

WILLIAM R. JAMES, JR., AIA, PRESIDENT
602 REYNOLDS BLDG., WINSTON-SALEM, N. C.
ROBERT L. CLEMMER, AIA, VICE-PRESIDENT
P. O. BOX 2469, HICKORY, N. C.
KENNETH M. SCOTT, AIA, SECRETARY
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P. O. BOX 1003, FAYETTEVILLE, N. C.
H. J. STOCKARD, JR., EXECUTIVE SECRETARY
P. O. BOX 408, RALEIGH, N. C.



ARTHUR G. ODELL, JR., AIA, DIRECTOR-1958
109 W. THIRD ST., CHARLOTTE, N. C.
LESLIE N. BONEY, JR., AIA, DIRECTOR-1959
P. O. BOX 986, WILMINGTON, N. C.
F. CARTER WILLIAMS, AIA, DIRECTOR-1960
133 FAYETTEVILLE STREET, RALEIGH, N. C.
LOUISE HALL, AIA, ARCHIVIST
BOX 6636, COLLEGE STA., DURHAM, N. C.
R. MAYNE ALBRIGHT, ATTORNEY
804 INSURANCE BLDG., RALEIGH, N. C.

NORTH CAROLINA CHAPTER
THE AMERICAN INSTITUTE OF ARCHITECTS
INCORPORATED

SEPTEMBER 30, 1957

THE AMERICAN INSTITUTE OF ARCHITECTS
1735 NEW YORK AVENUE, N.W.
WASHINGTON 6, D.C.

ATTENTION: JURY OF FELLOWS

GENTLEMEN:

INCLOSED ARE TWO FORMS NOMINATING MR. LUTHER
SNOW LASHMIT A.I.A. FOR FELLOWSHIP IN THE INSTITUTE.
WE BELIEVE THE FORMS ARE COMPLETE WITH THE EXCEPTION
OF THE REQUIRED PHOTOGRAPHS ILLUSTRATING HIS WORK IN
DESIGN. THESE EXHIBITS ARE BEING PREPARED AND WILL
BE MAILED SOON.

THE NORTH CAROLINA CHAPTER URGES YOUR VERY SERIOUS
CONSIDERATION OF THIS NOMINATION.

VERY TRULY YOURS,

W.R. James, Jr.

W.R. JAMES, JR. PRESIDENT
NORTH CAROLINA CHAPTER
THE AMERICAN INSTITUTE OF
ARCHITECTS.

WRJ/g

ENC.

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NORTH CAROLINA CHAPTER
THE AMERICAN INSTITUTE OF ARCHITECTS
INCORPORATED

OCTOBER 14, 1957

MISS FLORENCE H. GERVAIS
SECRETARY TO THE JURY OF FELLOWS
THE AMERICAN INSTITUTE OF ARCHITECTS
1735 NEW YORK AVENUE, N.W.
WASHINGTON 6, D.C.

DEAR MISS GERVAIS:

INCLOSED IS THE FIRST SHEET OF OUR NOMINATION
OF MR. LUTHER LASHMIT FOR FELLOWSHIP IN THE INSTITUTE
WHICH YOU RETURNED, WITH ALL SIGNATURES OF THE MEMBERS
OF OUR EXECUTIVE COMMITTEE COMPLETE. SUPPORTING LETTERS
ARE BEING MAILED SEPARATELY AND I WILL SEE TO IT THAT
ALL ARE IN BEFORE NOV. 1ST. FOR YOUR INFORMATION OUR
EXECUTIVE COMMITTEE CONSISTS OF THE FOLLOWING:

W. R. JAMES, JR. PRESIDENT
R. L. CLEMMER VICE PRESIDENT
K. M. SCOTT SECRETARY
A. C. JENKINS, JR. TREASURER
A. G. ODELL JR. DIRECTOR
LESLIE N. BONEY JR. DIRECTOR
F. CARTER WILLIAMS DIRECTOR

THE PHOTOGRAPHIC EXHIBIT IS NOT YET COMPLETE. IF
THERE IS A DEADLINE SOON ON THIS SUBMISSION PLEASE INFORM
ME AND I WILL SPEED IT UP.

THANK YOU VERY MUCH FOR YOUR COOPERATION.

SINCERELY,

W.R. James Jr.

W. R. JAMES, JR. PRESIDENT
N. C. CHAPTER A.I.A.

WRJ/g

W. R. JAMES, JR., AIA, PRESIDENT
REYNOLDS BLDG., WINSTON-SALEM, N. C.

BERT L. CLEMMER, AIA, VICE-PRESIDENT
P. O. BOX 2469, HICKORY, N. C.

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P. O. BOX 408, RALEIGH, N. C.



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109 W. THIRD ST., CHARLOTTE, N. C.

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P. O. BOX 986, WILMINGTON, N. C.

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R. MAYNE ALBRIGHT, ATTORNEY
804 INSURANCE BLDG., RALEIGH, N. C.

NORTH CAROLINA CHAPTER
THE AMERICAN INSTITUTE OF ARCHITECTS

INCORPORATED

NOVEMBER 4, 1957

MISS FLORENCE H. GERVAIS
SECRETARY TO THE JURY OF FELLOWS
1735 NEW YORK AVENUE, N.W.
WASHINGTON 6, D.C.

*Rec'd
11-7-57
S*

DEAR MISS GERVAIS:

UNDER SEPARATE COVER I AM MAILING A PHOTOGRAPHIC EXHIBIT OF THE WORK OF MR. LUTHER LASHMIT, NOMINEE FOR FELLOWSHIP IN THE INSTITUTE, AS LISTED IN HIS NOMINATION FORM. I BELIEVE THIS COMPLETES THE LIST OF REQUIRED SUPPORTING DATA BUT WILL APPRECIATE A WORD FROM YOU IF ANYTHING IS MISSING. YOU WILL RECEIVE ADDITIONAL SUPPORTING LETTERS FROM TIME TO TIME UNTIL FEBRUARY 1ST.

THANK YOU FOR YOUR COOPERATION.

VERY TRULY YOURS,

W. R. James, Jr.

W. R. JAMES, JR. PRESIDENT
N.C. CHAPTER A.I.A.

WRJ/g

CC:
MR. W. H. DEITRICK, F.A.I.A.
CHAIRMAN FELLOWSHIP COMMITTEE
NORTH CAROLINA CHAPTER
THE AMERICAN INSTITUTE OF ARCHITECTS

THE AMERICAN INSTITUTE OF ARCHITECTS
THE OCTAGON, WASHINGTON, D. C.

COPY

April 4, 1958

Mr. William R. James, Jr., President
North Carolina Chapter, A.I.A.
865 W. 4 $\frac{1}{2}$ Street
Winston-Salem, North Carolina

Dear Mr. James:

Report of Action of The Jury of Fellows
Re: Nomination of Member of Your Chapter

The Jury of Fellows has requested me to advise you of the following action it has taken on a nomination before it of corporate member who was considered for advancement to Fellowships:

Nomination Referred to 1959 Meeting of Jury:

Luther Lashmit - Winston-Salem, North Carolina

Sincerely yours,

Edmund R. Purves, F.A.I.A.
Executive Director

April 8, 1959

Mr. Robert L. Glenner, President
North Carolina Chapter, A.I.A.
P. O. Box 2469
Hickory, North Carolina

Dear Mr. Glenner:

The Jury of Fellows has requested me to advise you of the following action it has taken on the nomination before it of a corporate member of your Chapter who was considered for advancement to Fellowship:

Referred to Meeting of the Jury in 1960;

Luther Lashmit

Sincerely yours,

Edmund R. Purves, F.A.I.A.
Executive Director

ERP/g

P.S. The Jury has asked me also to advise you that it is disregarding the Chapter's citation for his Service to The Institute and is considering his nomination under the category of Design alone. It hopes this meets with the approval of the Chapter.

October 22, 1959

Mr. Robert L. Clemmer, President
North Carolina Chapter, A.I.A.
P. O. Box 2469
Hickory, North Carolina

Dear Mr. Clemmer:

As Miss Kochis, my Secretary, advised you in her letter of October 14th, I have reviewed the file containing the nomination of Luther Lashmit, A.I.A., for advancement to Fellowship, and it is my opinion that, in view of the voluminous folder of letters supporting his nomination, that it is not necessary that any further letters be sent in.

If there have been additional accomplishments by Mr. Lashmit, however, of additional buildings completed since the original submissions were made, it would be entirely in order to forward advice or photographs concerning same to be added to the data now on file.

This would be for you or his proposers to decide.

Sincerely yours,

(Miss) Florence R. Gervais
Secretary to The Jury of Fellows

WILLIAM R. JAMES, JR., AIA, PRESIDENT
865 W. 4½ ST., WINSTON-SALEM, N. C.

ROBERT L. CLEMMER, AIA, VICE-PRESIDENT
P. O. BOX 2469, HICKORY, N. C.

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LESLIE N. BONEY, JR., AIA, DIRECTOR-1959
P. O. BOX 986, WILMINGTON, N. C.

F. CARTER WILLIAMS, AIA, DIRECTOR-1960
132 FAYETTEVILLE STREET, RALEIGH, N. C.

CHARLES H. WHEATLEY, AIA, DIRECTOR-1961
301 CHATHAM BLDG., CHARLOTTE, N. C.

LOUISE HALL, AIA, ARCHIVIST
BOX 6636, COLLEGE STA., DURHAM, N. C.

R. MAYNE ALBRIGHT, ATTORNEY
804 INSURANCE BLDG., RALEIGH, N. C.

NORTH CAROLINA CHAPTER
THE AMERICAN INSTITUTE OF ARCHITECTS

INCORPORATED

DECEMBER 30, 1959

THE JURY OF FELLOWS
THE AMERICAN INSTITUTE OF ARCHITECTS
1735 NEW YORK AVENUE N.W.
WASHINGTON 6, D.C.

GENTLEMEN:

PLEASE ADD THE INCLOSED PHOTOGRAPH TO THE
DATA SUPPORTING THE NOMINATION OF LUTHER LASHMIT
FOR FELLOWSHIP IN THE INSTITUTE.

SINCERELY,

W.R. James, Jr.

W. R. JAMES, JR. DIRECTOR
THE NORTH CAROLINA CHAPTER A.I.A.

WRJ/g

*ack by P.C.
1-11-60
B*

RECEIPT FOR INSURED PARCEL No. _____

Addressed for delivery at _____

Charlotte, N.C.
(Post office of address) WRITE PLAINLY (State)

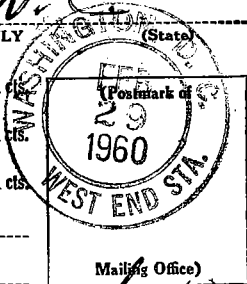
Postage *1.07* cts. Special handling _____

Insurance fee *76* cts. Return receipt _____

Special delivery _____ cts. Restricted delivery _____ cts.

Fragile _____ Perishable _____

Other endorsement _____
SENDER.—Enter name and address of addressee on other side and read information regarding endorsements and indemnity. POSTMASTER: By *[Signature]*



Fellowship nomination (attached)

*Members
Lashmit, Luther*

March 7, 1960

North Carolina Chapter, A.I.A.
P. O. Box 2469
Hickory, North Carolina

Dear Mr. Clemmer:

The Jury of Fellows has requested me to advise you that the nomination of Luther Lashmit, A.I.A., for advancement to Fellowship in The Institute, was before it for consideration at three separate meetings without favorable action; therefore, it has been dropped from the agenda and the exhibits have been returned to him.

The Jury has asked me to inform you that, in their deliberations during the past three years, this proposal has been considered among the several hundred with which they have had to compare it as to his qualifications.

The Rules of Procedure of the By-laws of The Institute permit the resubmission of new nominations after the lapse of one year following this action.

The Jury suggests that if you take this course, you make more adequate presentation which will tell clearly what you feel are sufficient grounds for different action.

The Jury trusts you will understand the conditions under which it must necessarily work.

Sincerely yours,

Edmund R. Purves, F.A.I.A.
Executive Director

ERP/G

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Received Oct. 2, 1957

Voted On Mar. 27, 1958

Voted On Mar. 26, 1959

Voted On Feb. 11, 1960

THE AMERICAN INSTITUTE OF ARCHITECTS
JURY OF FELLOWS

NOT Granted Feb. 11, 1960

NO M

NOMINATION FOR FELLOWSHIP

CASE RECORD

1. *Name of Nominee* Luther Snow Lashmit *Date of Nomination* Sept. 30, 1957
2. *Address of Nominee* 865 West 4 $\frac{1}{2}$ Street, Winston-Salem, North Carolina
3. *Nominee's firm* Lashmit, James, Brown & Pollock
4. *Nominee's principal place of business* North Carolina
5. *Nominee's Chapter* North Carolina
6. *Nominee's State Organization*
7. *Nominee admitted to Institute* 1940
8. *Nominee has been in good standing in Institute from* 1940 *19 to* Dec. 31, 1957
9. *Nominee's age* 58 yrs. *Birthplace* Winston-Salem, North Carolina
10. *Nominators:* Executive Committee, North Carolina Chapter:

✓- W. R. James, Jr., President	✓- F. Carter Williams, Director
✓- Robert L. Clemmer, Vice-Pres.	✓- Arthur C. Jenkins, Jr., Treasurer
✓- A. G. Odell, Jr., Director	
✓- Leslie N. Boney, Jr., "	
✓- Kenneth M. Scott, Secretary	
11. *Achievement* in Design and Service to The Institute.

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CONFIDENTIAL



THE AMERICAN INSTITUTE OF ARCHITECTS

NOMINATION FOR FELLOWSHIP
BY
CHAPTER

THE JURY OF FELLOWS, A.I.A.
The Octagon, 1735 New York Avenue, N. W.
Washington 6, D. C.

Date SEPT. 30, 19 57

The Executive Committee of this Chapter, at a duly called meeting on SEPT. 29 1956 *Type in full name.
nominated* LUTHER SNOW LASHMIT
member of this Chapter, for fellowship in The Institute. We enclose evidence of the qualifications of the nominee for the fellowship on which the nomination was based and certify the resolution is as follows:

"Whereas, this Executive Committee believes* LUTHER SNOW LASHMIT
a member of this Chapter, has made so notable a contribution to the advancement of the pro-
fession because of his achievement in** DESIGN AND SERVICE TO THE INSTITUTE
that he is worthy of fellowship in The Institute; and

*Type in full name.

**Type in "Design," "Science of Construction," "Literature," "Education," "Service to The Institute," or "Public Service," as is appropriate.

"Whereas, said member has been in good standing in this Chapter for† SEVENTEEN
years prior to this date; therefore be it

†Type in number of years.

"Resolved, That‡‡ THE NORTH CAROLINA
The American Institute of Architects, does hereby nominate*

Chapter,

‡‡Type in name of Chapter.

*Type in full name.

LUTHER SNOW LASHMIT

for fellowship in The Institute, and the President and the Secretary be and hereby are authorized and directed to prepare the nomination papers and forward them to The Jury of Fellows of The Institute and to do all things proper to forward said nomination."

W R James H. President
~~W H D ...~~ Vice-Pras.
Al ... Director
Leslie ... Director
G ... Secretary.

THE NOMINATORS SHOULD SEE THAT LETTERS OR DATA ARE SENT TO THE JURY OF FELLOWS IN SUPPORT OF THIS NOMINATION.

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BIOGRAPHICAL STATISTICS

1. Nominee's full name LUTHER SNOW LASHMIT
2. Nominee is a natural ~~naturalized~~ citizen of THE UNITED STATES OF AMERICA
3. Nominee's legal residence 2523 WOODBINE ROAD, WINSTON-SALEM, N.C.
4. Nominee's firm name LASHMIT, JAMES, BROWN & POLLOCK
5. Nominee's principal place of business, address 865 WEST FOUR AND ONE HALF STREET
WINSTON-SALEM, N.C.

2. Strike out in-appropriate word and write in name of Country.

6. Type in "N.C. A. R. B." or name of State Board, as case may be.

7. Strike out in-appropriate words.

8. Type in date of birth and city and Country.

6. Nominee is registered or licensed to practice architecture by NORTH CAROLINA 1929
PENNSYLVANIA 1938
7. Nominee is engaged in practice of architecture as a practicing architect—~~teacher in architecture~~
~~teacher in science of construction—public official—retired.~~

8. Born 22 APRIL 1899. Place of birth WINSTON-SALEM, N.C.

9. Nominee's schools, colleges and universities:

	Location	No. of Years	Year of Graduation	Degree
<i>High School</i>				
	CITY HIGH SCHOOL	4	1916	
<i>Private School</i>				
<i>College or University</i>				
	UNIVERSITY OF N.C.	1	CHAPEL HILL,	
<i>College or University</i>				
	CARNEGIE INST. OF TECH	4	PITTSBURGH	1921 A.B.
<i>Post Graduate at</i>				
	CARNEGIE INST. OF TECH	1	PITTSBURGH	1922 M.A.
<i>Scholarships held</i>				
	ECOLE DES BEAUX ARTS		FONTAINBLEAU	1925 DIPLOME

10. Other data concerning nominee's record.

EUROPEAN TRAVEL AND STUDY, SUMMERS 1924, 25, 26, 29, 31.
TEACHER OF ARCHITECTURE:
1922-23 INSTRUCTOR GEORGIA SCHOOL OF TECHNOLOGY
1923-27 ASSIST. PROF. CARNEGIE INST. OF TECHNOLOGY
1931-38 ASSOC. PROF. CARNEGIE INST. OF TECHNOLOGY
SERVICE TO PUBLIC:
1952- BOARD OF ARCHITECTURAL REVIEW FOR HISTORIC AREAS,
CITY OF WINSTON-SALEM
1952- TRUSTEE, OLD SALEM, INC., A RESTORATION PROJECT
1954- BUILDING CODE COMMITTEE, CITY OF W-S.

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10. Type in important experiences during employment or additional statistics of importance in nominee's record.

Nominators should read "Principles Underlying the Bestowal of Fellowships", Institute Document No. 9 before completing this nomination. Additional sheets may be inserted to supplement any page, 3 to 7, inclusive. Use typewriting only.

NOMINEE'S ACHIEVEMENT IN ARCHITECTURAL DESIGN

1. Works

Type (a) Commercial (b) Monumental (c) Domestic (d) Special	Identification of Work	Location of Work (City)	Completed Construction Work (Year)	Photographs Drawings, or Sketches Submitted
-------------------------------------------------------------------------	---------------------------	-----------------------------------	-------------------------------------------------	------------------------------------------------------

SEE SUPPLEMENTAL PAGE 3A

Under column headed "Type" type in (a), (b), (c), or (d), as the case may be.

Type in last column to right the number submitted in each case.

2. Describe nominee's notable work in design, to bring out the particular achievements the nominators believe have notably contributed to the advancement of the profession.

AS DESIGNER FOR NORTHUP & O'BRIEN SINCE 1927, RISING TO ASSOCIATE IN THE FIRM IN 1938, TO PARTNER IN 1950, AND TO PARTNER IN THE SUCCESSOR FIRM OF LASHMIT, JAMES, BROWN & POLLOCK IN 1953, THE NOMINEE HAS CONTRIBUTED A CONSISTENT AND THOUGHTFUL DESIGN EXPRESSION IN A TIME AND PLACE STEEPED IN CONSERVATISM. THE ATTENTION TO DETAIL, TO QUALITY OF MATERIALS AND TO SOLIDITY OF CRAFTSMANSHIP HAS REVEALED TO INNUMERABLE CLIENTS THE VALUE OF PROFESSIONAL SERVICES IN AN AREA WHERE UNCERTAINTY OF AN ARCHITECT'S PLACE IN BUILDING EXISTED. THUS WE FEEL THE PROFESSION HAS BEEN GREATLY ADVANCED BY HIS WORK.

<u>TYPE</u>	<u>IDENTIFICATION</u>	<u>LOCATION</u>	<u>CONSTRUCTION COMPLETED</u>	<u>NUMBER OF PHOTOS</u>
(D)	JUSTICE BUILDING STATE OF NORTH CAROLINA	RALEIGH, N.C.	1940	2
(D)	COLLEGE LIBRARY THE WOMAN'S COLLEGE	GREENSBORO, N.C.	1950	2
(D)	ENGINEERING LABORATORY NORTH CAROLINA STATE COLLEGE	RALEIGH, N.C.	1950	1
(D)	HOME ECONOMICS BUILDING THE WOMAN'S COLLEGE	GREENSBORO, N.C.	1951	1
(D)	STUDENT UNION THE WOMAN'S COLLEGE	GREENSBORO, N.C.	1952	3
(D)	COLLEGE LIBRARY NORTH CAROLINA STATE COLLEGE	RALEIGH, N.C.	1953	3
(D)	PUBLIC LIBRARY CITY-COUNTY	WINSTON-SALEM, N.C.	1953	2
(D)	NURSERY SCHOOL THE WOMAN'S COLLEGE	GREENSBORO, N.C.	1954	1
(D)	CHRISTIAN EDUCATION BUILDING ST. PAUL'S EPISCOPAL CHURCH	WINSTON-SALEM, N.C.	1957	2

NOMINEE'S ACHIEVEMENT IN SCIENCE OF CONSTRUCTION

1. CONSTRUCTION WORK

<i>Type of Work Constructed</i>	<i>Identification of Work</i>	<i>Location of Work</i>	<i>Completed Construction Work (Year)</i>	<i>Photographs, Drawings, or Sketches Submitted</i>
-------------------------------------	-----------------------------------	-----------------------------	-------------------------------------------------------	-----------------------------------------------------------------

Type in last column to right the number submitted in each case.

2. BOOKS, TREATISES, OR ARTICLES WRITTEN

<i>Subject Title</i>	<i>Where Published</i>	<i>Date Published</i>
----------------------	------------------------	-----------------------

3. Describe nominee's notable work in the science of construction and any recognition thereof by other societies, to bring out the particular achievements the nominators believe have notably contributed to the advancement of the profession.

NOMINEE'S ACHIEVEMENT IN EDUCATION AND LITERATURE

1. EDUCATION WORK

(List the degrees and the educational positions held by the nominee, and bring out clearly the nominee's signal work and its particular force and influence which the nominators believe to be a notable contribution to the advancement of the profession, and state evidences of recognition of such work by pupils, the profession, other societies, or the public.)

2. LITERARY WORK

(List the original written works of the nominee and state clearly the particular force and influence of that work which the nominators believe to be a notable contribution to the advancement of the profession, and state evidences of recognition of such work by other societies, the profession, educational institutions or the public.)

*Book, Treatise
or Article*

Subject

*Name of Book or Periodical
Containing Work*

*Year Work
Published*

NOMINEE'S ACHIEVEMENTS IN SERVICE TO THE INSTITUTE

1. State fully the nominee's signal service to The Institute, his chapter, or his state organization, or to the profession, which the nominators believe has notably contributed to the advancement of the profession, and list the offices in architectural organizations occupied by the nominee and the period of each.

- 1948 PRESIDENT OF NC CHAPTER AIA. INITIATED THE FIRST COMPREHENSIVE ACCOUNTING SYSTEM FOR CHAPTER FUNDS INCLUDING BUDGETED COMMITTEE ACCOUNTS. FORMALIZED CHAPTER MEETINGS THROUGH SCHEDULED REPORTS IN CONTRAST TO LAISSEZ FAIRE DISCUSSIONS.
- 1954-55 REGIONAL CHAIRMAN, COMMITTEE ON OFFICE PRACTICE. HELPED DRAFT THE 1954 DRAFT OF DOCUMENT 330, AND CONTRIBUTED THE PHRASE "NOR USE DONATION AS A DEVICE FOR OBTAINING COMPETITIVE ADVANTAGE" TO ARTICLE 11-3.
- 1954-55 CHAPTER CHAIRMAN, COMMITTEE ON OFFICE PRACTICE. COMPILED AND COMPOSED NC CHAPTER "STANDARDS OF ARCHITECTURAL SERVICE" (COPY ATTACHED)
- 1955-56 PRESIDENT, WINSTON-SALEM COUNCIL OF ARCHITECTS. AS FIRST PRESIDENT AFTER ORGANIZATION SAW AFFECTUATED A SPIRIT OF PROFESSIONAL BROTHERHOOD FORMERLY NOT EXISTING LOCALLY.
- 1956 CHAPTER CHAIRMAN, SPECIAL COMMITTEE ON SCHOOL OF DESIGN. COMPILED A COMPREHENSIVE REPORT ON TEACHER-PRACTITIONER RELATIONS, WITH RECOMMENDATION FOR ESTABLISHMENT OF AN ADVISORY COUNCIL, WHICH HAS NOTABLY EASED PREVIOUS TENSIONS.
- 1956-57 COMPILED NC CHAPTER BROCHURE ON OFFICE TECHNIQUES (COPY ATTACHED)
- 1957 CHAIRMAN, LOCAL CENTENNIAL COMMITTEE. SPEARHEADED SPECIAL EDITION OF WINSTON-SALEM JOURNAL & SENTINEL (COPY ATTACHED)

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NOMINEE'S ACHIEVEMENT IN PUBLIC SERVICE

1. List the public offices held by the nominee and the positions of trust held by him in recognition of civic leadership, and state clearly his notable work in public service and the particular influence of that work which the nominators believe to be a notable contribution to the advancement of the profession.

Address - The Jury of Fellows, American Institute of Architects
1735 New York Avenue, N. W., Washington 6, D. C.

BIOGRAPHICAL DATA ON LUTHER LASHMIT

April 1957

Luther Snow Lashmit

Natural Citizen of United States of America

Legal Residence: 2523 Woodbine Road, Winston-Salem, N. C.

Firm: Lashmit, James, Brown & Pollock

Business Address: 865 West Four and One-Half Street
Winston-Salem, N. C.

Licensed to practice in North Carolina 1929 and Pennsylvania 1938

Engaged in practice as a practicing architect.

Born 22 April 1899 in Winston-Salem, N. C.

<u>School, Colleges and Universities</u>	<u>No. Yrs.</u>	<u>Graduated</u>	<u>Degree</u>
City High School Winston-Salem, N. C.	4	1916	
University of North Carolina Chapel Hill, N. C.	1		
Carnegie Institute of Technology Pittsburgh, Pa.	4	1921	A.B. Arch
Carnegie Institute of Technology Pittsburgh, Pa.	1	1922	M.A. Arch
Ecole des Beaux Arts de Fontainebleau		1925	Diplome'

School Honors

AIA Medal

AIA Fontainebleau Scholarship (Competition)

Tau Sigma Delta

Scarab

Travel & Study Abroad

1924 England and France

1925 Fontainebleau

1926 France and Italy

1929 France and Spain

1931 Fontainebleau and St. Tropez

NOTE ADDRESS FOR LETTER

Teaching Experience in Architecture

- 1922-23 Instructor, Georgia School of Technology, Atlanta, Ga.
1923-27 Assistant Professor, Carnegie Institute of Technology, Pittsburgh, Pa.
1931-38 Associate Professor, Carnegie Institute of Technology, Pittsburgh, Pa.

Career in Practice

- 1927-31 Designer, Northup & O'Brien, Architects, Winston-Salem, N. C.
1938-42 Office Manager, Northup & O'Brien, Architects, Winston-Salem, N. C.
1945-49 Associate, Office of Northup & O'Brien, Architects and Engineers, Winston-Salem, N. C.
1950-52 Partner, Office of Northup & O'Brien, Architects and Engineers, Winston-Salem, N. C.
1953- Partner: Lashmit, James, Brown & Pollock, Architects and Engineers, Winston-Salem, N. C.

Wartime Activity

- 1942-45 Project Planner for War Housing in Alabama, Federal Public Housing Authority, Region 4 Atlanta, Ga.

AIA Service

- 1948 President, North Carolina Chapter
1954-55 Regional Chairman, Committee on Office Practice
1954- Chapter Chairman, Committee on Office Practice
1955-56 President, Winston-Salem Council of Architects
1956 Chapter Chairman, Special Report on School of Design
1957 W. S. Council Centennial Committee

Public Service

- 1952- Member, Board of Architectural Review
for Historic Areas, City of Winston-Salem
- 1952- Trustee, Old Salem, Inc., a Restoration
Organization, Winston-Salem, N. C.
- 1954- Member, City Building Code Committee,
Winston-Salem, N. C.

Sidelights

- 1952 Talk on Professionalism, Professional Engineers
State Convention, Sedgefield, N. C.
- 1954 Talk on Architect's Function in Preliminary Planning,
American Library Association Conference at St. Paul, Minn.
- 1956 Restoration Advisor, Two 1940 Greek Revival Debating
Society Buildings, Davidson College, Davidson, N. C.

Design - Partial List

Durham Life Building, Raleigh, N. C.
Education Building " "
Justice Building " "
Library, N. C. State College, Raleigh, N. C.
General Engineering Lab., N. C. State College, Raleigh, N.C.
Student Union Building, Woman's College, Greensboro, N. C.
Library Building " " " "
Home Economics Building " " " "
City County Library, Winston-Salem, N. C.
Christian Education Building, St. Pauls Church,
Winston-Salem, N. C.
Many public schools for City of Winston-Salem and
Forsyth County
Bowman Gray Residence, Winston-Salem, N. C.
Adams Estate, High Point, N. C.
Slane Residence, High Point, N. C.



NORTH CAROLINA CHAPTER THE AMERICAN INSTITUTE OF ARCHITECTS

STANDARDS OF ARCHITECTURAL SERVICE

PREFACE

Planning, technical guidance, advice and counsel — rendered in verbal, written or graphic form — constitute the service of the architect. In order to protect the building public against incompetent or unscrupulous practitioners the law permits no one to practice architecture nor to use the name "architect" in North Carolina until he has fulfilled the qualifications fixed by the State Board of Architectural Examination and Registration.

The architect may associate professional engineers or other experts with himself but he must remain in control; one of his major duties being that of coordinating all design, structural and mechanical parts of buildings.

The North Carolina Chapter of the American Institute of Architects endeavors to maintain within the profession the highest standards of practice and conduct for the benefit of clients and the public generally. Therefore, the members of the Chapter adhere to the standards of professional practice established by the American Institute of Architects.

As the architect's compensation for service is derived solely from his client in fees, it is necessary that such fees be fixed at levels that will permit proper service. The schedule of minimum fees recommended by the North Carolina Chapter embodies charges which it considers reasonable and adequate under normal conditions to enable the architect to perform competent service.

Adopted 15 June, 1946
Amended 23 May, 1953
Amended 21 May, 1955

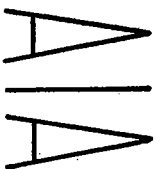
SELECTION OF AN ARCHITECT

Two methods are customarily used.

- **DIRECT SELECTION:** Selection by the client through personal knowledge on the basis of reputation, demonstrated ability, and the recommendations of others for whom the architect has rendered service.
- **COMPARATIVE SELECTION:** Selection from a group of architects given opportunity to present evidence of their qualifications.

Since the selection of an architect on the basis of competition in professional charges is contrary to the ethics of the profession, any architect seeking to secure employment on such basis should be suspect as to his integrity and professional standing.

NORTH CAROLINA CHAPTER



HOW THE CLIENT HELPS

The architect is professional adviser and agent of the client clearly outline his building needs and frankly name the amount all costs involved, not only for construction but for equipment determined at the outset whether the building needs and f

The client furnishes to the architect all information about properties, rights-of-way, restrictions, easements, locations surface conditions, such as rock or unstable earth, are s

The client will realize the value of completely understood changes will not occur later. During construction much tractor are given through the architect.

THE ARCHITECT'S NORMAL SERVICES

These are usually rendered in sequence in three s

Stage 1. PRELIMINARY SERVICES. The architect, in the determination of a program and in the preparation of preliminary sketches and recommendations, generally renders the following services:

- Confers with his client to determine the scope of the project; discusses purposes, general plan and design, feasibility, location, general type of construction, mechanical equipment; discusses the probable time required to build, the approximate cost and means of financing.
- Visits the site and studies project placement.
- Studies efficient methods of operating the project for its purpose.
- Examines laws, ordinances, codes, standards, rules, and regulations of controlling governmental agencies; studies requirements of insurance carriers.
- Prepares schematic studies of the building and its relation to the site.
- Amplifies the schematic studies with recommendations as to type of construction, materials, and mechanical equipment embodied therein; states the probable cost and construction time required.
- Upon agreement on the preferred schematic study, prepares comprehensive preliminary drawings and outline specifications in sufficient detail to define the final scope of the project and to make possible a realistic cost estimate.

Upon acceptance by the client of the preliminary documents the first stage of services is completed.

Stage 2. WORKING DRAWINGS AND SPECIFICATIONS. The architect, in the preparation of working drawings, specifications and related documents generally renders the following services:

- Develops the preliminary drawings into working drawings to include all technical information requisite to accurate bidding and final construction.
- Includes all essential architectural, structural, plumbing, heating, electrical, other mechanical, and site improvement drawings.
- Prepares technical specifications describing the type and quality of materials, their finish and the manner and places in which they are used by each trade.
- Prepares general specifications stating the conditions under which the construction will be carried out, including insurance requirements, bonds, methods of payment, and related non-technical matters.
- Coordinates drawings and specifications for all trades to avoid conflicts and to facilitate proper installations.
- Assists in obtaining approval of controlling governmental agencies when required.
- Furnishes the necessary or agreed number of sets of drawings and specifications for bidding and construction.

Upon completion of working drawings and specifications the second stage of services is completed. During this stage no essential change from the preliminary documents should be made without

Stage 3. SERVICES DURING CONSTRUCTION. The architect, in assisting with proposals and contracts and in the supervision of construction, generally renders the following services:

- Advises on the qualifications of prospective bidders.
- Assists in preparing proposal forms and construction contracts; assists in obtaining bids and awarding contracts.
- Checks shop drawings and samples submitted by the contractor to clarify the contract drawings.
- Prepares any supplemental drawings or large scale drawings needed to clarify the contract drawings.
- Makes periodic inspection of the construction at intervals determined necessary by him to ascertain whether the work is being executed in conformity with contract requirements; spaces such specimens as the progress of construction necessitates, but normally averaging one per week; advises the client regarding availability of full time supervision at additional cost to client when the character of the project so warrants.
- Directs and appraises all required tests of materials.
- Advises the client as to progress and quality of construction.
- Prepares, checks proposed costs, and issues change orders during modifications of the contract.
- Checks the contractor's applications for payments; issues receipts authorizing such payments.
- Sees to it that all usual written guarantees are delivered to client.
- When satisfied that all terms of construction contracts have been fulfilled, accepts the completed project on behalf of the client and issues certification to that effect to the client and contractor, and, when required, to surety and insurance carriers.
- Upon certification by the architect that all contracts under his supervision have been fulfilled, the architect's normal services are completed. It is proper for the client to retain reproduced set drawings and specifications for use in servicing and maintaining building. However all drawings and specifications are instruments of service and the property of the architect and shall not be used for other work except by agreement with the architect.

The architect is professional adviser and agent of the client. This relationship requires mutual trust and confidence. The client should clearly outline his building needs and frankly name the amount of money that can be spent. The architect may then help in budgeting all costs involved, not only for construction but for equipment, furnishings, site improvements and landscaping. In this way it can be determined at the outset whether the building needs and funds are compatible.

The client furnishes to the architect all information about the building site: the boundaries, contours, trees, pavements, adjoining properties, rights-of-way, restrictions, easements, locations of utilities, and plans of existing buildings to be altered. If unusual subsurface conditions, such as rock or unstable earth, are suspected the client furnishes test borings or pits.

The client will realize the value of completely understanding the plans as the architect develops them so that costly delays and changes will not occur later. During construction much confusion and misunderstanding can be avoided if all orders to the contractor are given through the architect.

E S These are usually rendered in sequence in three stages

Stage 3. SERVICES DURING CONSTRUCTION. The architect, in assisting with proposals and contracts and in the supervision of construction, generally renders the following services:

- Advises on the qualifications of prospective bidders.
- Assists in preparing proposal forms and construction contract forms; assists in obtaining bids and awarding contracts.
- Checks shop drawings and samples submitted by the contractor. Prepares any supplemental drawings or large scale details needed to clarify the contract drawings.
- Makes periodic inspection of the construction at intervals deemed necessary by him to ascertain whether the work is being executed in conformity with contract requirements; spots such inspections as the progress of construction necessitates, but normally averaging one per week; advises the client regarding the availability of full time supervision at additional cost to the client when the character of the project so warrants.
- Directs and appraises all required tests of materials.
- Advises the client as to progress and quality of construction.
- Prepares, checks proposed costs, and issues change orders covering modifications of the contract.
- Checks the contractors' applications for payments; issues certificates authorizing such payments.
- Sees to it that all usual written guarantees are delivered to the client.

When satisfied that all terms of construction contracts have been fulfilled, accepts the completed project on behalf of the client and issues certification to that effect to the client and contractor and, when required, to surety and insurance carriers.

Upon certification by the architect that all contracts under his supervision have been fulfilled, the architect's normal services are completed. It is proper for the client to retain reproduced sets of drawings and specifications for use in servicing and maintaining the building. However all drawings and specifications are instruments of service and the property of the architect and shall not be used for other work except by agreement with the architect.

SPECIAL SERVICES

In addition to normal services the architect often may be required to perform special or supplementary services such as those listed below. If not stipulated in the architect's agreement, the additional charges for such services should be agreed upon before the services are rendered.

- Preparation of special display drawings, models, or perspectives.
- Full time supervision or services of a resident supervisor (clerk-of-the-works.)
- Cost of reproducing drawings and specifications additional to an agreed number, when so stated in the architect's agreement.
- Major changes requested by the client after preliminary drawings are approved or detailed work already accomplished on the working drawings.
- Administering construction work let on a "cost-plus" basis.
- Associating with consultants required or approved by the client to augment the architect's normal services.
- Designing furniture, fixtures, and decorative work or assisting in the selection or purchase of such items.
- Serving as expert witness.
- Consultations when no other architectural services are required.
- Special travel in the interest of the client.
- Detailed construction cost estimates.
- Measured drawings of existing buildings to be altered.
- Extra supervision resulting from unduly protracted construction periods through causes beyond the architect's control.

- In the majority of cases architectural service is rendered for a fee based on a percentage of construction cost. Such cost, for fee purposes, includes all work for which the architect renders service, whether by drawings, specifications, advice or consultation. It does not include fees paid to the architect or consultants, or salaries paid to resident supervisors, when employed.
- When salvaged materials are furnished at lower than market price or when materials and labor are furnished by the client, the cost of construction for fee purposes shall include the cost of such materials and labor at current market prices.

- The architect's estimate of construction cost is usually based on the cubic foot volume or square foot area of the building multiplied by a figure which in the architect's judgment, based on his records and experience, would represent the current cost for the type of structure under consideration. An estimate based on detailed labor and material take-offs would be generally a special service.
- The architect should always explain the conditional character of his estimates. He can not under any circumstances guarantee his estimates. Where a fixed limit of cost is established by written statement of the client or due to public appropriation, the architect must be given freedom in determining the character of design and construction needed to meet as nearly as feasible the cost limit established but should not be understood to guarantee the final cost which will be determined not only by the architect's solution of the owner's fixed requirements but by the fluctuating conditions of the competitive construction market.
- It is an important duty of the architect to keep the client informed, during the progress of the work, as to the probable cost of construction involved.

PAYMENTS

Payments for services on a cost or time basis become due as the services are performed; this applies also to special services.

Payments for services based on a percentage of construction cost become due as specific phases of the services are rendered as follows:

- **COMPLETION OF PRELIMINARY SERVICES:** 25% of the basic rate applied to the estimated construction cost. The value of schematic studies and recommendations is generally considered as 10% to 15% of the basic rate.
- **COMPLETION OF WORKING DRAWINGS AND SPECIFICATIONS:** A sum sufficient to increase payments to 75% of the basic rate figured at the estimated construction cost, or, if bids have been received, then computed on the lowest bona fide bid or bids.
- **SERVICES DURING CONSTRUCTION:** Periodic payments based on the value of construction work completed until all fee payments equal the amount of the basic rate applied to the final construction cost including all additive change orders.

A percentage of the total fee corresponding to the percentage of the service rendered would be payable if a project were abandoned or the architect's services terminated.

No deductions should be made from the architect's fee on account of penalty, liquidated damages, or other sums withheld from payment to contractors.

THE ARCHITECT'S AGREEMENT

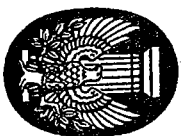
It must be understood that a specific architectural commission may or may not include all the services hereinbefore described. A proper agreement between the client and architect stipulates the services to be rendered and the compensation to be paid. A formal agreement is preferred and standard forms published by the American Institute of Architects are available for this purpose. With established clients or for minor projects a letter agreement may suffice.

The client will appreciate a businesslike procedure in this matter as protecting both himself and the architect against misunderstandings, delays, or possible law suits and pending the establishment of mutual trust and confidence.

STANDARDS OF PROFESSIONAL PRACTICE

To safeguard the financial, technical, and moral interests entrusted to the architect by his client the North Carolina Chapter, as an integral part of the American Institute of Architects, is committed to the code of conduct set forth in Document 330. The complete document is available to the public. Some important features of it are:

- An architect should not make use of services offered by manufacturers, suppliers of building materials, appliances and equipment, or contractors, which may be accompanied by an obligation detrimental to the best interest of the client.
- An architect's drawings and specifications should be complete, definite, and clear.
- An architect should inspire the loyal interest of his employees, providing suitable working conditions for them, requiring them to render competent and efficient services, and paying them adequate and just compensation therefor.
- An architect shall not accept any compensation for his services other than from his client.
- An architect shall not render professional services without compensation. He shall neither offer nor provide preliminary services on a conditional basis prior to definite agreement with his client that if the contemplated project proceeds, he will be employed as its architect.
- An architect shall not knowingly compete with another architect on a basis of professional charges, nor use donation as a device for obtaining competitive advantage.
- An architect shall not attempt to supplant another architect after definite steps have been taken by a client toward the latter's employment.
- An architect in soliciting work shall not divide fees except with professionals related to building design, and those regularly employed or known to be associated with his office.
- An architect shall not use paid advertising, nor use self-laudatory, exaggerated or misleading publicity.



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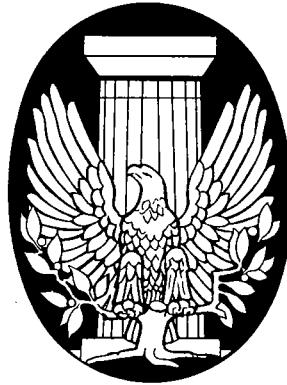
Adopted 15 June, 1951
Amended 23 May, 1954
Amended 21 May, 1957

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NORTH CAROLINA CHAPTER

NORTH CAROLINA CHAPTER

THE AMERICAN INSTITUTE OF ARCHITECTS



OFFICE TECHNIQUES

A CLIENT IS ENTITLED TO THE BEST POSSIBLE HANDLING OF THE INTERESTS HE ENTRUSTS TO HIS ARCHITECT. IN THE CLIENT-ARCHITECT RELATIONSHIP THE ARCHITECT ASSUMES AUTHORITY AND RESPONSIBILITY AS DESIGNER, TECHNICAL EXPERT AND ADMINISTRATOR.

THE DETAILS OF PROCEDURE WHICH THE ARCHITECT ADOPTS TO ASSURE EXPERT EXECUTION OF HIS THREE-FOLD RESPONSIBILITY CONSTITUTE HIS OFFICE TECHNIQUES. THE THOROUGHNESS WITH WHICH HE ORGANIZES AND CARRIES OUT ROUTINE PROCEDURES IS A MEASURE OF THE EFFICIENCY OF HIS SERVICES ON HIS CLIENT'S BEHALF. THIS BROCHURE DEALS WITH FORMS WHICH AID THE ORDERLY HANDLING OF OFFICE ROUTINE.

THE NORTH CAROLINA CHAPTER OF THE AMERICAN INSTITUTE OF ARCHITECTS HAS SPONSORED THIS PRESENTATION FOR THE PARTICULAR PURPOSE OF STIMULATING THE YOUNGER PRACTITIONERS TO ADOPT OR DEVELOP TECHNIQUES SUITED TO THEIR INDIVIDUAL NEEDS. IT IS LIKELY THAT OLDER OFFICES ALSO MAY FIND THIS MATERIAL USEFUL.

C O N T E N T S

NCAIA
FORM

1 WORK SHEET

A RECORD OF BASIC INFORMATION NEEDED AT THE INCEPTION OF A PROJECT.

2 SURVEY REQUIREMENTS

A STATEMENT TO THE CLIENT OR HIS DESIGNATED CIVIL ENGINEER OF THE DETAILED INFORMATION ABOUT SITE CONDITIONS WHICH THE CLIENT MUST FURNISH THE ARCHITECT.

3.1 PRODUCTION RECORD

A RECORD OF DATES OF COMPLETION OF VARIOUS PHASES OF THE PROJECT AND APPROVALS BY THE CLIENT AND CONTROLLING AGENCIES.

3.2 PRODUCTION RECORD WITH PROGRESS CHART

SIMILAR TO NCAIA FORM 3.1 WITH PROVISION FOR GRAPHIC INDICATION OF PROGRESS.

4 INVOICE

A FORM FOR BILLING THE CLIENT FOR SERVICES RENDERED.

5.1 INVITATION TO BID

INCLUDES INFORMATION ON THE SIZE AND TYPE OF PROJECT, BID DATE, DEPOSIT REQUIREMENTS AND WHERE DOCUMENTS MAY BE EXAMINED.

5.2 ADVERTISEMENT FOR BIDS

INCLUDES INFORMATION WHICH MEETS THE LEGAL REQUIREMENTS OF ADVERTISEMENT IN NORTH CAROLINA.

6 DEPOSIT FOR PLANS AND SPECIFICATIONS

A FORM FOR ANSWERING INQUIRIES AND DISPOSING OF DEPOSITS.

7 RECORD OF BIDDING DOCUMENTS

A RECORD OF DOCUMENTS ISSUED FOR BIDDING AND INCLUDING ISSUES FOR CONSTRUCTION PURPOSE.

8.1 BID TABULATION

A FORM FOR TABULATING BIDS.

8.2 BID TABULATION CONTINUATION AND SUMMARY

A COMPANION TO NCAIA FORM 8.1 WHICH PROVIDES FOR LOW BID SUMMARY.

9 TRANSMITTAL

A FORM FOR TRANSMITTING VARIOUS DOCUMENTS, INDICATING THE PURPOSE AND ACTION REQUIRED.

NCAIA
FORM

10 EXECUTION OF CONTRACTS

AN INSTRUCTION SHEET TO ACCOMPANY CONSTRUCTION CONTRACTS, GIVING DETAILS ON THE REQUIREMENTS FOR PROPER EXECUTION.

11 CONSTRUCTION SCHEDULE

A FORM FOR SETTING UP A CONSTRUCTION SCHEDULE AND FOR RECORDING COMPARATIVE PROGRESS.

12 COLOR MATERIALS

A FORM FOR REQUESTING THE CONTRACTOR TO SUBMIT MATERIALS INVOLVING COLOR SELECTION.

13 MONTHLY ESTIMATE

A FORM FOR THE CONTRACTOR'S USE IN SHOWING THE BREAKDOWN OF CONSTRUCTION COST, VALUE OF WORK CURRENTLY COMPLETED AND PAYMENT REQUESTED.

14 CERTIFICATE

A FORM FOR CERTIFYING TO THE CLIENT THE PERIODIC PAYMENT DUE A CONTRACTOR AND A SUMMARY OF THE CURRENT CONTRACT STATUS.

15 CONSTRUCTION PROGRESS REPORT

A RECORD OF PROGRESS FOR USE IN REPORTING FROM FIELD TO OFFICE OR FROM OFFICE TO CLIENT.

16 CHANGE ORDER

A FORM FOR AUTHORIZING CHANGES IN CONSTRUCTION CONTRACTS, INCLUDING A SUMMARY OF CONTRACT AMOUNTS TO DATE.

17 COMPLETION REQUIREMENTS

A LISTING OF ITEMS WHICH THE CONTRACTOR MUST FURNISH BEFORE A FINAL CERTIFICATE OF PAYMENT IS ISSUED.

18 CERTIFICATE OF COMPLETION

A STATEMENT CERTIFYING THE COMPLETION OF A PROJECT IN ACCORDANCE WITH CONTRACT PLANS AND SPECIFICATIONS.

19 JOB SUMMARY

A RECORD OF CONTRACTORS AND PRINCIPAL SUB-CONTRACTORS, EXPIRATION DATE OF GUARANTEES, FINAL TOTAL AND UNIT COSTS AND BRIEF DESCRIPTION OF BUILDING FEATURES.

WORK SHEET

CLEMMER & HORTON

ARCHITECTS

CLIENT:

226 SECOND STREET, NW, HICKORY, N. C.

PROJECT:

DATE.....

BUILDING REQUIREMENTS:

CLIENT'S DETAILED PROGRAM ATTACHED ARCHITECT TO ASSIST OWNER IN FORMULATING DETAILED PROGRAM

FUNDS IN THE AMOUNT OF \$.....MUST BE BUDGETED TO COVER THE COST OF

BUILDING CONSTRUCTION, MECHANICAL AND ELECTRICAL WORK, ARCHITECT'S FEE, FURNISHINGS,

EQUIPMENT SUCH AS.....

SITE IMPROVEMENTS SUCH AS.....

SITE LOCATION, BOUNDARIES, NATURAL FEATURES:

UTILITIES AVAILABLE AND FEET FROM PROPERTY LINE:

WATER..... SANITARY SEWER..... STORM SEWER..... ELECTRIC.....

GAS..... ACCESS ROAD.....

SKETCH PLAT ON BACK, OWNER TO PROVIDE PROPERTY LINE, TOPOGRAPHICAL & UTILITY SURVEY & TEST BORINGS

ZONING AND DEED RESTRICTIONS:

CODE LIMITATIONS:

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SURVEY REQUIREMENTS

RALPH W. CRUMP
WINSTON-SALEM, N. C.

TO:

PROJECT:

DATE:

YOU ARE REQUESTED TO FURNISH SURVEY INFORMATION FOR THE SUBJECT PROJECT AS FOLLOWS:

PROPERTY

- PROPERTY LINE MAP WITH BEARINGS AND LENGTHS OF BOUNDARY LINES
- ADJOINING AND ON-SITE ROADS, ALLEYS, CURBS, WALKS, HYDRANTS, POLES, GUY WIRES, MANHOLES, STREAMS, DITCHES, BANKS, FENCES, OUTLINE OF EXISTING BUILDINGS AND OTHER FIXED FEATURES
- ON-SITE ISOLATED TREES OF 3" OR LARGER DIAMETER WITH NAME OF TREE AND SPREAD OF BRANCHES SHOWN IN SCALE, AND OUTLINE OF MASSED TREES
- ANY KNOWN ON-SITE EASEMENTS

TOPOGRAPHY

- SPOT ELEVATIONS ALONG PROPERTY LINES, TOP AND BOTTOM OF CURBS, TOP AND BOTTOM OF DITCHES AND BANKS, FLOOR ELEVATIONS OF EXISTING BUILDINGS
- ELEVATIONS ON 25 FOOT OR 50 FOOT GRID
- CONTOURS AT ONE FOOT, 2 FOOT OR 5 FOOT INTERVALS
- BENCH MARK AND ORIENTATION ARROW

UTILITIES

- LOCATION OF ALL KNOWN UNDERGROUND LINES AND ALL OVERHEAD LINES SERVING THE PROJECT
- TOP AND INVERT OF AT LEAST TWO MANHOLES ON EACH AVAILABLE SANITARY SEWER LINE, AND TOP AND INVERT OF AT LEAST TWO CATCH BASINS ON EACH AVAILABLE STORM SEWER LINE
- CHARACTERISTICS OF ELECTRIC POWER

SUBSURFACE INVESTIGATION

- IN ACCORDANCE WITH INSTRUCTIONS ATTACHED

DRAWING

- SHEET SIZE OPTIONAL WITH ENGINEER
- SHEET SIZE AS DIMENSIONED AT RIGHT
- SCALE OF DRAWING 1" EQUALS.....FT.
- SCALE LARGEST POSSIBLE ON SPECIFIED SHEET

REQUESTED BY.....

PRODUCTION RECORD

JOB NO:

JOB CAPTAIN

LESLIE N. BONEY, ARCHITECT
WILMINGTON, N. C.

POST OFFICE BOX 986
120 SOUTH FIFTH STREET
TELEPHONE 3-2424

JOB TITLE TO BE USED ON ALL DOCUMENTS:

CLIENT CONTACT FOR DECISIONS TELEPHONE

WORK SHEET TO	DATE	AMENDED	DATE	COMMENT
JOB CAPTAIN	
SURVEY REQUESTED	RECEIVED	
PRELIMINARIES STARTED	REVISED	
FINALS AUTHORIZED			TENTATIVE BID DATE
FINAL CHECK STARTED			FINAL BID DATE

CONSULTANT or DEPARTMENT	NAME OF CONSULTANT OR DEPARTMENT HEAD	PRELIMINARY		INTERMEDIATE		FINALS RECEIVED	
		ISSUED	RECEIVED	ISSUED	RECEIVED	PLANS	SPECS.
ARCHITECTURAL							
STRUCTURAL							
PLUMBING							
HEATING							
AIR CONDITIONING							
CIVIL							

APPROVALS REQUIRED	PRELIMINARIES			FINALS	
	1ST SUBMITTAL	2ND SUBMITTAL	APPROVED	SUBMITTED	APPROVED
<input type="checkbox"/> OWNER					
<input type="checkbox"/> INSURANCE DEPARTMENT					
<input type="checkbox"/> SCHOOL PLANNING DIVISION					
<input type="checkbox"/> BD. OF HEALTH SEWAGE DISP.					
<input type="checkbox"/> STATE BOARD OF HEALTH					
<input type="checkbox"/> BUDGET BUREAU					
<input type="checkbox"/> HOSPITAL COMMISSION					
<input type="checkbox"/> BUILDING INSPECTOR					
<input type="checkbox"/>					

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INVOICE

TO:

LASHMIT, JAMES, BROWN & POLLOCK
ARCHITECTS AND ENGINEERS
865 WEST FOUR AND ONE-HALF STREET
WINSTON-SALEM, NORTH CAROLINA

DATE.....

PROJECT:

SERVICES CURRENTLY RENDERED:

BASIS OF CHARGES PER AGREEMENT DATED

- PERCENTAGE OF CONSTRUCTION COST AT BASIC FEE OF.....%
- SALARIES PLUS.....% FOR OVERHEAD PLUS.....% FOR FEE
- REIMBURSABLES
- OTHER:

CONSTRUCTION VALUES:

- ACTUAL OR ESTIMATED CONSTRUCTION COSTS \$.....
- PAYMENTS CERTIFIED TO CONTRACTORS TO DATE \$.....

AMOUNTS NOW INVOICED:

FOR PRECONSTRUCTION SERVICES:

.....% OF FEE OF.....% ON ABOVE CONSTRUCTION VALUES \$.....

AND FOR SERVICES DURING CONSTRUCTION:

.....% OF FEE OF.....% ON ABOVE CERTIFIED PAYMENTS \$.....

OR FINAL FEE SETTLEMENT:

.....% OF ABOVE FINAL ACTUAL CONSTRUCTION COST \$.....

SALARIES PER ATTACHED DETAILS \$.....

OVERHEAD \$.....

FEE \$..... \$.....

REIMBURSABLES PER ATTACHED DETAILS \$.....

OTHER: \$.....

\$.....

LESS PREVIOUS PAYMENTS

\$.....

NET AMOUNT NOW DUE

\$.....

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INVITATION TO BID

TO:

CYRILL H. PROHL, AIA, ARCHITECT
713 O. HANLON BUILDING
WINSTON-SALEM, N. C.

DATE.....

WE INVITE YOUR BID ON THE PROJECT DESCRIBED BELOW. THE REQUIREMENTS ON LICENSING, FORM OF PROPOSAL, BID SECURITY, PERFORMANCE BOND, PLAN DEPOSITS AND OTHER RELATED MATTERS ARE SET FORTH IN THE SPECIFICATIONS.

PROJECT.....

LOCATION.....

OWNER.....

DESCRIPTION.....

PLAN DEPOSIT \$.....

PLANS AND SPECIFICATIONS MAY BE EXAMINED AT OUR OFFICE

OR.....

OR.....

FOR THE FOLLOWING TRADES:

GENERAL

PLUMBING

HEATING

ELECTRIC

SINGLE OR MULTIPLE CONTRACTS

PLACE.....

BID DATE..... TIME.....

CYRILL H. PROHL, AIA, ARCHITECT
BY.....

ADVERTISEMENT FOR BIDS

SEALED BIDS WILL BE RECEIVED AT.....

BY.....

WHOSE ADDRESS IS.....

UNTIL.....O'CLOCK STANDARD TIME ON THE.....DAY OF.....19.....

FOR THE CONSTRUCTION OF.....

CONSISTING OF.....

AND WILL BE IMMEDIATELY AND PUBLICLY OPENED AND READ. COMPLETE PLANS AND SPECIFICATIONS MAY BE EXAMINED AT THE OFFICE OF
JAMES L. BEAM, JR., ARCHITECT, 204 NORTH JACOB ST., CHERRYVILLE, N. C.

SEPARATE BIDS WILL BE TAKEN FOR.....

QUALIFIED PRIME CONTRACTORS MAY OBTAIN PLANS AND SPECIFICATIONS AS FOLLOWS:

SUB-CONTRACTORS AND MATERIAL SUPPLIERS MAY OBTAIN PLANS AND SPECIFICATIONS AS FOLLOWS:

ALL CONTRACTORS ARE HEREBY NOTIFIED THAT THEY MUST HAVE THE PROPER LICENSE UNDER THE STATE LAWS GOVERNING THEIR RESPECTIVE TRADES. (GENERAL STATUTES OF NORTH CAROLINA, CHAPTER 87). EACH BID MUST BE ACCOMPANIED BY A CASH DEPOSIT OR A CERTIFIED CHECK DRAWN ON SOME BANK OR TRUST COMPANY, INSURED BY THE FEDERAL DEPOSIT INSURANCE CORPORATION, OF AN AMOUNT NOT LESS THAN 5% OF THE BID OR IN LIEU THEREOF A BIDDER MAY OFFER A BID BOND FOR 5% OF THE BID. SAID DEPOSIT OR CERTIFIED CHECK WILL BE RETAINED BY THE OWNER OR THE 5% BID BOND UPON DEMAND SHALL BE PAID FORTHWITH FOR LIQUIDATED DAMAGES IN EVENT OF FAILURE OF THE SUCCESSFUL BIDDER TO EXECUTE THE CONTRACT WITHIN TEN DAYS AFTER THE AWARD, OR TO GIVE SATISFACTORY SURETY AS REQUIRED BY LAW, CONDITIONED THAT THE AMOUNT OF THE BID BOND SHALL BE DOUBLED IF PAYMENT IS NOT MADE FORTHWITH UPON DEMAND. (GENERAL STATUTES OF NORTH CAROLINA, CHAPTER 143, ARTICLE 8, SECTION 129). PERFORMANCE BOND WILL BE REQUIRED FOR 100% OF THE CONTRACT PRICE. PAYMENTS DURING CONSTRUCTION WILL BE MADE ON THE BASIS OF NINETY PER CENT OF MONTHLY ESTIMATES AND FINAL PAYMENT MADE UPON COMPLETION AND ACCEPTANCE OF THE WORK. NO BID MAY BE WITHDRAWN AFTER THE SCHEDULED CLOSING TIME FOR THE RECEIPT OF BIDS FOR A PERIOD OF THIRTY DAYS. THE OWNER RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE INFORMALITIES.

SIGNED.....

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DEPOSIT FOR PLANS AND SPECIFICATIONS

LASHMIT, JAMES, BROWN & POLLOCK
ARCHITECTS AND ENGINEERS
865 WEST FOUR AND ONE-HALF STREET
WINSTON-SALEM, NORTH CAROLINA

TO:.....

PROJECT.....

DATE.....

YOUR DEPOSIT CHECK FOR PLANS AND SPECIFICATIONS FOR THE SUBJECT PROJECT IS RETURNED HEREWITH

- SAID DOCUMENTS HAVE BEEN RETURNED IN GOOD CONDITION
- THE BID LIST IS CLOSED
- BID DOCUMENTS ARE ISSUED ONLY TO PRIME CONTRACTORS ON DEPOSIT
- AS LOW BIDDER YOU WILL RETAIN DOCUMENTS USED FOR BIDDING

AS SUB-BIDDER PLANS AND SPECIFICATIONS ARE AVAILABLE TO YOU AS FOLLOWS:

- IN AGC PLAN ROOM AT.....
- IN DODGE PLAN ROOM AT.....
- IN OUR OFFICE
- AT COST OF PRINTING AND HANDLING: \$.....
 - DOCUMENTS WILL BE FORWARDED ON RECEIPT OF YOUR CHECK
 - DOCUMENTS ARE BEING SENT. PLEASE REMIT THE ABOVE AMOUNT

HEREWITH IS A REFUND ON PLANS AND SPECIFICATIONS MINUS \$.....

TO COVER COST OF PRINTING AND HANDLING

- DOCUMENTS WERE NOT RETURNED IN GOOD CONDITION
- BID WAS NOT SUBMITTED
- PLANS WERE NOT RETURNED WITHIN THE TIME LIMIT STATED IN THE ADVERTISEMENT
- DEPOSIT WAS ACCEPTED BUT YOU WERE NOT A PRIME CONTRACTOR

LASHMIT, JAMES, BROWN & POLLOCK

BY.....

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TRANSMITTAL

VOORHEES & EVERHART, A.I.A. ● Architects
HIGH POINT, NORTH CAROLINA

TO:

PROJECT:

DATE.....

WE HEREBY TRANSMIT THE FOLLOWING ITEMS BY MAIL, BUS,
 MESSENGER OR.....FOR DISPOSITION AS CODED OR STATED

DISPOSITION CODE
APPROVED—A
CORRECT & RESUBMIT—B
FOR BID OR PRICE—C
APPROVED AS NOTED—D
FOR USE ON THE JOB—E
FOR YOUR FILES—F

COPIES	ITEM	DRAWING NUMBERS	LATEST DATE	COVERING
	PRINTS OF PRELIM DRAWINGS			
	PRINTS OF FINAL DRAWINGS			
	SPECS			
	REVISED CONTRACT DRAWINGS			
	DETAIL DRAWINGS			
	SHOP DRAWINGS			
	SUBMITTAL DATA			
	COLOR SCHEDULE			
	CHANGE ORDER			
	CONTRACTS FOR ARCHT SERVICES			
	CONST CONTRACTS			
	INSTRUCT ON EXEC OF CONTRACTS			
	LEGAL AD FOR BIDS	PLEASE PUBLISH IN THE EARLIEST POSSIBLE ISSUE OF YOUR NEWSPAPER. SEND THE OWNER NAMED IN THE ADVERTISEMENT AN AFFIDAVIT OF PUBLICATION AND YOUR INVOICE IN TRIPLICATE.		

SIGNED.....

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EXECUTION OF CONTRACTS

TO ASSURE PROPER EXECUTION
OF CONSTRUCTION CONTRACTS
PLEASE FOLLOW CAREFULLY THE
INSTRUCTIONS GIVEN BELOW.

FRED W. BUTNER, JR. AIA
ARCHITECT
420 WEST FOURTH STREET
WINSTON-SALEM, NORTH CAROLINA
TELEPHONE PArk 3-5309

DATE.....

DOCUMENTS REQUIRED: PROVIDE 3 COPIES EACH OF THE FOLLOWING UNLESS NOTED OTHERWISE IN BLOCK

1. PROPOSAL FORM
2. CONTRACT FORM
3. PERFORMANCE BOND
4. WORKMEN'S COMPENSATION INSURANCE CERTIFICATE
5. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE CERTIFICATE
6. BUILDER'S RISK (FIRE AND EXTENDED COVERAGE) INSURANCE CERTIFICATE

SIGNATURES: THE CONTRACTOR SHALL SIGN EACH COPY OF THE PROPOSAL, CONTRACT AND PERFORMANCE BOND IN ONE OF THE FOLLOWING WAYS:

1. IF A SOLE OWNER, THE WORD OWNER SHALL APPEAR AFTER THE SIGNATURE.
2. IF A PARTNERSHIP, THE WORD PARTNER SHALL APPEAR AFTER THE SIGNATURE.
3. IF A CORPORATION, THE PRESIDENT AND SECRETARY OR VICE-PRESIDENT AND SECRETARY SHALL SIGN AND THE TITLES OF THE ONES SIGNING SHALL APPEAR AFTER THE SIGNATURES. THE SEAL OF THE CORPORATION MUST BE IMPRESSED ON EACH COPY OF THE SIGNED DOCUMENTS.

PERFORMANCE BOND: WHERE THIS DOCUMENT IS SIGNED BY AN ATTORNEY-IN-FACT THERE SHALL BE ATTACHED TO EACH COPY A CERTIFIED COPY OF POWER-OF-ATTORNEY PROPERLY EXECUTED AND DATED.
EACH COPY OF THE BOND MUST BE COUNTERSIGNED BY A RESIDENT AGENT AND THAT TITLE SHALL APPEAR AFTER THE SIGNATURE. NOTE THAT THE RESIDENT AGENT MUST BE AN INDIVIDUAL LICENSED TO DO BUSINESS IN NORTH CAROLINA AS REQUIRED BY SECTION 58-44 GENERAL STATUTES OF NORTH CAROLINA AS AMENDED BY SENATE BILL NO. 105.
THE SEAL OF THE BONDING COMPANY SHALL BE IMPRESSED ON EACH COPY.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: IN COMPLIANCE WITH THE REQUIREMENTS OF THE SPECIFICATIONS THE MINIMUM AMOUNTS OF INSURANCE SHALL BE AS FOLLOWS:
PUBLIC LIABILITY \$ _____ PROPERTY DAMAGE \$ _____

BUILDER'S RISK INSURANCE SHALL BE COMPLETED VALUE FORM NO. 80-1, INCLUDING EXTENDED COVERAGE AND SHALL BE MADE PAYABLE TO THE CONTRACTOR AND OWNER AS THEIR RESPECTIVE INTERESTS APPEAR. IN THE EVENT OF A LOSS THE CONTRACTOR SHALL REINSTATE THE POLICY FOR THE ORIGINAL AMOUNT.

INSURANCE CERTIFICATES: THERE SHALL APPEAR ON EACH COPY OF WORKMEN'S COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE, AND BUILDER'S RISK INSURANCE CERTIFICATES THE FOLLOWING CLAUSE:
"IT IS AGREED THAT THE COVERAGE SHALL NOT BE CANCELLED OR CHANGED UNTIL TEN DAYS AFTER WRITTEN NOTICE OF SUCH TERMINATION OR ALTERATION HAS BEEN SENT BY REGISTERED MAIL TO (FILL IN THE NAME OF THE OWNER)."

RETURN OF DOCUMENTS: PLEASE COMPLETE AND RETURN ALL COPIES OF ALL DOCUMENTS TO THE ARCHITECT PROMPTLY. SINCE IT IS USUALLY THE OWNER'S REQUIREMENT THAT HE SIGN ALL DOCUMENTS FOR ALL CONTRACTS FOR A PROJECT AT ONE TIME, DELAY ON THE PART OF ANY ONE CONTRACTOR WILL DELAY THE ENTIRE PROJECT.
AFTER THE OWNER EXECUTES THE CONTRACTS A COMPLETE COPY WILL BE FURNISHED TO THE CONTRACTOR.

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COLOR MATERIALS

LARSON AND LARSON

ARCHITECTS

REYNOLDA STATION
WINSTON-SALEM, NORTH CAROLINA
TELEPHONE Park 5-1201

PROJECT:
CONTRACTOR:

DATE _____

PLEASE SUBMIT INFORMATION INDICATED BELOW FOR MATERIALS REQUIRING COLOR SELECTION. ALTHOUGH CERTAIN OF THESE MATERIALS MAY NOT BE NEEDED ON THE JOB FOR A LONG TIME, PROPER COLOR DESIGN REQUIRES THAT ALL COLOR MATERIALS BE CONSIDERED TOGETHER AND INCLUDED IN A SINGLE SCHEDULE. YOUR PROMPT ATTENTION TO THIS MATTER WILL AVOID DELAY IN DELIVERY OF COLOR MATERIALS WHICH NEED TO BE ORDERED IMMEDIATELY. A CHECK MARK IN THE LAST COLUMN INDICATES WHETHER SAMPLES SHOULD BE SENT TO US AT THIS TIME.

MATERIAL	NAME OF SUBCONTRACTOR OR SUPPLIER	NAME OR MAKE OF MATERIAL OFFERED	SEND SAMPLES
<input type="checkbox"/> GLAZED STRUCTURAL TILE			
<input type="checkbox"/> CERAMIC TILE			
<input type="checkbox"/> QUARRY TILE			
<input type="checkbox"/> MARBLE			
<input type="checkbox"/> SLATE			
<input type="checkbox"/> FLAGSTONE			
<input type="checkbox"/> TERRAZZO			
<input type="checkbox"/> ASPHALT TILE			
<input type="checkbox"/> GREASEPROOF ASPH. TILE			
<input type="checkbox"/> LINOLEUM			
<input type="checkbox"/> VINYL TILE			
<input type="checkbox"/> RUBBER TILE			
<input type="checkbox"/> MO-SAI			
<input type="checkbox"/> PORCELAIN WALL PANELS			
<input type="checkbox"/> METAL LOCKERS			
<input type="checkbox"/> METAL TOILET PARTITIONS			
<input type="checkbox"/> METAL DOOR LOUVERS			
<input type="checkbox"/> PAINT & STAIN			
<input type="checkbox"/> FOLDING PARTITIONS			
<input type="checkbox"/> COUNTER TOPS			
<input type="checkbox"/> CHALK & TACK BOARDS			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

BY _____

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CERTIFICATE NO. JOB NO.

WALTER HOOK AND ASSOCIATES
INCORPORATED
ARCHITECTS — ENGINEERS
303½ WEST FOURTH STREET
CHARLOTTE 2, NORTH CAROLINA

PROJECT:

OWNER:

CONTRACTOR:

CONTRACT FOR:

DATE.....

TO THE OWNER: WE HAVE EXAMINED THE ESTIMATE ATTACHED HERETO. TO THE BEST OF OUR KNOWLEDGE AND BELIEF IT IS A TRUE AND CORRECT STATEMENT OF WORK PERFORMED AND MATERIAL FURNISHED BY THE CONTRACTOR.

WE CERTIFY, THEREFORE, THAT THE CONTRACTOR IS ENTITLED TO A PAYMENT OF \$.....

AMOUNT OF CONTRACT		\$.....
ADDITIONS TO DATE		\$.....
	TOTAL	\$.....
DEDUCTIONS TO DATE		\$.....
	NET TOTAL	\$.....
AMOUNT THIS CERTIFICATE	\$.....	
PREVIOUSLY AUTHORIZED	\$.....	
	TOTAL AUTHORIZED TO DATE	\$.....
	BALANCE	\$.....

CERTIFIED:

WALTER HOOK AND ASSOCIATES

BY.....

*RECEIPT OF THE AMOUNT ABOVE CERTIFIED IS HEREBY ACKNOWLEDGED:.....

CONTRACTOR

BY.....

*NOT REQUIRED IF PAYMENT IS MADE BY CHECK

DATE.....

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CONSTRUCTION PROGRESS REPORT

ARTHUR C. JENKINS, JR., AIA
 ARCHITECT
 FAYETTEVILLE, NORTH CAROLINA

PROJECT:

CONTRACTOR:

CONTRACT FOR:

CONTRACT COMPLETION
DATE

CURRENT ESTIMATE OF
ACTUAL COMPLETION

DATE.....

DIVISION OF THE WORK	PERCENT COMPLETE	REMARKS ON PROGRESS, CAUSES FOR DELAY, INFORMATION OR DECISIONS NEEDED	STATUS OF INSURANCE
----------------------	------------------	------------------------------------------------------------------------	---------------------

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REPORTED BY.....

CHANGE ORDER NO. JOB NO.

LASHMIT, JAMES, BROWN & POLLOCK
ARCHITECTS AND ENGINEERS
865 WEST FOUR AND ONE-HALF STREET
WINSTON-SALEM, NORTH CAROLINA

PROJECT.....

OWNER.....

CONTRACTOR.....

CONTRACT FOR.....

DATE.....

TO THE CONTRACTOR: YOU ARE HEREBY INSTRUCTED, SUBJECT TO THE PROVISIONS OF THE ABOVE NAMED CONTRACT,
TO MAKE THE FOLLOWING CHANGES THEREIN:

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DATE OF CONTRACT.....CALENDAR DAYS ADDED DUE TO THIS ORDER.....NEW COMPLETION DATE.....

AMOUNT OF CONTRACT \$.....

ADDITIONS TO DATE \$.....

TOTAL \$.....

DEDUCTIONS TO DATE \$.....

TOTAL \$.....

ADD THIS ORDER \$.....

DEDUCT THIS ORDER \$.....

NET CONTRACT TO DATE \$.....

CERTIFIED: CONTRACTOR

BY

APPROVED: OWNER

BY

AUTHORIZED: LASHMIT, JAMES, BROWN & POLLOCK

BY.....

COMPLETION REQUIREMENTS

STINSON • AREY • HALL
ARCHITECTS AND ENGINEERS
639A WEST FIFTH STREET
WINSTON-SALEM, NORTH CAROLINA

PROJECT:

CONTRACTOR:

DATE.....

TO THE CONTRACTOR: BEFORE THE CERTIFICATE FOR FINAL PAYMENT IS ISSUED WE MUST HAVE THE ITEMS INDICATED BELOW:

- AFFIDAVIT THAT ALL CLAIMS FOR LABOR AND MATERIALS HAVE BEEN PAID
- MASTER KEYS
- ROOFING BOND
- FLASHING BOND
- WATERPROOFING GUARANTEES
- BOILER INSPECTION CERTIFICATE
- PLUMBING INSPECTION CERTIFICATE
- ELECTRICAL INSPECTION CERTIFICATE
- ELEVATOR INSPECTION CERTIFICATE
- INSPECTION CARD TO POST IN ELEVATOR CAB
- SPRINKLER SYSTEM INSPECTION CERTIFICATE
- ADJUSTMENT FOR HARDWARE ALLOWANCE
- ADJUSTMENT FOR ROCK ALLOWANCE
-
-
-

NOTE: WHERE STATE FUNDS ARE INVOLVED, SUBMIT COPIES OF AFFIDAVITS, BONDS, GUARANTEES AND CERTIFICATES.

SIGNED.....

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CERTIFICATE OF COMPLETION

A. G. ODELL, JR. AND ASSOCIATES

ARCHITECTS

109 WEST THIRD STREET, CHARLOTTE, N. C.

TO:

PROJECT:

DATE.....

TO THE OWNER:

WE HAVE MADE FINAL INSPECTION OF THE SUBJECT PROJECT, AND IT APPEARS THAT ALL REQUIREMENTS OF THE CONTRACT PLANS AND SPECIFICATIONS, INCLUDING ALL AUTHORIZED CHANGES THERETO, HAVE BEEN MET.

IN VIEW OF THE ABOVE IT IS OUR RECOMMENDATION THAT THE PROJECT BE ACCEPTED.

A. G. ODELL JR. AND ASSOCIATES

BY.....

JOB SUMMARY

JOB NO.

LINDSEY MADISON GUDGER

A. I. A.
ARCHITECT

OWNER:
PROJECT:
LOCATION:

52 CARTER STREET
ASHEVILLE, NORTH CAROLINA

CONTRACTORS	BIDS RECEIVED	CONTRACT AWARDED	WORK ACCEPTED	GUARANTEES EXPIRE
-------------	---------------	------------------	---------------	-------------------

COST DATA	ORIGINAL CONTRACT AMOUNTS	ADDITIONS	DEDUCTIONS	FINAL CONTRACT AMOUNTS	PERCENT
TOTALS					
ARCHITECT'S FEE @.....					
TOTAL COST OF PROJECT					100%
AREA			SQUARE FOOT COST		
VOLUME			CUBIC FOOT COST		
NO. OF UNITS			COST PER UNIT		

DESCRIPTION: 1 STRUCTURAL SYSTEM, 2 EXTERIOR WALLS, 3 BACK UP, 4 FLOOR CONST., 5 ROOF CONST., 6 FINISH FLOORS, 7 WALL FINISH, 8 TYPE HEATING, 9 NO. ROOMS, 10 SEATING CAPACITY ASSEMBLY, CAFE, LIBRARY, 11 BOOK CAP.

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FIRST PRINTING 500 COPIES AUGUST 1957

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*members
Lashmit, Luther*

June 15, 1961

Mr. Anthony Lord, F.A.I.A.
Six Associates, Incorporated
1095 Hendersonville Road
Asheville, North Carolina

FILE COPY - PLEASE RETURN

Dear Mr. Lord:

Responding to your inquiry of June 12th, with regard to the previous filing of the nomination of Luther Lashmit, A.I.A., for advancement to Fellowship:

I find that it was filed in October, 1957; was considered by The Jury of Fellows at its 1958, 1959, and 1960 meetings. It was at the 1960 meeting that it was passed over for the third time and dropped from the Jury's agenda.

The By-laws provide that any prohibition for re-nomination shall not extend beyond a four-year period beginning with the date of the first nomination.

As I figure it, then, Mr. Lashmit may now be nominated for advancement to Fellowship again. As you will recall, the deadline for filing this year will be November 1, 1961.

Sincerely yours,

(Miss) Florence H. Gervais
Secretary to The Jury of Fellows

FHG

SIX ASSOCIATES
INCORPORATED
ARCHITECTS AND ENGINEERS
ALPINE 3-2381
1095 HENDERSONVILLE ROAD
ASHEVILLE, N. C.

HENRY IRVEN GAINES, A. I. A.
ANTHONY LORD, F. A. I. A.
S. CLINTON MINNICH, JR., N. S. P. E.
STEWART ROGERS, A. I. A.
ERLE G. STILLWELL, F. A. I. A.

October 25, 1961

887

The Jury of Fellows
American Institute of Architects
1735 New York Avenue, N. W.
Washington 6, D. C.

Attention Miss Florence Gervais

Dear Miss Gervais:

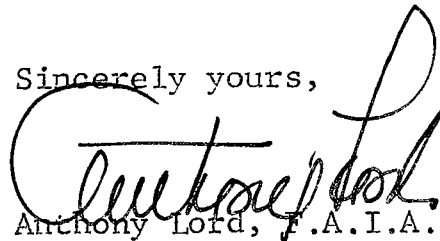
Attached hereto and sent by registered mail are two copies of
the Nomination for Fellowship of Mr. Luther Lashmit of the
North Carolina Chapter.

I trust these are in order and, if not, please advise me what
should be done.

Attached is one copy of Office Techniques and one copy of
Standards of Architectural Service prepared by Mr. Lashmit.
Photographs will follow, as well as letters supporting his
nomination.

With all good wishes,

Sincerely yours,



Anthony Lord, F. A. I. A.

AL/b
enclosures

OCT 27 1961

SIX ASSOCIATES
INCORPORATED
ARCHITECTS AND ENGINEERS
ALPINE 3-2381
1095 HENDERSONVILLE ROAD
ASHEVILLE, N. C.

HENRY IRVEN GAINES, A. I. A.
ANTHONY LORD, F. A. I. A.
S. CLINTON MINNICH, JR., N. S. P. E.
STEWART ROGERS, A. I. A.
ERLE G. STILLWELL, F. A. I. A.

December 13, 1961

Miss Florence Gervais
Head, Membership Department
The Jury of Fellows
American Institute of Architects
1735 New York Avenue, N. W.
Washington 6, D. C.

Dear Miss Gervais:

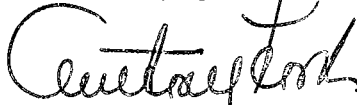
We send in a separate package but with a copy of this letter enclosed, 9 photographs of buildings designed by, or under the direction of, Luther Snow Lashmit whose Fellowship nomination forms were earlier submitted to the Jury. The declaration of authorship was included with the other forms.

I believe quite a number of letters have been written in support of Mr. Lashmit's nomination and a few more will still be coming in.

If there are any points on which we are out of order or if anything is lacking which would strengthen our presentation, we would certainly appreciate knowing about it so that we might take the proper steps before January 1, 1962.

With all good wishes and the compliments of the Season, I am

Sincerely yours,



Anthony Lord

AL/b

DEC 15 1961

DEC 15 1961

March 12, 1962

Mr. Albert L. Haskins, Jr., President
North Carolina Chapter, A.I.A.
P. O. Box 6514
Raleigh, North Carolina

Dear Mr. Haskins:

The Jury of Fellows has requested me to advise you of the following action it has taken on the nomination before it of a corporate member of your Chapter who was considered for advancement to Fellowship:

Referred to Meeting of the Jury in 1963:

Luther Snow Lashuit

The Jury questions whether a more adequate photographic submission could not be submitted, and more conclusive evidence of Service to The Institute.

Any further material that you wish to submit in connection with this nomination should be received by The Jury of Fellows at The Octagon by November 15, 1962.

Sincerely yours,

J. Roy Carroll, Jr., F.A.I.A.
Secretary

JRC/g/m

THE AMERICAN INSTITUTE OF ARCHITECTS

The Octagon • 1735 New York Avenue, N. W. • Washington 6, D. C. • EXecutive 3-7050

March 13, 1963

Mr. Arthur C. Jenkins, Jr., President
North Carolina Chapter, AIA
P. O. Box 1003
Fayetteville, North Carolina

Dear Mr. Jenkins:

The Jury of Fellows has requested me to advise you of the following action it has taken on the nominations before it of corporate members of your Chapter who were considered for advancement to Fellowship:

Referred to Meeting of The Jury in 1964:

Robert Lee Clesmer
+ Marvin R. A. Johnson
+ Luther Snow Lechmit

Any further material that you wish to submit in connection with these nominations should be received by The Jury of Fellows at The Octagon by November 15, 1963.

Very truly yours,

Clinton Goble, FAIA
Secretary

copy to Executive Secretary, North Carolina Chapter, AIA

CG/n

m
Lashmit, Luther Snow

THE COPY - PLEASE RETURN

May 6, 1964

Mr. S. Scott Forebas, Jr., President
North Carolina Chapter, AIA
221 South Church Street
Charlotte, North Carolina

Dear Mr. Forebas:

The Jury of Fellows has requested me to advise you of the following action it has taken on the nominations before it of corporate members of your Chapter who were considered for advancement to Fellowship:

Referred to Meeting of The Jury in 1965

Harvin R. A. Johnson

Any further material that you wish to submit in connection with this nomination should be received by The Jury of Fellows at The Octagon by November 15, 1964.

Nomination Before The Jury at Three Meetings
Without Favorable Action

Luther Snow Lashmit

We regret to inform you that this member has not been honored with Fellowship by The Jury of Fellows. The exhibits in support of his nomination are being returned under separate cover to the Chapter Office.

The Jury has asked me to inform you that, in their deliberations during the past three years, this proposal has been considered among the several hundred carefully reviewed as to qualifications.

S. Scott Ferebee, Jr., President
North Carolina Chapter, AIA

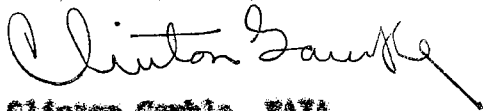
-2-

May 4, 1964

The Rules of Procedure of the By-Laws of The Institute permit the resubmission of a new nomination after the lapse of one year following this action.

The Jury suggests that, if you take this course, the new presentation would set forth full information supporting your belief in the nominee's notable qualifications. (See "Principles Underlying the Bestowal of Fellowships", AIA Form No. H501.)

Very truly yours,



Clinton Gamble, FAIA
Secretary

CG/s

cc: Executive Secretary, North Carolina Chapter, AIA

Exhibits rec'd 12/16/61
No. NF 887



Received Oct. 27 1961

Voted On March 1 1962

Voted On March 2 1963

Voted On April 14 1964

NOT Granted April 14 1964

No. M 887

THE AMERICAN INSTITUTE OF ARCHITECTS
JURY OF FELLOWS

NOMINATION FOR FELLOWSHIP

CASE RECORD

1. Name of Nominee Luther Snow ^{Lashmit} Date of Nomination Oct. 12 1961
2. Address of Nominee 2523 Woodbine Road, Winston-Salem, North Carolina
3. Nominee's firm Lashmit, James, Brown & Pollock
4. Nominee's principal place of business 865 West Four & One-Half Street
Winston-Salem, North Carolina
5. Nominee's Chapter North Carolina Chapter, A.I.A.
6. Nominee's State Organization none
7. Nominee admitted to Institute March 8, 1940
8. Nominee has been in good standing in Institute from 3 1940 to January 1 1962.
9. Nominee's age 62 Birthplace Winston-Salem, North Carolina
10. Nominators: Fellows of the North Carolina Chapter, A.I.A.
 ✓ (1) William Henley Deitrick ✓ (4) Anthony Lord
 ✓ (2) Walter Williams Hook ✓ (5) Arthur Gould Odell, Jr.
 ✓ (3) H. L. Kamphoefner ✓ (6) Erle G. Stillwell
11. Achievement DESIGN AND SERVICE TO THE INSTITUTE

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(Nominators leave blank)

CONFIDENTIAL



THE AMERICAN INSTITUTE OF ARCHITECTS

NOMINATION FOR FELLOWSHIP

BY

INDIVIDUAL MEMBERS

THE JURY OF FELLOWS A.I.A.
The Octagon, 1735 New York Avenue, N. W.
Washington 6, D. C.

Date October 12, 1961

Use typewriter except for signatures.

We hereby nominate Luther Snow Lashmit member of The North Carolina Chapter, for fellowship in The Institute for his notable contribution to the advancement of the profession by his achievements in *design, *the science of construction, *literature, *education, *service to The Institute, ~~*public service~~

Type in full name of nominee. Type in name of Chapter.

*Strike out all inappropriate words.

Evidence of the qualifications of the nominee for the fellowship is appended.

**Members' Signatures

Chapter of Signer

**The signatures of five fellows of the nominee's chapter or of state association member to which he belongs; or of any ten corporate members will constitute a nomination. If you are a Fellow place the initials F.A.I.A. after your name.

	North Carolina
Wm. Henley Deitrick, F.A.I.A.	
	North Carolina
Walter Williams Hook, F.A.I.A.	
	North Carolina
H. L. Kamphoefner, F.A.I.A.	
	North Carolina
Anthony Lord, F.A.I.A.	
	North Carolina
Arthur Gould Odell, Jr., F.A.I.A.	
	North Carolina
Erle G. Stillwell, F.A.I.A.	

THE NOMINATORS SHOULD SEE THAT LETTERS OR DATA ARE SENT TO THE JURY OF FELLOWS IN SUPPORT OF THIS NOMINATION.

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BIOGRAPHICAL STATISTICS

1. Nominee's full name Luther Snow Lashmit
2. Nominee is a natural naturalized citizen of United States of America
3. Nominee's legal residence : 2523 Woodbine Road, Winston-Salem, N. C.
4. Nominee's firm name : Lashmit, James, Brown & Pollock
5. Nominee's principal place of business, address : 865 West Four and One-Half Street
Winston-Salem, N. C.
6. Nominee is registered or licensed to practice architecture by North Carolina and Pennsylvania.

2. Strike out in-appropriate word and write in name of Country.

6. Type in "N.C. A. R. B." or name of State Board, as case may be.

7. Strike out in-appropriate words.

8. Type in date of birth and city and Country.

7. Nominee is engaged in practice of architecture as a practicing architect—~~teacher in architecture~~
~~teacher in science of construction—public official—retired.~~

8. Born 22 April 1899 Place of birth Winston-Salem, N. C.

9. Nominee's schools, colleges and universities:

	Location	No. of Years	Year of Graduation	Degree
<i>High School</i>	City High School, Winston-Salem, N.C.	4	1916	
<i>Private School</i>				
<i>College or University</i>				
	University of North Carolina, Chapel Hill, N.C.	1		
<i>College or University</i>				
	Carnegie Institute of Technology, Pittsburgh, Pa.	4	1921	A.B. Arch
<i>Post Graduate at</i>				
	Carnegie Institute of Technology, Pittsburgh, Pa.	1	1922	M.A. Arch
<i>Scholarships held</i>				
	Ecole des Beaux Arts de Fontainebleau		1925	Diplome'

10. Other data concerning nominee's record.

School Honors

- AIA Medal
- AIA Fontainebleau Scholarship (competition)
- Tau Sigma Delta
- Scarab

Travel & Study Abroad

- 1924 England and France
- 1925 Fontainebleau
- 1926 France and Italy
- 1929 France and Spain
- 1931 Fontainebleau and St. Tropez

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Nominators should read "Principles Underlying the Bestowal of Fellowships", Institute Document No. 9, before completing this nomination. Additional sheets may be inserted to supplement any page, 3 to 7, inclusive. Use typewriting only.

NOMINEE'S ACHIEVEMENT IN ARCHITECTURAL DESIGN

1. Works

Type (a) Commercial (b) Monumental (c) Domestic (d) Special	Identification of Work	Location of Work (City)	(State)	Completed Construction Work (Year)	Photographs Drawings, or Sketches Submitted
c.	Bowman Gray Residence	Winston-Salem, N.C.		1929	1 Photograph
b.	Justice Building	Raleigh, N. C.		1940	1 Photograph
d.	Public Library	Winston-Salem, N.C.		1953	2 Photographs
a.	Office Building	Winston-Salem, N.C.		1956	2 Photographs
d.	Handicapped Childrens Center	Winston-Salem, N.C.		1957	2 Photographs
d.	Public Library	Thomasville, N.C.		1958	1 Photograph

Under column headed "Type" type in (a), (b), (c), or (d), as the case may be.

Type in last column to right the number submitted in each case.

2. Describe nominee's notable work in design, to bring out the particular achievements the nominators believe have notably contributed to the advancement of the profession.

See attached sheets.

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NOMINEE'S ACHIEVEMENT IN SCIENCE OF CONSTRUCTION

1. CONSTRUCTION WORK

<i>Type of Work Constructed</i>	<i>Identification of Work</i>	<i>Location of Work</i>	<i>Completed Construction Work (Year)</i>	<i>Photographs, Drawings, or Sketches Submitted</i>
-------------------------------------	-----------------------------------	-----------------------------	-------------------------------------------------------	-----------------------------------------------------------------

Type in last column to right the number submitted in each case.

2. BOOKS, TREATISES, OR ARTICLES WRITTEN

<i>Subject Title</i>	<i>Where Published</i>	<i>Date Published</i>
----------------------	------------------------	-----------------------

3. Describe nominee's notable work in the science of construction and any recognition thereof by other societies, to bring out the particular achievements the nominators believe have notably contributed to the advancement of the profession.

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NOMINEE'S ACHIEVEMENT IN EDUCATION AND LITERATURE

1. EDUCATION WORK

(List the degrees and the educational positions held by the nominee, and bring out clearly the nominee's signal work and its particular force and influence which the nominators believe to be a notable contribution to the advancement of the profession, and state evidences of recognition of such work by pupils, the profession, other societies, or the public.)

Teaching Experience in Architecture

Instructor, Georgia School of Technology, Atlanta, Ga.	1922 thru 1923
Assistant Professor, Carnegie Institute of Technology, Pittsburgh, Pa.	1923 thru 1927
Associate Professor, Carnegie Institute of Technology, Pittsburgh, Pa.	1931 thru 1938

Sidelights

Talk on Professionalism, Professional Engineers State Convention, Sedgefield, N. C.	1952
Talk on Architect's Function in Preliminary Planning, American Library Association Conference at St. Paul, Minn.	1954
Restoration Advisor, Two 1940 Greek Revival Debating Society Buildings, Davidson College, Davidson, N. C.	1956

2. LITERARY WORK

(List the original written works of the nominee and state clearly the particular force and influence of that work which the nominators believe to be a notable contribution to the advancement of the profession, and state evidences of recognition of such work by other societies, the profession, educational institutions or the public.)

<i>Book, Treatise or Article</i>	<i>Subject</i>	<i>Name of Book or Periodical Containing Work</i>	<i>Year Work Published</i>
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OCT 27 1989

NOMINEE'S ACHIEVEMENTS IN SERVICE TO THE INSTITUTE

1. State fully the nominee's signal service to The Institute, his chapter, or his state association, or to the profession, which the nominators believe has notably contributed to the advancement of the profession, and list the offices in architectural organizations occupied by the nominee and the period of each.

See attached sheets.

NOMINEE'S ACHIEVEMENTS IN SERVICE TO THE INSTITUTE

Mr. Lashmit was President of the North Carolina Chapter AIA in 1948. During his term of office he completely changed the type of chapter meetings and activities from informal catch as catch can procedures springing from the whim of the moment to organized, well thought out programs of committee work with regular reports to the executive committee and the membership. This has led to great progress and has, we believe, been instrumental in the development of the N. C. Chapter into one of the best in the Institute. By example, the effect of this program has been reflected in many of the other chapters in the South Atlantic Region.

Mr. Lashmit was also instrumental in the formation and development of the Architectural Foundation for the then newly organized School of Design at N. C. State College. This Foundation raises funds by subscriptions from architects and the building industry to supplement state appropriations. This has made possible the development of the school into one of the best in the nation, with very definite beneficial influence on the quality of design and architectural practice in this area.

As Chairman of the N. C. Chapter's Office Practice Committee since 1953, Mr. Lashmit has been very active. Two documents developed by him are submitted in the exhibits enclosed. One, entitled "Office Techniques" was developed to help our members conduct their offices in a more business like manner, with orderly forms suited to architectural practice in this state. This document, besides being used by older firms in the chapter, is presented to all new members and has proved very helpful to them in organizing their practice. The second, entitled "Standards of Architectural Service" has been continuously in use since 1945 and is, we believe, the best of its type in the Institute. Both of these documents were recognized by the Institute as "Document of the Month".

Mr. Lashmit has had three appointments to the Office Practice Committee of the Institute, the current appointment extending through 1962. He has had a significant part in the committee's review and development of aids to professional service, notably the 1958 edition of document No. J-330, The Standards of Architectural Practice, the new Owner-Architect Agreements and the establishment of a basis for Letters of Intent, the latter appearing in the June, 1961 edition of the AIA Journal.

At chapter level he has been mentor to younger practitioners in pointedly relating their problems to Institute policy in such matters as client requests for multiple interviews, pressure for advertisements from publication media, non-competitive fee situations, and similar problems that trouble the inexperienced practitioners.

He has carried the principles of the Institute into his community appointment as Chairman of his City's Committee on Codes and Ordinances, as architect member of the City's Board of Architectural Review for Historic Areas and as architectural advisor to the local organization which is spending \$3,000,000 in the restoration of the 18th century Moravian Village of Salem.

Offices Held In Architectural Organizations

North Carolina Chapter A.I.A.

Chairman Committee in Allied Arts	1947
President	1948
Director	1949 thru 1951
Chairman Office Practice Committee	1954 to present
Chairman Committee on Special Report on School of Design	1956

Winston-Salem Council of Architects

President	1956
Director	1957-1958

South Atlantic Region A.I.A.

Chairman Office Practice Committee	1954-1955
	1956 thru 1958
	1960 thru 1962

NOMINEE'S ACHIEVEMENT IN PUBLIC SERVICE

1. List the public offices held by the nominee and the positions of trust held by him in recognition of civic leadership, and state clearly his notable work in public service and the particular influence of that work which the nominators believe to be a notable contribution to the advancement of the profession.

Member, Board of Architectural Review for Historic Areas, City of Winston-Salem.	1952 to present
Trustee, Old Salem, Inc., A Restoration Organization, Winston-Salem, N. C.	1952 thru 1960
Member, City Building Code Committee, Winston-Salem, N. C.	1954 thru 1956
Chairman-Advisory Committee on Codes and Ordinances Winston-Salem, N. C.	1960 to present
Member Executive Committee N. C. Design Foundation	1959 thru 1961



THE AMERICAN INSTITUTE OF ARCHITECTS

DECLARATION OF AUTHORSHIP

THE following certification must accompany the photographic exhibit. It may be signed by anyone in possession of full knowledge concerning the development of the design. This might be the Chapter President, a member of the Executive Committee of the Chapter, a partner of the nominee, or even the nominee himself. If the various examples were developed under different conditions respecting authorship, the various statements below should be keyed to the proper exhibits.

The accompanying photographs show examples of work with which the nominee's connection was as follows:

- A. The nominee was solely responsible for the design.
- The nominee was largely responsible for the design.
- B. The design was under the direction of the nominee.
- The nominee's firm executed the design.

A. Bowman Gray Residence Winston-Salem, N. C.

A. Justice Building Raleigh, N. C.

A. Public Library Winston-Salem, N. C.

B. Office Building Winston-Salem, N. C.

B. Handicapped Childrens Center Winston-Salem, N. C.

B. Public Library Thomasville, N. C.

Signed W.R. James, Jr. Title Partner
W. R. James, Jr. Lashmit, James, Brown & Pollock

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221 S. CHURCH ST., CHARLOTTE, N. C.
MRS. BETTY SILVER, EXECUTIVE SECRETARY
P. O. BOX 666, RALEIGH, N. C.
● NORTH CAROLINA CHAPTER, A.I.A. OFFICES
RALEIGH BUILDING, RALEIGH, N. C.



WILLIAM R. JAMES, JR., AIA. DIRECTOR-1962
865 W. 4 1/2 ST., WINSTON-SALEM, N. C.
ARCHIE R. DAVIS, AIA. DIRECTOR-1963
111 CORCORAN ST., DURHAM, N. C.
ROBERT L. CLEMMER, AIA. DIRECTOR-1964
P. O. BOX 2469, HICKORY, N. C.
LOUISE HALL, AIA. ARCHIVIST
BOX 6636 COLLEGE STA., DURHAM, N. C.
R. MAYNE ALBRIGHT, ATTORNEY
804 INSURANCE BLDG., RALEIGH, N. C.
● NORTH CAROLINA CHAPTER, A.I.A. TELEPHONE
AREA CODE 919 — 828-8688

NORTH CAROLINA CHAPTER THE AMERICAN INSTITUTE OF ARCHITECTS

INCORPORATED

October 19, 1961

The Jury of Fellows
American Institute of Architects
1735 New York Avenue, N. W.
Washington 6, D. C.

By agreement and in collaboration with the Executive Committee of the North Carolina Chapter of the American Institute of Architects, the Chapter Committee of all six of its fellows have met in committee session to unanimously support the recommendation to elect Luther Lashmit of Winston-Salem for Fellowship in the Institute for design. The Executive Committee and the Chapter Committee of Fellows believe that they also have the unanimous support of the members of the Chapter in making this proposal.

Luther Lashmit, by his work as a former teacher, by his practice, and by his words and deeds, is generally regarded as one of the Chapter's elder statesmen for good architecture. When we attended national conventions or travel about the country, we are often asked about him by his former students at Carnegie Tech and Georgia Tech. They speak highly of him as a person and comment warmly on what they learned from him as a teacher. His work shows a sensitivity for fine proportion and detailing and a dignity of expression. When cultivated clients wanted good architecture, they turned to his office to acquire buildings of excellence.

Luther Lashmit was trained, as most of us who are over 50, in the Beaux Arts tradition. When the new architecture came along, Lashmit had the good judgment, intelligence, flexibility, and humility to draw into his office younger men also of competence. The newer buildings that are shown in this exhibition of his work have been done with the collaboration of some of the younger men working under his direction and guiding hand, and we believe that all of the work of his office, past and present, carries the advice, counsel, and personal criticism of Lashmit.


His office received a Chapter Honor Award four years ago with Paul Rudolph and Robert McLaughlin as jurors, and one of their schools an Honor Award two years ago with Louis Kahn, Arthur Q. Davis, and

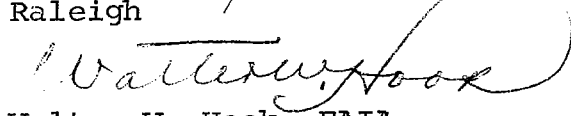
October 19, 1961

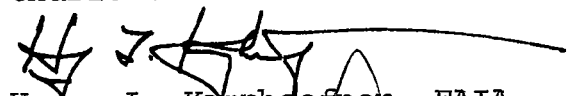
Sam Hurst as jurors. These are not all of the fine modern buildings executed by and/or under the direction of Luther Lashmit and his firm.


Luther Lashmit stands for excellence in architecture. He has the respect of the members of the Chapter, both young and old, and we honestly believe that he deserves more than any other person in North Carolina, not yet elected to Fellowship, the honor we recommend. We strongly urge you to consider the only recommendation the North Carolina Chapter has made for an advancement to Fellowship in the last five years.


Respectfully submitted,

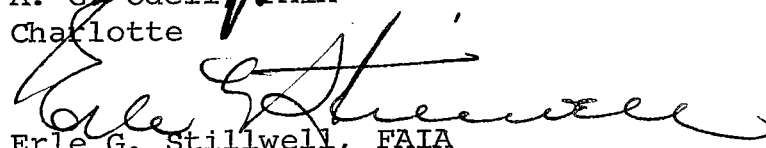

William H. Deitrick, FAIA
Raleigh


Walter W. Hook, FAIA
Charlotte


Henry L. Kamphoefner, FAIA
Dean, School of Design, N. C. State College, Raleigh


Anthony Lord, FAIA
Asheville


A. G. Odell, FAIA
Charlotte


Erle G. Stillwell, FAIA
Asheville

HLK:reh

THE AMERICAN INSTITUTE OF ARCHITECTS



The Octagon • 1735 New York Avenue, N.W. • Washington 6, D. C. • EXecutive 3-7050

CONFIDENTIAL

LUTHER LASHMIT. is being nominated to Fellowship in The American Institute of Architects in SERVICE TO THE INSTITUTE

(state the category or categories)

The nomination lists the following activity as a basis for advancement:

- HIS WORK AS A MEMBER OF THE "OFFICE PROCEDURES COMMITTEE" IN ADDITION TO HIS MANY OTHER ACTIVITIES FOR HIS CHAPTER & COMMUNITY Activity

In the space below, please list any further details about this activity which you can provide on the basis of direct personal experience, and explain why you would consider it a significant accomplishment in the advancement of the profession of Architecture. Additional information may be submitted on an attached sheet, but the Jury prefers the material to be brief and pertinent.

- LUTHER LASHMIT HAS BEEN A TOWER OF STRENGTH ON THE OFFICE PROCEDURES COMMITTEE FOR THE LAST 5 YEARS.
- HE HAS UNDERTAKEN AND COMPLETED ASSIGNMENTS OF GREAT IMPORTANCE TO THE PROFESSION WITH GREAT ENERGY, DEVOTION AND SUCCESS.

I have known the nominee for 10 years in the relationship of COLLEAGUE

Signed Daniel Schwartzman

Typed Signature DANIEL SCHWARTZMAN FAIA

Date SEPT. 30 1963.

OCT 7 1963

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STANDARDS OF ARCHITECTURAL SERVICE

NORTH CAROLINA CHAPTER
THE AMERICAN INSTITUTE OF ARCHITECTS



PREFACE

Planning, technical guidance, advice and counsel — rendered in verbal, written or graphic form — constitute the service of the architect. In order to protect the building public against incompetent or unscrupulous practitioners the law permits no one to practice architecture nor to use the name "architect" in North Carolina until he has fulfilled the qualifications fixed by the State Board of Architectural Examination and Registration.

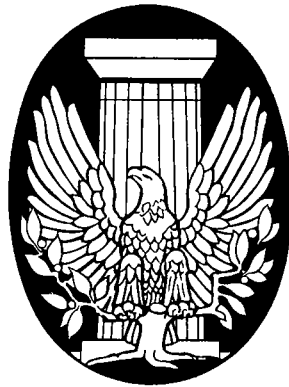
The architect may associate professional engineers or other experts with himself but he must remain in control; one of his major duties being that of coordinating all design, structural and mechanical parts of buildings.

The North Carolina Chapter of the American Institute of Architects endeavors to maintain within the profession the highest standards of practice and conduct for the benefit of clients and the public generally. Therefore, the members of the Chapter adhere to the standards of professional practice established by the American Institute of Architects.

Adopted 15 Jun 1945
Amended 23 May 1953
Amended 21 May 1955
Amended 1 Feb 1958

NORTH CAROLINA CHAPTER

THE AMERICAN INSTITUTE OF ARCHITECTS



OFFICE TECHNIQUES

A CLIENT IS ENTITLED TO THE BEST POSSIBLE HANDLING OF THE INTERESTS HE ENTRUSTS TO HIS ARCHITECT. IN THE CLIENT-ARCHITECT RELATIONSHIP THE ARCHITECT ASSUMES AUTHORITY AND RESPONSIBILITY AS DESIGNER, TECHNICAL EXPERT AND ADMINISTRATOR.

THE DETAILS OF PROCEDURE WHICH THE ARCHITECT ADOPTS TO ASSURE EXPERT EXECUTION OF HIS THREE-FOLD RESPONSIBILITY CONSTITUTE HIS OFFICE TECHNIQUES. THE THOROUGHNESS WITH WHICH HE ORGANIZES AND CARRIES OUT ROUTINE PROCEDURES IS A MEASURE OF THE EFFICIENCY OF HIS SERVICES ON HIS CLIENT'S BEHALF. THIS BROCHURE DEALS WITH FORMS WHICH AID THE ORDERLY HANDLING OF OFFICE ROUTINE.

THE NORTH CAROLINA CHAPTER OF THE AMERICAN INSTITUTE OF ARCHITECTS HAS SPONSORED THIS PRESENTATION FOR THE PARTICULAR PURPOSE OF STIMULATING THE YOUNGER PRACTITIONERS TO ADOPT OR DEVELOP TECHNIQUES SUITED TO THEIR INDIVIDUAL NEEDS. IT IS LIKELY THAT OLDER OFFICES ALSO MAY FIND THIS MATERIAL USEFUL.

JUL 87 61