

# ANDOVER EMERGENCY COMMITTEE

TOWN HALL, ANDOVER, MASS.

1932

TO THE PEOPLE OF ANDOVER:

Please study the list below, checking all items which interest you, detach, sign, and return at once in the enclosed envelope.

To CREATE employment for those who are out of work through no fault of their own, we appeal to you.

In most homes necessary repairs and alterations have been postponed. We urge that you DO THIS WORK NOW. You can thus accomplish two things — provide a temporary job for someone who needs the work, and receive unusually good values yourself.

By taking advantage of the lowest building and repairing costs in years, you will make a big saving. It is a bad time, from a business point of view, to neglect repairs or alterations, and to permit depreciation on your property.

This is an opportunity for you to benefit yourself, your neighbor, your city, and your country. We count on you to respond.

## HOUSE EXTERIOR

### Large Jobs:

- ☐ Repaint your house now
- ☐ If it is brick, repoint it
- ☐ New porch or steps
- ☐ New roof on the porch
- ☐ New cement steps
- ☐ Repair blinds and storm windows
- ☐ Repair gutters, conductors and flashing
- ☐ Repair roof or reroof
- ☐ Repoint your chimneys — they may be dangerous!
- ☐ Skylights — clean and repair
- ☐ Garage repairs or enlargements
- ☐ Why not heat that garage NOW?
- ☐ New cement walks
- ☐ Resurface the driveway
- ☐ Do your fences or gates need attention?
- ☐ A new trellis or window box?

### Odd Jobs:

- ☐ Wash windows
- ☐ Clean up the yard
- ☐ Taking down storm windows and doors
- ☐ Painting storm doors, windows, screens, etc.
- ☐ Putting up awnings and screens
- ☐ Cleaning out garage

- ☐ Chopping or sawing wood
- ☐ Work on the lawn
- ☐ Work on shrubs, raking driveway, etc.

## HOUSE INTERIOR

### Large Jobs:

- ☐ Waterproofing cellars
- ☐ Modernizing cellar or attic
- ☐ New cellar stairs
- ☐ Cleaning, overhauling or modernizing heating system
- ☐ Insulate pipes and boilers
- ☐ A new radiator in that cold spot
- ☐ New plumbing facilities. That new sink!
- ☐ Does your electric wiring need overhauling?
- ☐ A few new wall plugs or outlets would be convenient
- ☐ Building a fireplace
- ☐ Install a partition and make a new room
- ☐ Are your stairs and railings safe?
- ☐ Plastering, painting or papering
- ☐ Brighten up your woodwork and floors
- ☐ Repair doors and windows
- ☐ Weatherstripping windows and doors
- ☐ New window shades and screens

### Odd Jobs:

- ☐ Clean cellars or attic
- ☐ Whitewash cellar
- ☐ Paint radiators, etc.
- ☐ Simple carpentry jobs
- ☐ Care of heater, or removal of ashes

## HOUSEHOLD WORK

- ☐ Washing windows
- ☐ Beating rugs and carpets
- ☐ Washing and polishing floors
- ☐ Cleaning walls and woodwork
- ☐ Cleaning closets and storerooms
- ☐ Washing china
- ☐ Occasional dish washing
- ☐ Repairing or upholstering furniture
- ☐ Refinishing tables and furniture
- ☐ New casters and draw handles
- ☐ Radio and electrical appliance repairs
- ☐ Mending garments
- ☐ Seamstress work
- ☐ Removing and airing garments
- ☐ Mothers' helper and care of children
- ☐ Tutoring children; Subject
- ☐ Washing and polishing automobiles
- ☐ Home laundering
- ☐ Home cooking
- ☐ Home clerical work, including care of check books

Sincerely yours,

ANDOVER EMERGENCY COMMITTEE

ALFRED L. RIPLEY, *Honorary Chairman*  
JOHN F. O'CONNELL, *Chairman*

I estimate that the jobs will require \_\_\_\_\_ days \_\_\_\_\_ hours of work.

I will be glad to have you send a <sup>man</sup> <sub>woman</sub> worker to me.

This work can be done Date \_\_\_\_\_ Hour \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_ Tel. No. \_\_\_\_\_