parts welded into single unit structure for long life. Adequate reinforcing parts shall be incorporated into assembly to carry mounting of door lock, door closer, hinge, hand rail, and such accessories as may be required.
- (c) Door shall be one piece construction consisting of molded fiberglass plastic laminate engineered to modern design to fit frames with window opening molded into fiberglass for maximum strength and coach type appearance.
- (d) Door glass shall be ventilating or stationary type or one of each as designated on the design drawing. Ventilating type shall be safety sheet glass installed in extruded aluminum frame and made sliding to conform to standards accepted in motor coach manufacture. Glass shall be light tint Solex. Dimensions of glass area shall be a minimum of 17-1/2" x 48". Window shall be so designed that upper half of glass shall slide down over lower half giving 50% opening at maximum. The extruded aluminum frame shall be so constructed as to provide frequent stops for glass so that size of opening can be regulated to the weather. Aluminum glass frame shall be set in automotive type extruded rubber glass channel to make opening water tight. Stationary glass installation shall meet all of these requirements except that it shall be mounted directly into the glass channel eliminating the aluminum sliding frame and two section glass.
- (e) Door lock shall be positive type, not slam, with upper and lower bolts providing tight closure necessary in a door of this span. Since this lock shall not be used by the public, it shall be controlled from inside only. Shaft opening shall be covered with escutcheon plate on door exterior.
- (f) Mounting hinge shall be continuous type stainless steel with a stainless steel pin. Interior hinge joint shall be covered with Naugahyde plastic hinge guard to match upholstery.

- (g) Operation of door shall be automatically controlled by a Yale closer, PA-55-BL, or equal. This unit must be engineered to mount on the inner panel of the door at top and must be compact enough to give adequate head clearance. Unit must have tension regulator to control all angles of door opening.
- (h) A brushed aluminum door handle, Parker #208B, or equal, shall be installed vertically on exterior of door 36" from ground at base of handle. "PULL" shall be stamped into metal. The interior of the door shall be equipped with two stainless steel push bars.
- (i) All open edges of door shall be fitted with automotive type rubber seal securely fitted into door frame so that seal will be effective and require minimum maintenance. Sponge rubber seal shall be installed around the door hinge as may be required to make water tight.
- (j) The step assembly shall be constructed of reinforced fibreglas plastic laminate adequate in capacity to safely bear all required weight stress for the use intended. There shall be two steps inside the body with one remotely controlled fold-away step opening approximately 14" from ground level. Steps inside the body shall have 9" treads and evenly sized risers. Treads shall be furnished with a thickness of abrasive mastic to guarantee non-slip surface. Corners of steps shall be rounded for ease of cleaning. Neutral color shall be fused into plastic material to make painting unnecessary. Inside step assembly shall be one piece moulded - not separate pieces fused together.
- (k) The fold-away step shall be constructed of 1/4" x 1-1/2" steel frame covered with plastic laminate to match inner steps. Construction shall guarantee maximum support for load imposed and rigid positioning for maximum safety. Remote control of fold-away step shall be activated by handle inside the body installed approximately 40" from floor level. Control joints in mechanism shall be equipped with Zerk grease fittings for ease of maintenance. A safety lock shall be installed on remote mechanism controlled by key or device making it impossible for borrowers to tamper with lock and loosen step.
- (l) Chrome plated or brushed aluminum hand rails shall be installed at each service door mounted as shown on design drawing
- (m) A Cleveland Hardware #2445B door holdback, or equal, shall be installed on each service door so that door may be held in open position when desired. If there should be any tendency for the doors to contact body panels rubber bumpers shall be installed to prevent damage to panel surface.
- (n) A Tell-Tale signal light shall be installed on instrument panel with mercury switch on remote step mechanism, at each door to warn when step is down.

## 2.3 WINDOWS

- (a) None except in cab and patron doors specified herein under other headings.

## 2.4 STORAGE COMPARTMENT

- (a) An all steel compartment(s) shall be installed in location and dimension as shown on design drawing. Construction shall be of 12 ga. cold rolled steel welded into single unit. All weld joints shall be finished smooth on interior. Compartment must be securely fastened to body understructure to avoid damage from road vibration.
- (b) Compartment shall be enclosed by an all steel panel door with rigid framing to assure long life. Door must be mounted to steel framed door opening by steel continuous type hinge or proper gauge. Door shall be secured in closed position by a heavy duty two point positive type lock with outside removable handle. Door shall be held in open position by appropriate device.
- (c) Refer to drawing for positioning of compartment door hinges.

## 2.5 GENERATOR COMPARTMENT

- (a) An all steel compartment shall be installed in location and dimension as shown on the design drawing. This compartment shall be adequate to house and properly ventilate an electric generating plant as specified herein. Compartment shall be securely tied into body framework to avoid damage to compartment and equipment by road vibration.
- (b) Compartment shall be enclosed by an all steel door of adequate size and design. Door shall be constructed of steel rigidly braced to avoid flexing. Ventilating panels of expanded metal shall be installed as required to move air over generator. Door shall be mounted on steel framed door opening by a steel continuous type hinge of proper gauge.
- (c) Door shall be secured in the closed position by a heavy duty two point positive type lock with outside removable handle. Door shall be held in open position by a positive door holdback.
- (d) Compartment shall be properly insulated to eliminate as much heat and noise from entering into body as is possible.

## **2.6 BATTERY COMPARTMENT**

- (a) The chassis battery shall be relocated by body manufacturer and installed in storage compartment similar to paragraph 2.4 of specifications. Compartment shall be louvered for necessary ventilation. Battery cables entering compartment wall shall be protected by rubber or plastic grommets.

## **3.0 PROTECTIVE TREATMENT AND IDENTIFICATION**

### **3.1 DUST SEAL**

- (a) All areas of body shell which may be vulnerable to entrance of dust and water shall be properly sealed to prevent this condition.
- (b) Waterproof mastic combined with sponge rubber seal shall be provided at sides and rear floor to panel joints; wheelhousing to floor and wheelhousing to panel joints; and around all built-in compartments and step wells at floor joint.
- (c) Bottom of rear corner posts shall be tightly sealed with fibreglas filter wadding to avoid ducting dirt into body.

### **3.2 UNDERCOATING**

- (a) All frame members and understructure of body shall be thoroughly cleaned before application of commercially approved undercoating materials. This material shall be sprayed on these areas to uniform thickness to give maximum protection.
- (b) The interior surfaces of all exterior panels shall be coated with rust or corrosion inhibitive materials before interior panels are installed.
- (c) All steel members in body framework shall be carefully coated with zinc chromate to prevent rusting in concealed areas.

### **3.3 PAINTING**

- (a) The purchasing agency shall submit color selections and arrangement at the time the order is placed or within a ten (10) day period thereafter. It is required that the body builder submit at the point of order a collection of currently available and approved paint samples to assist the buyer in making proper selections.
- (b) Exterior panels and roof areas shall be properly cleaned and prepared for paint application in accordance with standard commercial practice and to requirements of the construction materials involved. Surfaces shall be properly cleaned and inspected before cover materials are applied.

- (c) The prepared surfaces shall be spray primed with synthetic base primer which contains corrosion resistant pigments and resins. Extra coats shall be applied around moisture catching mouldings, etc. During construction all hidden areas such as overlapping metal, underside of mouldings, underside of rubber extrusions at windows shall be cleaned and primed and where necessary caulked with sealing compound. All primed surfaces shall be lightly sanded to guarantee surface smoothness.
- (d) Three (3) or four (4) evenly applied coats of synthetic enamel three (3) for dark color selections and four (4) for light shall be applied to all areas of the body.
- (e) Interior portions of cab area, cab doors and patron's doors shall be sprayed with two (2) coats of decorative enamel. Painted ceiling areas shall be sprayed with two (2) coats of off-white enamel over prime coat.

### 3.4 LETTERING

- (a) The purchasing agency shall submit approved sketches of desired body identification at the time the order is placed or within a ten day period thereafter.
- (b) Lettering shall be applied in brushed enamel in colors compatible with the color of the body over which it is spaced. Two (2) coats if dark lettering on lighter background. Three (3) coats if light over dark.
- (c) Workmanship and artistic duplication of letter style shall conform with highest type commercial practice.

### 4.0 POWER SYSTEMS

#### 4.1 CHASSIS - 12 VOLT

- (a) All wiring shall be installed in waterproof loom and shall be securely fastened to the body structure in such manner as to make easily accessible for replacement or repair. Wiring location to be such that wiring is not subject to excessive heat or road splash. Wiring installed beneath body shall be secured in such a way that mud or ice will not tear loose. Points where wiring may pass through steel or like construction materials shall be protected by rubber or plastic grommets. Wiring at terminals of light fixtures etc. shall be protected by rubber or plastic sleeves.
- (b) 12 volt receptacle(s) shall be installed in interior locations as shown on the design drawing to be used for present or future use of 12 volt charging machine or appliances. Receptacles shall be clearly identified as 12 volt to avoid confusing with 110 volt receptacles. 12 volt receptacles at desk locations shall be proper type to match Gaylord 12 volt connectors.

- (c) Each lighting circuit shall be independently fused and fuses shall be provided in an approved central fuse box, with cover, mounted in a protected and accessible position on fire wall or lower dash panel. Fuse panel shall be protected from water spray. All circuits shall be identified in an acceptable manner.
- (d) The exterior of the body shall be supplied with all marker or clearance lights, stop and tail lights, and reflectors in conformance with all State Laws and Federal Safety Standards. This shall include amber and red marker lights arranged as required. One (1) complete set of approved directional signals shall be installed. Two (2) stop and tail lights and amber and red reflectors shall be installed on sides and rear as required. Directional signals shall be located at a minimum of 54" from the ground wherever possible for best visibility. A flashing amber warning light, hooked to directional light circuit, shall be installed on each side front 54" from ground to warn when turning. Approved "high-low" beam headlights shall be furnished and installed in position to give acceptable road coverage. Two (2) parking lamps shall be installed. All control switches to above lights shall be installed in or near the dash panel within easy reach of the driver. A set of back up lights shall be installed.
- (e) A complete and well defined wiring diagram shall be furnished to assist local service agencies in maintaining the equipment.
- (f) A series of 12 volt dome lights shall be installed in the ceiling area of the body proper and the cab in quantity to fit a pattern of one (1) to each 48" of ceiling length. Control switch shall be installed on instrument panel of cab.
- (g) Tell-Tale warning light on steps.

#### 4.2 AUXILIARY - 110/220 VOLT AC

- (a) All wiring shall be installed to meet the demands of the National Electrical Code.
- (b) Wiring shall be of adequate gauge to carry all circuits. Lead in line from input power source receptacle to breaker panel shall be of proper gauge to carry input load. Wiring to all body circuits shall be sized to carry total ampere load to circuit plus reasonable overload protection. The body builder shall be responsible for selecting proper gauge wire in all circuits.
- (c) All body circuits shall be controlled by a Square D, or equal, circuit breaker panel of proper model and size to carry input power and to provide sufficient circuit breaker space for proper load distribution. This breaker panel shall be installed in the location shown on the drawing. In the event both generator power and shoreline power enter the unit, a system will be provided to prevent use of power from both sources at the same time.

- (d) A shoreline cable 100 ' long of 4/3G rubber covered cable shall be furnished to tap into "outside" power source. Connector on body end of shoreline shall match input receptacle and be standard make and design. Connector on "remote" end of cable shall either be clamp type to fit all outlets or special model to be specified by the purchaser and shown on drawing. Cable shall be properly grounded. Outside power receptacle shall be located as designated on drawing.
- (e) Convenience outlets shall be installed as located on design drawing. Lower level receptacles shall take care of appliances, etc. and upper level receptacles shall be available for circulating fans, spotlights and etc.
- (f) An electric generating plant shall be installed in the body in a compartment specified under 2.5. This plant shall be an Onan Model 15.0JC-3CR. Capacity of plant shall be 15,000 watts, 120/240 volts, single phase, 60 cycle. Start and stop remote control shall be installed beside the electrical breaker panel. Starting batteries shall be of size recommended by the manufacturer for this particular model and shall be installed in a battery compartment near the generator in size large enough for ease of checking and service. Running time meter, low oil pressure shut-off switch and residential silencer shall be furnished with the plant. An adequate air cleaner shall be installed on the generator to protect engine from extreme dust conditions.
- (g) Two (2) continuous rows of fluorescent light fixtures, Fenco, or equal, shall be installed the full length of the major flat portion of the ceiling in location as shown on design drawing. Fixtures shall be connected end to end to give unbroken light coverage. Foot candle measurement shall not be below accepted library stack use rating. Fixtures shall be equipped with opaque plastic shades easily removable for servicing lamps and starters. Control switch shall be on breaker panel.
- (h) An acceptable wiring diagram or suitable description of pattern and location of circuits together with breaker or fuse sizes shall be furnished with the completed vehicle to enable service and maintenance personnel to work on equipment without referring to contractor. This material must clearly describe wiring of special equipment furnished with the vehicle.



## 5.0 INTERIOR FURNISHINGS

### 5.1 INSULATION

- (a) The body sides, rear panel, roof and floor shall be insulated with a 2" thickness of fiberglass material in batt form of proper density to provide normal commercial insulation.
- (b) The retainer panel installed in the floor area to protect the insulation shall be 22 gauge galvanized steel.

### 5.2 PANELING

- (a) The interior walls shall be lined with 1/4" plywood fir on all areas covered with shelving and built-ins and birch plywood on all open areas.
- (b) The ceiling area in standard roof structure shall be 22 gauge cold rolled sheet steel. This material shall be secured to roof framework by blind head rivets. The ceiling area in raised roof structure shall be lined with 3/16" perforated marlite panels securely fastened to superstructure. Aluminum joiner moulding shall be used to cover panel joints.

### 5.3 SHELVING

- (a) The shelving shall be stationary or adjustable or a combination thereof as indicated on design drawing. Shelving shall be constructed of top grade and selected grain of 3/4" birch plywood. Uprights shall be spaced 36" wherever possible. Shelves shall fit tightly into slots in uprights. 3/4" oval moulding shall be installed over front edge of shelves and uprights to give furniture finish. Backwalls of shelves shall be 1/4" birch plywood set at right angle to shelf. All side mounted shelves shall slope at 15 degrees and rear shelves (if installed) at 20 degrees to hold books in place. There shall be a header board of 3/4" birch plywood between top shelf and ceiling to give finished appearance. Anti-squeak tape shall be set between header and ceiling panel. There shall be a recessed top space at bottom of shelving approximately 4" high.

- (b) Shelving sections shall be secured to inner paneling by steel angles fastened by proper size screws. Back walls of shelves shall be secured to shelf and wall panel by chrome plated oval head screws. All end sections of shelving shall have chrome plated oval head screws through upright into each shelf.
- (c) Dimensions of shelves shall be in accordance with selection of purchaser. Shelving for adult oversize or children's "easy" books or records shall be provided. 1/4" dividers shall be installed where required.

#### 5.4 DESKS

- (a) A control desk shall be installed in front cab area in location as shown on design drawing. Construction shall be of top grade and selected grain 3/4" plywood. Dimensions shall be 24" wide, 87" long (full width of body), height as selected by purchaser. Front panel shall be vertical design. Top of desk shall be constructed of 3/4" plywood and covered with Formica. A lift up leaf in desk top and swing out panel in desk front shall give access to book space. Both sides of lift up leaf shall be covered with Formica. Dimensions and location shall be selected by purchaser. Drawers and storage space shall be provided as selected by purchaser. All drawers shall be of marine type construction to prevent opening while in transit. Toe space at base of desk shall be open for better circulation of air and ease of cleaning.
- (b) A control desk shall be installed in rear body area in location as shown on design drawing. Construction shall match front desk. Dimensions shall be as selected by purchaser. Seat at rear desk shall be to dimensions and style as selected by purchaser. Padding shall be 3" thickness of foam rubber covered with standard weight Naugahyde, or equal, cover. Upholstery material shall be installed with 1" minimum overlap. Corners of seat shall be constructed to resist wear.
- (c) All card tray wells, charging machine mounting facilities, special drawers, etc. shall be installed as selected by purchaser. To avoid misinterpretation at time of construction, the submitted drawing shall show desk construction and built-in facilities to scale and in reasonable detail.
- (d) An auxiliary work table shall be provided as shown on drawing. This table shall be constructed of 3/4" plywood covered with Formica to match desks.

*omit*

*2 tray  
card well  
(no change)*

##### 5.4.1 FINISH

- (a) All shelving, desks, cupboards, lockers, etc. shall be finished in a prime coat of lacquer sealer or varnish. After sealing, first coat shall be lightly sanded after which two (2) coats of lacquer sealer or varnish shall be applied by spray. This, when dry, shall be sanded smooth with 320 grit paper then sprayed with two (2) coats of finishing lacquer or varnish. Extra heavy coats shall be applied on areas where rain may blow in and weather the surface.

## 5.5 LOCKERS, STORAGE CUPBOARDS, ETC.

- jump seat  
for  
passenger  
seats*
- (a) A full height clothes locker shall be installed in location as shown on attached drawing. Construction shall be of plywood to match shelving. A shelf for purses, hats, etc. shall be installed at top of locker. A pipe rod shall be installed across locker for hangers. Locker shall be enclosed with a 3/4" plywood door. Hinges shall be a brass butt type.
  - (b) A storage cupboard shall be installed above the windshield area. Compartment shall be enclosed by two (2) hinge up panel doors. Hinges shall be brass butt type. Lock shall be brass thumb turn type or acceptable equal.
  - (c) The upper area of locker door and storage compartment doors over windshield shall include 1/4" cork bulletin board.
- All shelving accessories such as magazine racks, bulletin boards, shelves enclosed by hinged panels, etc. shall be furnished as selected by purchaser.

## 5.6 FLOOR COVERING

- (a) The entire floor area shall be covered with one of the following materials. 1/8" sheet vinyl, 1/8" vinyl tile, or equal, or water and stain resistant nylon carpet. Choice of material and color selection shall be determined by purchaser within 10 days after award of contract.
- (b) Cove base moulding shall be installed at base of all shelving, desks, lockers, etc. Mastic sealer shall be used as with floor material. Color shall be selected at same time as floor material selection.

## 5.7 CAB SEATING

- (a) The driver's seat shall be a deluxe, high back, contoured type with adjustable headrest and covered with vinyl to complement other interior colors. The seat pedestal shall include flexibility features to allow fore and aft adjustment as well as height adjustment. Where required by desk arrangement the seat shall swivel 180°.
- (b) The passenger seat shall be identical to that one covered in paragraph (a).
- (c) All cab seating shall meet Motor Vehicle Safety Standard #302 and shall include seat belts.

## 6.0 AIR AND TEMPERATURE CONTROL

### 6.1 HEATING

- (a) One (1) Kysor, Model 256-1, hot water heater 31,000 BTU capacity shall be installed in proper location in cab area to heat both driver's and rider's seat positions. Defroster attachment shall be furnished to duct hot air through vents at base of windshield over entire windshield area. All connecting hose lines shall be properly insulated and shall be made easily accessible for repair and replacement. Shut-off valves shall be installed. Two speed heater control switch shall be installed on dash panel.
- (b) A hot water type heating system shall be installed in the shelving area. This shall be a Hadees Model H-901-H producing 33,000 BTU capacity. This heater shall be installed on left hand side of the body near the center of the aisle space to equally distribute heated air. All connecting hose lines shall be well insulated to avoid water temperature drop to heater and too rapid cooling from heater to engine. All lines shall be easily accessible for repair and replacement. Shut-off valves shall be installed. Two speed heater control switch shall be installed on dash panel.
- (c) An electrical heating facility shall be installed in the air conditioning system. This shall consist of 8 KW producing 27,400 BTU. Heat shall be distributed by air conditioner blower system. Heating system shall be thermostatically controlled. Controls on breaker panel.
- 2 instead of 3* (d) Three (3) I.T.E. Model EHU-1, or equal, electric space heater(s) shall be installed as located on design drawing. Capacity to be 500 watts producing 1710 BTU each. Control switch near heater. Mounting location should be near the floor level.
- (e) Radiant electric heat panels shall be installed in center of aisle area, 110 volt power rating. Shall keep floor surface at or near 72 degrees to warm feet and evaporate water deposits. Control switch on breaker panel with red Tell-Tale light on wall at panel to warn when panel is heating.
- (f) A diagram must be submitted with the completed vehicle describing power hook up of heaters so that if trouble should develop, service personnel could be immediately alerted as to power input pattern.

## 6.2 COOLING

- (a) One (1) Bard Model 36WA air conditioner producing 32,000 BTU capacity, 5300 watts power demand, 230 volt, 60 cycle, single phase, shall be installed in location as shown on drawing. Service door shall be installed in body panel to make equipment quickly accessible for checking and repair. All necessary return and discharge air grilles shall be installed in proper location and in proper sizes. Control switch on breaker panel.
- (b) A ceiling duct shall be installed to give even distribution of cold air throughout the body. Dimensions shall be to air conditioning standards.
- (c) A diagram must be submitted with the completed vehicle describing power hookup of air conditioners so that if trouble should develop, service personnel could be immediately alerted as to power input pattern.

## 7.0 MISCELLANEOUS

### 7.1 DELIVERY

- (a) Delivery shall be made from body plant to customer destination by an accredited driveaway service fully covered by insurance which will absolve customer from any claims for damage incurred while in transit. Full responsibility shall be assumed for delivery in acceptable condition by the delivery contractor.
- (b) In the event that the customer should elect to take delivery of the vehicle at the contractor's plant, the customer shall supply an approved driver and shall be solely responsible for necessary insurance coverage. Said driver shall receive operating instructions before departing from contractor's plant.

### 7.2 INSPECTION

- (a) Constant inspection shall be exercised during the course of production by an experienced Inspector to see that the finished product meets with customer approved specifications.

### 7.3 WARRANTY

- (a) The bidder shall warrant the products herein that are new and manufactured or assembled by the bidder to be free from defects in material and workmanship under normal use and service. Bidder's warranty must be fully stated with his bid.
- (b) A service department must be maintained by the bidder with a serviceman available on call in the event this equipment should fail to function properly or to give the service expected.

### 7.4 GENERAL

- (a) It is the intention of these specifications to describe a vehicle which shall be the manufacturer's latest current model completely equipped and ready for immediate operation. These specifications are to be used as a guide to indicate the type, quality, finish, size, etc. of the vehicle desired. Any changes in engineering or manufacturing standards shall be incorporated at the discretion of the manufacturer.

## 8.0 APPROVED OPTIONS TO BE INCLUDED

1. Window screens to be mounted on both patron door windows.
2. All exterior doors to be mounted to the body by stainless steel continuous hinge.
3. A book box with a 1" lip to be installed over the engine housing. *4" lip*
- omit* 4. A transistor battery clock to be installed in the cab area.
5. The cab dash to be padded and covered with washable vinyl.
6. A 2-1/2# dry chemical fire extinguisher to be mounted in the cab area along with a highway emergency reflector kit.
7. Both patron entrance stepwells to have heating elements to eliminate ice build up in each stair tread step.
- omit* 8. A 1 gallon thermos jug to be installed in the clothes locker along with a cup dispenser and a vanity mirror on the inside of the door.
- opt* 9. A set of deep tint transhades to be installed over both cab windows and both windshield areas.
- ✓ 10. The windshield glass to have deep top tint blended into standard solex tint.
- ✓ 11. The engine housing and all exposed wheel housings to be covered with carpet to match floor covering.
- ✓ 12. A section of shelving to be removable with the back wall of pegboard exposed to display paper back books with the use of standard wire racks.
- ✓ 13. A metal pocket to be recessed above the front desk in the side wall.
- ✓ 14. A 12 volt back-up buzzer to be connected to the back-up lights and operated by the reverse selection of the chassis transmission.
- ✓ 15. A 20 amp battery charger to be connected to the chassis batteries and to operate from the shoreline or generator power. Also a battery condition meter to be installed on the dash.
- ✓ 16. A 12 volt dome light with the switch on the light, to be installed in both the generator compartment and the reel compartment.

*Use display bin types having  
for recordings instead of 1/2 or shelves*

✓ 17. Two hinged out flood lights to be installed on the curbside to illuminate the outside. A stepwell light to be installed over each patron door to light up the steps.

*omit if we install a generator now*  
18. Pre-wiring to be installed for the generator installation in the future. This includes the remote start/stop control with the inside switch located close to the breaker panel.

✓ 19. Two (2) "Pioneer Type" pamphlet racks to be installed at each patron door.

*omit* 20. A P.A. system to be installed consisting of: AM/FM radio, amplifier, 8 track or cassette tape player, microphone, and five speakers with a fader switch. The system to operate on either 12 volt or 110 volt.

*omit* 21. A revolving paperback book display rack to be installed as shown on the design drawing.

✓ 22. The 220 volt shoreline to be mounted on a 12 volt electric rewind reel housed in the skirt compartment.

✓ 23. An adaptor to be supplied so shoreline can be used on a standard 110 volt outlet. This will operate the ceiling lights and outlets.

*omit* 24. A pencil sharpener to be installed conveniently for operation at the front desk.

✓ 25. A Tell-Tale light to be installed on the dash to indicate when the shoreline is connected. This is to help from driving away from the stop without disconnecting the shoreline.

*include a split mirror for each rear view mirror  
\$10 000 - \$12 000 for generator mirror*

*Use parking brake + it must be released before the blm will move*

*12" or 15" longer with air conditioning in rear*

*include 4 area (flood lights) install in area immediately in front of 34' overall.*