

C 185

Tuesday 4/23/18  
F. B. + E. M.

Starting work at 7 am my duties were to help the proof reader and to keep a supply of tags at the presses at half past 8 we had a supply of turrages on hand, also half 9 or ten. The negro press cleaners usually supply the Press room while the Elevator man supplies the girls in the sewing room, I suggest the said named employees be informed that it was <sup>against</sup> the rules and to discontinue the practice only at times allowed. I suggest that the <sup>rooms</sup> in which the forms are washed to prohibit employees from eating their lunches or dinners, as it may cause them in the future, sickness and is very dangerous to their health.

I understand Mr. King Mr. Kootz and other Pressman, get one hour to oil shafts, clean up office typewriters + c. Mr. Kootz told me that they were to be there by 6<sup>am</sup> and that they never hardly were there till 15 mi to 30 mi past and that lots of times he really never done any thing. I suggest separate towels be had for male + female employees. I suggest every night all ink left in containers be poured back in the supply tanks also not let containers become thickly

coated with ink but kept reasonably clean by wiping out container with a brush or mop when emptied at night, which will cause a very good sized saving in ink. [I suggest bags in ware room be dusted and properly covered, as 2000 or more 6 lb. bags which were needed to keep press running were too dirty for a first class order]

I suggest employe at main gate be instructed to be more careful about letting in the mill employes who come in at working hours, <sup>late</sup> I was let go in at half Past 2, but do not know if he reported it, I went in with out a pass. [Employes smoke too close to Co. property especially around south gate as cigarettes are thrown very careless. I had the pleasure of meeting "Mr Elsas" at the set time + Place and went into detail on what matters he was interested Mr Reely will direct me and give instructions and I now can work very close. I gave "Mr. Elsas" to understand, also "Mr Reely," that Our Co would under no circumstances, tolerate from its operatives any thing but absolute facts and know that from past work we no complaints