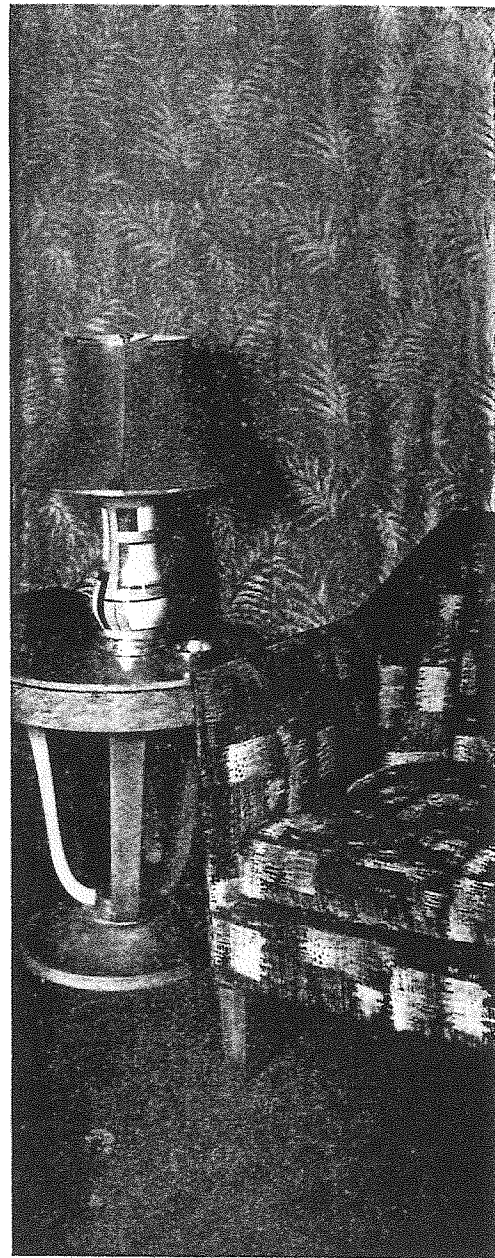
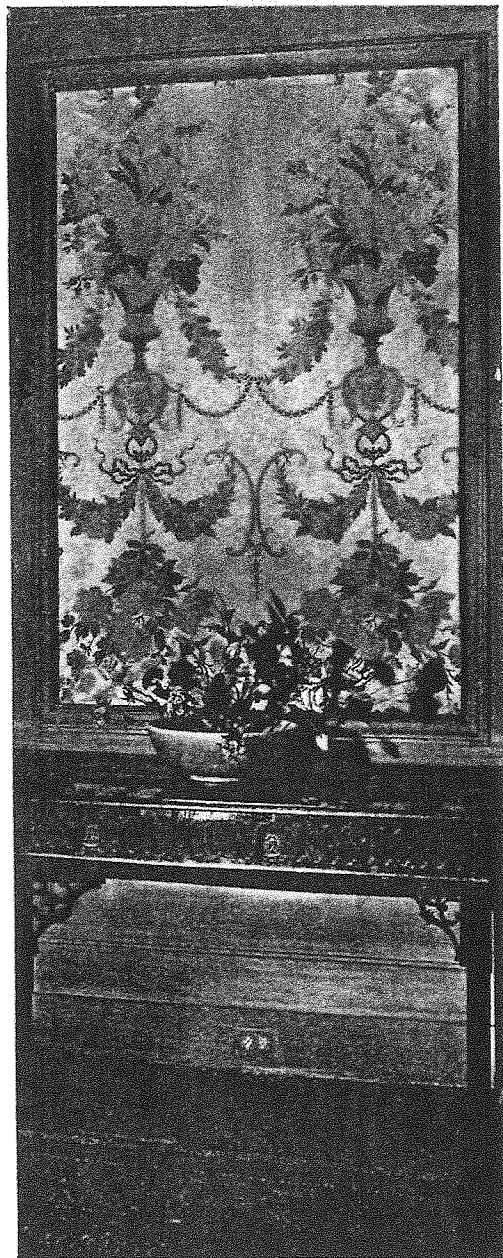


C H E N E Y S I L K N E W S



WALL DECORATIONS OF CHENEY FABRICS -- SEE PAGE 7

Published By Cheney Brothers
South Manchester, Conn.

CHENEY SILK NEWS

PUBLISHED BY CHENEY BROTHERS
SILK MANUFACTURERS
SOUTH MANCHESTER, CONN., U.S.A.
Established 1838

BRANCH OFFICES

New York Philadelphia Chicago
Los Angeles Boston

EDITORIAL COMMITTEE

(Members of Works Council)

Management Representatives	Employee Representatives
Howell Cheney	Albert Behrend
William C. Cheney	Albert Jackson
U. J. Lupien	Roy Norris

EDITOR

Margaret C. Shay

than 21 years of age, and (4) be able to speak, read and write English.

Capable representatives can be of great service to the employees they represent. They are an essential connection between the management and the employees. In a time of business stress such as the present, they are an asset of almost infinite value to any company. Their task, though difficult, and discouraging at times, is well worth the doing. It can be successfully accomplished only by capable and responsible representatives.

RECOMMEND FEWER COUNCIL MEMBERS

EMPLOYEE representatives of the Works Council proposed, at the general monthly meeting in the Executive Office Sept. 21, to reduce the number of employee representatives from 25 to 21, the change to take effect at the annual elections this month. The recommendation was made in view of the decrease in the working forces of some departments, and also to cooperate with the Company's economy program.

The changes listed below were approved by the employee group at their meeting Sept. 14 and later submitted to the Board of Directors of Cheney Brothers and approved by this body.

1. Broad Goods Weaving Mill: That the Beaming, Twisting, Inspection group be combined with the Weaving, Loomfixing group, eliminating one representative.

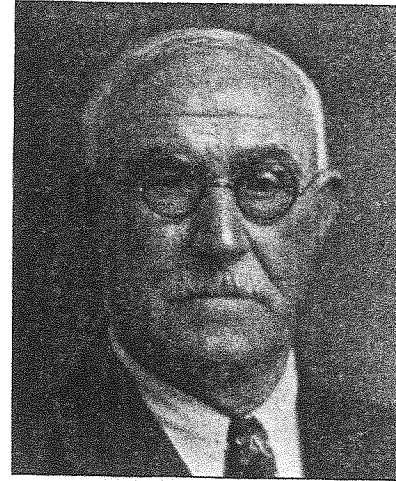
2. Spinning Mill: That this department have one representative instead of two.

3. That Painters, Outside Carpenters, Inside Carpenters and Paper Box group be combined with Outside Labor group, eliminating one representative.

4. Dyeing and Finishing: That the Cleaning, Piece Dye and Preparation Departments be combined with the Finishing, Folding, Shipping group, eliminating one representative.

Charles Cheney, who presided, said that under this new arrangement it should be made especially clear that representatives could bring before the Council at any time spokesmen from

PENSIONED



JOHN LOVETT

Mr. Lovett, whose home is at 406 Hartford Road, served Cheney Brothers for 29 years continuously, and was pensioned Aug. 1. He had worked in the Outside Labor Department, and later as a watchman and sweeper.

the particular department in which a difficulty arose.

After the business discussion, Fred J. Bendall gave the talk on the Scheduling Division which is published on Page 3.

COUNCIL'S FINAL ELECTION OCT. 20

THE annual Works Council elections are scheduled for Oct. 20, following the primaries of Oct. 13.

Election Committees have been formed for each department to take care of balloting and vote counting. These department committees are made up of two persons, a member of the Works Council and a representative appointed by the management. No Works Council member serves on a committee in his own department.

The management will supply to the Election Committee the lists of persons eligible to vote. Those excluded from voting are foremen, assistant foremen or second-hands, those who have power of supervision and discipline, and employees on the monthly salary list. All others may vote.

To be eligible for election, an employee must (1) have a service record with Cheney Brothers of not less than two years, (2) be a citizen of the United States, (3) be not less

COMPANY ANNOUNCES SALARY ADJUSTMENT

AT a special meeting of the Works Council held in the Executive Office Sept. 25, it was announced that a reduction in weekly and monthly salaries would become effective in October, both in South Manchester and in New York.

The reduction was effective Oct. 1 for monthly salaries and Oct. 5 for weekly salaries. It averaged approximately 10 per cent. and was so arranged that the lower salaries were decreased by a smaller percentage than the higher rates. The reduction included a cut in the salaries of executives much greater than the percentage named above.

"These salary adjustments", the statement made by the firm concluded, "are a necessity of the present economic situation under which every responsible government and every industrial enterprise is being forced to exercise the most rigid economy, particularly in the reduction of overhead."

PLAN ROUTINE SCHEDULE FOR ALL PRODUCTS

By FRED J. BENDALL

(Below is the description of the Scheduling Division's job given by Mr. Bendall, who is in charge of scheduling, at the Works Council's general meeting, September 21.)

"The centralized Scheduling Division was organized in September, 1927. Previously, all scheduling had been done in each mill under the direction of the mill manager.

"The first modern scheduling system was introduced in the Weaving Mill during the year 1913, under the direction of Henry L. Gantt, a prominent industrialist, and was at first applied only to the Upholstery Department. The many kinds of yarn and the great variety of colors used in this department presented scheduling problems.

"The scheduling of grey goods weaving, warping, quilling, twisting and other operations was later developed. Still later the work was extended to the Tubular tie, cravats, velvet and the Dyeing and Finishing mills.

"Before the introduction of a modern scheduling plan, there existed a very different condition from that of today. The mill manager did his own scheduling, cost work, yarn purchasing and project work in addition to general supervision of his mill, which included all employment problems and many other responsibilities.

"However, in those days we did not have as many problems to contend with and we were not faced with the keen competition that exists today.

"Commissions such as twills, Florentine, and taffeta would run year after year with little change in rate of production. This was also true of millinery velvets and chiffons in the Velvet Mill. The number of active commissions was comparatively small.

"Today there is a constant drive to make something new to meet the demand of the trade. This means that we are at all times experimenting with a great many new types of cloth, and in addition we have many changes in the rate of regular production, which complicate the problem of scheduling and manufacturing.

Organization

The Scheduling Division is a unit of the Manufacturing Control Divi-

sion and consists of three departments:

1. Weaving Planning
2. Finishing Planning
3. Process Stores

Weaving Planning

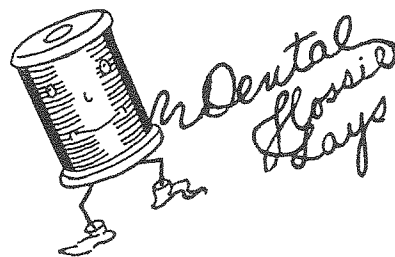
"The duties of this department are to plan the processing of all types of yarn and broad goods manufactured, to control the activities of the various operating departments and the "in process" inventories up to and including weaving.

"This control is based on a yearly forecast of sales and on monthly manufacturing releases prepared by the various Sales Departments in New York.

"Yearly forecasts indicate by months the expected sales in yards or pounds for each quality to be manufactured. These forecasts are not definitely fixed but are simply indications based on past years and on the best styling information available.

"These forecasts include Broad Goods, Upholstery, Decorative, Men's Wear, Cravats, Velvets and Yarn Sales, and are used primarily to determine machine activity and the tentative purchasing program for waste silk, raw silk, and other materials which are used in large quantities.

"As the selling season approaches and more up-to-date information on trend of style is secured, increases or decreases in the forecast and changes in quality are made. Often these alterations require drastic changes in manufacturing programs; reduced working schedules result in some departments, overtime in others. But these changes must be made to avoid excessive inventories of undesirable merchandise which may have to be closed out at a considerable price sacrifice and possibly at a loss.



Make your dentist's office a service station, not a repair shop.

Weaving Releases

"For better inventory control, a monthly weaving release was adopted for each department, telling the amount of each quality or commission required. This weaving release is issued on the fifteenth of each month and covers a period of six months. For the first month is included a definite release to weave without change, and for the second and third months a release for the purchase and manufacture of materials, preparation of warps, and so forth. For the three remaining months is given merely an indication of what may be expected based on style and volume trend.

"It was originally intended that the first month's release would be definitely fixed, but the unsettled market conditions of the last few months have made this impossible and many sudden changes in production have been necessary. These changes have resulted in criticism of the Scheduling Division by those not familiar with the reason for the changes. It is our feeling that the plan will produce a far more even flow of production as soon as a sound business basis is restored.

"It is the duty of the Weaving Planning Department to estimate the looms required for each commission called for in the release, since weaving is the controlling unit of manufacturing.

"Information is gathered, on the type of loom, kind of yarn, rate of production, etc., necessary to turn out the goods called for, and a summary of looms by class, such as box or plain loom, is prepared, together with an estimate of the number of weavers needed. This report is reviewed with the mill superintendent, and the changes he suggests, as a result of his intimate knowledge of the ability of certain weaving departments to weave particular qualities, are made.

"It is now necessary to determine the number of warps required for each commission to keep these looms supplied. Each week a record of expected warp run-outs for the next six weeks is made and from this record, yarn requirements are prepared and manufacturing orders issued to

Continued on next page

PLAN ROUTINE SCHEDULE FOR PRODUCTS

Continued from page 3

the Throwing and Spinning Departments, or if the yarn has to be purchased a requisition is given for it. As warps are completed they are delivered to the Twisting Department where they await orders for twisting or drawing in.

"The amount of filling required is based upon the number of looms running on each commission, and orders are issued daily to the Quilling Department specifying the number of pounds of each kind of filling needed and the kind of quill to be used.

"As the woven goods are inspected, measured and weighed, they are delivered to the Trimming Department where they are trimmed, sheared, and prepared for boiling off; they are then held in the Grey Goods Warehouse until process orders for finishing are received from New York.

Finishing Planning

"This department plans and dispatches goods through the Broad Goods Trimming, Preparation, Piece Dyeing, Printing, Steaming, Finishing and Inspection Departments. It is responsible for Copper Shell Storage and planning for the Engraving Department. It plans and dispatches velvets through Grey Inspection, Shearing, Wet or Dry Finishing and Final Inspection. It operates the Cravat Cloth and Lining Store, and plans cravat cutting, manufacturing and inspecting, and the Broad Goods and Cravat Sample Departments. It is responsible for proper recording and inventory of every yard of silk and each cravat in the departments mentioned.

"The details of the many functions of this department are too numerous to cover, and we can only outline as an example the planning necessary for designs which are to be printed for the first time.

Engraving

"The Line Planners in New York decide to have a certain number of designs ready for display on a specific date, and as there are several displays during the year, a schedule for the delivery of the designs to the mill is established. On this schedule are the number of designs to be sent to the mill each month, and completion dates for the engraving and printing of each group of designs.

"Upon completion of engraving and upon receipt from New York of the desired color combinations for the design, the dates for boil-off and for printing are set according to the load of work ahead of these departments. Route cards are made out and attached to the goods to identify the order through all operations. Records are kept in such a way that the approximate location of a lot in process is always known.

"When a lot is started in process a colored tag is attached to it to indicate the day it was started and all lots started the same day bear a similarly colored tag. The colored tag simplifies follow-up and a lot which is late can quickly be detected.

"A daily report on late lots in each department and the reason for their lateness is made and a copy sent to the department manager advising him of the obstacles which cause delays in process.

"After final inspection, a sample is cut from each print color combination and sent to the Art Department which passes on quality and color. If these are satisfactory a release is given to make up Salesman's Samples in each combination. Sets for each print are distributed to the salesmen after the line has been displayed to the trade.

"During the past three years the average time for processing prints has been reduced from 21 days to ten days and the time for processing dyes from 14 to seven days. In addition to this we are frequently asked to process items in two or three days.

"Speeding up deliveries has been materially helped by installation of the Teletype machine. An order can be typed in New York and the typewriter keys that are struck in New York register on an order form in Manchester. At times we receive orders in the morning and they are in the dye barks in the afternoon. The advantage of the Teletype over the telephone is that the former writes the message and allows less possibility of misinterpretation.

Velvets

"Planning for velvets is less difficult than for broad goods because there are fewer commissions and the dyeing for almost the entire year is done in six months. At the beginning of a dyeing period a definite schedule to dye a certain number of lots each week is established. Delivery dates are

established and the same procedure is followed as described above. A detailed plan is also laid out for cravat manufacturing, which presents its own peculiar difficulties.

Process Stores

"This department stores and handles all worked materials and purchased yarns. There are many benefits derived from a centrally controlled store. Among these are a central record of all material in stores so that quicker and better service can be given, a central point from which stores can be ordered, a uniform system of storekeeping, better control of inventories, better control of purchased material by comparison with standard specifications or requirements, and better contact with other departments.

"The duties of the Process Stores Department, which though centrally controlled has stores located at convenient places throughout the plant, are many and various. Some of the materials which these stores handle are the raw silk for the Throwing Mill, raw materials for the Dressing and Spinning Mills, thrown silk, spun silk, purchased yarns such as cotton and rayon, both grey and dyed yarns for the Broad Goods and Velvet Departments, grey goods for dyeing, printing and finishing, waste yarns, waste lining and silk clippings from cravats, and supplies of spools, quills and swifts."

From April, 1930, to Oct. 1, 1931, the personnel of the Scheduling Division has been reduced from 108 to 67 persons.

Question Box

QUESTION: Why do Cheney Brothers still have pay cards?

Answer: Cheney Brothers use the pay card for two reasons. First, it is an identification card to the paymaster; second, it is a receipt from the person receiving check.

CITIZENSHIP

Classes in Citizenship are being held on Monday evenings from 7 to 9 at the Manchester High School. Herbert McCann, instructor, will assist aliens in filing petitions for citizenship. Anyone desiring assistance may apply for instruction.

EVEN FIBER MOST DESIRABLE

(This is the second of two articles on the Conditioning and Testing Laboratory)

TESTS made in the Conditioning and Testing Laboratory are carried on by experienced workers. The value of the raw material makes it urgent to eliminate as much as possible of the human variation which is inevitable when very exact work is being done. The trend in experimentation and testing is to rid the work of the fluctuations due to the varying moods, judgment and health of human beings, and wherever possible to substitute the refined accuracy of a machine.

The Cheney Laboratory has since its foundation striven to set dependable standards for testing raw silk, and to establish these standards not only within its own province here at Cheney Brothers, but all over the world. It has been a leader in research, in discovering new methods, inventing new machines, and in sharing its findings, for the general benefit of the industry.

THE raw silk of commerce comes in skeins weighing two and one-half to three ounces and containing from 45,000 to 60,000 yards of silk. These skeins are made up into bundles or "books" of thirty skeins each and there are twenty-eight of these books in a bale. Manufacturers usually buy silk in lots of ten bales.

In order to classify a lot of silk accurately as to quality, it is of the utmost importance to sample the lot properly, to draw a sufficient number of skeins from different parts of the lot in order to truly represent it.

The present standard for sampling is forty skeins drawn at random from four of the ten bales, ten skeins from each bale and not more than one skein from a book. The forty skeins probably represent the work of forty reeling girls.

The principal qualities for which these skeins of raw silk are tested are:

Color	Cohesion
Luster	Strength
Lousiness	Evenness
Nature	Cleanness
Neatness	

Skein Inspection

The test skeins are first examined for color, which in the "whites" varies from pure white to cream and in the "yellows" from golden to pale yellow. Color is an important con-

sideration in the dyeing of delicate shades.

The luster, which is next noted, is an indication of the "nerve" and health of the thread.

As the third test, the skeins are opened and put on an inspection frame which transmits light through the skein. The silk is examined for waste clusters, for gum spots, and for the criss-crossing of the threads, a formation effected in the reeling to avoid tangling. The machine which throws light through the skein is called the Yarn Inspection Machine and will be one of Cheney Brothers' exhibits at the showing of silk machinery in Paterson, N. J., next month.

Winding Test

A winding test shows how the silk will act on the winding frames in the Throwing Department. This test is also a check upon the filatures because it reveals whether the re-reeling has been well done and therefore it exerts a strong influence upon the filatures to improve the quality of their work.

Nature

The "nature" test, an idea originated at Cheney Brothers, is intended to demonstrate the working quality of the silk as it will behave in the various operations. The "nature" is a combination of the qualities of elasticity, elongation and tenacity, and indicates how far the fiber may be pulled in opposite directions before

breaking and to what extent it will return to its original position after being stretched. Such a test provides data which is helpful in planning machine operations where the silk is under tension. The warp, for example, has to withstand considerable tension both in warping and weaving.

Cohesion

The cohesion test aims to find out how well the cocoon filaments have been welded together in reeling. The fibers are held under tension and rubbed at the rate of 120 strokes a minute, and a record is made of the number of strokes necessary to separate the filaments for a space of a quarter inch.

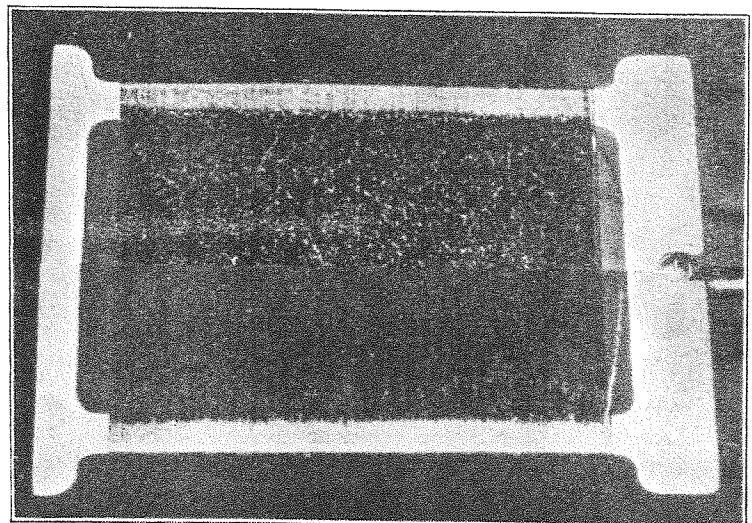
Lousiness

Lousiness (see illustration) is a condition which shows up after the silk has been boiled off. A speckly, light fuzz is apparent over the surface of the silk, rendering impossible an attractive finish. Samples of the silk are boiled off in the laboratory, so that the defect can be detected before the lot has entered manufacturing processes. The cause of lousiness is not definitely known, and this trouble is one of the outstanding problems of manufacture.

Evenness

Evenness is by far the most desirable quality in raw silk. It constitutes about 70 per cent. of the total value in classification. The evenness test is a visual test to determine variations in the diameter of the raw silk thread. Panels of silk are compared with a standard photograph of "unevenness

Continued on next page



The hairy appearance of the yarn in the upper section is typical of "lousy" silk; below is a specimen of material free from the defect.

What's Happening in Departmental Meetings

THROWING, WINDING, ETC.

REPRESENTATIVES stated at the Throwing, Winding & Spooling Works Council meeting that the schedule of 5 to 6 o'clock being used for temporary overtime work was more satisfactory than the noon hour plan tried previously.

Within the week preceding the meeting, it had been necessary to increase speed in winding on 20/22 Japan and 28/30 Japan warp singles because of lack of machinery to turn out the amount of material needed. When asked if there were objections to this change, the representative stated that the employees were satisfied, since they were not required to watch so many ends.

Regarding working conditions in the Throwing Department, William C. Cheney, who presided, pointed out that the ratio of activity in this department was generally higher than in others owing to the fact that in normal times the spindle capacity had never been sufficient to take care of all the requirements of the Broad Goods Weaving, Velvet and Yarn Sales Departments.

Yarn sales had been showing considerable activity in production for electric insulating, Mr. Cheney said, and this demand if continued would increase work in the Winding & Spooling Department.

Stairs leading to the Winding & Spooling Department were to be repaired, it was announced. This matter had been brought up at a previous meeting. New window shades for the south side of the Winding & Spooling room have been requested.

AUXILIARY

AS a result of a suggestion made at an Auxiliary Division Works Council meeting, the location of the shipping door of the Broad Goods Warehouse is being changed so that when large trucks are backed up to the warehouse door they will not hold up other trucks and interfere with delivery of oil to the power house. The announcement of this change was made at a meeting of the representatives of this division Sept. 17.

It had previously been announced that the painting force would be re-

duced by the two members who most recently joined the force. Owing to the fact that one of the painters was absent on vacation, it was necessary to lay off only one man, the youngest in point of service.

Several plans for correcting the condition of water in the Paint Shop drinking fountain were being considered, the representatives were told. An insufficient amount of water is drawn from the main to keep it fresh at all times.

The activities of the town emergency employment committee were discussed.

PRINTING, FINISHING, ETC.

AT the monthly meeting of Piece Dyeing, Printing, Finishing and Yarn Dyeing representatives, Sept. 17, the question was asked whether a job had been found for an employee who had been laid off the previous week. It was stated that a job had not yet been found, but that efforts to place the man would be continued.

The superintendent asked how the men felt regarding the Group Bonus plan now in effect in the Finishing Room. The answer was given that no criticisms have been made.

VELVET

AT the Velvet Works Council meeting, Sept. 16, a representative asked if it were possible to install a type of hoist to elevate warps onto the looms. Various methods of applying this suggestion had been considered. It was stated, but no device had yet been found which was not excessively expensive.

A report that employees were finding difficulty in making the task on hand twisting 65/60 turns yarn onto 16/14 turns yarn was taken up for investigation.

It was reported that no allowance for handling goods returned for finishing was given to employees on the group bonus job in the Dry Finishing Department. This report was incorrect since operatives are paid their regular day rate for this work.

EVEN FIBER MOST DESIRABLE

Continued from page 5

panels" arbitrarily graded from 100 per cent. down to 10 per cent. The inspection is carried on in a standard room provided with an indirect lighting system. For every ten-bale lot 160 panels are made to undergo the evenness test. In this way approximately 80,000 yards of silk are viewed. To improve the testing for evenness the Seri-Plane was developed. The merits of this machine were described in the August issue of the magazine.

Cleanness

The test for cleanness is made by means of the same panels examined under a different set of lights which clearly show up the imperfect parts of the fiber. The kinds of defects are counted and the grading figured.

Neatness

This test is also a visual inspection which takes into account the very small defects such as nibs, loops and hairiness which are too small to be classified under the cleanness test.

The neatness of the silk is judged

by comparing the panels of silk with a standard photograph of panels.

Sizing

The Laboratory also checks the size of raw silk. A machine runs off 450 meters of fiber which is weighed and the average size obtained in deniers, units of weight.

Before it is weighed the silk has to be at the standard moisture point, which is 11 per cent. above the dry weight of the silk. Since silk is sold on a weight basis, it is the responsibility of the Laboratory to see that Cheney Brothers do not buy silk which has been weighed when containing more than the legal allowance of moisture.

THE Laboratory also tests other types of yarns, such as cotton, rayon, spun silk, linen and tinsel. Numerous tests are made on fabrics. Cloth is analyzed and tested for strength, tearing, shrinkage, stretching and slippage of the warp threads over the filling.

PREMIUM IS QUALITY REWARD

IN the Velvet Mill, quality premiums are paid only in weaving. The premium payment is distinct from the bonus. Bonus is paid for accomplishment of the task, subject to approval of the quality of the work done. The premium is paid for high quality performance.

When the weaver's cloth gets to the inspector, it is given a quality rating. If the quality is between 80 and 90 per cent, the weaver receives no premium and no deduction.

If the piece is rated between 90 and 100 per cent the weaver gets a premium in addition to the bonus. This premium is calculated by a graduated scale, and the weaver receives more premium the more nearly perfect his goods are.

Should the piece be rated less than 80 per cent in quality, a deduction from bonus is made. Just as the premium increases according to the perfection of the goods, so the deductions increase as the quality becomes poorer.

The table below shows how the scales graduate. We have no space here to print the entire scale, which lists a percentage of quality corresponding to every unit of deduction or premium from 1 per cent up.

Quality Per Cent	
50% or below	100% deduction of bonus, down to
79.9%	1% deduction of bonus
80-90%	No deduction, no premium
90.1%	1 per cent premium up to
100%	60% premium

Therefore, we find that for 100%

On the Cover

Cheney upholstery and decorative fabrics as the consumer sees them are shown on the cover. At left a silk damask is used for paneling. This design, here executed in off-white with rose and green, is famous for the length of its repeat. At right, a modern damask with the frosty appearance of etched glass, covers the walls, and a modern design is also chosen for the chair. These pictures illustrated an article on "Decorating Modern Walls with Rich Fabrics" written by Jeannette Kilham of Cheney Brothers, published in the September *Arts & Decoration*.

quality the weaver gets 60% premium. We might ask, 60% of what? The answer is, 60% of the even bonus. If the even bonus for the cut equals four dollars and this cut is 100% in quality, the weaver receives \$2.40.

Any additional bonus a weaver may have earned by weaving his cut in shorter time than required by the task is not taken into consideration in figuring premium.

There is a list of standard deductions for defects. The inspector notes the defects in a piece, and these are added up and the total deduction is subtracted from 100. If the defects in a cut add up to 20%, half of this is subtracted for each of the two pieces which are woven face to face and they are rated 90% quality.

In the cases of two, three and four wide fabrics, which are later slit apart at the selvages, the total deduction

for the cut is divided by four, six or eight as the case may be, to get an average quality for each piece.

When two weavers or more work on the same cut, the yardage woven by each is taken account of separately so that the individual weaver's quality may be known. If a weaver has worked on only 25 yards of a 50 yard cut, and has, for example, two defects in this half length, it is estimated that if he had woven the whole piece there would have been four defects, and this number is used to figure the per cent quality of the piece.

Quality premium is paid whether or not bonus is made. If a weaver fails to achieve bonus, but makes good cloth, he receives a reward for his quality. Likewise, deductions for poor quality are effective whether or not the weaver makes bonus. Since quality is measured after production bonus has been figured, all deductions of bonus are made from the next amounts of bonus earned.

GUARD NOW AGAINST COLDS

DO you catch cold? Or does a cold catch you? At any rate, you surely know when you have one — and so does everyone else.

The common cold is characterized by watering of the eyes, sneezing, and feeling mighty uncomfortable in general. You say, when you have a cold, that you talk through your nose. That, as a matter of fact, is exactly what you do not do. You talk without the use of your nose as a sounding box.

When you have a cold, the membrane lining of your nose becomes swollen. The sense of taste and smell is very much deadened. Eating loses its fascination.

Causes of Colds

Over-eating and consequent indigestion are important causes. The body does not eliminate freely and resistance is lowered. Poor ventilation is as much a cause of colds as drafts. Over-heated rooms produce a congestion of the membrane lining of the nose and allow the ever-present bacteria to go to work. Fatigue and loss of sleep lower the body's infection fighting capacities.

Most of these causes you can prevent, but it is a real task to dodge the fellow who sneezes at you! Many colds are contracted in this way. While you

may have built up an immunity to your own kind of "bugs" it is far more difficult to cope with those given to you by others.

How can you avoid colds?

By getting your skin accustomed to rapid changes of temperature. This can be accomplished by using the thermometer as a gauge for changes of clothing, and taking a cold shower bath every morning. If you will expose your skin to the sunshine as much as possible you will build up bodily resistance. Be careful about overloading your stomach, and get plenty of fresh air. Have a good bowel movement every day and drink plenty of water. If it is at all possible, work up a good sweat once a day.

Coughs are near relatives of colds and are nature's method of trying to expel something from the air passages which does not belong there. But nature cannot always distinguish between a real object and a sensation. That is why you have that lingering cough which comes from a tickling in the throat.

And then there is that sore throat. It may come from infected tonsils, frequent colds, or general infection of the whole body.

(National Safety Council)

They Won Suggestion Awards

(Names of suggesters are not published unless they consent.)

AMANDA ROTHER Cravat Dept.	Saving time in making Shapes No. 73 and No. 93 by tacking tape directly to lining.
MICHAEL TIERNEY P. D., P. & F. Dept. — Piece Dyehouse	Saving time and labor by eliminating operation of sewing aprons on velvet goods before extracting, and substituting grooved rods similar to ones used on flat washer in B. G. Preparation Room.
J. T. MUNSIE Velvet Dept. — V3D Wet Fin.	Preventing accidents by establishing safety line at corner between Old Mill and B. G. Warehouse.
JOHN HILDEBRAND Weaving Dept. — W1A Room	Overcoming weaving difficulties on looms having short stands with electric stop motion by installing extension brackets so that the rods will be less close to needles.
ELIZABETH POWERS Weaving Dept. — W3C Room	Preventing waste of ice at Weaving Mill by having ice delivered later in the morning.
LEONARD EWEN Auxiliary Div. — Machine Shop	Preventing particles of emery from flying into employees' eyes by changing position of emery wheel — Machine Shop.
FRED FISH Auxiliary Div. — Machine Shop	Preventing accidents by installing red light to mark location of fire escape from W2B Room and equipping window opening onto fire escape with sash weights.
JOHN GILLIS Auxiliary Div. — Machine Shop	Preventing accidents by placing guard or casing around electric wires near switch box in W1A Weave Room.
HERBERT STEVENSON Auxiliary Div. — Stat. Print. Dept.	Eliminating odor from sewer by placing closed cap over open water drain in Stationery Printing Department.
ARTHUR ANDERSON Auxiliary Div. — Old Mill Repair	Increasing production by installing pot-eyes and rigging in front of crepe dryers, making it possible to run goods directly from Washer 145 to dryers.
FRED ZULACK Scheduling Div.	Preventing obliteration of type on route cards while in process by treating cards with solution of Duco and Acetone.

Accident Record

SEPTEMBER PERIOD

1. Cuts on fingers, hands and arms caused by handling materials and tools.....	10
2. Bruises on hands and toes caused by dropped objects	4
3. Back strains, one caused by lifting, one by fall on stairs	2
4. Dust in eyes	2
5. Cuts, one on head caused by bumping against machine, one on leg caused by bumping against glass.....	2
6. Ankle strain caused by slipping on stairs.....	1
7. Burn on neck from bump against steam pipe	1
8. Contusion caused when employee slipped and fell against shelf, striking head	1
Total	23
One lost time accident — 3½ days.	

AVOID ACCIDENTS

Case No. 9

A BACK strain is sometimes the result of heavy lifting by a man physically unsuited to this kind of work.

In hiring men for jobs that call for a good deal of lifting, the Employment Bureau is guided by reports of physical examinations made by the Medical Department. The aim is to pick men whom the work will not injure.

Once a man is on the job, it is the foreman's duty to take notice whether the employee continues to be suited to the work. Often a man's physical condition changes after the medical examination.

Sometimes employees who are not on jobs requiring lifting take it upon themselves to do an odd moving job, and strain themselves in the attempt.

In spite of precautions, cases of back strain continue to happen. Help to diminish the number, if you are a foreman, by noting whether your men are suited to the job and whether they know how to lift. If you are an employee, and suffer a strain even after taking the right precautions, report the accident without delay.

Your Idea May Solve One

Suggestions are desired on the following subjects:

1. Method of eliminating odor from oxidation black.
2. Method of eliminating "bars" on Coms. 8395 and 8543.

FREE INSTRUCTION AT TRADE SCHOOL

Free evening classes at the South Manchester State Trade School offer valuable training to the ambitious craftsman in a number of vocations, and afford an opportunity for those working all day to extend their knowledge and earning power.

Courses are so arranged that instruction may be obtained in unit

trades or in several fields as desired. A certificate is given for attendance at twenty or more classes.

Courses offered are: Textiles (throwing operations, warping, weaving, drawing-in, twisting, loom fixing, cloth analysis, design, testing and dyeing); Mechanical and Architectural drafting, Machine Shop, Electricity, Carpentry, Mathematics.

Sessions are held every Monday and Thursday evening from 7 to 9 o'clock.

9.5-4-1P