



Fairfield Museum and History Center Library
370 Beach Road
Fairfield, CT 06824

Manuscript Finding Aid

Title: The Roger Ludlowe Community Center. Records

Collection #: Ms B93

Dates: 1961, 197-1992

Size of Collection: .25 linear ft (1/2 box, 1 oversize folder)

Accession Number: L1997.33

Donor: Town of Fairfield

Restrictions:

Processed by: Barbara E Austen

Date: November 1997

Biographical/ historical note:

The Roger Ludlowe Community Center, located on Unquowa Road in Fairfield, Conn., was originally built in 1950 as an elementary school. In 1963 it became the home of Roger Ludlowe High School (which had been in what is today the Tomlinson Middle School building). In 1987 Fairfield consolidated its two high schools into one. The vacated Ludlowe building became a community center, where the Recreation Department and clubs and organizations in the town could rent space to hold activities. These included plays, educational classes, car washes, and religious services. In 1997 the building's use was again changed, becoming offices for the Board of Education. It was during this latest renovation that the records of the Community Center were found in a vault and rescued from destruction by the Fairfield Historical Society staff.

Scope and content note:

The materials in this collection represent a fraction of the activities that went on at the Roger Ludlowe Community Center, and primarily reflect what custodian Bob Sauer decided to keep for his own use. The first two folders contain schedules of room use, including the name of the organization, room number, date, and time, for activities between 1989-1992. Folders 3-6 encompass letters to Cyndie MacKenzie in the First Selectman's Office, forwarded to Bob Sauer, with requests for or confirmations of reservations, 1989, 1992. Memos sent to tenants about fire drills, holidays, 1988-1991, rules of building use, and two flyers about the Teen Theater season, 1991-1992, are arranged in folder 7. Folder 8 contains copies of floor plans of the building, including one showing the location of fire extinguishers, and oversize blueprints and blueprints from the firm of Lyons & Mather of Bridgeport, for building renovations and landscaping in 1961. The landscape drawings include layout, planting, sewer, boring and drainage plans. Seating plans in the auditorium are found in Folder 9. Inspection records for fire extinguishers, boilers, and bathrooms, 1987-1990, are arranged chronologically in Folder 10. Equipments lists in Folder 11 include lists of valves and filters in the building, and are accompanied by news clippings, 1989, regarding a buried oil tank on the Ludlowe grounds, and several theft reports, 1989. Personnel records in folders 12 and 13 consist of work reports, in which custodians list their daily accomplishments, including meetings, maintenance, and general cleaning, and job descriptions, 1987-1990, schedules, 1988-1989, a memo, 1992, and a grievance report, 1992, filed by Bob Sauer. The final folder in the collection contains blank forms used by the Community Center staff and include requests for leaves of absence, time sheets, meter readings, schedules, and reports.

ROGER LUDLOWE COMMUNITY CENTER
Records, 1961, 1987-1992

Box 1

- Folder 1-2. Schedules, 1989-1992
- Folder 3-6. Correspondence concerning rentals, 1989, 1992
- Folder 7. Memoranda, rules, theater flyers, 1988-1992
- Folder 8. Floor and site plans, 1961, n.d. (bluelines and blueprints in oversize)
- Folder 9. Seating plans, n.d.
- Folder 10. Inspection records, 1987-1990
- Folder 11. Equipment lists, news clippings, loss reports, 1989
- Folder 12. Work reports, 1989-1990
- Folder 13. Personnel records, 1987-1992
- Folder 14. Blank forms, n.d.

Subject headings:

Building management
Community centers--Conn.--Fairfield
Janitors--Conn.--Fairfield
School buildings--Conn.—Fairfield

Lyons & Mather [architects] (Bridgeport, Conn.)
MacKenzie, Cyndie
Sauer, Bob