

ENGINE YEOMAN OFFICE/ENGINE LOG ROOM

LOCATION: 2-78-2-Q

LOCATED IN THIS OFFICE ARE THE FOLLOWING:

- FILES:
1. SERIAL FILES - General Correspondence Reports
 2. SUPPLY FILES - Outstanding/Cancelled/Completed Requisitions Survey/Turn-In
 3. PRINTED FORMS - Report Forms - Various Supply forms
 4. MIMEOGRAPHED FORMS - Reports, Instructions, Check-Off Lists
 5. REQN LOGS - SURVEY LOGS, ETC.
 6. WORK BOOKS, VARIOUS LOGS, REPAIR LISTS, ETC.
 7. FOCSL - ALLOWANCE LISTS - INSTRS. & NOTICES
 8. COMSTS/MSTSPAC INSTRUCTIONS & NOTICES
NAVSANDA PUB 236

- KEYS:
1. ENGINE CREW SPACES -Stowed in Keys racks - tagged
 2. Plumber shop, Chlorinating Room, Fwd & Aft Engine Room
Metal Boxes -Storerooms, etc. -Stowed in Key racks - tagged

OFFICE SUPPLIES and STORAGE LOGS, FORMS

LOCATION: LN LKR - 2-81-1-A

1. BOND PAPER - MIMEOGRAPH PAPER - ENVELOPES - etc.
2. STENCILS- Check Off Lists, Reports, Instructions, etc.
3. LOGS - Engine Room - Night Order Books, Bell Books, etc.
4. O/T records - recaps, etc.

RETIRED RECORDS: ENG ROOM LOGS/BELL BOOKS
NIGHT ORDER BOOKS

LOCATION: FWD ENG ROOM - BOILER SPARE PARTS STOREROOM
F.E. 4-101-2

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NIGHT ORDER BOOKS

LOCATION: FWD ENG ROOM - BOILER SPARE PARTS STOREROOM
F.E. 4-101-2