

The Spur

FOR THE HIGHLAND PARK SOCIETY OF MODEL RAILROAD ENGINEERS, INC.

VOL 1

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NO 51

Pictures next week.

Dues next week.

After pictures we want to have a short meeting to discuss the merits of the "Share and Share Alike Clean Up Program" presented and explained on the following pages. Study it, get it in your mind so we don't have to nit-pick the process in the meeting, only discuss if we want to do it or not. Make the meeting quick and short.

Clean up is of such importance that all else is left out of the Spur this week to give this dirty issue complete and undivided attention.

Please do. Begin on the next page.

HOW THE
SHARE AND SHARE ALIKE CLEAN UP PROGRAM
WORKS

The property is broken up into 4 areas and into weekly service, monthly service, 6 month service.

Club Room and Hall	Weekly, Monthly
Rest Room	Weekly
Layout Room, Balcony Storage	
Yard Area, Work Shop	Weekly, Monthly, 6 months
Building Exterior	Weekly, Monthly, 6 months

(There is no provision made for the 4' space to the rear and to the sides of the building).

There is a work assignment sheet prepared for each area and for each period of service for a total of 9 different kinds.

Each week, a few days in advance, the Assistant Superintendent mails a work assignment to a Sr. member, chosen in alphabetical sequence, from the membership roster. The Sr. member is given a Jr. Member's name, also chosen in alphabetical sequence from the membership roster, whom he may call upon for help if he chooses.

The work assignment that is mailed is made up of 4 weekly and one monthly work assignment sheets, plus the Supplies inventory. The 6 months service will be done by special assignment as they come due, as noted below. It is estimated that the time required to complete a work assignment will run from 2 to 4 hours depending upon the efficiency of the individual and the magnitude of the work assignment.

In this manner the property will always be in first class condition and we will always look good to our many visitors and we will be in the best possible condition to attract new members, besides having the best possible working conditions for ourselves. And, when we have our Annual Open House, there will be very little more to do than set up the trains.

By rotating the work assignments alphabetically according to our membership roster and if we maintain a roster of 12 Sr. Members and 6 Jr. Members, each Sr. Member will receive an assignment every 12 weeks or 4 times a year and each Jr. Member will be called upon to help once each 6 weeks. In as much as there are only 3 monthly assignment sheets there will be at least one week each month where there will be no monthly assignment and only the 4 weekly assignments will need to be completed. In these cases, one or two items from a 6 month service

sheet may be circled and added in place of the monthly to equalize the work load.

At first consideration it may be thought that service every week is too often and unnecessary. But if let go for two weeks or more the build up is double or more and the time it would take to complete these work assignments would increase substantially but of course not double. The time required for each individual is just about too long now and if the build up were left for two weeks it appears that this would push the demands on an individual over the line. In as much as each member would be required to do the job only 4 times a year, the weekly service does not appear to be out of line. So if we're going to do it all, why not go first class. This whole clean up thing is something like the fine piece of wood of the stock of a gun. The more you rub it the better it gets.

The following sheets include all of the work assignments . The colored sheets have been inserted to set out the format and demonstrate what a typical work assignment would be. A plan of the property and building is included with notes on it to help guide and set up uniform and dependable points for storage of some of the more common items we deal with.