

TELEPHONE CABINETS

Decoration and Re-decoration

1. Scope of Instruction.—This Instruction gives the principles to be followed in the decoration and re-decoration of cabinets and suites of cabinets. It gives typical specifications for some of the more usual finishes, and general details of responsibilities.

2. Responsibilities for decoration are as follows:—

Region	Situation	Initial Decoration	Re-decoration
L.T.R.	Class I offices	Ministry of Works	Ministry of Works (advised by H. Pmr.)
	Other sites	Engineering Branch	Engineering Branch
Other Regions	Class I offices	Ministry of Works	Ministry of Works (advised by H. Pmr.)
	Other sites	Engineering Division (T.M.'s Office)	Head Postmaster

5. Specifications.—The "General" clauses given below are set out as if the work were to be put out to tender but, where relevant, they should be followed by P.O. workmen. They are intended as a guide only, and a specification based on them, but excluding irrelevant matter, should be drawn up for each case. The notes should not be included in a specification to a contractor.

For further details, see A 5001, and Head Postmaster's Manual, R1 XV.

TYPICAL SPECIFICATION

General.

1. The cabinets are *in situ* and are named in the attached schedule, which is to be taken as forming part of this specification. The schedule shows the decorative treatments to be applied to each cabinet; these are detailed below.

2. The materials shown in Table 1 will be supplied to the contractor by the Post Office, as required by the numbers and types of cabinets which are the subject of the schedule. [NOTE:—In the table supplied to the contractor, materials not at that time obtainable from Supplies Dept., and those not required for the particular work, will be excluded.]

3. Materials other than those referred to in Clause 2 to be provided by the contractor, and to be of first quality.

4. The contractor to notify the Post Office when a cabinet is taken out of, or returned to, service. The telephone number or address for notification is given in the Schedule.

5. While work is in progress, the contractor must exhibit a clear notice on the cabinet, indicating "WET PAINT . . . TELEPHONE OUT OF SERVICE", must provide guards while paint is wet inside or out, and must not have two adjacent cabinets or more than 50% of a suite out of service simultaneously. A suitable notice will be supplied by the Post Office, if required.

[NOTE:—Form T 544G is a "WET PAINT" notice obtainable from the Supplies Dept. and a suitable

3. Finishes.

(A) Exterior.

(i) *French polishing.*—Used where adjacent woodwork has a similar high-class finish, the shade of the cabinets usually matching that of surrounding wood.

(ii) *Stained and varnished*

(iii) *Grained*

(iv) *Painted* (a) Stone colour, glazing beads picked out in red

(b) P.O. red

(c) other colours.

The finishes indicated in (ii) to (iv) are used to match existing cabinets or decorative schemes or at the request of property owners when the cabinet is fitted on a railway station, in a hotel lobby, shop, etc.

(B) *Interior.*—The interior finish is standard for all cabinets; the portion between floor and glazing is finished purple brown, that above, white, and the junction of the white and brown is covered by a black band, 1 in. wide.

4. Execution (except at sites for which M. of Works is responsible) is to be by skilled personnel only, and if suitable P.O. staff is not available the work should be put out to contract.

quantity should be supplied to a contractor, if he so desires.]

6. The contractor is responsible for any accident or damage resulting from the work.

7. The Post Office inspecting officer shall have power to inspect the work at any stage and reject any work or materials which he considers unsatisfactory.

8. The submission of a tender will be taken as indicating that the contractor agrees that there is nothing in the siting or extent of the work shown in the schedule to prevent a first-grade and lasting job, and the contractor should inspect the work before tendering. No addition to the contract sum will be allowed.

PREPARATION AND DECORATION

In all cases:—Notices and fittings to be removed from emergency flaps before, and replaced after, decoration. Double glass where fitted to be removed, cleaned and replaced. The emergency flap release device must be left working freely, and free from paint, etc.

(i) *French Polished Cabinets.*

The work shall be cleaned down, stripped where necessary, bleached where necessary, coloured up to original colour, or as shown in schedule, bodied in, and french polished to a bright finish.

(ii) *Stained and Varnished Cabinets.*

Where varnish is in good clean condition, surface to be thoroughly cleaned, holes to be stopped and stain touched up as necessary.

Where varnish is flaking, crazed, or badly discoloured, it is to be stripped, holes are to be stopped, surface restained as necessary to its original colour, or as specified in schedule. Finally, two coats of Varnish, Weatherproof, are to be applied.

(iii) *Grained.*

Loose and crazed finish to be removed, surface to be filled, stopped and primed as necessary.

One or two coats of ground paint, as necessary, to be applied, followed by scumble and graining. One coat of varnish (Varnish, Hard, Oak where applicable) to finish.

(iv) *Painted.*

(a) Existing paint to be thoroughly rubbed down and cleaned, loose or crazed paint to be removed, surface to be filled, stopped and primed where necessary. Repaint with one coat of stone colour enamel undercoating and one coat of stone colour enamel finish, except for glazing beads, which are to receive one coat of Paint, P.O. Red, and one coat of Varnish, Weatherproof.

(b) Preparation as in (a). Re-paint with two coats of Paint, P.O. Red and one coat Varnish, Weatherproof.

(c) Preparation as in (a). Re-paint with one undercoat and one coat finishing paint to colour specified in schedule.

[*NOTES on above:*—Old-type cabinets, with non-folding door, should have the iron handle finished with Enamel, Black.]

All Cabinets: Interior

Existing paint is to be thoroughly rubbed down and cleaned and loose paint is to be removed. The surface is to be filled and stopped as necessary. The portion between the floor and the glazing is to be painted with one coat of purple-brown enamel undercoating and one coat purple-brown enamel finish. The portion above is to receive one or two coats as necessary of Enamel, White, Undercoating and one coat Enamel, White, Finish. A band of Enamel, Black, 1 in. wide, is to be painted round the cabinet over the junction of the brown and white enamels.

Light fittings (Fitting, E.L. No. 19) should only be cleaned, but Plates, Ventilating should be repainted with Enamel, White Finish.

In a new cabinet, the whole of the surface to be painted is to be primed with Enamel, White, Primer.

Specimen Schedule

SCHEDULE OF CABINETS

Location	No. of cabinets, whether in suite and details of extra woodwork	Finish	" Out of Service " messages
Central Station (British Railways), Platform 1	Suite of 7 cabinets, and sign-board fixed over cabinets	<i>Exterior No. (i)</i> French polish, dark mahogany shade <i>Interior</i> - standard	Dial "O" and ask for supervisor
East Station (British Railways), Booking Hall	Two separate cabinets	<i>Exterior No. (ii)</i> (as at present) <i>Interior</i> - standard	Dial " O " and ask for supervisor
Field Halt Station, near Ticket Office	One cabinet	<i>Exterior No. (iv) (c)</i> Green, to match adjacent woodwork <i>Interior</i> - standard	Call exchange and ask for supervisor

★TABLE I.—PAINT NORMALLY SUPPLIED BY P.O. SUPPLIES DEPT.

Item (R.B. description)	Where used	Approx. quantity per coat	P.O. specn.	B.S.I. shade
Enamel, White, Primer	Interior	1½ pints (when used to prime whole of interior surface on new works)	—	—
Enamel, White, Undercoat	"	$\frac{3}{4}$ pint	—	—
Enamel, White, Finish	"	$\frac{1}{2}$ pint	M 262	' A good white '
Enamel, Black	"	$\frac{1}{8}$ pint	M 261	' Dense jet black '
Varnish, Weatherproof	Exterior	$\frac{3}{4}$ pint (whole surface)	} M 260	Clear
Varnish, Hard, Oak	"	$\frac{1}{8}$ pint (glazing frames)		
	"	$\frac{3}{4}$ pint (when suitable over scumble)	M 258	—
Paint, P.O. Red	"	$\frac{1}{2}$ pint	M 255	B.S. 381, Colour 538

[NOTE:—If paint of the type required is not available from the Supplies Dept. at any time, or a paint not listed above is required, the contractor should supply it, the B.S.I. shade number, when applicable, and ' First Quality ' being stipulated. The B.S.I. shade for Purple Brown is B.S. 381, Colour 49; and for Stone Colour, B.S. 381, Colour 64.]

End of Typical Specification

References:—A 5001
(S 1/3) Head Postmaster's Manual. RI XV

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