

The Club will afford all the privileges of a down-town social club.

After the passing of the by-laws and remarks from President Canniff, the members in a body inspected the proposed new quarters, which are directly adjoining in the same building as the present rooms. They are at present in process of renovation, but far enough advanced to give a fair idea of the final appearance of the rooms. Should the Club decide to take the proposition, which is most probable, the future Club rooms will be a vast improvement upon the Club's present accommodations. Features of the proposed new rooms are the billiard room and the dining room. The dining room, which will be well furnished, is 50 x 15 feet, but an extension of 12 feet may be had and in all probability will form a part of a convenient L shaped dining-room, suitable for banquet purposes. The members were

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METHODS OF HANDLING TOOL AND MATERIAL SUPPLY TRAINS FOR RAILWAY MAINTEN- ANCE WORK.*

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necessary tanks with self-measuring pumps for oil supply; also contains waste bin and necessary racks for oil cans. 4. An ordinary box car for stationery. This car is loaded by the stationery department, supplies being loaded in station order, and the car is released as soon as empty. The first three cars mentioned are provided with end doors, to enable attendants to pass from one to the other while the train is in motion. They travel on local freight trains when making deliveries, and cover the entire line of 1,000 miles in ten days, averaging 100 miles per day, two attendants being required to handle the work.

Requisitions are due from all departments on the 25th of each month. These on receipt are registered and any bulky items not carried by the cars are drawn off to be shipped otherwise. They are then stamped "To be filled by supply cars," and turned over to attendants, who draw off a summary of material needed, and check with the various sections in the storehouse, to ascertain if the material is on hand with which to stock the cars. Items short are immediately reported, and efforts made to get them before date of departure. Two days before cars are due to leave, they are stocked for the trip, and by closely checking the orders received and stocking cars accordingly, it has been found that very few complaints are registered on account of running out of any items en route.

No supplies are delivered by cars, with exception of oil or tools with extra gangs, unless the attendants hold approved requisition for same. When deliveries are made, items are circled on the original requisitions, which are sent in at the close of each day's business. In addition to this, receipts are prepared in duplicate, bearing the requisition numbers and the date of delivery; one copy receipted is retained by the attendant, and turned in with requisitions, while the other copy is given the party receiving the material, who signs it and sends it to his approving officers. On receipt of the requisitions, items circled as delivered are invoiced against the department ordering same, and invoices are checked in the division offices against the receipts sent in covering the delivery. In case any items are not delivered they are back ordered and taken care of the following month, unless items are duplicated, in which case the back order is cancelled, with permission of the maker.

One of the greatest advantages gained by operating the car is the picking up of old material, a large percentage of which can be repaired at a small cost and reissued. We insist on old material being turned in when new is drawn. On the return of the cars this is closely inspected, and any that is worth repairs is immediately put in shape to be re-issued, the worthless being scrapped, credit as to its worth being allowed the department to which it properly belongs. If this material were not picked up and taken care of by the cars, it would reach the scrap dock in scrap cars, and would nearly all be worthless and unfit for repairs when received in this manner. The value of the material picked up for repairs by the supply cars will more than pay the expense of operating them. During the season when track work is extensive, sufficient tools are carried to take care of extra gangs.

Once each year, usually in October or November, in connection with the supply cars, there is run what is known as an "Economy Special." Accompanying the special are all division officers, a representative of the stationery department, and last, but not least, the storekeeper. Every building on the right of way—stations, towers, shops, round-houses, car repairers' shanties and hand car houses—in fact everything resembling a building, is inspected, and all surplus serviceable material and tools, including those needing repairs, is picked up by the special and returned to the general store. The first trip of this kind was inaugurated three years ago, and the result was amazing to all, the material picked up representing a greater value than was anticipated. The result of this trip cannot be based alone on the value of the material reclaimed, its influence being worth much more to the company, as the trip one year later demonstrated. Less than 10 per cent. of the material picked up on the initial trip was gathered in on the second. Some of the older men on the line are talking about it yet, as we gave them all a thorough house cleaning.

Branch lines of from ten to forty miles are not covered by the cars, as the small amount of material to be taken care of would not justify the time consumed. Oil cans and tools needing repairs are sent to junction points, and orders are taken care of by the cars at these points and are shipped from there. Branch lines, however, are covered by supply cars once each year when run in connection with the "Economy Special." The cars run about the same time each month, varying only a day or two, and this allows agents, section men and lamp men to order closely, as they know what is required to last them between trips, when they are regular. A schedule is prepared sufficiently in advance, showing divisions, date and trains on which cars will travel, and this is mailed direct to each party interested. The transportation department follows this schedule closely and moves the cars promptly according to same.

The supply car is not alone a benefit to the store department, but all departments gain through its operation. Its field should not be limited, but broadened, and every item of material that can be handled by this means of delivery should be added to its work. Small items ordered, which usually are handled by baggage or on local freight trains, as far as consistent should reach the consignee through the supply car, thereby saving handling and expense to the transportation department and preventing loss or damage. Since we have used the car for such deliveries, our claims have been materially decreased, thus saving correspondence and labor in all departments. By giving the cars close attention and following up the details in connection with them very satisfactory results are being obtained.