

CENTRE

EVENING HOURS.

Before 1901?

The proper performance of the duties of the institution requires the best energies of all. The habitual keeping of late hours, especially by those whose duties require early rising, necessitates an unnecessary loss of energy, undermines the health of the individual, and tends to irritability and peevishness of temper, when the highest degree of patience with the children is required.

The following rules concerning evening hours must be strictly observed:

1.

Unless previously excused for reason, all must be in their rooms ready to retire at 10:00 P.M. and their lights extinguished by 10:15. A signal, made by a momentary extinguishment of the lights, will be made by the engineer at 9:50 and again at 10:15 P.M.

2.

When it is necessary to be out after 10:00 P.M. a written permit must be obtained from the Superintendent upon the approval of the head of the department.

The permit must be handed to the night watch when the bearer returns, if possible, and if night watch is not to be seen, bearer must write on permit the time of returning, sign his name and leave permit at the place provided for it.

3.

Employees visiting buildings where not employed, or who sleep in a building where not employed, or entertaining company from outside, must be governed by Rule 1.

4.

Rule 1 does not apply to officers in the necessary discharge of duties, neither does it apply to those engaged in necessary night duties, such as care of the sick, care of lighting and heating plants, etc., but Rule 2 applies to such persons, the hours being regulated by the hours of assigned duty.

5.

Heads of departments must see that enough persons are on duty or at the building and available for service to maintain a regular fire guard.

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