

Notebook: Duties of Attendants in the Men's 3rd Gallery

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Henry Simpson 4/13/63

~~Henry Simpson~~

NEW AND IMPROVED

*Duties of Attendants
in 3rd Gallery. Mens*
Manuscript

MEMORANDUM

BOOK.



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The Duties of the Head Attendant in the 3rd Gallery

To get up when called
on by the Night watch
to Dress or see Dressed all
the Patients and Prepare
the Breakfast by 7 o'clock
to fetch the Coffee from
the Kitchen. To sit at
the table and see
that every one gets
Sufficient After Break
fast Read a chapter
out of the Bible
Assist to clear the
cloth wash up the
cups and saucers
take the coffee can and
Milk Pitcher to the
Kitchen wash the
Patients comb their

Hair Brush their clothes
Wash Henry Binns make
his Bed empty his slops
wrap up all the working
clothes and put them
by and attend to his own
Bed room 10-0 clock

Under Attendant
To get up when called
on by the Night watch
to come Down Stairs and
make the Day room
and Kitchen Fiers and
sweep them up carry
Henry Binns and William
Houldind. their Breakfast
get his own assist to
clear the cloath sweep
up the crumbs Make
the Beds and Empty the
Slops & 10-0 clock
& brings down the Dirty Linning

the one or the other
goes out the one that
stops in takes the
Linnen to the Laundrys
see the table set for
Dinner and fetches the
Dinner Booth Attendants
in at Dinner time
the Head Attendant
carries the Meat and
the other assists with
the Vegetables after Dinner
the Head Attendant takes
Henry Binns Dinner
the other clears the
cloth and sweeps the
Day room and takes
the Dishes to the
Kitchen Head Attendant
washes up and sweeps
the Kitchen 2:00 clock
the other attendant

Goes out the one in
 gets the Patients ready
 for reading and gets
 tea ready by 4 o'clock
 wash up sweeps the
 Day room and Kitchen
 and takes the Patients
 to the Saloon at 4 before
 6 o'clock at 7 fetch the
 Milk and see the
 Patients to bed at 8 o'clock
 at 10 go round with
 the night watch
 and give all into his
 charge in a clean
 and proper order

2nd Day

Ned Attendant
 gets up when called on
 Dresses all the Patients
 and gets Breakfast ready

Pitches the coffee from
the Kitchen, sits at table
and see that every one
gets sufficient Reads
a chapter out of the
Bible assists to clear
the cloth and wash
up the breakfast things
takes the coffee can
and Milk Pitcher to
the Kitchen washes
the Patients combs
their Hair and Brush
their cloths wash
Henry Birns makes
his bed and empty his
stools attends to his
own bed room
Sweeps the Kitchen
and Day room P^rin
side and whiten-s the
Stone gets the clothes

Ready for the Tailor
and boots for the shoe
maker .. After the
Doctors visit get the
Suttable Patients ready
for a walk and be back
by 12 past 12 to see the
cloth layed for Dinner
to have the Meat take
Henry Binns Dinner wash
up the Dinner things
and sweep the Kitchen
See the tea ready by
15 o'clock and assist the
Patients with it assist
to clear the cloth and
wash up the cups
and saucers and by the
Permission of the Doctor
goes out at 6 o'clock

+ Shoulds up and puts by
the First Day clothes

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4th
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Day
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Pete
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The afore said Dutys
is don every day and on
the 3rd Day Scrubs the
Kitchen and Cabboards out
see the Patients to bed at
8 o'clock and puts out all
unfessery Lights and goes
round with the night
watch and Delivers all
into his charge in a
clean and Proper order
4th Day Scrubs one side
of the Day room and
on the 5th Day one side
of the gallery: the 6th
Day the Kitchen and
takes the Dirty Linnen
to the Laundry and
fetches the Clean Linnen
from the Saloon 7th Day
Fetches the stores and
the remainder of the

Linens and sorts it out and
puts that & that is not
wanted Places all the
First Day cloaths ready
and Baths all the
Patients at Night and
see them all in a comf
ortable condition as
far as he is able
Attends upon all sick
and as the charge of
the Patients cloaths
and Linens

On 4th Day Night is at
Liberty from 9 P.M. till 10 am

2nd Day night from six P.M.
till six A.M. on the 3 Day
and every other 1st Day Night

Sh
the
2
by the
light
room
up
and
gets
up
all
the
Bed
Lore
it
Day
by
Dine
the
Cloth
Diss
and

The Duties of
the 2nd Attendant
2nd (Day)

To get up when called on
by the night watch and
light the Kitchen and day
room fires and sweep them
up Takes William Houlding
and Henry Binns Breakfast
gets his own and sweeps
up the crumbs Makes
all the Beds empty all
the stoves and Dusts the
Bed rooms sweep the
Lore Gallery and Dusts
it Cleans all the First
Day Boots and puts them
by 1/2 past 12 fetches the
Dinner and assists with
the Vegetables clears the
cloth and takes the ~~Dishes~~
Dishes back to the Kitchen
and sweeps up the Day room

After Dinner take out suitable
Patients if he stops in fetches
the Bread at 4 o'clock and
gets the tea ready by
5 o'clock takes Henry Binns
tea and gets his own assist
to clear the cloth and
sweep up the crumbs
at 7 fetch the milk
at 8 Put the Patients
to Bed in the Low Gallery
it

The aforesaid Duties is
Done every day with the
following work on the
3 Day Clean all taps and
Door Nobs 4th Day scrub
one side of the Day room
5th Day scrub one side of
the gallery and wash
the water closet wash
house and steps

6th Day

Sweep all the Bed rooms
boath up Stairs and Down
and Galleries and Dust
them. 7th Day Scrubs
one side of the Day room
washes the water closet
and wash house

Scrubs the 4th Gallery
and Bed rooms once a
Fortnight up Stairs gallery
once a month Takes
all Dirty Beds Down stairs
and washes the rooms after
the Sick Patients to
attend to all the Boot
Cleaning and Blackleadz
and Assist to keep the
Court Yard clean.

3rd Day Night is at liberty from
6 P.M. till 10 and on the 6 Day
from 6 P.M. till 10





