

APPENDIX D

INSTRUCTIONS FOR COAST GUARD STATIONS 1916

The following is from *Instructions for United States Coast Guard Stations 1916*, under the section "Care and Preservation of Property," points 91 through 140, pages 16 through 23:

Care and Preservation of Property

91. No unauthorized changes shall be made in any building at a station.
92. The keeper shall each month make an examination of the foundations of all buildings, and shall see that sand is kept below the sills, joists, etc. He shall see that the skirting around the foundations is sound, promptly renewing any decayed boards.
93. He shall see that gutters and downspouts are kept clear of trash, leaves, or sand.
94. He shall see that the floors are kept clean and oiled at frequent intervals with the prescribed preparation.
95. He shall see that all sashes are kept in good operating condition, renewing sash cords when necessary.
96. He shall see that all locks, knobs, and hardware generally are set up snug, and shall not permit anything to get loose.
97. He shall frequently inspect the roofs for leaks, and make prompt repairs before damage occurs.
98. He shall see that barns and stables are kept in good sanitary condition and in good repair.
99. He shall see that boathouses, inclines, etc., are kept in thorough repair and clear of sand and other obstructions.
100. He shall see that all buildings not continuously in use are thoroughly aired at frequent intervals.
101. He shall see that the launchways are kept clear of sand and other obstructions, and that the launching carriages, boat wagons, etc., have all moving parts thoroughly clean and oiled.
102. The keeper shall immediately report to Headquarters the loss, theft or destruction of any article of value, giving the attendant circumstances and, if possible, the date when the article was received. Such articles shall not be reported by a board of survey, but entered as "lost," "destroyed," etc., with date of occurrence, in column of "Remarks" in the "Record of public property."
103. He shall cause each shot line, hawser, and whip to be carefully measured at least once each year and note the measurements, with the dates at which they were made, in the "Record of public property" opposite the names of the respective articles. All new lines of any kind shall be measured immediately after they are received and their respective lengths entered in the record.
104. He shall see that the screens furnished for windows and doors of the station and detached kitchen and pantry are kept in place and screened doors kept closed at all times when their use is

necessary. He shall use every effort to keep all living and sleeping quarters, kitchens, dining rooms, pantries, and food free from flies, mosquitoes, roaches, and vermin. He shall see that all screens for windows and doors fit properly and are kept in good repair, and shall make requisition for the material necessary therefore.

105. (1) When a field assistant forwards to Headquarters a recommendation for construction and repair work which he recommends be performed entirely by a station crew, he shall submit therewith a full and complete description of the proposed work and a schedule of materials required for the same, both in triplicate. In the absence of instructions to the contrary, the foregoing procedure will terminate the field assistant's connection with the matter.

(2) If the recommendation of the field assistant is approved by Headquarters, such description and schedule of materials will be forwarded to the district superintendent with instructions to secure proposals for materials in conformity with the requirements of the regulations.

(3) If any of these proposals is accepted by Headquarters, the district superintendent will be advised accordingly, and thereupon the keeper will be directed by the district superintendent to have the work performed by the station crew as soon as practicable after the materials have been properly delivered at the station.

106. When so requested by a field assistant, construction and repair, a keeper shall see that the members of his crew render such assistance as may be practicable to such field assistant in the prosecution of his work at the station, when it will not interfere with the regular station duties, wreck or rescue work, or with reasonable hours for rest.

107. He shall see that the beach apparatus and every part thereof is, after actual service or drill, thoroughly cleaned and free from sand and dirt and restored to its proper place in the house in readiness for instant use; that all metallic parts are dried and wiped with an oiled cloth and all lines and hawsers thoroughly dried at the first opportunity; that lanterns and torches are filled and trimmed, and that the proper number of signals, water lights, charges of powder, etc., are in their places.

108. When a station is placed out of commission, he shall see —

(a) That the station and everything belonging thereto is in the best possible condition as to cleanliness and for preservation.

(b) That the crew remove all their clothing, and personal effects, except the mattresses, pillows, and bedding of those members who intend to return when the station is next placed in commission, from the lockers and station premises and deliver the locker keys to him.

(c) That the mattresses, pillows, and bedding left are clean, protected from moths, inventoried, neatly stowed, and that a copy of the inventory is given to him and the other retained by the owner of the articles.

(d) That toilets and privies are thoroughly cleaned and disinfected, and that the water supply for toilets not in use is drained and shut off, and that every precaution is taken to prevent water pipes freezing and bursting.

(e) That all refuse is burned, buried, or removed to a safe distance from the station.

(f) That all bright and exposed metal work of apparatus and working tools is free from rust, wiped off, and oiled; that all fire extinguishers are ready for use and placed where they will not freeze or deteriorate from cold, and that, where no danger from freezing exists, fire buckets and barrels are filled.

(g) That all water is drained from the water jackets and pipes of the engines of power boats dismantled or laid up and of hoisting and pumping engines and pumps, and that all boat bilges are clean and dry.

109. The hand signal torch shall be protected from moisture and excessive heat, as these are detrimental to the dry batteries and the operation of the torch. The fiber sleeve should be

interposed between the metal case and the contact spring when the torch is not in use in order to prevent draining the battery. The dry battery should be removed from the case as soon as the battery becomes exhausted in order to protect it from swelling in the case. Spare dry batteries should be kept in a moderately heated dry place.

Painting Stations

121. The following paints will be used when needed for repainting the buildings at Coast Guard stations:

Outside

- (a) Outside white paint, mixed: For walls of buildings, including trim; also fences and flag poles. The walls of unpainted buildings and fences constructed of rough lumber should be whitewashed.
- (b) Green paint, mixed: For underside of porch roofs and for blinds.
- (c) Light lead-color paint, mixed: For porch floors and treads of outside steps and for repainting all painted floors in buildings.
- (d) Red roof paint, mixed: For roofs.

Inside

- (a) Inside white paint, mixed: For inside trim.
- (b) Regulation straw-color paint, mixed: For plastered and ceiled walls when painted.
- (c) Light green, paint (Navy No. 34), mixed: For plastered and ceiled walls when painted.
- (d) Varnish, hard-oil finish: For ceilings that are to be kept bright.
- (e) Floor oil: For all finished floors and treads of stairs not painted.

122. Buildings which have not been painted will not now be painted. Shingles on roofs and walls that have not been stained or painted will not now be stained or painted.

123. *Repainting.* — Repainting of entire buildings will not be done without permission from Headquarters, but touching up should be done when needed to keep the surfaces properly protected from the weather. When parts are dirty or dingy they shall not be painted for the purpose of giving a clean appearance so long as the old paint is sufficient to protect the parts. Such parts shall be scrubbed as often as necessary, and no paint shall be applied until the old paint is worn thin. This applies to the exterior of buildings as well as to the interior. In cases where the paint is at present excessively thick, cracked, peeling, or blistered it shall be scraped off and surfaces sandpapered before any more paint is applied. When a blowtorch is used care shall be taken regarding fire risks, and the torch must not be inverted while lighted.

124. *Shingles.* — Where shingles on buildings[sic] have been stained by the application of regular shingle stain the same treatment will be continued.

125. *Floor oil.* — Floor oil should be prepared in accordance with the following formula:

Formula.

- Commercial grade paraffin oil, 2 gallons.
- Kerosene oil, 1 gallon.
- Mix and apply to floors.

This mixture will form a light oil which is readily absorbed by the pores of the wood. The oil can be applied by means of rags. In no case should this oil be applied to dirty floors. Before each application the floors should be thoroughly cleaned and scrubbed. For scrubbing the floors

preliminary to the application of the floor oil, a strong solution of soap powder may be used; otherwise soap may be used in the ordinary manner. No soda or cleaning materials should be used other than those above mentioned. After a floor has been thoroughly cleaned and allowed to dry, the floor oil should be applied. Only the amount of oil that the wood will absorb should be applied at one time. The floor should then be given a fair polish. It may then be kept clean by wiping up with a damp cloth. However, should the floor become so dirty that wiping up with a damp cloth does not remedy the condition, it may be scrubbed as above described and the oil treatment renewed. Clothes used for applying the floor oil should be burned after using and not left around so as to endanger the building by fire.

126. *Whitewash.* — Whitewash should be prepared as follows: Slake half a bushel of unslaked lime with boiling water, keeping it covered during the process; strain it and add a peck of salt dissolved in warm water; 3 pounds of ground rice put in boiling water and boiled to a thin paste; half a pound of powdered Spanish whiting and a pound of clear glue dissolved in warm water; mix these well together and let the mixture stand for several days. Keep the wash thus prepared in a kettle or portable furnace and when used put it on as hot as possible with painter's or whitewash brushes.

127. *Windows.* — All window sashes must be kept well puttied. When it is found that the old putty is cracked it should be entirely removed and sashes allowed to become perfectly dry, after which they will be primed with white-lead paint, and when paint has dried sufficiently to become sticky the sashes may then be reputtied, replaced, and paint and putty allowed to harden together. When putty becomes hard it may then be painted. In so doing care must be used not to get paint on the glass and make a ragged appearance.

128. *Gutters and down spouts.* — Gutters and down spouts shall be painted outside the same color as the adjacent parts of the buildings to which they are attached. The inside surface of gutters shall be painted with red roof paint.

129. *Scrubbing and cleaning.* — To clean painted woodwork or other painted surface, scrub with clean, fresh water and soap. If necessary, a small amount of sal soda, ammonia, or washing compound may be put in the water. After scrubbing, wipe off with clean water and cloth.

130. *Preparation of work for painting.* — Paint will not adhere to nor dry upon wood or metal which is not perfectly clean and entirely free from moisture, dust, soot, and grease. The surface to be painted must be thoroughly dry, and no painting should be done in rainy or foggy weather or just after a frost. Dust and soot must be removed by brushes and cloths and by washing with hot soft water and soap.

131. *Puttying.* — Before painting, all nail holes, cracks, etc., should be carefully puttied.

132. *Preparation of plastered walls for painting.* — The walls must be thoroughly dry and brushed free from all dust and loose particles of mortar. They should then be primed with two or three coats of linseed oil, and when they are dry the colored finishing coats should be put on.

133. *Washes.* — Before applying a new coat of wash, all loose or peeling sections of washes previously applied should be scraped off, Surfaces should be scraped when necessary to keep the wash from becoming excessively thick.

134. *Instructions for applying paint.* — Paint should be put on by strokes parallel with the grain of the wood. Long, smooth pieces like window and door casings should be finished by drawing the brush carefully along the whole length if practicable or by smoothing on to the painted surface as the work progresses, so that there may be no breaks in the lines. If the brush is held too obliquely to the work it will leave the paint in thick masses wherever it is first applied after being dipped into the pot, and the surface will be daubed but not painted. A second coat should not be put on until the one previously applied has become thoroughly dry and hard, which will never be the case so long as it is sticky in the least to the touch. Each coat should be of the same

thickness throughout, otherwise the work when completed will have an unfinished and slovenly appearance. Paint put on too thin after priming will crack in drying; if put on too thick, it will blister, wrinkle, and peel off. In using the brush where there is sufficient space, draw long strokes to extend the color in a smooth and uniform manner. Where the space is contracted or rough the paint should be laid on in dabs for the purpose of getting it into the recesses and places where the surface is unequal, and then carefully smoothed out.

135. *Care of paints.* — (1) Paints shall be kept in a dry place and driers or varnish in tins or bottles. The paint remaining in a partially empty keg, pail, or tin can should be covered with oil and a cover placed over the same. Paint shall never be left to dry or left exposed to the air or weather.

(2) When paint is opened for use it should be thoroughly stirred so that there is no thick paint remaining in the bottom of the can. The paint should be kept well stirred while it is being applied in order that it may be kept of uniform thickness. Should the paint in the pot become too thick while it is being applied it may be thinned by the addition of linseed oil and turpentine or petroleum spirits in proper quantities.

136. *Varnishing.* — In using varnish great care should be taken to have the surfaces quite clean, washing them if necessary. The cans should be kept corked, the brushes free from oil and dirt, and the work protected from dust or smoke. Varnish should be applied in very thin coats laid on in the direction of the fibers of the wood and sparingly at the angles. No second or subsequent coat of varnish should be applied until the previous one is permanently hard, otherwise the drying of the under coat will be stopped. The surface of natural wood which is to be varnished should be "filled" before the varnish is applied to prevent it from being wasted by sinking into the pores of the wood.

137. *Use and care of paint brushes.* — Large paint brushes should be used for priming and painting over large surfaces which require considerable quantities of paint. Small brushes should be similarly used for smaller surfaces. Separate brushes should be used for each color. If there is a shortage of brushes and it is desired to use them for a different color, wash them in linseed oil and turpentine and then with soap and water. The oil or turpentine used for washing should be saved for mixing paint of the same color. It is important to properly swell a new brush before putting it to use, but under no circumstances should it be put into water to soak, for this will cause the brush always to work flabby, and if the bristles are of fine grade the brush will twist out of shape. The best method of swelling the head of a brush that has dried out is to separate the bristles carefully and pour a tablespoonful of water on the brush end of the handle and then stand the brush with the bristles up until the water has been absorbed. This will swell the head and make it as firm as when made. Brushes which have been used must not be left to dry with the paint in them. They must be kept soft by immersing them in enough linseed oil to cover the bristles within one-half inch of the binding. Place sufficient linseed oil in a can, pail, or jar and hang or suspend the brushes in the oil, the bristles to be free of the bottom. Brushes standing in water with bristles and ferrules wholly immersed will soon be unfit for use. When through using brushes and they are to be laid away for some time, they should first be washed in turpentine, then with soap and water until all paint is removed, and then thoroughly dried.