

A Well-Planned Office and Equipment

The New Offices of Williams & Wilson, Montreal, in their New Building Completed Last Winter. An Outline of their System of Filing Catalogues.

By A. B. FARMER

When the firm of Williams & Wilson, machinery and supply dealers, Montreal, erected the addition shown to the right in the illustration of their premises, one of their aims was to provide themselves with the best arranged office accommodation possible. Their success is indicated to some extent in the interior views of their office floor.

The offices occupy the whole of the second floor of the addition. Light is provided by windows on all four sides. Artificial light is provided by a large number of incandescent electric lights arranged on the pillars and around the walls. Electric power for lighting is generated in the

the floor, and are enclosed in glass partitions, resulting in the least possible interference with the light, and giving a cheery, open effect to the whole floor.

The desks are of uniform design, the leg type built by the Library Bureau being used. They are of quartered oak, harmonizing with the rest of the office.

The gramophone system for dictating letters is used in all departments. Two sets of Columbia office gramophones are used.

The Catalogue Filing System.

In a business similar to that of Williams & Wilson, in which constant reference has to be made to the cata-



Fig. 1—Interior of office of Williams & Wilson, Montreal, Showing Catalogue Filing Cabinets to the left and Cupboards for Reserve Catalogues Built to the Wall

basement by means of a Kynoch suction gas plant, the generator being directly connected to the engine.

This plant is so placed that it may be seen in operation from the street.

The offices are finished throughout in quartered oak, with oak floors, oak ceilings, and oak panelling for a height of eight feet around the walls. An oak counter, and an oak railing separate the entrance from the main floor of the office.

The private offices of Messrs. F. C. and W. A. Wilson, Mr. Kingsland and Mr. Bronstetter occupy the front of

logues of the various machinery firms throughout Canada, the United States and Great Britain whom they represent; a convenient and systematic method of filing is the sine qua non.

This firm pride themselves that theirs is the most complete catalogue library in Canada: and they also feel that this system of handling the mass of printed matter is as near perfection as is possible.

A combination of the card and cabinet system renders it possible to secure at a moment's notice any catalogue