

Notes outlining in detail the attendants' duties at the [Gentlemen's] Lodge, and other rough notes about other staff duties: medical superintendent, attendants, matron and nurses

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Attendant's Duties.
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Duties of First Lodge Attendant.

Sees to the Patients rising.

Prepares Breakfast.

After Breakfast his time is to be devoted to accompanying the Patients in their walks, or joining in their pursuits or amusements; it is requested that he be present at all the meals of the Patients.

On him devolves the administration of medicines and baths, also the care of the wine & linen &c of the Patients.

On first days (Sunday) goes to meeting with any Patients that are members of Society, and whom the Medical Officer may consider fit to be taken there.

On second day (Monday) sees that the clothes used on first day are properly laid by in the drawers &c, appropriated for them.

On fourth day (Wednesday) gives out the charge of linen, goes to meeting as on first day.

On seventh day (Saturday) distributes the clean linen received from the Laundry, and lays out what is required for use of the following day.

Duties of the Second Lodge Attendant.

The charge of the sitting-rooms, with the entrance hall and verandah. The carpets are to be swept twice a week.

The procuring from the Store-room &c all the provisions required in his department of the house.

The charge of the up-stairs chambers; he is to make the beds, and dust the furniture; the carpets are to be taken up once in each week, and shaken, and the rooms & gallery swept out.

Will be expected to be dressed and ready to accompany some of the Patients on a walk, or join with them in gardening or other pursuits and amusements as early as possible in the morning.

Lays the cloth for dinner, and waits at table, unless the care of some Patient requires his absence, the druggist is to be removed after dinner, & having been shaken laid down again when the room is dusted out in the morning.

After dinner in the Kitchen is over he takes back to the large Kitchen the dishes &c which have been used, and holds himself in readiness to walk out &c with the Patients, or employ himself in any other way that may be required by the Officers till tea-time.

Prepares Tea. Between Tea & Supper is expected to join in amusements &c of the Patients, or assist in any other way that may be required.

Lays the cloth, & prepares Supper.

Attends to bed any Patients that require care,
or oversight.

On first days (Sunday) attends Church, or Chapel
with such Patient or Patients as the Medical Officer
may consider fit to go.

On seventh day (Saturday) goes to the Store-room
for the Groceries required during the ensuing week;
cleans the Silver, Tea-pots, &c &c. and replenishes
the cruet-stand, Salts &c -

Every alternate week he will have to maintain the
fire connected with the warming apparatus.

Assist & superintend in the quarterly cleaning,
& in keeping the garden with its gravel paths in order

Duties of the Third Attendant

Lights all the fires on rising in the morning, beginning with the Kitchen Cellar.

Has the charge of the Kitchen, the floor of which is to be scoured every seventh day morning, and rubbed with sand on some other day in the week, the cupboard, shelves, plate-racks &c are to be scoured out every week.

Cleans the Knives and Shoes.

Has charge of the Seclusion room, and its court, the floor of the former is to be scoured out once a month, & oftener if required. When in use Keeps the bath-room supplied with water, both for the use of the Lodge, and also of the Females.

Has charge of the passages, pantry, and water-closet on the ground-floor, they are to be swept out every

morning, the steps are to be scoured, and the stone floors to be rubbed with sand once in the week. The whole of the stone floors are to be scoured twice in each quarter, & the iron grates blacklead at the same time.

Makes the beds, and dusts out the two downstairs sleeping rooms, all wet straw, and other filth is to be removed, and the bed linen &c that has been soiled is to be rinsed out, & carefully dried before being again placed on the bed. These rooms are to be scoured out once in each month, and if occupied by dirty patients every week.

Goes to the large Kitchen each day for dinner. Washes up after Breakfast, Dinner, & Tea.

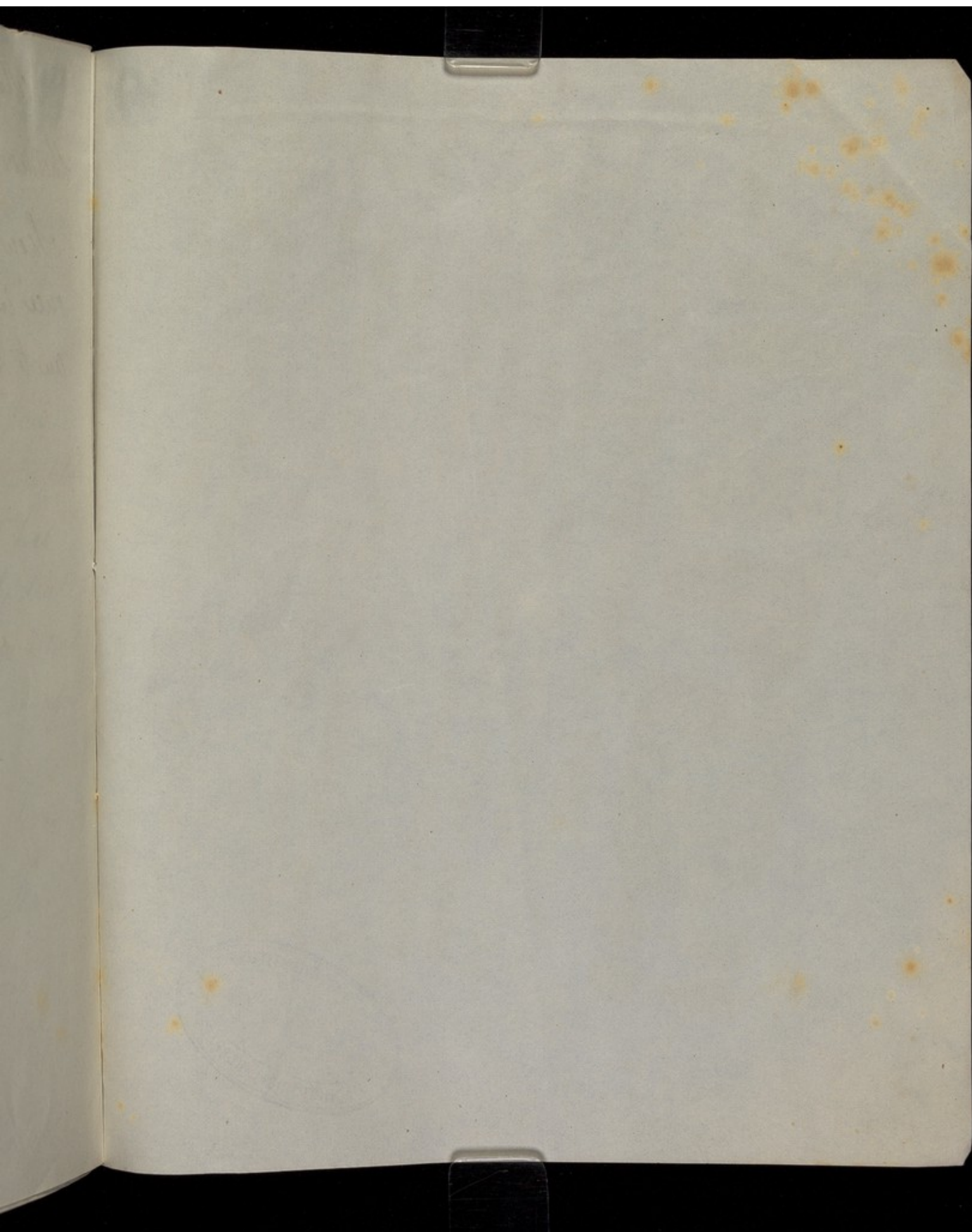
Keeps the Kitchen-yard, Vouthouses in order.

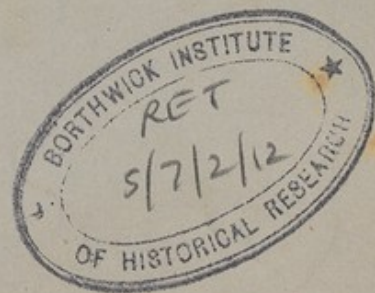
Takes to the Laundry the soiled linen.

Every alternate week maintains the fire in the

cellar, this fire is to be lighted when the thermometer is below 40° at 7 A.M.

Scours the floors of the sitting-rooms & chambers once in each quarter; the paint, windows &c are to be cleaned at the same time.





recapture.

The Superintendent is the Master of the
Family, ~~the Resident Medical Officer.~~
The Matron is the mistress of the family,
& all the officers & servants of the Institution
are required in speaking both to them
& of them to use the title Master & Mistress,
who is both more ~~proper~~ ^{distinct} & less liable
to have to be changed, than calling them
by their proper names.

The Superintendent is the Resident Medical
Officer, & requires to be immediately informed
of any case of sickness occurring in the House.
But ~~in the illness of any attendant or servant~~
he will be allowed during illness to have

the advice of the ~~Sanitary~~^{other} Medical officers
at their regular visits whenever they wish
it.

u
wash

The Attendants are in all cases responsible for the clean state of ^{the} day-rooms, sleeping rooms, & galleries in their department. When the stated cleaning of these is not sufficient, the under attendant is to wash the floors as often as may be required in the intervals. No stains, spots or grease-spots are to be allowed to remain on the floors longer than ^{remain} following morning after they have been received.

2. In order to insure the full oversight of the patient, it is necessary, not only that the one of Attendants, when there are two, remain constantly present in his dining room or gallery, but that ~~no patient~~ every room, occupied by any patient be

visited at least every hour. The attendant
~~to whose department a patient belongs,~~
should always know under whose care
every patient in his department is, &
~~no attendant must~~ that person must
be considered responsible for his well-
being & security. No attendant must
deliver his charge of a patient to another
person, without in every ^{instance} ~~case~~ "permission
of the Superintendent in the case of a
male, & of the Matron, in the case
of a female patient.

In the case of an escape, & fact must be
communicated by the attendant to the ^{Super-}intendent,
or in his absence to a Matron
or Steward, immediately after he has ^{known}
with his utmost exertion for the security
of the rest, in order that the ~~very best~~
measures may be taken for his speedy

Mason's Routine. Take a tour entirely the female side including
laundry & kitchen before breakfast. See that every thing is in place -
what has happened in the night. Breakfast 8 a.m.

After breakfast before going round - variety of little things - & correspondence.
~~Going round with the superintendent~~ - sees the dinners for all the
house - Cook shows them. After going round, variety of things.

After Dinner: go round again except a. D. & afternoon
after Tea again - giving a drive & direction as
they drive - at 10 1/2 m. wash & go to bed.

Stoves 1/2 doz. Canteen soap Stoves - Coffee in large
Butter 1/2 lb for each person - Sugar 1/2 lb for each person
Extra for Miss Giddings -

7th day. at 9 a.m. go to see the stores. after 12 into workhouse.
Look over ^{men's} patients' clothes & shoes - linen - & candlemen what's
left &c. Old sheets some kept for banding sheet - J. D. keeps them.
some more for floor - cloths & dish cloths. Shirts - some for the
dead. & Read keeps - store for buyers - & stockings.

(5th day afternoon all undernights go into workhouse to view
(shirts - men's flannels included by S. Fisher's & C. Thompson's attend^{ant} of
on 6th day washing & drawers)

After Dinner. 7th day. first wash all linen with blue King ink.
& any patient who has come. Then go out the porter -
goes over ladies side -

Quarterly Cleaning. Looks upon the end of the quarter. Nurses do it weekly if at all. Scaring her steeds. Everything. Wash paint once a year. Early Clean^g, all beds taken down, not always all washed. many of them washed. in rotation of fallens w^h to down burden the wash. Shopping.

Looking over all wardrobes, once almost a year. When an upper attendant leaves, examine everything belonging to her by the inventory.

When a patient comes, take an inventory & personally take charge.

Nurses get everything ready as early as possible. Upper attend^t responsible for good condition. Take her patients' clothing. Nurses may do their own sewing after tea, or after patients have gone to bed. I like to know from 8 to 10.

Going out. Each nurse has an afternoon a fortnight. That time then 2 Upper in our day. Each go out on Sunday. 2 Uppers always remaining in on 1st day.

Single nurse. W. Ahl is assisted by C. Thompson's nurse, & vice versa, for Mr. & Laeton. A. Walker's & Ernest 2nd Centre attend^t being his together & highest House Centre. at Reading C. Thompson's attend^t - takes the walk of the House. & on 1st day Upper Laundry Maid stops in. In the morning all the other Laundry Maids are busy sorting & soaping clothes & go out early afternoon.

Household Serv^{ts} just the same. Cook & Scullery

maid - & 2 Housemaids stay together.

2nd Housemaid. Supp. Stew. room, Supper - Pastry
to - Pastry - takes place in gal. & over the table at Supper room.
- every. & plan of 1st Housemaid when latter out.

Certain work on certain days. 6th & 7th days.

On 6th day the rooms - 7th day the gallery -
rooms & only regularly done quarterly. Refractory
rooms once a week. & as often as required
Clean sheets every 4th week. attend - rinses out dish water
& sends to the laundry. Every gallery has a stock in the cupboard
all the galleries & Centre. Centre all together. Bed furniture
changed over a year. then it is taken down & replaced cleaned
or washed as may be by 2nd Maids. & all blinds throughout
house, washed, falling by falling - Blankets likewise, if they
want it. Winter Blankets stored up in each gallery -
* Change sheets in bathing week.

Routine of pudding, 2nd day plain Rice. 3rd boiled pork &
4th butter. 5th Rice or bread for Galleries. 6th boiled fruit trees
or cream - Yeast dumplings. 7th Butter. 1st in fruit room.
fruit season, in each fruit room, Rice. Upper part to Japan,
Ground Rice, &c.

