

Report on the Locks in use at the Retreat Dr Bedford Pierce

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Upon the Locks in use in the Retreat.

There is at present little or no method in the present system.

About 54. different keys are required to go thro' the Retreat, ^{and out buildings.} at present. This want of method is due to the different dates at which the various departments have been built & the improvements in lock manufacture that have taken place during the past 100 years.

The existing locks fall into the following groups.

A. The Male pass key - in the men's galleries

B. The Female - women's . .

C. The Lodge. key. D. The Back-stair key -

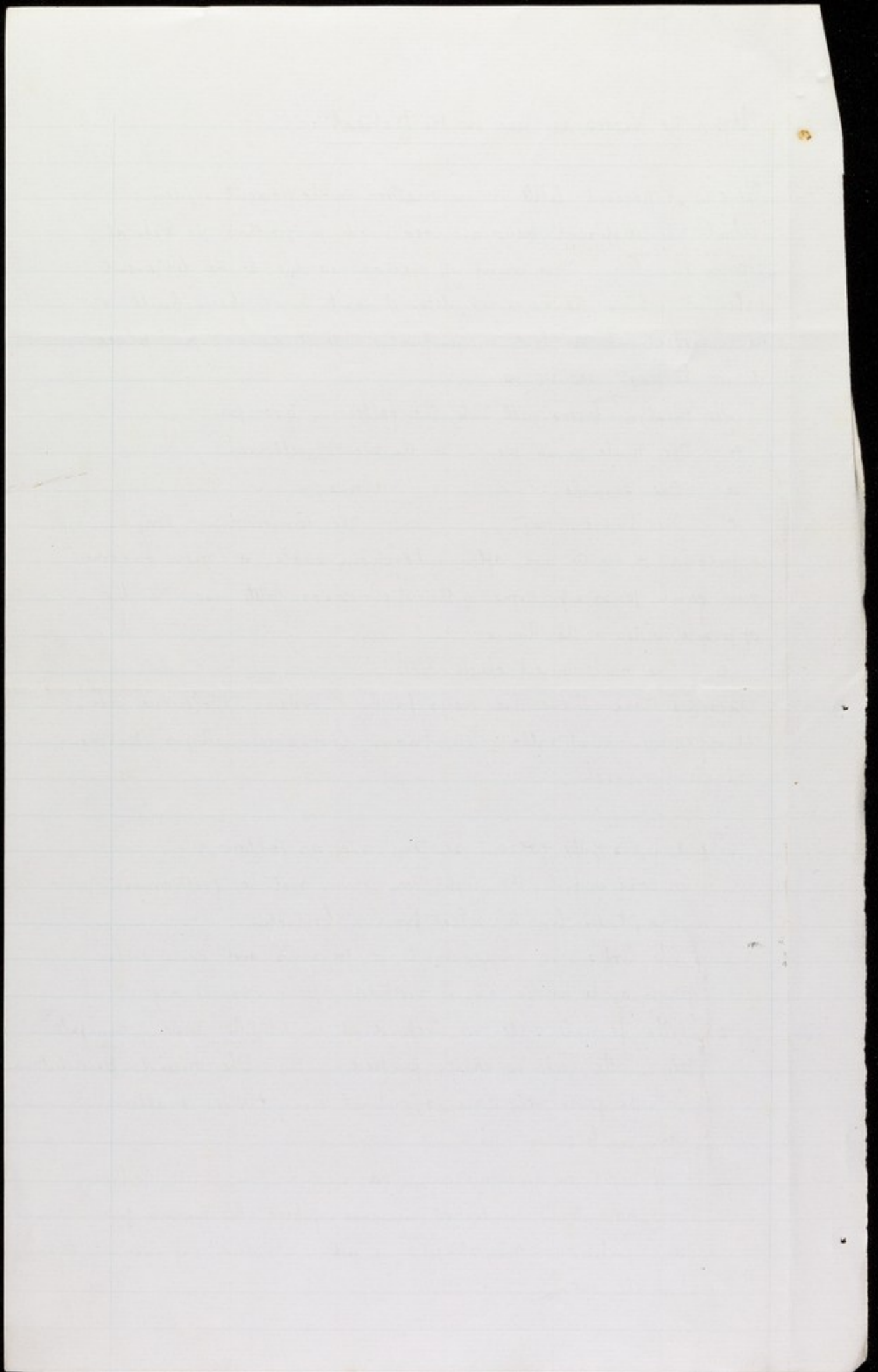
at present B. & D are often interchangeable & men & women can easily pass up some of the stair-cases little used to the opposite sides of the house.

E. The male night check. lock -

Besides these there are keys for the Gardens, Belle Vue gate, Store-rooms, East Villa, Mortuary, Artisans shops, kitchens in great variety.

The dangers of the present system are as follows: -

1. In case of fire, the right key may not be forthcoming, or may take long to select from a bunch.
2. The locks are inaccurate & persons ~~not~~ can enter parts of the house easily without permission or pay.
3. The female side is locked at night by a very simple key - the lock is easily picked. The maids provided with the pass key can go out at anytime & allow anyone to enter.
4. At night in an emergency, ~~as~~, such as fire, the bedroom doors have to be unlocked in case of fire by means of a key: whereas they should ^{each} be ~~all~~ controlled by ~~one~~ a handle outside.



The inconveniences of the present system are many -

1. The number of keys required & their bulk.
2. The universal use of spring locks in the wards is not satisfactory, especially for bedroom doors; since doors are constantly being slammed: the sound of a door shut & clicking behind a visitor is unpleasant.

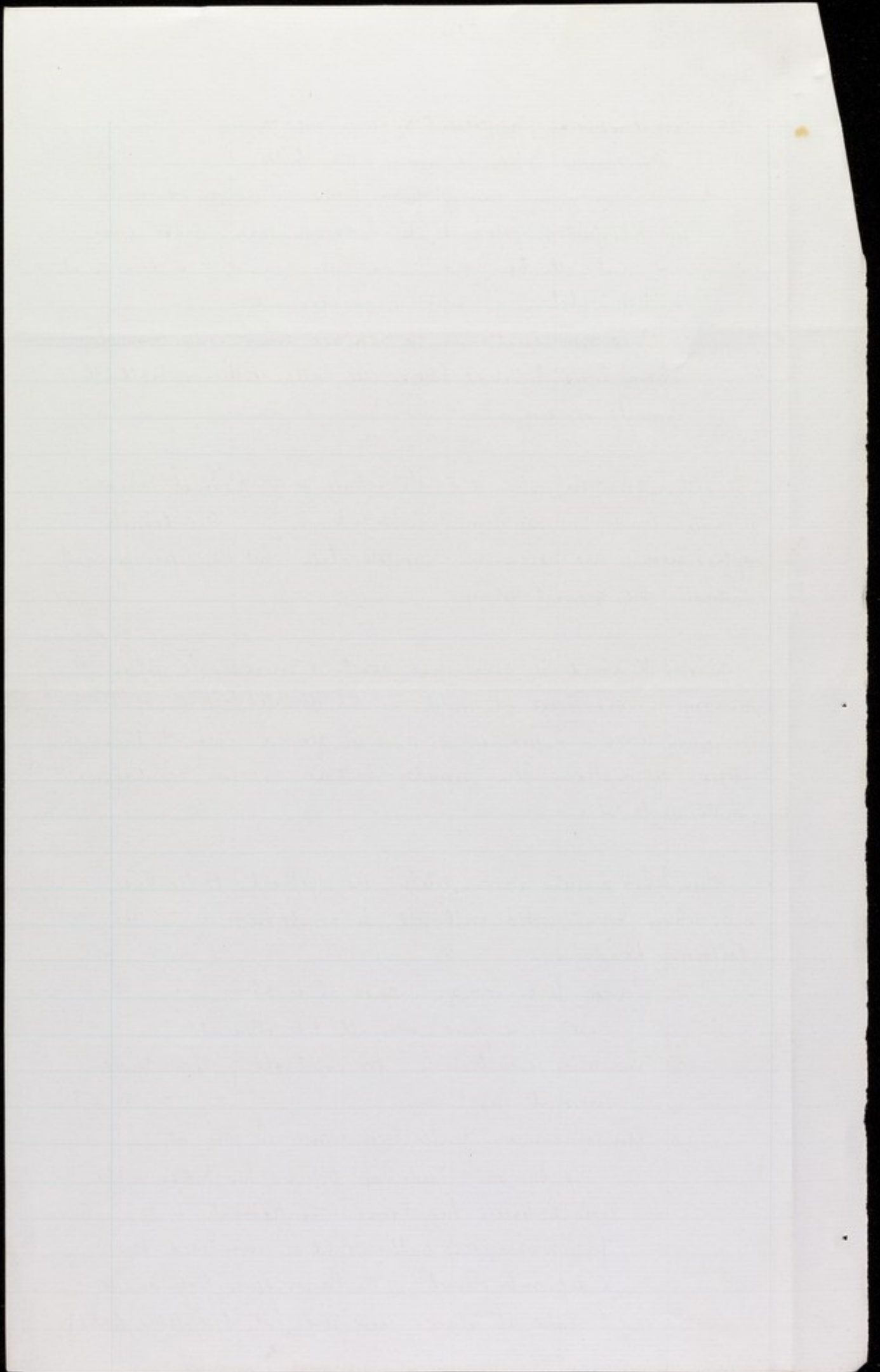
It is now customary to replace where-ever possible spring locks by dead locks. The latter either controlled by handle or key.

It is therefore suggested that the whole of the Retreat should be placed under one system of locks & keys - The details of this system are necessarily complicated but the paper herewith indicates the general plan

In order to avoid the somewhat costly & unreliable plan of securing the outer doors at night by the double-locking of the ordinary locks, I propose to add a second lock to these outer doors, the pattern being similar to those now in regular use on the male side.

When this system is complete the Retreat, Belle Vue & Scarborough House locks will all be comprised under the following heads.

- ① Larger lever locks - (such as Gibbons' -) used everywhere - in all departments
- ② Smaller lever locks - for controlling the outside doors at night only
- ③ An American Yale lock - now in use at the Surgery, Med. Sup: Office, his house & the doors between his house & the Retreat. + Secy: office
[If wished, this latter could be abandoned & a separate variety of the larger lever lock made to take its place, there are but 5 of these locks.]



The larger lever locks are expensive the prices ranging from 7/- to 11/-, keys extra, & as there are several hundreds of locks in the Retreat the expense would be great to deal with them at one time.

It is therefore proposed to divide the expense over several years. In order also to obtain a maximum advantage with the money expended, it is proposed to omit all cupboards & parts where patients do not live & where nothing combustible is kept, to omit in like manner all sitting rooms, the doors of which are rarely, if ever, locked & to omit all bed rooms of patients, to which a spindle can be attached to open the doors at night without a key. This abridgement of the lock system brings the matter into somewhat smaller compass & reduces the number required to less than one half.

The locks ^{required by} ~~on the~~ ~~improved~~ new plan will then fall into three sections - [to which should be added a fourth the night locks, ^{which} ~~with~~ are independent of the general system.]

Section A Deals with all the various departments of the Retreat excluding the Male. Female wards -

The sub. headings are detailed in a separate sheet.

These locks are 7/- each - exclusive of keys -

The expense is estimated

Locks 21. 14 .

Keys 5 13 6 27. 7. 6

Section B Deals with the Male side

Both the Genl. Lodge & the Galleries. Locks 20. 2. .

Keys. 5 8 . 25. 10. 0.

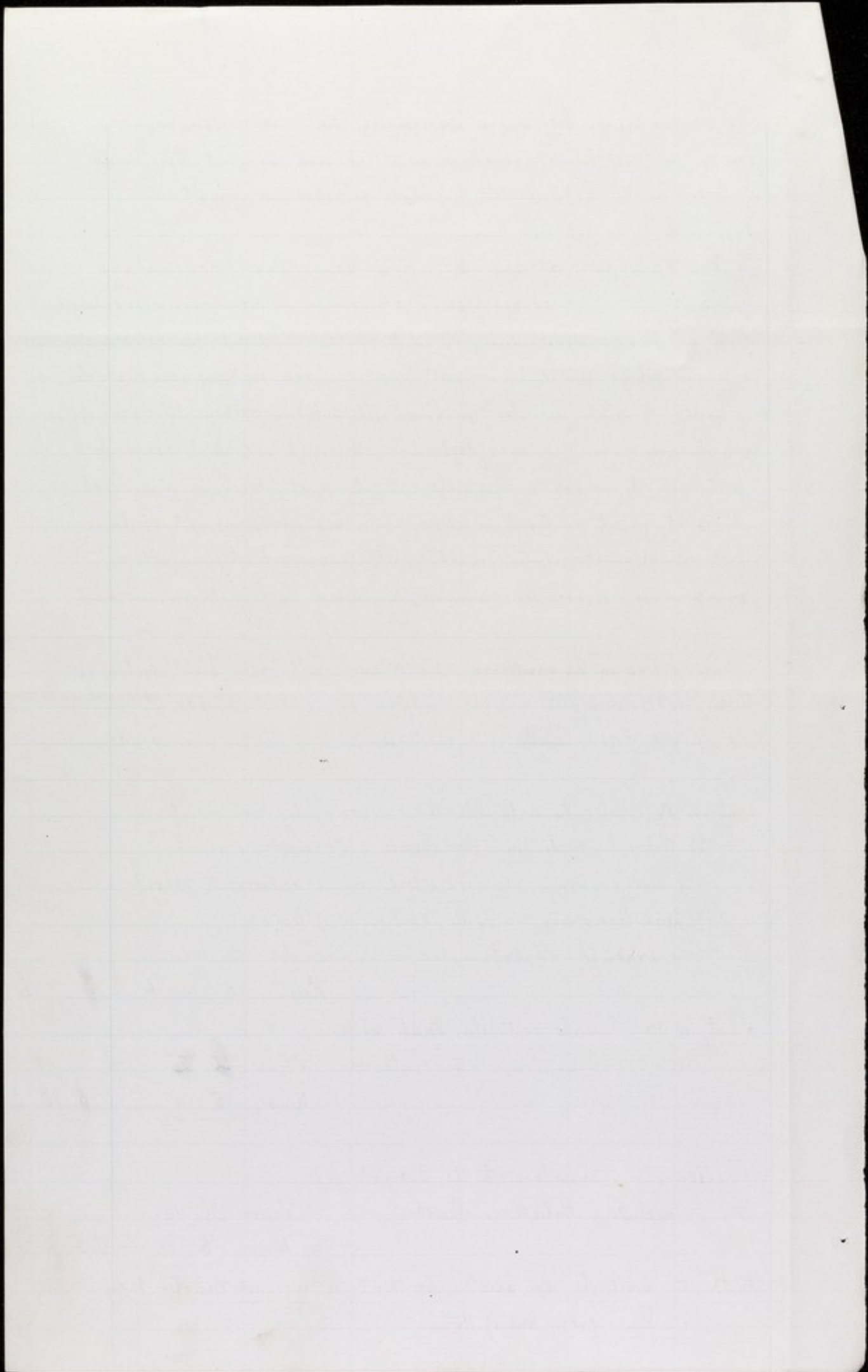
Section C Deals with the Female side

including Bellevue & Scarbro'.

Locks 36. 15 .

Keys. 8 13 45. 8. 0

A. B. & C will be en suite so that a grand master key will pass every one of them



Section D. deals only with the night locks, & is an extension of the existing night locks on the male side to the female side where they are badly wanted.

20 will be wanted cost 5/- cost. £ 5 0 0

When all these are introduced it will be easy, no occasion arises to continue the system into # to the cupboards, sitting rooms & to all the bed-rooms.

The suggestion is made

I would submit to the approval of the Committee that this present financial year

Sect. D. (night locks), Sect. A. (The various departments) be undertaken - The cost being about £ 32. 7. 6 This alone would do away with 35 different keys.

Next year Section B. the male side, & might be done & the year following, the Female side, Section. C

The following scheme is a suggestion as to the arrangement of the keys: but the practical difficulties were not considered in drawing it up.

Grand-master key. a ---- o opposite.
Opens all locks.

Master a. b. c. d. e. f. g. h. j. k. o.
Sec^y. a. m. o. (2). Steward.

Sub-master a. b. c. d. o.
Ass. Sec^y
House keeper
Chief. Nurse.

Other combinations.

A. Ladies companion
Matron B. V. } b. d. o.
" G. H. }
Laundry Matron }

B. Artisans.
Joiner, Plumber } ~~a. b. c. o.~~
Engineer Head att^y }
Fire-man. (night) }

Locks below are not governed by Master keys but only, by the Grand-master key.

Steward; Stores us n.
House-keepers " - l.
Head nurses " . m.

The following is a list of the various kinds of locks proposed -

		<u>Keys req^{ed}</u>	<u>Locks required</u>	
a	General male side lock.	30	46	
b	Female side.	70.	69	
A				
c	Communicating Stairs between male, female. ✓ Fire escape doors + Exits to Roof. ladders.	7	12	✓
d	Exits from the grounds - (also to Belle Vue). ✓	45	7	✓
e	Joiners shop. + Store room. ✓	2	3	✓
f	Engineers shop + accumulator house. ✓	2	3	✓
g	Plumber shop. ✓	2	1	✓
g ^l	Painter ✓	2	1	✓
h	Mortuary ✓	3	3	
j	Laundry ✓	2	4	✓
k	Kitchen. Cook's stores ✓	2	5	✓
l	House-keepers Stores. ✓	2	3	✓
m	Head-nurses Stores. ✓	1	3	✓
n	Steward's stores. + wine & beer cellars. ✓	1	5	✓
o.	Garden + fruit house.	8	12	

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