



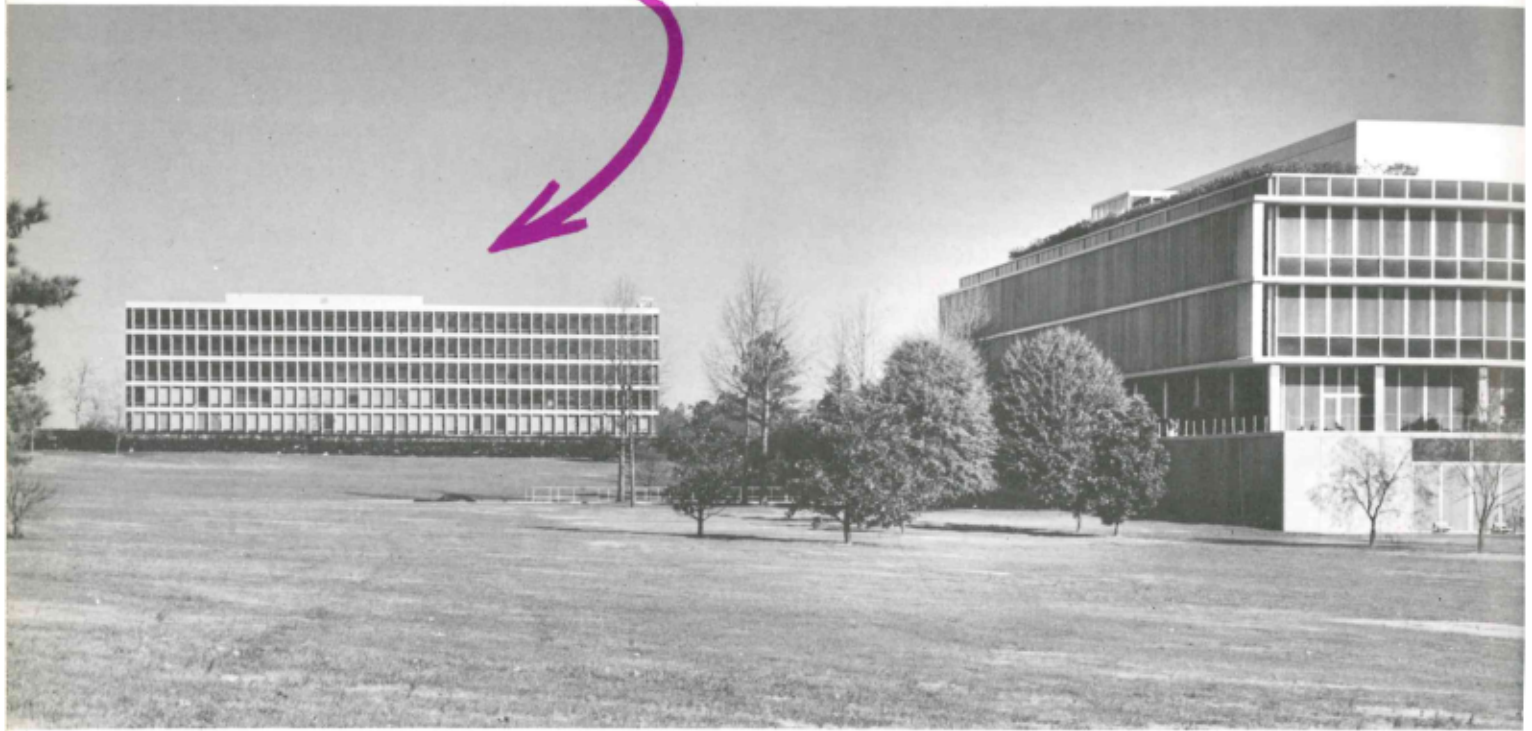
REYNOLDS REVIEW

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REYNOLDS OPENS NEW OFFICE BUILDING

Eight Reynolds Locations Consolidated

Gleaming New General Office Building



Joins EXO West of Richmond

by Stan Atkins

A new Reynolds Metals General Office building -- designed with employee efficiency and convenience in mind -- has joined the company's Executive Office building just off West Broad Street in Richmond.

Reynolds personnel began moving into the gleaming, aluminum-faced building the last weekend in November with the move extending through December.

The General Office building consolidates a number of company departments and operations which were located at eight widely scattered Richmond locations.

The new building has eight levels -- six above ground, a lower level which is partially below ground and a bottom mechanical level which is completely underground.

The Executive Office and the General Office buildings are connected by a tunnel more than twice the length of a

football field which runs from the lower level of the Executive building to the mechanical level of the General Office structure.

The new building houses the new Reyphonet tandem-dial system opened December 2 following company-wide briefings on its use. Reyphonet makes it possible for about half of 57 company locations to dial each other direct without going through a telephone operator.

The General Office will also contain further improvements for company communications with equipment designed to speed the transmission and receipt of company wires.

The new building will further increase company sales efficiency by means of one of the finest business training facilities anywhere, according to T. R. Currie, director of sales training and development.

The entire corporate training facility

was designed to train students through use of modern electronic circuitry. The facility is designed to lessen distractions to the students through additional convenience and comfort.

Immediately noticeable in the aesthetically appealing area is the ceiling.

Credit moves out of its downtown Richmond offices to the General Office building. Packing up are (from left), W. H. Bassett, Jr., general credit manager, and Virginia Ruffner, Lindy Lanford and Judy Smith, all credit secretaries.

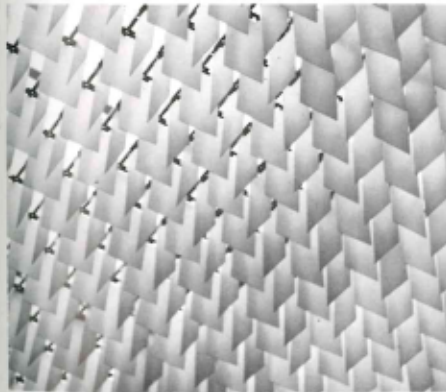




Penny Williams, credit secretary, looks for a number in the new Reyphonet directory. The Reyphonet system, which was inaugurated December 2, is designed to speed telephone calls between company locations through direct dialing.

The system, called Leaf Lite, looks like hundreds of small hanging aluminum plates placed in an intricate pattern. But, more than looking good, they are designed to aid the acoustics and produce "perfect light" on a student's writing tablet.

The training center has a fully integrated video tape system which enables an instructor to tape a student in a simulated selling situation and immediately play back the interview. This gives the student, the class and the instructor a method of immediately detecting those



Outer space beehive? Not quite. The photographer pointed his camera straight up at the Leaf Lite ceiling in the corporate training facility and found an unusual pattern in the hanging aluminum plates. The system is designed to aid acoustics and produce "perfect light" for the students training here.

areas in the student's presentation which need work.

The General Office building has a separate cafeteria, set up to feed well over a thousand employees. Food service is entirely cafeteria-style. Five staggered food service bars and a separate sandwich bar are designed so an employee

can move quickly and conveniently through the line.

Other interesting and utilitarian features are found in the well-designed building, constructed by Basic Construction Company of Newport, News, Va.

Almost the entire terrace level is a huge glassed-in computer systems center. Surrounded on the outside by Libbey-Owens-Ford bronze Thermal Pane, double panes of glass separated by an



The maze of lights and buttons may look bewildering, but this Robertshaw control console helps the General Office building engineer maintain a comfortable environment inside, regardless of rain or snow outside. Andy Lane, Robertshaw project engineer, makes final tests.

air-pocket for insulation, the room's air is rigidly controlled for both temperature and humidity. Much of the floor, in easily removable squares for access to the computer cabling, is Liskey Aluminum, Inc.'s Mark VIII "Elafloor." The laminated plastic floor tile is made of General Electric Perma Clean which doesn't need waxing or buffing and doesn't conduct static electricity.

Employees enter the building from a large paved parking lot on the side and rear. The entrance leads directly to four high-speed Westinghouse Mark IV elevators, which, according to Westinghouse, move 30 per cent faster than the previous most efficient automatic system.

These elevators are equipped with devices which channel floor calls to the elevator which is in a position to provide the quickest response.

The General Office building employs aluminum in a variety of ways.

In the terrace level entrance, extruded aluminum bars line the wall. All typical floor ceilings are formed from two-foot by four-foot aluminum pans laid in a concealed suspension system.

The pans are .010 aluminum perforated on the bottom and filled with fiber glass pellets. The system is manufactured by the Soundlock Corporation, Hazelhurst, Ga.

The exterior of the building consists of a combination of black and natural anodized aluminum plates and extrusions.

The impression is one of beauty, spaciousness, convenience and efficiency, all wrapped up in a glass and aluminum structure which draws the eye. Most important, the new occupants agree, it's a fine place to work.



Here's great daily exercise -- nine trips through this equal a mile and then some. For the convenience of employees, a 603-foot tunnel connects the Executive Office with the new General Office building.



R. S. Reynolds, Jr., chairman and Jos. H. McConnell, president. In background is additional Reynolds office building under construction at headquarters site, Richmond, Va.