Descriptive Summary

Collection Title: Buildings

Collection Number: 30

Series Number: 100

Extent: 20 standard boxes, 3 oversized flat boxes, 1 card box (24 boxes total and 16 drawers)

Abstract: This collection houses material related to buildings on the campus of the University of St. Francis. The collection includes various news clippings, construction blueprints and layouts from the architects, correspondences, and photographs. This collection has been divided into eight series:

Series I – Administrative Papers
Series II – Tower Hall
Series III – Library
Series IV – St. Albert Hall
Series V – Physical Education/Recreation Center
Series VI – Marian Hall
Series VII – Motherhouse
Series VIII – Blueprints

History:

The Motherhouse is the oldest building on campus when the congregation purchased an estate on Plainfield Road in 1880. The completion of the Motherhouse was in spring of 1881 and the congregation took up residence in 1882. The Motherhouse was very spacious, which allowed the congregation to provide various programs for students, orphans, and visitors alike. An addition was made to the Motherhouse along Taylor Street in 1912, allowing for St. Francis Academy to open on this new wing. The Motherhouse also contained numerous classrooms, labs, and a library for the students which attended St. Francis Academy. Tower Hall was built from 1922-1923 as an accommodation for St. Francis Academy, so that the Motherhouse could be open for other programs. Tower Hall became the groundwork for a college when the sisters developed college departments. St. Francis Academy was granted permission to make the
academy into a college also known as Assisi Junior College in 1925. The college quickly expanded in order to accommodate the growing numbers of students.

St. Albert Hall was built due to the fact faculty member Sister Joan Preising made it her personal mission to have a science building. Through various methods of funds (Caritas, grants, books, and contributions), Sister Preising was able to gather the necessary amount of money to have the science building built, with the ground breaking in spring 1959 and classes began in 1960. After the school was accredited to become a four year college in 1938, two libraries were created; one was in Tower Hall and the second one was in the Motherhouse. The libraries were present in the two buildings until 1968, when a library building was specifically built. Marian Hall was created due to the rise in students attending the college. In 1965, there was a groundbreaking ceremony and the completion of the building was in 1960. The building houses approximately 250 residents and also included study spaces on each floor and game room on the first floor. The Recreation Center was built in 1986 because of the growing sports and athletic programs, such as intramural sports.

The campus expanded again with the Rialto Arts Center in 2009, the Plaster Center in downtown Joliet in 2013, and the Guardian Angel Home purchase in 2014.

Physical Location: LG12 – Section 16, Shelf 6; Section 18, Shelves 4-6; Flat Drawers #1-6

Language: English

Processor: Gloria Hendrickson, Archives Librarian; Adjo Tamkelo, Archives Student Worker

Administrative Information

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Restrictions on access: None

Provenance / Source of acquisition: Buildings and Grounds Department

Scope and Content Note

Types of material: The Buildings Collection comprise of various materials including: meeting minutes, news articles, correspondences, photographs, blueprints, samples, proposals, contracts, invoices, purchase order forms, reports, and documents.

Series I: Administrative Papers – Series I contains all the general administrative records, including materials from Barnes and Noble, Sodexho, Art gallery, IKON, video tapes, space cards, and campus blue prints.
Series II: Tower Hall – Series II consist of Tower Hall material, which includes photos, renovation documents, manuals, auditorium and room remodeling/blueprints.

Series III: Library – Series III includes Library material, which includes loans, agreements, correspondences, meeting minutes, equipment documents, contracts, and photographs.

Series IV: St. Albert Hall – Series IV contains St. Albert Hall building blueprints, inventory, contracts, instructions, and specifications.

Series V: Recreation Center – Series V comprises of Recreation Center/Physical Education Center manuals, contracts, architectural information, notes, proposal drafts, and photos.

Series VI: Marian Hall – Series VI contains Marian Hall renovation faxes, meeting minutes, invoices, price sheets, submittals, reports, contracts, punch lists, correspondences, bids, specifications, plans/blueprints, proposals, notes, documents, bonds, and photos.

Series VII: Motherhouse – Series VII consists of correspondences, punch list, submittals, documents, reports, proposals, contracts, bids, meeting minutes, blueprints/plans, and photos for the renovation phases on the Motherhouse.

Dates: 1941-2014  
Bulk Dates: 2003 – 2014

Important divisions: Series I – General
Series II – Tower Hall
Series III – Library
Series IV – St. Albert Hall
Series V – Physical Education/Recreation Center
Series VI – Marian Hall
Series VII – Motherhouse

Container Listing

Series I – Administrative Papers, 1945-2014 (Boxes 1-5, 18-21)

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Folder 59 – Submittal Drawings (2 copies) – 2005
Folder 60 – Paint Bids – 2005
Folder 61 – Power Company Bids – 2005
Folder 62 – Cabinetry Bids – 2005
Folder 63 – Restroom Bids for April, May, and July – 2005
Folder 64 – Bills, Invoices, and Bids for April, June-August – 2005
Folder 65 – Meeting Agendas for June-August – 2005
Folder 66 – Miscellaneous – 2005
Folder 67 – Midwest Glass Order – 2005
Folder 68 – C.R. Leonard Plumbing and Heating Invoices for May-July, October – 2005
Folder 69 – Weather Tite – 2005
Folder 70 – Project Charge for June – 2005
Folder 71 – Scope of Work Correspondences – 2005
Folder 72 – Excel Electric Inc. Final Filling – 2005
Folder 73 – Contract – 2005
Folder 74 – Submittal for Approval – 2005
Folder 75 – Application and Certificate for Payments and Invoices – 2005
Folder 76 – Revised Final Project Budget – 2005
Folder 77 – Bid Review – 2005
Folder 78 – Electrical Addendum #2 – 2005
Folder 79 – Project Budget – 2005
Folder 80 – Bids, Quotes, and Invoices from May- September, November – 2005
Folder 81 – Fire and Smoke Dampers – 2005
Folder 82 – Toilets – 2005
Folder 83 – Miscellaneous II – 2005
Folder 84 – Fastenal Invoices for August – 2005
Folder 85 – Contractors’ Invoices for August and September – 2005
Folder 86 – Midwest Environment Consulting Services Inc. Correspondences – 2005
Folder 87 – Advanced Fire Protection Correspondences and Bids for August-October - 2005
Folder 88 – Custom Cabinet Proposal – 2005
Folder 89 – P.T. Ferro Construction Co. Invoices – 2005
Folder 90 – Excel Electric Inc. Billing and Invoices – 2005
Folder 91 – List of Board of Trustees – 2006
Box 14:
Folder 1 – R.H. Bids – 1964-1966
Folder 3 – Harbor Construction Co. – 1965-1967
Folder 5 – R.H. Guarantees Bonds – 1966
Folder 6 – Landscaping Bids – 1966-1967
Folder 7 – Marian Hall Meeting Agenda for March and December – 2004
Folder 8 – Architects Supplemental Instructions for June – 2005
Folder 9 – Marian Hall Bidding Addendum (2 copies) – 2005
Folder 10 – Environmental Waste Disposal Service Inc. Waste Shipment Record for May-August – 2005
Folder 11 – AIA Standard Form of Agreement between Owner and Construction Manager – 2005
Folder 12 – Werden Buck Company Invoice for July – 2005
Folder 13 – Midwest Blueprint Invoice for May-July – 2005
Folder 14 – Door Proposal and Invoices – 2005
Folder 15 – Marian Hall 1st Floor Plan Drawing No. SK-A01 (2X) – 2005
Folder 16 – Hardwood Engineering Consultants Field Report for May-August – 2005

Series VII – Motherhouse, 1986-2014 (Boxes 15-17)

Box 15:
Folder 1 – Performa – March 17, 2005
Folder 2 – Performa – March 18, 2005
Folder 3 – Performa – March 28, 2005
Folder 4 – Performa – April 8, 2005
Folder 5 – Performa – May 2, 2005
Folder 6 – Performa – April 25, 2005
Folder 7 – Performa Punch List – August 18, 2005
Folder 8 – Email Correspondences – 2005
Folder 9 – Customer Readiness Agreement – 2006
Folder 10 – Fire Alarm – 2005
Folder 11 – Performa – February 16, 2005
Folder 12 – Performa – February 25, 2005
Folder 13 – Performa – March 4, 2005
Folder 14 – Performa: Quartered Red Oak Veneer – 2005
Folder 15 – Performa: Product Data/Heating Hot Water Pipe Fitting – May 2005
Folder 16 – Performa: Product Data/Fire Penetrations – May 2005
Folder 17 – Performa: Product Data/Natural Gas Pipe and Fittings – May 2005
Folder 18 – Performa: Product Data/Chilled Water Pipe Fittings – May 2005
Folder 19 – Plumbing Submittals – February 2005
Folder 20 – Beacon Medaes Medical Gas – February 2005
Folder 21 – Plumbing Equipment – February 2005
Folder 22 – Water Heater – February 2005
Folder 23 – Siemens Drawing Transmittal – February 2005
Folder 24 – Fire Protection Equipment Submittal – May 2005
Folder 25 – Performa: Valves/Clamps/Pipe – May 2005
Folder 26 – Performa Pipe/Beam/Clamp/Hangers – May 2005
Folder 27 – Plumbing Submittal – February 2005
Folder 28 – Submittal Data – May 2005
Folder 29 – Performa: Shop Drawings/Fire Protection System – April 2005
Folder 30 – Performa: Product Data/Variable Frequency Drive – June 2005
Folder 31 – Performa: Product Data/Electrical General Requirements – June 2005
Folder 32 – Performa: Product Data/Dimming and Lighting Control System – May 2005
Folder 34 – Overhead Coiling Shutters – August 2005
Folder 35 – Performa – February 01, 2005
Folder 36 – Performa – January 2005
Folder 37 – Wireless Clock System – March 2005
Folder 38 – Asbestos Removal Bid Form – January 2005
Folder 40 – Henry Bros. Co. Added Slab Demo for Plumbing – April 2005
Folder 41 – Henry Bros. Co. Phase 2 Plumbing Demo – April 2005
Folder 43 – Application for Building Permit – February 2005
Folder 44 – Electrical Hubs and Connections – June 2005
Folder 45 – Shop Drawing Review – March 2005
Folder 46 – Interior Remodel/Renovation Building Permit – February 2005
Folder 47 – Performa: Domestic Booster System – May 2005
Folder 48 – Performa Domestic Booster System – February 2005
Folder 49 – Performa Primary Heating Equipment – March 2005
Folder 50 – Performa Fire Alarm – March 2005
Folder 51 – Hardwood Engineering Consultant (I) – February 2005
Folder 52 – Hardwood Engineering Consultant (II) – February 2005
Folder 53 – Electrical Switches, Plugs, and Outlets – July 2005
Folder 54 – Performa Product Data/Shop Drawings/Generator – April 2005
Folder 55 – Mortgage Documents and Correspondences – 2005
Folder 56 – Disbursing Agreement and Purchase Money – 2004, 2005
Folder 57 – Performa: Elevator Power Data Sheet – March 2005
Folder 58 – Performa Samples for Initial Selection/Plan Cab Panels – March 2005
Folder 59 – Performa Shop Drawings/Visual Display Surfaces – March 2005
Folder 60 – Performa Shop Drawings/ Hydraulic Elevator – March 2005
Folder 61 – Performa Floor Mats and Frames – June 2005
Folder 62 – Project Application and Project Certificate of Payment – April 2005
Folder 63 – Henry Bros. Co Change Request Piazza Masonry – April 2005
Folder 64 – Flush Glaze – 2005
Folder 65 – Nurse Call Submittal – 2005
Folder 66 – Trane Submittal (I) – March 2005
Folder 67 – Trane Submittal (II) – March 2005
Folder 68 – Performa Chillers – March 2005
Folder 69 – Hardwood Engineering Consultants: Taylor Wing – March 2005
Folder 70 – Performa Paint Samples (I) April-May 2005
Folder 71 – Performa Paint Samples (II) April-May 2005
Folder 72 – Performa – May 19, 2005
Folder 73 – Performa Cold Formed Metal Framing – May 2005
Folder 74 – Performa – April 4, 2005
Folder 75 – Performa Main Switchboard – February 2005
Folder 76 – Performa Underground Service and Manholes – May 2005
Folder 77 – Performa Light Fixture WB – May 2005
Folder 78 – Performa – June 6, 2005
Folder 79 – Performa Mechanical Pipe Insulations – June 2005
Folder 80 – Modifications to AIA Documents: Contracts – 2005
Folder 81 – Performa Skylight Shade – June 2005
Folder 82 – Performa – March 24, 2005
Folder 83 – Performa Base Mounted Centrifugal Pumps – March 2005
Folder 84 – Performa Fume Exhaust – March 2005
Folder 85 – Performa Inertia Bases and Flexible Pipe Connection – March 2005
Folder 86 – Performa Expansion Tanks/Air Separators – March 2005
Folder 87 – Performa Balance Valves – March 2005
Folder 88 – Performa – April 01, 2005
Folder 89 – Performa Wood Samples – April 2005
Folder 90 – Performa Tubelite E14000/Dark Bronze Anodized Finish – April 2005
Folder 91 – Performa Color Chart/Aluminum Windows – April 2005
Folder 92 – Performa Mechanical RM Waterproof Flooring – May 2005
Folder 93 – EIFS/Outsulation System – 2005
Folder 94 – New Elevator Test/Concrete Test, MES Test, and Concrete Compression Test Reports – 2005
Folder 95 – Construction Escrow Trust – 2005
Folder 96 – Performa Access Doors – June 2005
Folder 97 – Performa Tempered Hammered 5/32” – June 2005

Box 16:
Folder 1 – Facilities Planning Documents – 1990
Folder 4 – Real Estate Contracts/PTAX 300 Forms (I) – 2001
Folder 5 – Real Estate Contracts/PTAX 300 Forms (II) – 2001
Folder 7 – Motherhouse Sale Analysis and Proposals – 2002-2003
Folder 8 – Rooks/Pitts Real Estate Contract – 2003
Folder 9 – Rooks/Pitts Revised Contract – 2003
Folder 10 – Peter Perella and Co. Mechanical Bid – 2003
Folder 11 – Motherhouse Renovation Warranty Deed – 2003
Folder 12 – Sisters of St. Francis Market Study – 2003
Folder 14 – Standard Form of Agreement Owner and Architect – 2003
Folder 15 – Tax Exemption – 2003
Folder 16 – USF Financial Report Email – 2004
Folder 17 – University of St. Francis by-laws – 2004
Folder 18 – Bid Form from Schwendener Inc. – 2004
Folder 19 – Performa Motherhouse Renovation Phase I – 2004
Folder 20 – Performa Motherhouse Renovation Phase I Part II – 2004
Folder 21 – Performa Motherhouse Renovation Phase II Part II – 2004
Folder 22 – Performa Motherhouse Facility7 Master Plan Analysis – 2004
Folder 23 – AIA Document B141 1997 (I) – 2004
Folder 25 – Rooks/Pitts Purchase of Lot 2 – 2004
Folder 26 – Midwest Environmental Consulting Services, Inc. – 2004
Folder 27 – Proposal for Comprehensive Asbestos Survey – 2004
Folder 28 – Contractor Selection/Bidding – 2004
Folder 30 – Hygienetics Environmental Asbestos Removal – 2004
Folder 31 – Bid Form from Henry Bros. Co. – 2004
Folder 32 – Motherhouse Renovation Contract and Bid – 2004
Folder 33 – ComEd – 2004, 2005
Folder 34 – Emails and Other Correspondences – 2004-2007
Folder 35 – Performa – 2005
Folder 36 – Performa Hand Dryers – 2005
Folder 37 – Performa Water Conditioner – 2005
Folder 38 – Performa Floor Mats and Frames – 2005
Folder 39 – Performa Skylight and Flex Shade – 2005
Folder 40 – Performa Color Samples and Toilet Partitions – 2005
Folder 41 – Performa Toilet and Bath Accessories – 2005
Folder 42 – Performa – 2005
Folder 43 – Performa – 2005
Folder 44 – Fire Alarms for Taylor Wing – 2005
Folder 45 – Motherhouse Renovations Schedules for Approval – 2005
Folder 48 – Performa Closeout Air and Hydraulic Test/Bid – 2006
Folder 52 – Motherhouse Renovation Phase II Invoices – 2007
Folder 53 – Future Science Building – 2009
Folder 54 – AIA Document G710 199s – 2013
Folder 55 – Champion Drywall, Inc. Proposal for Wood Coiling Door – 2013
Folder 57 – Mechanical and Industrial Steel Services – 2013
Folder 58 – Signed Proposals and Bids/Amounts – 2013
Folder 59 – Fire Sprinkler System Modifications for Motherhouse – 2013
Folder 60 – McGrath Office Equipment Inc. Table Finishes – 2013
Folder 61 – Excel Electrical Motherhouse Phase I/II -2013
Folder 62 – McGrath Office Equipment Inc. Table Installations – 2013
Folder 63 – Memorandum in Addition to Residential Lease – 2013
Folder 64 – Addendum No. 2 Motherhouse Bid Documents – 2013
Folder 65 – Trane Proposal Fan Coil Air Conditioners – 2013
Folder 66 – Plumbing Fixture Submittal – 2013
Folder 67 – Sendra Service Corp. Motherhouse Renovation Duct Work – 2013
Folder 68 – USF Capital Project and Strategic Moves – 2013
Folder 69 – Conference Technologies Inc. Statement of Work – 2013
Folder 70 – USF Motherhouse Remodeling 2nd Floor Phase I – 2013
Folder 71 – USF Art Gallery Demo Bid – 2013
Folder 72 – AV/IT Requirements Motherhouse – 2013
Folder 73 – Crowther Roofing and Sheet Metal – 2013
Folder 75 – Second Floor Bids – 2013-2014
Folder 76 – The Flooring Guys Invoices – 2014
Folder 77 – Artwork Proof Approval Room Number Signs – 2014
Folder 78 – Redevelopment of USF Campus Master Plan – 2014
Folder 79 – Punch List – 2014
Folder 80 – Addendum to AIA Document B141 1997 (I) – n.d.
Folder 82 – Vanity Renovations to Moe’s Room – 2014
Folder 85 – Carpet/Tiles Samples Motherhouse – n.d.
Folder 86 – Motherhouse Renovations Phase I Supplementary Conditions – n.d.
Folder 87 – Stonitsch Construction – n.d.
Folder 88 – Motherhouse Renovation Floor Plans – n.d.
Folder 89 – Women's Bathroom Print – n.d.

Box 17:
Folder 1 – Motherhouse – n.d.
Folder 2 – Motherhouse – n.d.
Folder 3 – Motherhouse – n.d.
Folder 4 – Motherhouse – n.d.
Folder 5 – Motherhouse – n.d.
Folder 6 – Motherhouse – n.d.
Folder 7 – Motherhouse Pub Proposal Bids – 2013
Folder 9 – AIA Document A201-2007
Folder 10 – Motherhouse 3rd Floor Offices - 1995
Folder 11 – Motherhouse Renovation Blueprints and Correspondences – 2013
Folder 12 – Motherhouse Pub Plans: Kitchen Plans – 2013

Series I – Administrative Continued (Boxes 18-21)
Box 18:
Videotapes –
CSF Property Record Admissions Building
CSF Property Record Admissions Building: Tower Hall 1st Floor
CSF Property Record Admissions Building: Tower Hall 2nd Floor
CSF Property Record Admissions Building: Tower Hall 3rd Floor
CSF Property Record Admissions Building: Tower Hall 4th Floor
CSF Property Record Admissions Building: Library Basement
CSF Property Record Admissions Building: Library Main Floor
CSF Property Record Admissions Building: Library 2nd Floor
CSF Property Record Admissions Building: Recreation Center all floors
CSF Property Record Admissions Building: St. Albert Hall 1st Floor
CSF Property Record Admissions Building: St. Albert Hall 2nd Floor
Data Processing: Marian Hall 1st Floor

Box 19:
Folder 1 – HEW Bulletins from November 1964 - July 1969
Report of Projection through fiscal year 1976
Higher Education General Information Survey, 1966
Comprehensive Report on Enrollment, November 1966
Students Enrolled for Advance Degrees, Fall 1966
Employees in Institutions of Higher Education
Projects in Higher Education through 1978
Enrollment of Resident Students
Identification Code Structure for Illinois Institutions
Degrees and other formal awards conferred between July 1966 and June 1967
Employees in Institutions of Higher Education
Enrollment in Organized Occupational Curriculums, Fall 1967
Comprehensive Report in Enrollment
Financial Statistics of Institutions of Higher Education
Basic student charges
General surveys

Box 20:
Proposal and Loan Agreement of $500,000 (4 copies)
Illustration of repayment schedule and interest rates (2 copies)
Serial notes for St. Thomas Hospital
Serial notes for Notre Dame College (2 copies)

Box 21:
Space Study note cards – Marian Hall, Library, St. Albert Hall, and Tower Hall

Series VIII – Blueprints (Boxes 22-24)

Box 22:
Small oversized box of blueprints
Box 23:
Oversized Motherhouse blueprints

Box 24:
Oversized miscellaneous blueprints

Key Words
Corporate Names:
Excel Electric Inc.
Henry Bros. Co.
Performa
University of St. Francis
Tower Hall
Motherhouse
Marian Hall
Library
St. Albert Hall
Recreation Center

Topics:
Agreements
Bids
Blueprints
Budgets
Contracts
Correspondences
Documents
Invoices
Plans/Prints
Photos
Proposals
Remodeling/Renovations
Reports

Locations:
Joliet (IL.)

Notes: Last modified 07/28/2016 by Gloria Hendrickson, Archives Librarian