

MEMORANDA OF OFFICE RECORDS*

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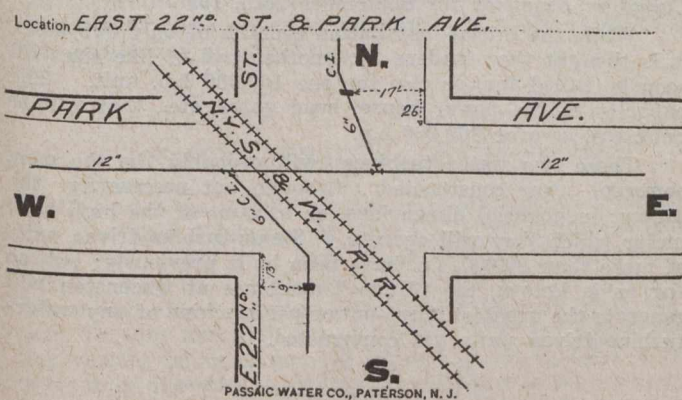
THE office records of the location of service pipes, valves, hydrants and distribution mains of the Passaic Water Co. are about as simple as can be devised, consistent with giving the information necessary and useful for the proper recording of such structures.

Service Pipes

Service pipes are given a serial number, which is also the number that goes with the account, and these numbers have been running continuously from "one" up since the business was started. Where there are several services pipes supplying one property which comes under one account, they have the same number.

The accounts are indexed on the ledger cards under the street number and name of the person paying the water rent.

The record of the service is entered on a No. 9518 Library Bureau card, which is practically 3 by 5 inches in size. The front of this card shows the serial number; street number; name; size of tap in main; size of service pipe; size of main; and gives a measurement of the location of the corporation cock, which refers to the lot line, the building or curb line. It has the date on which the connection was made;



REVERSE OF VALVE RECORD CARD

the kind of material; and the name of the foreman putting it in; whether there is a curb shut-off and how far laid.

The reverse side of this card has printed upon it a diagram of a city block with streets on four sides of it, on which is made a sketch of the property, indicating the building; the main in the street; and the service pipe. On this the reference measurements are entered again, showing to what point they refer. The four streets bounding the block are named so the property can be definitely located.

If the service pipe is renewed at any time, the detail of the renewal is entered upon the card, or, if necessary, a new card is made, giving the additional information required by the change.

When a service pipe is abandoned for any reason and is not at that time replaced with another service, the number formerly applying to that service is used for some other service, thus avoiding a lot of dead numbers.

It is very easy to get the proper information for entering on this card, because the company lays its own service pipes and has been doing so for the past twenty years. Where private plumbers are allowed to make service pipe connections, proper cards should be furnished them, on which to record the information desired to be kept for reporting to the water office.

For the purpose of recording the location of services not on rectangular blocks, cards are used with the reverse side

*Read at the St. Louis Convention of the American Water Works Association.

blank, in order that a sketch showing the exact conditions may be made.

Valves

Valve cards are exactly the same size as the service pipe cards. The front of the card in this case, however, shows the sketch, which has four blocks with two streets between. The pipes are sketched in the streets in both directions. The cardinal points are marked with a rubber stamp. The location of the valve is indicated, and the measurements, refer-

Size.....6"	Location.....EAST 22 ND ST. S. OF PARK AVE.	No.1852
13 ft. in S. from the S. Curb of PARK AVE.		St.
9 ft. in E. from the W. Curb of EAST 22 ND ST.		St.
Size.....6"	Location.....EAST 22 ND ST. N. OF PARK AVE.	No.1853
26 ft. in N. from the N. Curb of PARK AVE.		St.
17 ft. in W. from the E. Curb of EAST 22 ND ST.		St.
Size.....	Location.....	No.....
ft. in from the Curb of		St.
ft. in from the Curb of		St.
Size.....	Location.....	No.....
ft. in from the Curb of		St.
ft. in from the Curb of		St.

FRONT OF VALVE RECORD CARD

ring in almost all cases to the curb, are entered on the sketch. The names of the streets are marked.

The cards are indexed according to streets and run consecutively in one direction on the street. They are cross-indexed by entering a card for the cross street on which is put only the name of the street. On the reverse side are printed locations for four valves.

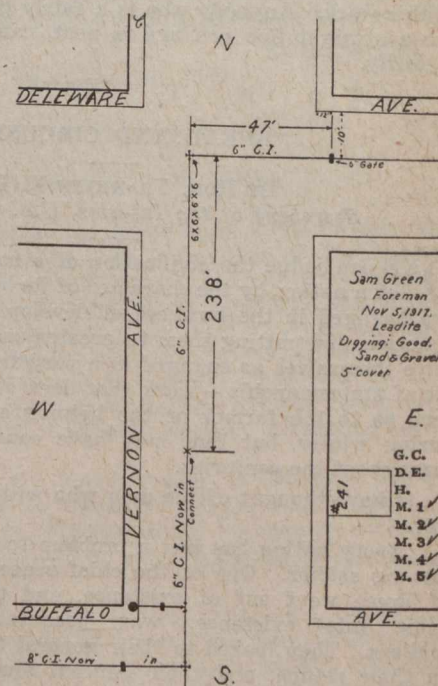
Locations are made by giving the distance north, east, south or west, from the curb lines.

As in the service pipe cards, for special locations, blank cards are provided on which the sketch can be made.

Valves are also given a number, which number is consecutive with their installation.

Hydrants

No special card is used for hydrants. The record of the hydrant is kept in a book, which gives the serial number of the hydrant; the street on which the hydrant is located, the street on which the hydrant faces being mentioned first; the date it was installed; make of the hydrant; and the water pressure; also whether the hydrant is gated or not. A card index is kept of this book by street intersections so that the book can be readily referred to.



PAGE FROM DISTRIBUTION FIELD BOOK

Distribution Mains

A field book with pages 5 by 7½ inches is kept of all distribution main installations. This book is of the ordinary size used by engineers for notes, and is ruled in small squares.