

INSTRUCTIONS

GENERAL HOUSE MAINTENANCE IN THE WHITE HOUSE

1. It is to be understood that there is nothing in these rules that is intended to be general, except insofar as they apply to the general maintenance of the White House. These rules are to be applied to all regular and accepted procedure as far as they apply to our particular jobs.
2. All mechanical work must be submitted regularly to the Inspector General and have a green card filed by the Inspector.
3. Proper gloves must be worn by the men who do the work of the White House in this area. It should be noted that the gloves must be worn by all men who do the work of the White House in this area. The gloves must be worn by all men who do the work of the White House in this area.
4. Proper care must be taken in handling all tools, equipment, and materials. The Inspector General must be notified of all tools, equipment, and materials that are used in the White House.
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10. Careful, thoughtful workmanship is demanded at all times. Short cuts or sloppy methods of working will not be tolerated. Speed is wanted only after safety and accuracy are assured.
11. Do not tamper with any electrical equipment. When any fuses are to be pulled or motors disconnected, have the electrician do it.
12. When a repair is to be made, the supervisor will report to the mechanical foreman, specifying the class of job. The mechanical foreman will see that the mechanic detailed for this job is properly equipped and that he understands the safety precautions to be taken.
13. The mechanic detailed to do a job will report to the supervisor requesting the repairs. He will check the work's tools and equipment and offer any helpful suggestions.
14. No line or tank containing tetra ethyl lead or ethyl fluid may be opened without the order of area supervisor who will assign someone to personally supervise repairs. The exceptions to this are that sludge lines may be opened on the night shifts with the permission of the shift supervisor, who will supervise the work. Also, large sight glasses and plug cocks on oil separating systems may be worked on under similar supervision.

No tank or pit in this area shall be entered without permission of Mr. Goodhart or Mr. Fisher.
15. When any piece of equipment containing tetra ethyl lead, ethyl fluid, or reaction mass must be dismantled, the supervisor in charge will see that the apparatus in question is cleaned out as thoroughly as possible before work is started, and that there are drip pans and an adequate supply of sulfuric chloride at hand as well as a good supply of water.
16. When dismantling equipment containing dangerous material such equipment must be taken down, one piece at a time, all openings closed immediately with iron blanks, and the loose pieces taken at once to "D" Cleaning Pad for cleaning.

17. On the day shift, the day supervisor should be notified when these places will again be required, so that he can have them cleaned. On the night shift the supervisor in charge will see that they are properly cleaned.
18. If, in the course of repairs, any dangerous material is spilled the mechanic will not leave the job until the spill is cleaned up by the operating department. If an accident should occur and the clothing become contaminated by hot or caustic liquid, or lead or oil, get the clothing off at once, take a bath, using lardoline and then soap and water to bathe any part of the body which may have become contaminated, and then report to the hospital.
19. No fire or welding will be permitted in any building in the area, except the alloy building and furnace without the special permission of the superintendent.
- When welding in the alloy, the gas tanks must be moved outside the building and away from welding or any apparatus that is dirty or loaded with alloy. The welder must wear a respirator at all times.
- No hot work on any alloy happen unless you have the special permission of the superintendent. He will see that all tanks of ethyl chloride are moved from area before work is started.
20. When filter bags are changed, the mechanics will put the dirty bags and screens in cans provided for that purpose. The day supervisor will then see that these cans are removed to the burning grounds and the contents destroyed by burning. The cans must then be cleaned properly so as to be ready for the next job.
- Trucks for moving cans must be ordered 24 hours in advance.
- Dirty filter bags must not be thrown into the smelter.
21. If you have any doubt about the safety of any job you have been asked to do, do not hesitate to check up with the operating supervisor.

Revised April, 1936.