

Canadian Railway and Marine World

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The Engineering Department's Plan Room, Canadian Pacific Railway, Montreal.

The plan room in the C.P.R. Chief Engineer's office on the fourth floor of Windsor Street Station, Montreal, is one of the most modern and efficient in America. In a concrete and steel fire-proof vault, some 90 ft. long, 30 ft. wide, and 11 ft. high, over 80,000 maps and plans, a large number of engineering reference books, current engineering magazines, catalogues and special reports are filed in steel cabinets in such a manner as to be instantly available at any time. The accompanying plan shows the layout of the room and equipment.

When a new plan is to be placed on file, a detachable stub slip, shown in accompanying fig. 1, filled out with all the information necessary for filing purposes, accompanies it to the plan room.

own consecutive sub number. Record is kept of these sub numbers so that it is readily ascertained at any time whether the plan is complete, and if not just what sheet is missing. It is then indexed in the proper places and is ready for issue on demand. The detached portion of the filing slip is finally returned to the maker for his record.

Rolled plans which do not exceed 54 in. in width are assigned consecutive numbers and placed in tiers of numerically arranged horizontal dropend sliding steel pigeonholes, which contain 10 plans each; maps and other rolled plans exceeding this dimension are assigned special numbers and filed vertically in the map cases. Special provision is also made for track profiles, which are all of one size, are

standing open practically all the time and collecting an almost inconceivable amount of dust and dirt. The plans were filthy in spite of persistent use of a vacuum cleaner. At present they accumulate more dirt while in use than while in the files. The pigeonholes and drawers are always closed and during three years of service have required no cleaning. This is a large saving in operating cost, as well as a vital factor in the preservation of the plans themselves.

For indexing, both card and book systems, with extensive cross indexing, are in use. Yard, bridge building, standard, foreign and miscellaneous plans, as well as books, magazines, etc., are recorded in separate portions of the card index cases. They are listed under station

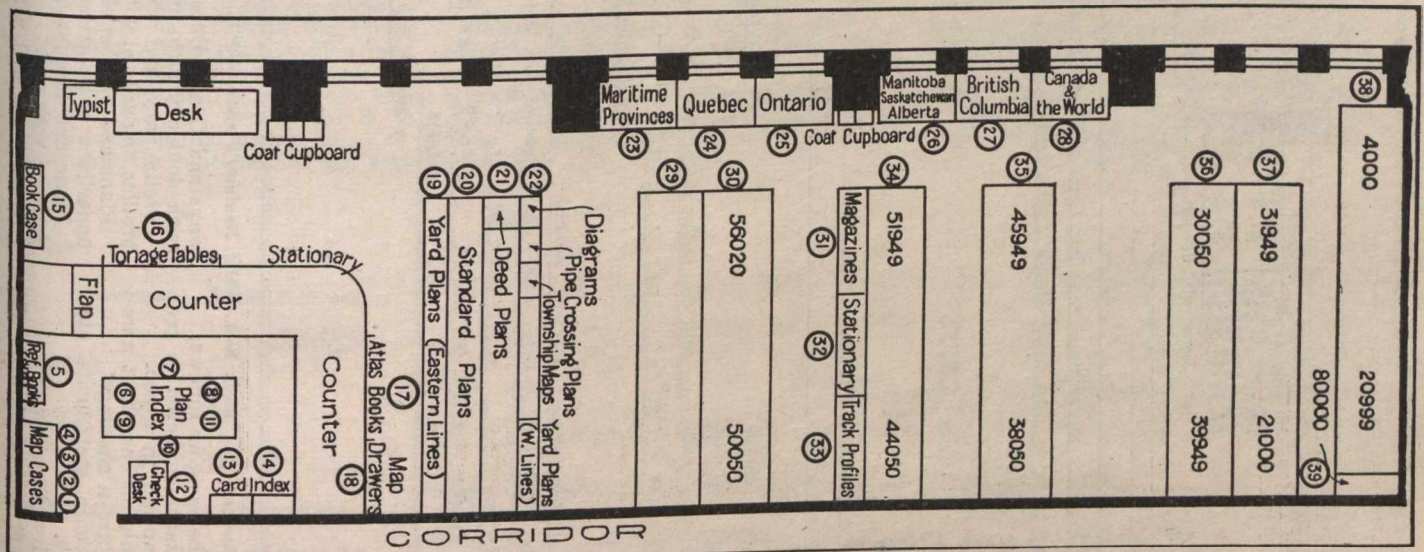


Fig. 1—Plan room, Chief Engineer's office, C.P.R., Montreal.

17. Atlases of Canada, old.
15. Books, engineering, miscellaneous and catalogues.
14. Bridge index, eastern and western lines.
12. Check desk.
21. Deed plans, C.L.O. & W.Ry., G.B. & S.Ry., and Sudbury-Kleinburg Ry.
22. Divisional diagram of lines.
5. Index books, old bridge and miscellaneous.
6. Index books, main line, Nos. 1 and 2 branch line, old.
9. Index books, Eastern main and branch line, new.
10. Index books, Montreal Island, new.
11. Index books, western main and branch lines
13. Index cards, eastern and western yards, station and general.
14. Index, bridge, eastern and western lines.
31. Magazines, various.
1. Maps, large, Maritime Provinces and Quebec.

2. Maps, large, Ontario.
3. Maps, large, Western provinces.
4. Maps, large, Canada general.
18. Maps, Montreal, in sheets.
23. Maps, Maritime Provinces, Interior, Post Office, Militia, Geologic, Admiralty, provincial, counties and townships, general publishers, town and cities.
24. Maps, Quebec, Interior, Post Office, Militia, Geologic, Admiralty, provincial, counties and townships, general publishers, towns and cities.
25. Maps, Ontario, Interior, Post Office, Militia, Geologic, Admiralty, provincial, counties and townships, general publishers, towns and cities.
26. Maps, Manitoba, Alberta, Saskatchewan, Interior, Post Office, Militia, Geologic, Admiralty, provincial, counties and townships, general publishers, towns and cities.
27. Maps, British Columbia, Interior, Post Office, Militia, Geologic, Admiralty, provincial,

- counties and townships, general publishers, towns and cities.
29. Maps, Canada and World, Interior, Post Office, Militia, Geologic, Admiralty, provincial, counties and townships, general publishers, towns and cities.
20. Plans, standard and drawer.
30. Plans filed, 50050 to 56020.
34. Plans filed, 44050 to 51949.
35. Plans filed, 38050 to 45949.
36. Plans filed, 30050 to 39949.
37. Plans filed, 21000 to 31949.
38. Plans filed, 4000 to 20999.
39. Plans filed, 80000 to —.
20. Standard and drawer plans.
32. Stationery.
15. Tonnage tables, eastern and western lines.
33. Track profiles, eastern and western lines.
19. Yard plans, eastern lines.
22. Yard plans, western lines.

The stub is signed by the attendant in charge and returned at once to the maker. This serves as a receipt, which makes the signer responsible thereafter for producing the plan. He assigns the plan a number, under which it is recorded in the plan number journal in consecutive numerical order. If it is a rolled plan, he attaches a tag bearing the assigned number and places it in the proper pigeonhole; if it is a flat plan the number is placed in the corner of the plan, which is filed in a drawer. If the plan consists of two or more sheets, each sheet bears the assigned number and in addition its

filed flat in special drawers under special serial standard plan numbers. Small land plans, as well as yard plans, and all Militia, Interior Department and other government maps, are also filed flat in drawers; while magazines, books, and reports are filed on the shelves. All are under cover, thoroughly protected from dust and dirt.

Prior to the installation of steel cabinets, the plans which were filed in pigeon holes were protected by asbestos curtains. To uncover one pigeon hole, it was necessary to uncover one whole section, which resulted in the cases

names, bridge numbers or general subject headings. Property, resurvey, and generally all extensive plans, which cannot be definitely classified as to location under the card index headings are recorded in the book indexes. These are practically straight line diagrams of the entire system, at a scale of 1 in. to the mile, bound in loose leaf binders in consecutive geographical order. Under the diagrammatic headings, plans are recorded in chronological order, and their location, extent and kind indicated by the location, extent and color of the underlining below the description, as well