

[Home](#)

## Finding Aid to the Physical Plant Records

### Physical Plant

Physical Plant Records, 1964-1991

Record Group 16.15.2

12.5 linear ft.

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[History](#)

[Scope and Content](#)

[Box and Folder List](#)

### OVERVIEW

**Links:** Finding Aid to the: [Physical Plant Directors Records](#)

**Access:** The collection is open under the rules and regulations of the University Archives.

**Provenance:** Records transferred between university departments.

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**Citation:** [Identification of item]. Physical Plant Records, University Archives, North Dakota State University, Fargo.

### HISTORY

The first record of building maintenance appeared in the Agricultural College Faculty Committee minutes for September 16, 1897. The committee discussed the need for "an annual outlay for repair of buildings" and passed a recommendation to the Board of Trustees that the financial expenditure should come from an additional student fee of one dollar per term.

Since then, the responsibilities for the maintenance and daily operation of the buildings and grounds of North Dakota State University have come under several positions. In 1909, Richard Kraft became the

“Custodian of Buildings.” At the same time, George L. Tibert became the Superintendent of Construction to oversee the rapid development of the campus as the institution’s faculty and staff numbers began to swell. Responsibility for the Heating Plant (Power Plant) merged with those for the Buildings and Grounds Department during Erling Q. Thorson’s twenty-eight-year appointment. The present Physical Plant Department is a direct descendent of the Buildings and Grounds Department.

Supervisory responsibility for the Physical Plant passed from the President to the Business Office when it was created in 1948. In 1966, the University created the position of Comptroller, which managed many of the institution's financial aspects. In creating the position of Vice President for Business and Finance in 1969, the responsibilities of the Business Office—including the Physical Plant—were combined with half the responsibility for managing the Computing services on campus.

#### **Custodian of Buildings**

1909-1922	Richard Kraft
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#### **Superintendent of Construction**

1909-1912	George L. Tibert
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#### **Superintendent of Heating Plant (later Power Plant)**

1909-1914	John Anderson
1915-1917	George L. Tibert
1917-1946	Paul Larson
1947-1953	John H. Mickelson

#### **Superintendent of Buildings and Grounds**

1923-1942	Richard Kraft
1942-1970	Erling Q. Thorson
1970-1978	Gary C. Reinke

#### **Director of Physical Plant**

1979-1994	Gary C. Reinke
1994-1996	Dennis L. Gilbertson (interim)
1996-2000	Dennis L. Gilbertson
2002-present	Bruce S. Frantz

#### **Managing Positions**

##### **Business Manager**

1948-1954	Forrest Fernald Skinner
1954-1972	Edythe L. Toring

##### **Assistant Business Manager**

1948-1954	Edythe L. Toring
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1954-1956	B.B. Brandrud
1956-1961	Sherwood A. Barrow
1961-1962	vacant
1962-1971	Ronald J. Corliss

**Comptroller**

1966-1969	H. Donald Stockman
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**Vice President for Business and Finance**

1969-1992	H. Donald Stockman
1992-2004	Richard L. Rayl

Sources consulted: University Senate Records, Box 14; College Catalogs, 1891-2004; College Directories, 1925-2004; NDSU Staff Biography Files.

**SCOPE AND CONTENT**

The records of the physical plant consist completely of subject files concerning the construction and renovation of buildings and supporting infrastructure on the North Dakota State University campus for the years 1964 to 1991. These twenty-seven years encompass a very active period of construction in the University's history.

Each building subject may contain one or more files of the following types: bids, contracts, contract amendments, correspondence, inspection reports, minutes, and purchase orders. Bid folders contain legal advertisements of bids, bidding specifications and amendments, contractor bids and bonds, and bid tabulation data. Contracts between the University and both architects and contractors have been retained, as have their related correspondence, in contract folders. Contract amendments, otherwise known as "change orders," have also been retained with their related correspondence. Correspondence folders often contain valuable information concerning architects, contractors, and suppliers as well as the University officials overseeing construction. Inspection reports by architects provide valuable records of construction events. Both individual building committee minutes and North Dakota University System board minutes have been included in minutes folders. The purchase order files contain many financial documents related to the purchase of goods and payment for services rendered. Other file divisions have been provided as deemed appropriate. The building subjects are arranged alphabetically. Within each file, all items have been arranged in chronological order.

Although this collection spans only a portion of the building history of the University, these records provide a valuable picture of construction progress on campus. The records address planning, financing, architect and contractor selecting, purchasing, and constructing for most of the modern buildings. Unfortunately, this breadth of records is not consistent for all building subjects. The following inventory provides greater detail of the remaining records for each subject.

**NOTE:** Physical Plant became Facilities Management on 7/1/03

**BOX AND FOLDER LIST****BOX 1**

- 1/1 Finding Aid
- Agricultural Engineering Building
- 1/2 Bids, 1988
- 1/3 Contracts, 1982, 1988
- 1/4 Contract Amendments, 1982
- 1/5 Correspondence, 1982, 1988
- 1/6 Proposals, 1982-85, n.d.
- 1/7 Purchase Orders, 1988-89
- 1/8 Askanase Hall, 1982, 1985-87
- Auxiliary Services Building
- 1/9 Bids, 1979
- 1/10 Contracts, 1979
- 1/11 Correspondence, 1979
- 1/12 Minutes, 1979
- 1/13 Purchase Orders, 1979-80
- Bentson/Bunker Fieldhouse (Old Fieldhouse)
- 1/14 Bids, 1975-76, 1980, 1983  
Blueprints, 1975 (separated to NDSU Blueprint Collection)
- 1/15 Contracts, 1975-76, 1979-80, 1983
- 1/16 Contract Amendments, 1976-77, 1980
- 1/17 Correspondence, 1975-80, 1983
- 1/18 Inspection Reports, 1980
- 1/19 Minutes, 1975-77, 1979-80
- 1/20 Purchase Orders, 1974-77
- 1/21 Purchase Orders, 1980-81, 1983
- Bison Sports Arena (New Fieldhouse)
- 1/22 Bids, 1982, 1984, 1988
- 1/23 Contracts, 1982, 1984, 1988
- 1/24 Contract Amendments, 1982, 1985
- 1/25 Correspondence, 1984-85, 1987-88
- 1/26 Inspection Reports, 1982, 1984-85
- 1/27 Minutes, 1984-85
- 1/28 Purchase Orders, 1980, 1982-85, 1988
- 1/29 Botany Service Building, 1979
- 1/30 Campus Signage, 1976, 1988
- Central Control System
- 1/31 Bids, 1980
- 1/32 Contracts, 1979-81
- 1/33 Contract Amendments, 1981

- 1/34 Correspondence, 1979
- 1/35 Minutes, 1979
- 1/36 Purchase Orders, 1980-81
- 1/37 Purchase Orders, 1982-83
- Ceres Hall
  - Blueprints, 1990 (separated to NDSU Blueprint Collection)
- 1/38 Correspondence, 1983, 1987
- 1/39 Purchase Orders, 1977, 1982-84, 1986-87
- 1/40 Reports, 1990
- Churchill Hall
  - 1/41 Bids, 1979
  - 1/42 Contracts, 1979
  - 1/43 Correspondence, 1979-80
  - 1/44 Minutes, 1979
  - 1/45 Miscellaneous, 1979
  - 1/46 Purchase Orders, 1979-80, 1984-86
  - 1/47 Civil and Industrial Engineering, 1981
- Classroom Remodeling
  - 1/48 Purchase Orders, 1979-83
  - 1/49 Purchase Orders, 1984-7/1985
  - 1/50 Purchase Orders, 8/1985-86

**BOX 2**

- Dairy Barn
  - 2/1 Bids, 1978-79
  - 2/2 Contracts, 1978-79
  - 2/3 Contract Amendments, 1978-79
  - 2/4 Correspondence, 1978-79
  - 2/5 Minutes, 1977-80
  - 2/6 Purchase Orders, 1978-79
- Dolve Hall
  - 2/7 Bids, 1987
  - 2/8 Contracts, 1987
  - 2/9 Contract Amendments, 1987-88
  - 2/10 Correspondence, 1988
  - 2/11 Purchase Orders, 1977, 1981, 1988
- Dunbar Hall
  - 2/12 Bids, 1978
  - 2/13 Contracts, 1978
  - 2/14 Contract Amendments, 1978
  - 2/15 Correspondence, 1978, 1987
  - 2/16 Minutes, 1978
  - 2/17 Purchase Orders, 1978

- E. Morrow Lebedeff Hall (Home Economics)
- 2/18 Bids, 1988
  - 2/19 Contracts, 1988
  - 2/20 Contract Amendments, 1988
  - 2/21 Correspondence, 1988
  - 2/22 Purchase Orders, 1981, 1983, 1986-89
  - 2/23 Electrical Engineering Building, 1982-83, 1985-86
- Fargodome
- Blueprints, 1987 (separated to NDSU Blueprint Collection)
  - 2/24 General, 1989
- Festival Hall
- 2/25 Correspondence, 1982
  - 2/26 Purchase Orders, 1982
- General
- 2/27 Valuation Report, 1964
  - 2/28 Valuation Report, 1969-72
  - 2/29 Valuation Report, 1973
  - 2/30 Handicapped Remodeling, 1980
- Harris Hall
- 2/31 Bids, 1979, 1988
  - 2/32 Contracts, 1987-88
  - 2/33 Contract Amendments, 1988
  - 2/34 Correspondence, 1979, 1988
  - 2/35 Purchase Orders, 1988
- Heating Plant
- 2/36 Bids, 1977-78, 1988
  - 2/37 Contracts, 1977-78, 1981, 1988
  - 2/38 Contract Amendments, 1978-81
  - 2/39 Correspondence, 1977-82, 1988
  - 2/40 Inspection Reports, 1978-80
  - 2/41 Minutes, 1977-79
  - 2/42 Payment Requests, 1978
  - 2/43 Payment Requests, 1979-81
  - 2/44 Purchase Orders, 1975, 1977, 1979-81
  - 2/45 Purchase Orders, 1982-83, 1986, 1988-89
  - 2/46 Reports and Miscellaneous, 1976-81
- Hultz Hall (Agricultural Science)
- 2/47 Bids, 1976
  - 2/48 Contracts, 1975-78
  - 2/49 Contract Amendments, 1976-78
  - 2/50 Correspondence, 1975-78
  - 2/51 Minutes, 1975-77
  - 2/52 Miscellaneous, 1976, n.d.

**BOX 3**

- 3/1 Purchase Orders, 1976-77
- 3/2 Purchase Orders, 1978-79
- 3/3 Industrial Agriculture Communications Center, 1989  
Johansen Hall
  - Blueprints, 1991 (separated to NDSU Blueprint Collection)
- 3/4 Proposals, 1991  
Katherine Kilborne Burgum Family Life/4-H Center
- 3/5 Bids, 1974-75, 1985, 1988  
Blueprints, 1973 (Separated to NDSU Blueprint Collection)
- 3/6 Contracts, 1973-74, 1982, 1985, 1988
- 3/7 Contract Amendments, 1974
- 3/8 Contract Amendments, 1975
- 3/9 Contract Amendments, 1976-77, 1985, 1988
- 3/10 Correspondence, 1973-74
- 3/11 Correspondence, 1975
- 3/12 Correspondence, 1976-77, 1980, 1982, 1985, 1988
- 3/13 Inspection Reports, 1974
- 3/14 Inspection Reports, 1975-76, 1982, 1988
- 3/15 Minutes, 1972-75, 1977, 1983
- 3/16 Purchase Orders, 1975-77
- 3/17 Purchase Orders, 1981-85, 1988
- 3/18 Reports and Miscellaneous, 1972-74, n.d.
- Ladd Hall
  - 3/19 Bids, 1975-78
  - 3/20 Contracts, 1975-78
  - 3/21 Contract Amendments, 1977, 1979
  - 3/22 Correspondence, 1975-81
  - 3/23 Inspection Reports, 1976-77, 1979-80
  - 3/24 Minutes, 1975-79

**BOX 4**

- 4/1 Purchase Orders, 1975-77
- 4/2 Purchase Orders, 1978-6/1979
- 4/3 Purchase Orders, 7/1979-1981
- 4/4 Reports and Miscellaneous, 1975, 1978-80, 1991, n.d.
- Library
  - 4/5 Bids, 1978
  - 4/6 Contracts, 1977-79
  - 4/7 Contract Amendments, 1979-80
  - 4/8 Correspondence, 1976-77, n.d.
  - 4/9 Correspondence, 1978-82

- 4/10 Inspection Reports, 1978-80, n.d.
- 4/11 Minutes, 1977-79
- 4/12 Purchase Orders, 1976, 1983
- 4/13 Reports and Miscellaneous, 1969, 1972, 1977-78, 1990, n.d.
- 4/14 Loftsgard Hall (Weed and Plant Science Center), 1978-88  
Memorial Union
- 4/15 Bids, 1975, 1981, 1989-90  
Blueprints, 1989 (Separated to NDSU Blueprint Collection)
- 4/16 Contracts, 1975, 1981, 1984
- 4/17 Contract Amendments, 1976, 1981-82, 1984
- 4/18 Correspondence, 1975, 1981-82, 1984, 1986
- 4/19 Inspection Reports, 1976, 1982, 1984
- 4/20 Minutes, 1975-76, 1981-82, 1984
- 4/21 Project Manual, 1989
- 4/22 Purchase Orders, 1975-76
- 4/23 Purchase Orders, 1980-81
- 4/24 Purchase Orders, 1982
- 4/25 Purchase Orders, 1984-85

**BOX 5**

## Minard Hall

- 5/1 Bids, 1979, 1984
- 5/2 Contracts, 1979, 1984
- 5/3 Contract Amendments, 1980, 1984-85
- 5/4 Correspondence, 1979, 1984
- 5/5 Inspection Reports, 1980, 1985
- 5/6 Minutes, 1978-79
- 5/7 Purchase Orders, 1977, 1979-85

## Miscellaneous Buildings

- 5/8 Correspondence, 1969, 1976, 1985-87, 1989
- 5/9 Purchase Orders, 1975, 1977, 1979-84

## Morrill Hall

- 5/10 Bids, 1979-82
- 5/11 Bids, 1983-84
- 5/12 Contracts, 1979, 1981-82
- 5/13 Contracts, 1983-84
- 5/14 Contract Amendments, 1980-85
- 5/15 Correspondence, 1979-85
- 5/16 Inspection Reports, 1980, 1982, 1984-85
- 5/17 Minutes, 1977, 1979, 1981, 1983-84
- 5/18 Miscellaneous, 1979-80
- 5/19 Purchase Orders, 1977-81
- 5/20 Purchase Orders, 1982-83



5/21 Purchase Orders, 1984  
 5/22 Purchase Orders, 1985-86  
 5/23 North Dakota School of Religion, 1982, 1984  
 Northern Crops Institute  
 5/24 Bids, 1981  
 5/25 Contracts, 1981-82  
 5/26 Correspondence, 1981-83  
 5/27 Inspection Reports, 1983  
 5/28 Minutes, 1981  
 5/29 Project Manual, 1989  
 5/30 Reports, 1981, n.d.

**BOX 6**

Old Main (Administration Building)  
 Blueprints, 1990 (Separated to NDSU Blueprint Collection)

6/1 Minutes, 1980  
 6/2 Project Manual, 1990  
 6/3 Purchase Orders, 1980, 1984-87  
 6/4 Project Manual, 1990  
 6/5 Pavak Hall, 1986

Potato Research Building

6/6 Contracts, 1986  
 6/7 Correspondence, 1986  
 6/8 Purchase Orders, 1986

Poultry Research Center

6/9 Contracts, 1980  
 6/10 Correspondence, 1980-81

Putnam Hall

6/11 Bids, 1982-83  
 6/12 Certificates and Affidavits, 1982, n.d.  
 6/13 Contracts, 1982-84  
 6/14 Contract Amendments, 1982, 1984-85  
 6/15 Correspondence, 1982-84  
 6/16 Inspection Reports, 1982, 1984  
 6/17 Minutes, 1982-83  
 6/18 Miscellaneous, 1982-83, n.d.  
 6/19 Purchase Orders, 1982-85

Reed Hall

6/20 Bids, 1988  
 6/21 Contracts, 1987-88  
 6/22 Contract Amendments, 1988  
 6/23 Correspondence, 1987-88  
 6/24 Inspection Reports, 1988-89

- 6/25 Purchase Orders, 1988-89
- 6/26 Reineke Fine Arts Center, 1982-83
- Research Extension Centers
- 6/27 Absaraka, 1983-84
- 6/28 Carrington, 1976, 1981, 1983
- 6/29 Casselton, 1979, 1983-84
- 6/30 Dickinson, 1980-83, n.d.
- 6/31 Fargo, 1980, 1984
- 6/32 General, 1983
- 6/33 Hettinger, 1976, 1979-81, 1983
- 6/34 Langdon, 1981, 1985
- 6/35 Mandan, 1979
- 6/36 Minot, 1982
- 6/37 Minot, 1984-85
- 6/38 Prosper, 1983-84
- 6/39 Streeter, 1983, 1986
- 6/40 Towner, 1979
- 6/41 Williston, 1981-82
- Resident Dining Center
- 6/42 Bids, 1981
- Blueprints, 1971 (Separated to NDSU Blueprint Collection)
- 6/43 Contracts, 1981
- 6/44 Contract Amendments, 1981
- 6/45 Minutes, 1981
- 6/46 Program Manual, 1981
- 6/47 Purchase Orders, 1979, 1981-82

**BOX 7**

- Robinson Hall (Animal Isolation, Holding, and Health Building)
- 7/1 Addition Proposal, n.d.
- 7/2 Bids, 1975
- 7/3 Contracts, 1975
- 7/4 Contract Amendments, 1975-77
- 7/5 Correspondence, 1975-76
- 7/6 Minutes, 1975-76
- 7/7 Purchase Orders, 1975-77
- 7/8 Running Track Purchase Orders, 1979-81
- 7/9 Sevrinson Hall, 1988
- Shepperd Arena
- 7/10 Bids, 1974, 1986
- 7/11 Contracts, 1973-74, 1986
- 7/12 Contract Amendments, 1974-75, 1987
- 7/13 Correspondence, 1973-75, 1987

- 7/14 Inspection Reports,
- 7/15 Minutes, 1973-75
- 7/16 Purchase Orders, 1973-75
- 7/17 Purchase Orders, 1981, 1986-87
- 7/18 South Engineering Purchase Orders, 1977, 1982-83, 1987  
Steam and Water Lines
- 7/19 Bids, 1974, 1976, 1979, 1981
- 7/20 Contracts, 1974, 1976, 1979, 1981, 1984
- 7/21 Contract Amendments, 1975-77, 1980
- 7/22 Contract Amendments, 1981-82, 1984
- 7/23 Correspondence, 1974, 1976, 1978-82, 1984-85
- 7/24 Inspection Reports, 1979
- 7/25 Minutes, 1976-77, 1979, 1981
- 7/26 Photographs, 1979
- 7/27 Purchase Orders, 1974-77
- 7/28 Purchase Orders, 1979-80
- 7/29 Purchase Orders, 1981-6/1982
- 7/30 Purchase Orders, 7/1982-12/1982
- 7/31 Purchase Orders, 1984-85
- 7/32 Reports and Miscellaneous, 1975-80, n.d.7
- 7/33 USDA Financing, 1979-82
- 7/34 Stevens Hall Purchase Orders, 1977, 1981, 1986
- 7/35 Stockbridge Hall, 1987  
Storm Drainage
- 7/36 Bids, 1975
- 7/37 Contracts, 1975
- 7/38 Correspondence, 1975
- 7/39 Plans, 1975
- 7/40 Purchase Orders, 1975

**BOX 8**

- Streets, Sidewalks, and Parking Lots
- 8/1 Bids, 1974-75, 1980
- 8/2 Bids, 1982-84, 1987, 1990  
Blueprints, 1974, 1982, 1987, 1990 (Separated to NDSU Blueprint Collection)
- 8/3 Contracts, 1974-75, 1980
- 8/4 Contracts, 1982-84
- 8/5 Contract Amendments, 1980-85
- 8/6 Correspondence, 1974-75, 1980-84, 1987, 1990, n.d.
- 8/7 Project Manual, 1990
- 8/8 Purchase Orders, 1974-77
- 8/9 Purchase Orders, 1980-82
- 8/10 Purchase Orders, 1983-87

- 8/11 Sudro Hall, 1975-76, 1980, 1986  
Sugar Beet Research Building
- 8/12 Bids, 1980
- 8/13 Contracts, 1980
- 8/14 Contract Amendments, 1980
- 8/15 Correspondence, 1980-81
- Swine Research Facility
- 8/16 Bids, 1982-84
- 8/17 Contracts, 1981-83
- 8/18 Contract Amendments, 1982-84
- 8/19 Correspondence, 1982-84
- 8/20 Inspection Reports, 1983-84
- 8/21 Minutes, 1981
- 8/22 Purchase Orders, 1982-5/1983
- 8/23 Purchase Orders, 6/1983-1984
- 8/24 Reports, 1982
- 8/25 Thompson Hall, 1988
- 8/26 Thorson Maintenance Center Purchase Orders, 1986
- University Village Additions
- 8/27 Bids, 1982-84
- 8/28 Contracts, 1981-83
- 8/29 Contracts, 1984
- 8/30 Contract Amendments, 1982-84

**BOX 9**

- 9/1 Correspondence, 1981-84
- 9/2 Inspection Reports, 1982-85
- 9/3 Minutes, 1981-84
- 9/4 Purchase Orders, 1982
- 9/5 Purchase Orders, 1983
- 9/6 Purchase Orders, 1/1984-8/1984
- 9/7 Purchase Orders, 9/1984-1986
- 9/8 Reports, and Miscellaneous, 1981-82, n.d.
- Van Es Hall (Veterinary Science Building)
- 9/9 Bids, 1973-74, 1983
- 9/10 Contracts, 1973-76, 1983
- 9/11 Contract Amendments, 1974-75
- 9/12 Contract Amendments, 1976-77, 1984
- 9/13 Correspondence, 1973-75
- 9/14 Correspondence, 1976-79, 1983
- 9/15 Demolition, 1976-77
- 9/16 Inspection Reports, 1975, 1984
- 9/17 Minutes, 1973-74

- 9/18 Miscellaneous, 1973-74, n.d.
- 9/19 Purchase Orders, 1973-74
- 9/20 Purchase Orders, 1975
- 9/21 Purchase Orders, 1976-77, 1981
- Waldron Laboratory
- 9/22 Bids, 1983-84, 1986-87
- 9/23 Contracts, 1983-84, 1986-87
- 9/24 Contract Amendments, 1984, 1987
- 9/25 Correspondence, 1983-87
- 9/26 Inspection Reports, 1984
- 9/27 Purchase Orders, 1983-85, 1987-88
- Walster Hall
- 9/28 Bids, 1979-80, n.d.
- 9/29 Contracts, 1980
- 9/30 Contract Amendments, 1980-81
- 9/31 Correspondence, 1979-81
- 9/32 Inspection Reports, 1980
- 9/33 Minutes, 1979
- 9/34 Purchase Orders, 1979-82

**BOX 10**

- Weible Hall (Family Practice Center)
- 10/1 Bids, 1974  
Blueprints, 1974 (Separated to NDSU Blueprint Collection)
- 10/2 Contracts, 1974-75
- 10/3 Contract Amendments, 1975
- 10/4 Correspondence, 1974-76
- 10/5 Purchase Orders, 1974-76
- 10/6 UND Agreements and Miscellaneous, 1974, n.d.
- West Dining Center
- 10/7 Bids, 1970-71  
Blueprints, 1970-71 (Separated to NDSU Blueprint Collection)
- 10/8 Contracts, 1968, 1971
- 10/9 Contract Amendments, 1971-72
- 10/10 Correspondence, 1968-73
- 10/11 Inspection Reports, 1971-72
- 10/12 Minutes, 1970-72
- 10/13 Purchase Orders, 1971
- 10/14 Purchase Orders, 1972-73, 1975
- Revenue Bonds
- 10/15 Affirmative Action Policies, 1968-71
- 10/16 Bids, 1972
- 10/17 Bond Notes and Receipts, 1971-72

10/18 Correspondence, 1968-69, n.d.  
10/19 Correspondence, 1970-71  
10/20 Correspondence, 1972-73, 1976-77  
10/21 Indenture, 1972  
10/22 Miscellaneous, 1967-75, n.d.

Wiidakas Laboratory

10/23 Bids, 1988  
10/24 Contracts, 1980, 1988  
10/25 Correspondence, 1979-80, 1988  
10/26 Purchase Orders, 1987-88