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ADMIRALTY FLEET ORDERS
FURNITURE, ETC., TAKEN OVER IN REQUISITIONED
PROPERTIES

WARTIME FURNISHING

ADMIRALTY, S.W.1.

26th March, 1942.

The following Orders having been approved by My Lords Commissioners of the Admiralty are hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,

J. V. Markham

To all Commanders-in-Chief, Flag Officers, Senior Naval Officer,s Ashore, Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

Distribution Limited.
(See A.F.O. 3338/40.)

NOTE :—The scale of distribution is shown in the revised Admiralty Fleet Order Volume Instructions—A.F.O. 4544/41, paragraph 10.

Head of "P" Branch

HPB

1482.—Furniture, etc., Taken Over in Requisitioned Properties

(N.S. 12034/42.—26.3.1942.)

Owing to the increasing number of instances in which it has been necessary to negotiate with the owners of requisitioned properties for the return of chattels which have been taken over, and subsequently found to be (a) not allowed by existing regulations, or (b) of a luxury nature not in keeping with the scale of war-time furnishing for Naval shore establishments, it is necessary, in the interest of economy, to draw the attention of requisitioning officers to the following points:—

- (i) Furniture or other chattels are *not* to be taken over unless of a type and value approximating to Service descriptions.
- (ii) Only the actual *quantity* of each description of furniture, etc., required to conform to the scale of allowances promulgated in A.F.O. 1483/42 should be taken over, and the balance returned to the owners before, or at the time, the premises are occupied.
- (iii) The following items are not to be taken over from the owners as a charge to public funds in any circumstances:—
 - Pictures (all descriptions).
 - Ornaments (all descriptions).
 - Statuary (all descriptions).
 - Double bedsteads.
 - Pianos.
 - Wireless sets.
 - Gramophones and other musical instruments.
 - Billiard tables.
 - Games equipment.
 - Carpets (including landing and stairs).
 - Curtains, other than blackout of reasonable value.
 - Eiderdowns.
 - Sheets } except to the scale of allowance for W.R.N.S.
 - Towels }
- (iv) The prior approval of the Engineer-in-Chief, Admiralty, Bath, is to be obtained before automatic refrigerators, motor lawn mowers and other items of machinery are taken over.

2. In cases of doubt the Director of Stores, Bath, should be communicated with by telephone (Tel.—Bath, Tennyson 9218).

(A.F.Os. 3590/40 and 1483/42.)

1483.—Wartime Furnishing

R.N. and W.R.N.S. Establishments

(N.S. 12034/42.—26.3.1942.)

Whilst it is not possible to lay down a fixed establishment of stores for furnishing wartime R.N. and W.R.N.S. Shore Establishments, owing to the varying types of accommodation provided it is desirable to fix a scale of allowances for the general guidance of officers concerned.

2. Allowances have therefore been drawn up and are shown in Appendix A for R.N. quarters and Appendix B for W.R.N.S. quarters.

3. Furnishing schemes promulgated at the Admiralty and demands formulated by establishments are to be based generally on these allowances. Any items in addition to those included in the scale of allowances which are considered *essential* for special reasons should be specially reported to the Director of Stores, Admiralty, Bath, prior to supply.

APPENDIX A

SCALE OF FURNITURE FOR R.N. OFFICERS AND RATINGS

Officers' sleeping—

Bedstead	1 per officer.
Mattress, hair	1 per officer.
Mattress, covers for	2 per officer.
Pillows, hair	1 per officer.
Pillows, feather	1 per officer.
Pillows, covers for	4 per officer.
Counterpanes	2 per officer.
Blankets	4 per officer.
Wardrobes	1 per officer.
Chests of drawers	1 per officer.
Bedside table	1 per officer.
Glasses, looking	1 per officer.
Chairs, C.S.	1 per officer.
Bookshelves	1 per officer.
Water bottles	1 per officer.
Tumblers	1 per officer.
Washing cabinet (where fitted lavatory basins are not provided).	1 per officer.
Rugs	1 per officer.
Sheets and towels	For C.O. only.

Officers' mess—

Mahogany tables, 3 ft. 6 in. wide	2 ft. per officer.
Chairs, table	1 per officer.
Sideboard	1 per mess.
Rugs, hearth	1 per fireplace.
Side table	1 per mess.
Table cover	1 per table.

Officers' ante-room—

Chairs, recliner (officers)	1 per 2 officers.
Chairs, table	1 per 2 officers.
Tables, side	1 per room.
Tables, card	1 per 8 officers.
Bookcase	1 per room where upwards of 10 officers borne.
Bookshelf in lieu of bookcase	1 per room where up to 10 officers borne.
Tables, writing, 3 ft. × 2 ft.	1 per 10 officers.
Rugs	To cover up to 20 per cent. of floorspace.

Senior officer's day cabin—

Table, mahogany, 3 ft. 6 in. square	1 per cabin.
Table, kneehole, writing, large	1 per cabin.
Side table	1 per cabin.
(Sideboard for C.O.).	
Cupboard	1 per cabin.
Chairs, recliner (officers)	1 per cabin.
(2 for C.O.).	
Chairs, table	2 per cabin.
(4 for C.O.).	
Chairs, wood, arm, with cushion	1 per cabin.
Rugs	1 per cabin.
Bookshelf	1 per cabin.
(Bookcase for C.O.).	

C.Ps. and P.Os. sleeping—

Bedstead	1 per rating.
Mattress, coir	1 per rating.
Mattress, covers for...	2 per rating.
Pillows, hair	1 per rating.

C.Ps. and P.Os. sleeping—contd.

Pillows, covers	2 per rating.
Glasses, looking, 12 in. × 9 in.	1 per rating.
Chairs, wood, small	1 per rating.
Chests of drawers with writing-flaps (for C.P.Os. only).	1 per rating.
Double kit lockers (for P.Os.)	1 per 2 ratings.

C.P.Os. and P.Os. mess—

Tables, mess, 2 ft. 3 in. wide	2 ft. per rating.
Chairs, wood, small	1 per rating.
Side table	1 per mess.

C.P.Os. and P.Os. recreation—

Chairs, recliner (ratings)	1 per 10 ratings.
Chairs, wood, arm	1 per 4 ratings.
Chairs, wood, small	1 per 3 ratings.
Tables, canteen	1 per 10 ratings.
Tables, writing, 3 ft. × 2 ft.	1 per 15 ratings.

Ratings' mess—

Tables, mess, 2 ft. 3 in. wide	2 ft. per rating.
Stools for, 9 in. wide	2 ft. per rating.
Side table	1 per mess.

Ratings' recreation—

Chairs, recliner (rating)	1 per 12 ratings.
Chairs, wood, small	1 per 4 ratings.
Chairs, wood, arm	1 per 5 ratings.
Tables, canteen	1 per 12 ratings.
Tables, writing, 3 ft. × 2 ft.	1 per 20 ratings.

Ratings' sleeping—

Bedsteads	1 per rating.
Mattress, coir	1 per rating.
Mattress, covers for	2 per rating.
Pillows, hair	1 per rating.
Pillows, covers for	2 per rating.
Chairs, wood, small	1 per 2 ratings.
Glasses, looking, 12 in. × 9 in.	1 per 6 ratings.

Offices—

Tables, writing, kneehole	1 per Commander or above.
Tables, writing, linotop	1 for other officers.
Tables, writing, deal with drawer	1 per rating.
Chairs, wood, arm, with cushion	1 per officer.
Chairs, wood, small	1 per rating.
Cupboard, filing cabinet, W.P. baskets, desk trays	As necessary.
Chairs, recliner (officers)	1 per Commander or above.
Rugs	1 per Commander or above.

Canteen—

Tables, canteen	Supply arranged in accordance with space provided in accommodation.
Chairs, wood, arm	
Chairs, wood, small	

Miscellaneous—

Mats, coir	As required.
Bath mats	As required.
Towel rails	As required.
Linoleum	As required.
Blackout curtains	As required.

Sick bays—

Bedstead	1 per patient.
Mattresses, hair	1 per patient.
Mattresses, covers for	2 per patient.

Sick bays—contd.

Pillows, hair	1 per patient.
Pillows, feather	1 per patient.
Pillows, covers for	4 per patient.
Counterpanes	2 per patient.
Blankets	4 per patient.
Sheets	4 per patient.
Towels, hand	2 per patient.
Towels, bath...	2 per patient.
Tables, pedestal, bedside	1 per patient.
Metal top tables	As required.
Couch, bolster and mattress, examining	As required.
Waiting room chairs	As required.
Buckets, dirty dressing	As required.

The following A.F.Os. refer—

1629/37 and 386/39	Canteen.
895/39	Commercial type writing tables.
3066/40	Lockers for ratings.
3251/40	Office furniture.
3409/40	Carpets and curtains.
481/41	Rugs.

APPENDIX B

SCALE OF FURNITURE FOR W.R.N.S. QUARTERS

Officers' sleeping—

Bedsteads (officers' type)	1 each officer.
Wardrobe, 2 ft. 6 in.	1 each officer.
Chest of drawers, 3-drawer	1 each officer.
Table, bedside	1 each officer.
Chair, small	1 each officer.
Rug, 6 ft. × 3 ft.	1 each officer.
Pattern 101 water bottle	1 each officer.
Pattern 104 tumbler	1 each officer.
Bookshelf	1 each officer.
Baskets, dirty linen...	1 each officer.
Cabinet, washing (where no basin fitted)...	1 each officer.
Mirrors, 17 in. × 12 in.	1 each officer.
Towel rail	1 each officer.
Pattern 9 waste paper basket	1 each officer.
Pattern T.372 mattresses, hair	1 each officer.
Pattern 18A covers for	2 each officer.
Pattern T.324 blankets	4 each officer.
Pattern 34 sheets	4 each officer.
Pattern 37 pillows, hair	1 each officer.
Pattern T.334 pillows, feather	1 each officer.
Pattern 37A covers for	4 each officer.
Pattern 295 counterpanes	2 each officer.
Pattern T.343 towels, hand	2 each officer.
Pattern T.341 towels, bath	2 each officer.

Officers' mess—

Tables, dining	2 ft. each officer.
Table, cover for	1 per table.
Chairs, table	1 each officer.
Sideboard, or side table	1 per mess.
Rugs, hearth	1 per mess.

Officers' ante room—

Chairs, recliner (officer's type)	1 to 2 officers.
Tables, writing, 3 ft × 2 ft.	1 per room.
Tables, occasional or card	1 per 4 officers.
Chairs, table	1 per 2 officers.
Rugs, hearth	2 per room if over 150 ft. super.
Bookshelf	1 per room.

Officers' ante room—contd.

Mirrors, 17-in. × 12-in. ...	1 per room.
Pattern 9 waste paper basket ...	1 per room.
Pattern 305 clock ...	1 only.

Offices (Chief Officer or above)—

Chair recliner (officer's type) ...	1 per room.
Table, small ...	1 per room.
Chairs, table ...	2 per room.
Cupboard ...	1 per room.
Table, kneehole, writing ...	1 per room.
Chairs, windsor, arm ...	1 per room.
Bookshelf ...	1 per room.
Rugs, hearth ...	1 per room.
Pattern 9 waste paper basket ...	1 per room.
Pattern C.2144 trays, desk ...	3 per room.
Chairs, recliner (officer's type) ...	1 per room.

Office (1st Officer or lower rank)—

Table, small ...	1 per room.
Chair, table ...	1 per room.
Cupboard ...	1 per room.
Table, 3 ft. × 2 ft. ...	1 per room.
Chair, windsor, arm ...	1 per room.
Bookshelf ...	1 per room.
Pattern 9 waste paper basket ...	1 per room.
Pattern C.2144 trays, desk ...	3 per room.

Office (senior rating)—

Cupboard, 6 ft. × 2 ft. × 1 ft. 4 in. ...	1 per room.
Table, 3 ft. × 2 ft. ...	1 per room.
Chairs, wood, small ...	2 per room.
Bookshelf ...	1 per room.
Pattern 9 waste paper basket ...	1 per room.
Pattern C.2144 trays, desk ...	3 per room.

Ratings' sleeping—

Bedstead ...	1 each rating.
Chest of drawers ...	1 4-drawer between 2 ratings.
Hanging fitments ...	1 to 2 ratings.
Chairs, wood, small ...	1 each rating.
Carpet strip as rug ...	1 each rating.
Mirrors, 12 in. × 9 in. ...	1 each rating.
Pattern C.1017A hooks, hat and coat ...	4 each rating.
Towel rails ...	1 to 2 ratings.
Pattern 5A basin ...	1 to 2 ratings.
Jugs ...	1 to 4 ratings.
Pattern 9 waste paper basket ...	1 to 20 ratings.
Pattern 21 mattresses, coir ...	1 each rating.
Pattern 18A covers for ...	2 each rating.
Pattern 37 pillows, hair ...	1 each rating.
Pattern 37A covers for ...	2 each rating.
Pattern 34 sheets ...	3 each rating.
Pattern T.343 towels, hand ...	2 each rating.
Pattern T.341 towels, bath ...	2 each rating.
Pattern 25 coverlets ...	2 each rating.
Ratings' blankets ...	3 per rating. (To be demanded by the Services from the nearest Victualling Depot.)

Ratings' mess—

Tables, 6 ft. × 2 ft. 6 in. ...	1 to 6 ratings.
Chairs, wood, small ...	1 each rating.
Side table ...	1 per mess.

Ratings' rest room—

Tables, canteen ...	1 to 10 ratings.
Chairs, wood, small ...	1 to 3 ratings.
Chairs, canvas, arm... ...	1 to 3 ratings.
Chairs, recliner ...	1 to 8 ratings.
Tables, writing, 3 ft. × 2 ft. ...	1 to 10 ratings.
Mirrors, 12 in. × 9 in. ...	1 per room.
Bookshelf ...	1 per room.
Pattern 9 waste paper basket ...	1 to 20 ratings.

Hall—

Pattern C.1017A hooks, hat and coat ...	1 per rating.
Clock ...	1 per hall.

Bathroom—

Chair, wood, small, unpolished ...	1 per room.
Bath mat ...	1 per room.
Mirror, 12 in. × 9 in. ...	1 per room.
Towel rail ...	1 per room.
Pattern 1017A coat hook ...	1 per room.
Sponge rack ...	1 per room.

W.C.—

Pattern 100 bucket, enamel ...	1 per w.c.
Toilet roll holders ...	1 per w.c.

Sick quarters ... As for R.N. officers and ratings.

Miscellaneous—

Linoleum ...	As necessary.
Mats, door ...	As necessary.
Curtains of black-out material or blinds ...	As necessary.
Notice boards, 3 ft. × 2 ft. ...	As necessary.
Fire-irons ...	As necessary.
Pattern 37A pillow cover (for issue as dirty linen bag) ...	1 per W.R.N.S. rating.

Hanging fitments will only be supplied when demanded by the local W.R.N.S. officer, who should confirm that, in the case of requisitioned premises, no hanging cupboards exist.

Basins and jugs will be supplied on demand for establishments where no permanent basins are fitted. In addition to the basins and jugs, narrow tables will be provided if necessary.

(A.F.Os. 1629/37, 386/39, 895/39, 3066/40, 3251/40, 3409/40, 481/41 and 1482/42.)

