

CALL-OFFICE SIGNS

NOTE:- As this Instruction has been completely revised, individual paragraphs have not been 'starred'

1. Scope of Instruction. This Instruction deals with all signs employed to advertise and indicate the position of Public Telephone Call Offices, and also describes signs suitable for fitting internally or externally on a subscriber's premises where the subscriber desires a sign to advertise the availability of his telephone for public use.

GENERAL

2. Responsibilities. The Ministry of Works and Buildings is responsible for the provision and maintenance of all signs at Class 1 Crown Offices.

3. The Engineering Dept. is responsible for the provision and renewal of signs and brackets for signs at all other Post Offices, all call offices not on P.O. premises, and for subscribers' premises where the subscriber has asked for a sign. Subsequent to the initial provision and renewal of signs, the Head Postmaster will be responsible for maintenance.

4. Advice Notes, issued by the T.M., for the provision of call-office circuits or for signs on subscribers' premises, should give particulars of the number of signs to be provided and the type and precise location of each sign.

5. The traffic staff are responsible for obtaining permission for the erection and *should do so before the Advice Note is issued.*

6. Signs on subscriber's premises. The position of each sign and the method of fitting should be discussed with the subscriber before the work is commenced and, provided that a secure fixing is obtainable and due prominence is given to the sign, the subscriber's reasonable requirements should be met.

7. Signs on telegraph poles. Signs will be fitted by the Engineering Dept. to poles designated by the traffic staff, provided there is no engineering objection, e.g., a more suitable site is available or that the local authorities may object to the proposed site.

8. Where the pole in question is situated on a public highway, the consent of the local authority to the attachment of the sign will not normally be sought. Where, however, it is known that the local authority desires to be advised of such attachments, the Area Engr. will, before the work is put in hand, ascertain that the Surveyor to the local authority does not object.

9. Signs on kiosks and cabinets. Suitable signs, where necessary, have been embodied in the structural design of kiosks and cabinets, and signs other than those of standard type should not be fitted.

10. Standard signs for fixing to the exterior walls or buildings, on telegraph poles, tramway or street-lamp standards, etc., and for fitting inside subscriber's premises are detailed on pages 2 and 3 and a reference to the paragraph dealing with the method of fixing and the relevant illustration is given in the "Remarks" column against each item.

Rate Book title	Details	Remarks
Sign, Call-Office, No.1	Enamelled iron, 22" x 9" worded both sides TELEPHONE in white letters on blue ground	} See par.11 and Figs. 1 and 3
Sign, Call-Office, No.1A	Enamelled iron, 22" x 9" worded both sides TELEPHONE, TELEGRAMS MAY BE TELEPHONED in white letters on blue ground	
Sign, Call-Office, No.1B	Enamelled iron, 23" x 5½", arrow shaped, worded both sides TELEPHONE in white letters on blue ground	} see par.12 and Figs. 1 and 2
Sign, Call-Office, No.2	Enamelled iron. Similar to No.1 but worded one side only in white letters on blue ground	} see par.13 and Fig.1
Sign, Call-Office, No.3	Enamelled iron. Similar to No.1 but 12" x 9" in white letters on blue ground	} see par.14 and Fig.1

Rate Book title	Details	Remarks
Sign, Call-Office, No.5	Enamelled iron, 22" x 9", worded both sides YOU MAY TELEPHONE FROM HERE, in white letters on blue ground) see par.11 and Figs. 1 and 3
Sign, Call-Office, No.6	Enamelled iron, 15" x 6", worded both sides WHEN THIS OFFICE IS CLOSED CALLS MAY BE MADE FROM in white letters on blue ground)
Sign, Call-Office, No.7	Enamelled iron, 15" x 6", worded both sides FOR NIGHT AND SUNDAY SERVICE ONLY in white letters on blue ground)
Sign, Call-Office, No.8	Enamelled iron, 15" x 2½", with arrow in white on blue ground.)
Sign, Call-Office, No.8A	Enamelled iron, Similar to No.8 but 4" deep and with arrow and ¼ MILE in 1½" letters) see par.15 and Fig.1
Sign, Call-Office, No.8B	Enamelled-iron, Similar to No.8A but with ½ MILE)
Sign, Call-Office, No.8C	Enamelled-iron. Similar to No.8A but with ¾ MILE)
Sign, Call-Office, No.8D	Enamelled-iron. Similar to No.8A but with 1 MILE)
Sign, Call-Office, No.10	18½" x 8½", worded YOU MAY TELEPHONE FROM HERE reverse way on vitreous blue enamel back-ground, backed white opal. Duplex glass tablet framed in oak.) see par.16 and Fig.1
Sign, Call-Office, No.12	Enamelled iron, 22" x 10", worded both sides TELEPHONE in white letters on blue ground)
Sign, Call-Office, No.12A	Enamelled iron, 22" x 10", worded both sides TELEPHONE TELEGRAMS MAY BE TELEPHONED in white letters on blue ground) see par.17 and Figs.1 and 4
Sign, Call-Office, No.16	14" x 7", worded TELEPHONE, with arrow pointing to left. Flashed glass tablet framed in Oak) see par.18 and Fig.1
Sign, Call-Office, No.16A	As No.16, but arrow pointing to right)

11. Signs, Call-Office, Nos.1 and 1A and 5 are fixed to walls by means of "Brackets, Sign, No.1". when fixing the bracket, particular care must be exercised to ensure that the holes for the screws are well plugged and the plate of the bracket is fixed firmly to the wall. Where it is found that a secure fixing cannot be obtained on the wall direct, a batten should be fixed to the wall and the bracket should then be firmly fixed to the batten, see Fig.3.

12. Sign, Call-Office, No. 1B is suspended from a "Bracket Sign, No.1B", which is attached to poles and standards by means of a strip of 1½ in. x 1½ in. mild steel. The steel strip should be bent round the pole or standard and terminated in the block of the bracket. In this termination, the ends of the steel strip are turned back against the nut which holds the tightening screw. If the pole or standard tapers sharply, it may be found necessary to fit a narrow compensating strip in the upper edge of the main strip, see Fig.2.

13. Signs, Call-Office, Nos.2 are fitted in position by means of wall spikes which hold the sign flat against the wall.

14. Sign, Call-Office, No.3 does not require brackets for fitting. Fixing is effected by nails or screws, driven through a flange on the sign. The flange is part of the main plate of the sign bent at right angles. This type of sign is used at railway stations and where a "Sign, Call Office, No.1" is too large.



Nos 1 & 2.



No. 1A.



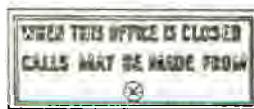
No. 1B.



No. 3.



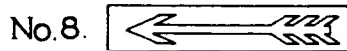
No. 5.



No. 6.



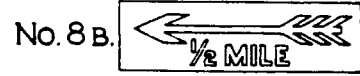
No. 7.



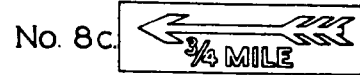
No. 8.



No. 8A.



No. 8B.



No. 8C.



No. 8D.



No. 10.



No. 12.



No. 12A.



No. 16.



No. 16A.

FIG. 1

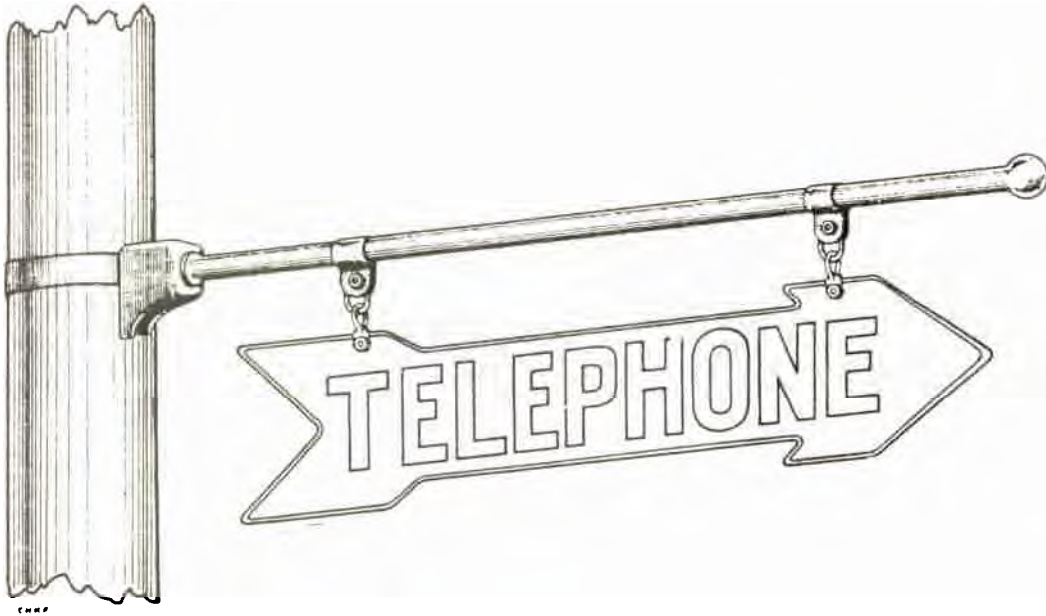


FIG. 2



FIG. 3



FIG. 4

15. Signs, Call-Office, Nos. 6, 7, 8, 8A, 8B, 8C and 8D are used in conjunction with Signs, Call-Office, Nos. 1, and 12 and 12A. They are suspended from these signs by means 'S' hooks. Eyeletted-holes are made in each of the signs to accommodate the hooks.

16. Sign, Call-Office, No. 10 is framed in oak and used inside subscribers' premises. Eyeletted-holes are provided in the frame, to allow the sign to be suspended in a convenient and prominent position.

17. Signs, Call-Office, No. 12 and 12A are self-contained signs for fixing to wooden poles. Two curved flanges are provided in the sign as a means of fixing the sign to the poles. A hole and a slot exist in each flange, the slot accommodating a $\frac{3}{8}$ in. coach screw and the hole a No. 23 - 2 in. wood screw. Prior to erecting the sign, the two coach screws are driven into the pole for a length approximately with $\frac{1}{4}$ in of the head of the screw. The slots in the flanges are then passed over the coach screws underneath the head. This will afford a temporary support for the sign while the coach screws are driven right home. The sign is secured firmly in position by means of the wood screws, driven through the holes in the flanges. Fig. 4 shows the sign attached to a pole.

18. Signs, Call-Office, Nos. 16 and 16A are provided primarily for use in large stores and similar premises. The sign is provided with two screw-eyes so that the sign can be suspended in a convenient and prominent position.

Reference:- None
(S1)

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