

2405

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C.U. School of Hotel Admin.
Properties Management Dept.
Records, 1943-88. Folder List

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Cornell University. School of Hotel Administration. Properties Management Dept.
Records, 1943-1988.
11.3 cubic ft.

Summary: Curriculum review reports, consulting files, and specifications and estimates for the Statler Hall, research studies, Statler design studios files, and course materials for Properties Management courses at Cornell.

Finding aids: Folder list.

Cite as: Cornell University. School of Hotel Administration. Properties Management Dept. Records, #28\2\2405. Department of Manuscripts and University Archives, Cornell University Library.

1. Hotel management--Study and teaching.

RGPN: 28\02\2405
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AUG 14 1990

BOX 1 CURRICULUM REVIEW - REPORTS BY VARIOUS INDIVIDUALS

- 1-1 An Analysis of Survey Data Bases by Organizational
 Analysis & Practice (OAP) May, 1984.
- 1-2 Update on Curriculum Review for Triad, February 17, 1984.
- 1-3A Trends in the Use of Computer Technology by Alvarez &
thru Ziegler, November, 1983. (6 copies)
1-3F
- 1-4A Future Trends in Education by Antoinette Colucci,
 February, 1984.
- 1-5A Survey Instruments for Curriculum Review Task Force
thru (5 copies)
1-5E
- 1-6 Analysis of Curricula From Hospitality or Business Schools
- 1-7A Demographic Trends by Andes & Edmonston, October 18, 1983.
thru (6 copies)
1-7F
- 1-8A Documentation of SHA's Undergrad & MPS Applicant Pools,
thru 1981-1983 by Reed Fisher. (4 copies)
1-8D
- 1-9A A Documentation on the Structure of The Hospitality
thru Industry by Carolyn Troiano, December, 1983. (6
1-9F copies)

BOX 2 CURRICULUM REVIEW - REPORTS BY VARIOUS INDIVIDUALS

- 2-1 The Hospitality Industry in a Time of Fundamental Change
by Alan K. McAdams, March 12, 1984.
- 2-2A Analysis of Results of Institutional Goals Inventory (3
thru copies)
- 2-2C
- 2-3 Report by W. J. McKeachie, January, 1984.
- 2-4 A Report on Responses to the "In Search of Excellence"
Exercise March 26, 1984.
- 2-5 Report for Curriculum Review by Clarkson, West, and
Zoffer January, 1984.
- 2-6 Appendix A - Institutional Goal Survey Results Arranged
by Item Numbers - 1983.
- 2-7 Appendix B - Institutional Goal Survey Results Arranged
by Goal Area Categories - 1983.
- 2-8 Computer Print Out of Results of CRTF (Curriculum Review
Task Force) February 16, 1984.
- 2-9 Review: The General Managers by John Kotter.
- 2-10 Summaries of Meetings With Task Force, July 1, 1983.
- 2-11 Letter to Frederick Mosser, Quality Inns, October 6, 1983.
- 2-12 Memo July 5, 1983 to Dean Clark with excerpt from
University Goals, Gross, 1968.
- 2-13 Task Force Meeting with George Milkovich May, 1983.
- 2-14 Financial Management Conference Summary
- 2-15 Meeting June 2 & June 3 with McAdams, Edmonston &
Milkovich.
- 2-16 Letter April 27, 1984 to Ian Ferguson of Marriott Corp.
- 2-17 Letter June 8, 1983 to George Milkovich.
- 2-18 SHA Faculty Plan for Curriculum Study, December 1982.
- 2-19 Update on Curriculum Review Process for SHA Faculty
(Present - April 1984).
- 2-20 Notes on Triad Meeting March 15, 1985.
- 2-21 Letters re compensation for Larry Williams October 1984.

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- 2-22 Presentation on Curriculum process to SHA alumni June 8, 1984.
- 2-23 The American Hotel Foundation proposal October 19, 1984.
- 2-24 Effective Communication In The Hospitality Industry by Daphne A. Jameson presented to the World Hospitality Congress II, Boston, MA March 25, 1984.
- 2-25 Drafts, letters, etc. pertaining to American Hotel Foundation proposal.
- 2-26 Curriculum Review report from the Florida State University August 9, 1983.
- 2-27 Miscellaneous notes, letters, clippings re CR process
- 2-28 Xerox charges re CRTF
- 2-29 Getting To Yes by Roger Fisher & William Ury.
- 2-30 An Analysis of the Workforce of the Hospitality Industry 1980-1990 by OAP October 1983.
- 2-31A Past, Present and Future Trends in the Foodservice
thru Industry by Hart, Livingston & Spizizen September 1983
- 2-31D (4 copies)
- 2-32 Financing The Lodging Industry by L&H

BOX 3

- 3-1 American Sociological Review August, 1978.
- 3-2 Lear
- 3-3 Time to go back to the true basics & Colleges beset by a double crunch
- 3-4 A Conversation With Vincent Sardi
- 3-5 Specific Conditions - SC1
- 3-6 American Students Score Average or Below in International Math Exams September, 1984.
- 3-7 Real Estate Today. Summer 1984.
- 3-8 Report Cards on the MBA (Sept/Oct 1984)
- 3-9 Wharton's New Ways: Striving to be No. 1.
- 3-10 Systems International, Inc.
- 3-11 Triad/Marketing Commercial Report for Dean Beck May, 1979.
- 3-12 Research Survey November, 1982 to CHRIE members to assess educational skills and competencies needed by hospitality managers.
- 3-13 Insights into the MBA. Spring 1984.
- 3-14 Workshop on Building & Property Management of CMAA.
- 3-15 4 Quarterly articles.
- 3-16 Summary of First Round Responses of Delphi Study March 20, 1984.
- 3-17 The Hotel Monthly, August 1950, "The Story of Statler Hall."
- 3-18 Plumbing In Hotels by F. H. Randolph.
- 3-19 Plumbing in Hotels by F. H. Randolph.
- 3-20 Hotel Planning & Outfitting.
Statler Hall photos 1950
H. B. Callis - Memo HLP & RM Costs
H. B. Callis Boston & Buffalo 1925-1926-1927.
H. B. Callis - Memo HLP & RM Costs NYC, St. Louis, Washington (1942)

BOX 4 - CONSULTING

- 4-1 Elmira City Club
- 4-2 Grossbard Project (Rathskeller)
- 4-3 Holiday Inn Field Trip May, 1971.
- 4-4 Mayfair Hotel (1973).
- 4-5 Budsall, Fauerback & Associates.
- 4-6 The Berkshire Hotel, NYC (1978)
- 4-7 Boeing Corporation
- 4-8 Broome County (1973)
- 4-9 CP Hotels (1973)
- 4-10 Coach Inn, PA (1972)
- 4-11 General Foods (1982)
- 4-12 Australian Trade Commission (1980)
- 4-13 Aruba (1978)
- 4-14 Puerto Rico
- 4-15 Corning Inn (1973)
- 4-16 Clifton Springs (1979)
- 4-17 Econo Travel (1977)
- 4-18 Pillsbury (1979)
- 4-19 Killington Ski Resort (1977)
- 4-20 Shepard-Elmira (1976)
- 4-21 Noyes Lodge (1982)
- 4-22 Burson-Marsteller-Owens Corning (1982)
- 4-23 USAF Academy (1982)
- 4-24 Griffiss AFB (1966)
- 4-25 Kelly AFB (1965)
- 4-26 Randolph AFB (1965)
- 4-27 AF Academy II (1981)
- 4-28 Employee Payroll Cost (RAC)

- 4-29 "Mod" Hotels (Warren Cole 1/71)
- 4-30 Syracuse Univ. Faculty Club (1965)
- 4-31 Sheppard AFB (1966)
- 4-32 Her-Sel Ltd. (1966)
- 4-33 Marriott, Saddle Brook, NJ (1965)
- 4-34 BRI Research Committee
- 4-35 Holiday Inns of Canada
- 4-36 Ontario H&M Assoc.
- 4-37 Royal York Hotel

BOX 5 - STATLER HOTEL SPECS & ESTIMATES

- 5-1 Statler Project 650826 Specifications (15 February 1967)
- 5-2 Statler Project 650826 Contract Documents (15 August 1967)
- 5-3 Specifications from Crane
- 5-4 Power Center for Statler Auditorium - Instruction Book from Buffalo Electric
- 5-5 Room 516
- 5-6 Air Conditioning Maintenance Contract
- 5-7 West Club Entrance Exterior Lighting
- 5-8 Statler Motor Survey
- 5-9 A/C Water Treatment
- 5-10 West Lounge Air Conditioning
- 5-11 Statler Air Conditioning
- 5-12 Proposed Addition to Statler
- 5-13 Statler Pictures of Renovation (1968)
- 5-14 Statler Hall Photographs
- 5-15 Original Drawings from Statler Studio (1950)
- 5-16 Statler Hall Design Drawings
- 5-17 Statler Hall Main Kitchen
- 5-18 Statler Hall Instructions to Bidders on Kitchen Equip. & Heating/Air Conditioning
- 5-19 Food Service Plans (1956)
- 5-20 Specifications for Food Service Equipment (Jan. 1967)
- 5-21 Rathskeller Study (November 1962)
- 5-22 Specifications for Kitchen Equipment (June 1948)
- 5-23 Specifications for Entire Work Statler Auditorium & Addition to Statler Hall - General Work (1956)
- 5-24 Lockwood Hdwe. Schedule for Statler Hall (April 1949)

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BOX 6 - RESEARCH STUDIES

- 6-1 Foodservice Procedures in Fallout Shelters
- 6-2 Central On-Line Data Processing for a Group of Hotels
(March 10, 1964)
- 6-3 Value Guide Survey 1969 - A Report to the Jamaica Tourist Board
- 6-4 A Guide for the Training of Food Managers of Licensed
Fallout Shelters (April 30, 1963)
- 6-5 Food Service Procedures in Fallout Shelters (Apr. 30, 1963)
- 6-6 Survey of Current Trends in Guest Room Design for Hotel
& Motor Inn Facilities (March 23, 1970)
- 6-7 Coding System Based on Uniform System of Accounts
- 6-8 Minimum Requirements for Wall Surfaces
- 6-9 A New Hotel Management System
- 6-10 The Management of Foods in Licensed Shelters
- 6-11 Specifications for Bar Equipment - Corning Hilton Inn
- 6-12 Housing Project Management - NCHP Phase II (July 1971)
- 6-13 Housing Project Management - NCHP Phase II Part 2 of 3
(July 1971)
- 6-14 PM Case Studies 1963
- 6-15 Standard Facility Requirements - Dept. of Air Force
- 6-16 Shenango Inn, Sharon, PA (October 1960)
- 6-17 The San Marcos Hotel
- 6-18 Colonial Cottage, Harrisburg, PA (March 1966)

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BOX 7 - MORE STATLER HALL

- 7-1 Lockwood Hdwe. - Alice Statler Auditorium (Oct. 1957)
- 7-2 Miscellaneous - Statler Hall
- 7-3 Elevators
- 7-4 Quotation - Kitchen Equipment (1949)
- 7-5 Inspection Memos & Budgets (1950)
- 7-6 Furnishings for Statler Hall & Club (1945)
- 7-7 Lighting & A/V (1950)
- 7-8 Specifications for Entire Work - Mechanical & Electrical
Volume II (April 1956)
- 7-9 Book of Illustrations - Specialty Equipment
- 7-10 Statler Hall - Original Bldg. Specifications (Feb. 1948)
- 7-11 Notes of Inspection (1962-1964)
- 7-12 Statler B&P Case Histories
- 7-13 Statler Mail Boxes
- 7-14 Maintenance Account 950
- 7-15 Cutler Mail Chute Company
- 7-16 Statler Club By-Laws
- 7-17 Statler Auditorium Stage Door
- 7-18 Sound System Upgrading of Auditorium
- 7-19 HA 233 Prelim (F 1972) E. O. Bangs
- 7-20 FFE 361 (1960-1970)
- 7-21 The Institutional Jobber (February 1937)
- 7-23 Institut International de Gilon, Switzerland (F 78) JJC
- 7-24 H34 (1966-1974)
- 7-25 H41 (1960-1967)
- 7-26 H42 (1966-1971)
- 7-27 H43 (1979)
- 7-28 H54 (1962-1964)

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- 7-29 H55 (1986)
- 7-30 H58 (1963-1968)
- 7-31 PM Courses (1971-Spring 1988)

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BOX 8 - STATLER DESIGN STUDIOS

- 8-1 Service Cabinets Original Drawings (1960's)
- 8-2 The Washington Hilton Guest Room Furnishings
- 8-3 The New York Hilton (Lamps)
- 8-4 The Washington Hilton (Floors 1-10)
- 8-5 The Washington Hilton Coffee House
- 8-6 Statler Hotel Floor Plans
- 8-7 Hotel Statler Floor Plans of Various Properties
- 8-8 Statler Hotel Company Purchasing Standards 1965

BOX 9 - REPORTS & STUDIES BY INDIVIDUAL

- 9-1 A System for Data Processing (April 1964)
- 9-2 M. M. Batzer
- 9-3 A Study of Resort Hotel Operations by James H. Barrett (1951)
- 9-4 Modern Design Criteria for Profitable Hotels by Paul Broten
- 9-5 Wall Covering and Carpet - R.A. Compton (1963-64)
- 9-6 Hotel Computer Usage by Richard A. Compton
- 9-7 Management System for Hotels by Richard A. Compton
- 9-8 Interior Wall Covering Materials by Richard A. Compton (December 1965)
- 9-9 CMAA Workshop by Richard A. Compton & Paul Broten (1966/67)
- 9-10 First Exploratory Conference on Research in Fields Related to the Operation of Hotels (July 1953)
- 9-11 Front Office Accounting by Charles Sayles & Richard Compton
- 9-12 Ready Food for Commercial Use by Charles Sayles
- 9-13 Articles by Charles I. Sayles
- 9-14 Applications of Electronic Computing by Charles Sayles January 1961
- 9-15 New Food Techniques by Charles Sayles (1969)
- 9-16 Data Processing of Hotel Payrolls by Charles Sayles (1961)
- 9-17 Building Construction by Charles Sayles (1943)
- 9-18 Proposals to American Hotel Association (1961)
- 9-19 F. H. Randolph
- 9-20 H. Alexander Mac Lennan
- 9-21 Johnson Service Company
- 9-22 CHRIE Conferences (1965-1970)

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BOX 10 - PROPERTIES MANAGEMENT COURSES

10-1 HA 261 (1959-1964)
10-2 HA 264 (1940-1964)
10-3 HA 263 (1959-1964)
10-4 HA 266 (1960-1967)
10-5 HA 267 (1952-1959)
10-6 HA 515-516 (1970-1973)
10-7 HA 517 (1971-1973)
10-8 HA 460 (1966)
10-9 HA 461 (1962-1968)
10-10 HA 462 (1962-1970)
10-11 HA 463 (1964-1968)
10-12 HA 464 (1970-1971)
10-13 HA 468 (1965)

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BOX 11 - HA 351 & HA 352

- 11-1 TA Handbook
- 11-2 HA 351 Homework Problems & Solutions
- 11-3 HA 351 Class Notes (Fall 1975) JJC
- 11-4 HA 351 Class Notes (Fall 1982) M. Kilgore
- 11-5 HA 351 Prelim I (1973-1982)
- 11-6 HA 351 Prelim II (1975-1982)
- 11-7 HA 351 Prelim III (1975-1982)
- 11-8 HA 351 Final Exams (1973-1982)
- 11-9 HA 352 Administrative Information & Lecture Material
- 11-10 HA 352 Homeworks & Solutions (1975-1982)
- 11-11 HA 352 Labs
- 11-12 HA 352 Quizzes, Prelims & Finals (1975-1982)
- 11-13 HA 351 Intersession (1979-1984)
- 11-14 HA 355 (1964-1975)
- 11-15 HA 451 Administrative Details, Projects & Labs
- 11-16 HA 451 Prelims & Final Exams
- 11-17 HA 451 Class Notes
- 11-18 HA 357
- 11-19 HA 752 Class Notes
- 11-20 HA 752 Prelim I (1976-1983)
- 11-21 HA 752 Prelim II (1975-1983)
- 11-22 HA 752 Prelim III (1975-1983)
- 11-23 HA 752 Final Exams (1975-1983)

BOX 12 - HA 751

- 12-1 Administrative Information (Fall 1978 & Fall 19179)
- 12-2 Handouts
- 12-3 Recitations
- 12-4 Exams
- 12-5 HA 751 (Fall 1984-86) RHP
- 12-6 HA 751 (Fall 1987) MHR
- 12-7 HA 252 (Fall 1984)
- 12-8 HA 356 (Fall 1984)
- 12-9 HA 453 (Spring 1985)
- 12-10 HA 355 (Fall 1987)