

Standing Orders

Time table

The bell will be rung by the Orderly Officer half an hour before breakfast each morning to enable students to rise, make beds and clean up rooms.

Working hours

Practical work	8.00 a.m. - 12 noon	12.30 p.m. - 5.00 p.m.
Lecture days	9.00 a.m. - 10.30 a.m., 10.45 a.m. - 12.15	1.30 p.m. - 3.00 p.m. 3.15 p.m. - 4.45 p.m.

Meals

Breakfast 7.30 a.m.
Mid day meal 12 noon
Evening meal 5.15 p.m.
Supper 8.00 p.m.

Sunday

9.00 a.m.
1.30 p.m.
5.00 p.m.
8.00 p.m.

Students are requested not to loiter in the dining room after meals and to remove all dirty utensils, crockery and cutlery to the scullery adjoining. Care must be taken to avoid breakages. Crockery and cutlery used in the dining room must not be taken into other rooms.

Sleeping-out passes

Permission to be absent overnight must be obtained. This applies to weekends as well as mid-week

Absence from Meals

Students who intend being absent from meals must notify the matron

Kitchen and Domestic quarters

No student, unless specifically authorised, is allowed in the kitchen or domestic quarters.

Care of furniture and fabric

Please avoid damage to furniture and fabric. Furniture must not be moved from one room to another and pictures of any description must not be fastened to the walls. All breakages or damage must be reported at once. Breakages, unless proved to be accidental, will be charged to the students concerned.

Cleaning rooms

Each student must make his own bed each morning. All personal property must be kept in wardrobe, chest of drawers or locker provided. Morning cleaning of rooms will be done on rotation by the occupants.

Rubber boots, hobnailed boots or shoes must not be worn in the house.

Lecture rooms

Please remove all books, papers etc. from lecture rooms at the end of each day.

Ablutions

Scrupulous cleanliness must be observed in wash basins, lavatories, baths and showers. Please leave these as you would like to find them.

Economy in the use of hot water is essential. No baths to be used before 7.00 p.m. except on Saturday and Sunday.

Lights

Lights must be switched off when rooms are unoccupied.

Lights out at 11.00 p.m.

Electric lights and fittings must not be tampered with in any way.

Fires and smoking

Every precaution must be observed to avoid the risk of fire in the building. Fires must be left in a safe condition each night and smokers are requested to use ash-trays.

Accidents

Any injury, however trivial, must be reported to the foresters' office and a record entered in the Accident book.

Medical

Students must register with a local doctor at once. Visits to the doctor's surgery must be made in the evening except in cases of emergency. If a student is too ill to visit the surgery he should ask for the doctor to be called.

Dental appointments must be made for Saturday. Visits to the dentist at other times will not be authorised except in case of dental sickness.

Discipline

Every endeavour must be made at all times, both by speech and conduct, to uphold the prestige of the Forestry School.

Disciplinary action will be taken against any student who breaks the rules.

Chief Instructor,

25th September, 1962

SCHOOL FIRE DRILL

ROLL-CALL LIST AND ALLOCATION OF STUDENTS TO FIRE STATIONS 1963-64.

ROOMS

FIRE STATIONS

Domestic Stairs

Rooms 1 - 5

FARMER
DAVIDSON Jinny
THOMPSON
WEARING
WATERS
BROWN
HARRISON

Hydrant No. 1

(Opposite Small Lecture Room)

Forester's Stairs

Rooms 1 & 2.

BARKER
SANDILANDS
HUMPHRIES
FOGGO

Hydrant No. 2.

(Opposite Library)

Tower

Rooms 1 & 1a

LITTLE
SMART
DAVIDSON, Sandy
HERD
PRATT
McAULAY

Hydrant No. 3

(Courtyard Entrance)

Rooms 2 & 2a

WHITMARSH
DAY
DAVIDSON, Norman
JONES
CORNER
ELLIS

Hydrant No. 4

(Side door - Students
Entrance).

Rooms 3 & 3a

SCHNEIDER
KINNES
DUNBAR
MACRAE
POVALL

Assembly point at Lawn steps
opposite front door.

(Reserve. Standby for
instructions from O.O. or
Instructor).

Instructional & Office Staff.

Mr. P. C. Gough	(9 a.m. - 5 p.m.)
Mr. R. MacDonald	(" ")
Mr. R. B. Hart	(" ")
Mr. J. Wilson	(" ")

DOMESTIC STAFF

Mrs. O. Clark	Assembly point
Mrs. M. McCluskey	as above.
Mrs. M. McGibbon	
Mr. E. McGrath	
Mr. H. McHardy	

Hostel Guests and Flat

Assembly point as above.

Distribution of this list

1 copy - Fire File
Mr. MacDonald
Foresters' Office
Orderly Officer
Notice Board
Fire Box No. 4.
to each student.

ORDERLY OFFICER

Orderly Officer duty will be of two weeks duration commencing at 7 a.m. on Monday and ending at 11 p.m. (lights out) on Sunday.

The Orderly Officer will be on duty continuously over this period and will not leave the School without appointing a deputy. The name of the deputy must appear on the notice board.

The Orderly Officer has authority to enforce Standing Orders.

DUTIES

Ring the bell at 7 a.m. and make sure that everyone is down for breakfast at 7.30 a.m.

On Sunday the bell will be rung at 8.30 a.m. in time for breakfast at 9 a.m.

Report any cases of sickness or absence.

At 9 a.m. (G.M.T.) take Meteorological readings.

Inspect dormitories for tidiness and cleanliness and report any faults, breakages etc. to Mr. MacDonald (or to the Foresters' Office in Mr. MacDonald's absence.)

Report any other infringements of, or failure to carry out, Standing Orders.

Sweep tower stairs & landings, foresters' stairs & landings, domestic stairs & landings, and empty waste boxes and pails including hostel.

Dust all ledges, banisters, items such as fire extinguishers etc.

Repair dormitory brushes as necessary. Clean Foresters' Office every morning at about 8.15 a.m. and mop out every Monday.

Thoroughly clean upstairs bathroom & toilets. Bathroom door to be kept locked until 8 p.m. (except in cases of illness).

Light fires in basement and laundry room as required.

Prepare lecture rooms. Arrange desks and chairs as required and clean blackboards. Brush out and dust small lecture room daily. Brush out and dust large lecture room as required.

Attend to students' mail.

Fill night absence register.

Lock cycle shed door at 11 p.m. (lights out). Make sure that all fires are in safe condition and extinguish all lights at 11 p.m.

Stoke boilers at night as required.

At the end of his period of duty (on Sunday night) each Orderly Officer will:-

- (1) Hand over to his successor, making sure that these instructions are understood and passing on any additional verbal instructions. The successor will check the equipment in the Orderly Officers' cupboard and sign for it in the book provided.
- (2) Prepare a report on his period of duty covering the items on the note attached to these instructions.

Chief Instructor.

24th September, 1962.

Notes for Orderly Officer's Report

1. Orderly Officer's equipment.
 - (1) Condition at take over.
 - (2) Condition at hand over.
 - (3) Any requirements.
2. Students' Bedrooms -- Damage or Breakage.
 - (1) Furniture.
 - (2) Furnishings.
 - (3) Walls and windows.
3. Lecture Rooms.
 - (1)
 - (2) As for bedrooms.
 - (3)
4. Dining Hall.
 - (1)
 - (2) As for bedrooms.
 - (3)
5. Bathrooms and Laundry.
 - (1)
 - (2) As for bedrooms.
 - (3)

The report must cover all items above and any other items which the Orderly Officer considers of importance even if already reported.

THE METEOROLOGICAL STATION

The Meteorological Station is run by the Forestry Commission in conjunction with the Meteorological Office, Air Ministry. The Benmore Station is classified as an Agricultural and Meteorological Station and returns are submitted at the end of each calendar month.

The observations are correlated and used in crop returns by the Ministry of Agricultural, they are also used by the Forestry Commission in compiling District & Forest Annual Reports.

Each student will have the opportunity to take the readings during his period on Orderly Officer duties and it will be his responsibility to see that these readings are accurate and report any suspected fault (i.e. bubbles form in spirit thermometer and give incorrect readings.)

The instruments are all tested by the Meteorological Office and conform to the standards of accuracy required.

Care must be taken in handling the thermometers as they are delicate and expensive to replace.

The equipment of this type of station consists of:-

1. Stevensons Screen containing:
Dry Bulb, Wet Bulb, Mercury Maximum
Spirit Minimum thermometer.
2. Earth thermometers at 4", 8", 12", 24" & 48".
3. Rain gauge.
4. Sunshine recorder.

Procedure for Recording.

Readings will be taken at 9 a.m. or 10 a.m. E.S.T.
Sunshine cards changed at Sunset.

Grass Minimum Set Exposed at Sunset.

1. Open door of screen immediately read (a) Dry Bulb
(b) Wet Bulb
Do NOT remove these thermometers.
2. Read Mercury Maximum to nearest whole degree and enter readings in previous day. Remove thermometer and shake mercury towards the bulb. The thermometer should then show the same reading as the dry bulb.
3. Read the Spirit Minimum thermometer. The upper end of the index indicates the minimum temperature over the previous 24 hours. Read to nearest whole degree. Remove the thermometer and tilt away from the bulb until the index reaches the spirit. The thermometer should then show the same reading as the dry bulb.

N.B. DO NOT SHAKE THIS THERMOMETER.

If the column of spirit is broken report to Mr. Wilson for advice.

4. Remove glass bottle in Rain Gauge and measure air fall by means of the graduated tube. Enter amount of rain, to two decimal places, in the previous day.
5. Check the level of water in the reservoir of the wet bulb thermometer and top up if required.

6. Read Spirit Grass Minimum to nearest whole degree and set thermometer as for screen minimum. Cover Grass Minimum thermometer until sunset and then expose again.
7. Check Sunshine recorder and see that card has been charged. Each card must be dated and the cards must be charged whether it is burned or not.
8. Record as directed.
 - (a.) Wind direction and speed (P. 13. 14. 15.)
 - (b.) Visibility (P. 16. 17.)
 - (c.) Present Weather (P. 22.)
 - (d.) State of Ground (P. 31.)
 - (e.) Weather Diary - Cols. 30. 31. 32.

Check that all is in order, note and report any irregularities.