

R-10 9/13 ✓
February 20, 1958

To: H. O. Zimmerman
From: R. I. McKinney

For the past three years, I have made a study of interior painting of our houses. I have come up with a system which I would like for you to examine carefully. I believe that this system will greatly reduce the number of rooms that we must paint, because of minor repairs to plaster, etc., if we are permitted to give tenants paint for these rooms, or if a tenant wants to redecorate his house himself. I suggest that:

We furnish each tenant a total of 5 gallons or \$25.00 worth of interior paint, whichever is cheapest, each year. The tenant is to make all arrangements to either paint for himself or hire a painter for this work. Should the tenant request more than \$25.00 worth of paint or paper, he is to be billed for the balance.

This is the way I propose to have it work.

- (a) Each tenant to make application for interior painting or papering as he has been doing before, except making arrangements to have one of our painters to apply it. This he would do at his own discretion.
- (b) After the application is received and approved, the tenant must come to our stock room and make selection of material. After selection is made, he is to sign a copy of the requisition as receiving this amount. If the amount of the order is more than \$25.00, he is to sign a second requisition for the difference in the amount. This will be turned into the office for collection from his payroll.
- (c) To avoid any misuse of paint or paper given to the tenants who might trade, sell or give it away, I would be forced to have a check system.