

and replace all broken window glass, fastened with both sprig and putty. Wherever windows are improperly located on two or more sides of a classroom, remodel by placing them in a battery on left side of room, setting them from 3 1-2 feet to 4 feet above the floor. The top should reach to within 4 inches of the ceiling and the battery should extend to within 3 feet of the rear wall and 6 feet of the front wall with mullions not more than 12 inches wide.

#### **Interior Repairs**

Repair all broken plaster and fill cracks.

Securely fasten all wood ceiling and wood trim.

Repair or replace window shades on the sunny sides of the house. Window shades should be of light tan or buff translucent material. A window should have two shades fixed at the middle, one rolling up and the other down; or be adjustable so as to cover any portion of the window. If there is a single roll shade, it should be fixed about ten inches below the window top.

Remove fire hazards by repairing the flues. All flues should extend to the ground and have fire-proof tile lining.

Replace defective stove pipe and rivet joints.

Repair stoves, and provide for pan of water on stove. Install jacketed stove if possible or place a home-made jacket around the stove. Place metal sheet or concrete beneath stove.

Repair or replace worn flooring boards. Flat-grain pine is not suitable for school floors. Edge-grain pine or hardwood should be used. Floors should be kept well oiled or waxed.

Each classroom should have from 20 to 40 linear feet of good blackboard. Most worn boards can be restored by applying liquid slating. If the boards are too far gone, they should be replaced with new blackboards or tack boards. Pulp blackboards should be suspended from the top with expansion space left at bottom and ends.

Built-in bookshelves should be provided in every classroom.

Desks should be repaired by combining good portions of broken desks, tightening up all screws, and refinishing.

Desks should be arranged so the pupils will receive light from their left, or if windows are on two sides, from the left and rear. It is important that every child be provided with a seat and desk of the proper height. His feet should touch the floor, the desk should be at elbow height when upper arm is vertical and the seat should underlap the desk by about one or two inches.

If the structure of the building will permit, the windows should be rearranged on one side of the classroom and up against the ceiling.

Ventilation can be improved by window deflectors and breeze openings. If window sills are the proper height, use glass deflectors; if the sills are too low, use wood or opaque deflectors.

#### **Exterior Painting**

Before any painting is done, the building should be carefully repaired and put in good condition.

The surfaces should be thoroughly clean and dry before applying paint.