

PUBLIC CALL OFFICES

Inspection of Fabric and Fittings

(Maintenance Routine Inspection (M.R.I.) No. S 204)

1. General. The maintenance of the paintwork of kiosks and cabinets is the responsibility of Head Postmasters. This Instruction gives details of inspections of Fabric and Fittings to ensure that kiosks and cabinets are smart in appearance and efficient in use.

2. Fabric. Any defects in the general construction of the kiosk, e.g. a door not closing properly, should be reported to the Maintenance Control, and recorded on form A 496 for immediate attention.

3. Broken Windows. Broken glass should be removed from the frame and arrangements made for new glass to be fitted. (A suitable weight of glass is 32 oz.)

4. Door-restraining Straps. Door-restraining straps are fitted to ensure that sudden strains are not imposed on the door transom, which supports the door-closing mechanism. If the door is permitted to open beyond approximately 65° , due to the

restraining straps having become stretched over a period of time, the two arms of the door-closing spring will be brought into line with each other whenever the door is opened, and sudden strains would then be set up in the Transom.

The two transom-securing bolts will be weakened by repeated straining and may eventually break. Should this occur, further opening of the door will dislodge the transom. Door-restraining straps should, therefore, be checked as follows:- Open the door to its fullest extent and, while it is in this position, check the arms of the door-closing spring. If the restraining straps are still efficient, the two arms should form an angle 'A' with each other, as shown in Fig. 1. If it

is possible, by opening the door, either to bring the two arms into line with each other or to turn the door-closing mechanism until the back-stop fouls the metal casting (see Fig. 1 'B'), the straps are serving no useful purpose and they should be renewed. Restraining straps should never be changed singly; both straps should be renewed at the same time.

5. Securing Screws. All screws securing equipment, such as door-closing-spring screws, Venner time-switch screws, etc., should be checked to verify that they are tight. In Kiosks No. 6 the countersunk screws holding the various structural components should be checked. Particular attention should be paid to screws securing the transom over the door, upon which is fixed the door-closing spring. If these screws are loose, the trouble is probably due to faulty door-restraining straps (see par. 4).

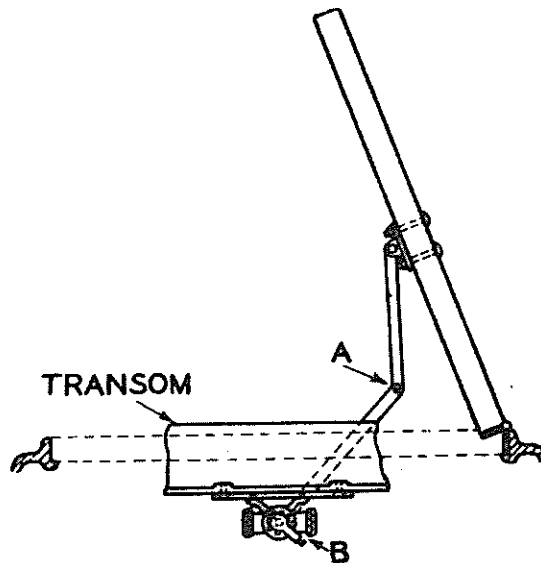


FIG. 1

6. Door-closing Springs. The door should be allowed to close under the action of the door-closing spring, to check that the action of the spring is smooth. If difficulty is experienced - before adjusting the door-closing spring - ensure that the door is not binding on its hinges. To prove this, it is necessary to detach the operating arm of the door-closing spring from the door by undoing the two fixing nuts. Oil the door hinges, if necessary refix the operating arm, and adjust the door-closing spring in accordance with C 5003.

7. Door Hinges should be checked for damage, the following procedure being adopted.

(a) *Brass hinges.* All broken and worn hinges should be removed and replaced by new or repaired brass ones.

(b) *Steel Hinges,* issued as a war-time expedient, should be replaced by brass ones (new or repaired) only if broken or damaged beyond repair.

SV 5.1 3

(from EI TESTS & INSPN Routine S5204)

E N D