Dear Dorm director:

Thanks for meeting over the past few weeks to help us gather the necessary information, so we can provide a plan for the elevator project in Wenchang Hall.

**Background**

To make the building fully accessible, Wenchang Hall needs an elevator. Last month, you contacted us requesting a proposal for this project. Although Wenchang Hall is not an officially designated historic building, it has distinct historic features that you wish to retain. In addition to historic preservation issues, the timing of this project is very important for the building occupants.

**Needs assessment**

We have met with project managers, the University building committee, and the building’s tenants (Department of Chemistry). Based on those meetings and a review of blueprints and other documents, we have identified an elevator as important.

**Proposed Plan**

Based on the needs of an elevator, and on the overall University master building plan, city and state codes and guidelines, and the timeline you have outlined, we propose to install a handicap-accessible elevator, starting at the underground parking garage level and terminating on the 4th floor, with the following conditions:

**Limitations**

Older buildings bring unanticipated issues. For instance, although Wenchang Hall recently underwent asbestos abatement, should any additional asbestos be located during initial testing, we would need to reconsider the timing of this proposal to allow for removal.

Please give us a statement of support from the board of directors.