

**OUTLINE OF DUTIES OF ATTENDANT IN CHARGE OF**  
**MAIN BOYS ANNEX HOUSING CHRONIC DEFECTIVE DELINQUENTS**

**at**  
**MINNESOTA SCHOOL FOR FEEBLE MINDED**

Instruct employees regarding rules of building and their duties. Supervise their work and work of patients\* See that the building is kept as clean as possible. See to it that they have necessary supplies on hand so that good work can be done Check to see that supplies are not wasted and equipment properly eared for. Check frequently on clothing see to that we have enough on hand at all times so that all patients are properly clothed. Check frequently on food received from kitchen to see that patients are properly fed. See to that patients are bathed twice each week and more often if necessary. See to that hair of patients is cut once each month. Do part of the hair cutting. See to that patients are shaved twice each week.

Search patients that work outside before they leave the building\* Search them before they are returned to day-room. See to that patients are searched before they are brought into reception room to visit. When they have company. Supervise writing\* Inspect all gifts brought patients by visitors. Check daily all bars and locks and report any repairs necessary. Search daily for articles that might be used as a weapon or aid to escape of patients\* Check lock boxes frequently. Censor all mail. See to that all patients are kindly treated by employees and other patients. Report any mistreatment. Report ailing patients. Check frequently to see that all rules are observed.