

CHICAGO TRANSIT AUTHORITY - BOULEVARD SYSTEM

JAN 27 1953

January 23, 1953

Transportation & Mechanical Supts.

Effective immediately, following will be the procedure when repairs are necessary on defective fare boxes.

The Transportation Supt. each day, before leaving his office, will inquire as to the number of defective fare boxes on hand. He will then take the lock boxes out of these defective fare boxes, and keep the lock boxes in his office.

This will enable the Mechanical Man assigned to register repairs, to repair defective boxes when the Transp. Supt. is not available to take out lock box.

As an example:- Before Transportation Supt. leaves on Saturday, he will remove lock boxes from all defective fare boxes. That will enable the mechanic assigned to register repairs to make these repairs when he starts work on Monday morning.

The same procedure to be followed each day by Transp. Supt. including Saturdays. Monday, before Transp. Supt. leaves office he will take lock boxes out of defective fare boxes so that the mechanic will have work for Tuesday morning -- and so on, each day.

The mechanic assigned to fare box repairs will use the first 2-hours (if needed) starting his day's work, for repairing defective registers. That will be the daily procedure:- his first 2-hours of work will be register repairs. If any other duties come up in his regular line of work these duties will be taken care of by another mechanic assigned by Mechanical Supt. Nothing in the garage is to interrupt the program of register repairs.

The mechanics assigned to register repairs will not permit defects to accumulate but will put in the first 2-hours of work on register repairs to the exclusion of other duties.

When the mechanic repairing defective register makes out his report on triplicate form provided, the labor and time spent on each repair should be listed on that triplicate form.

*A. Forbes*

Superintendent of Garages  
Boulevard System

*Jos P. Gaynor*

General Supt. of Transportation  
Boulevard System

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