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# ADMIRALTY FLEET ORDERS

## FURNITURE, ETC., TAKEN OVER IN REQUISITIONED PROPERTIES

### HIRE OF FURNITURE

## WARTIME FURNISHING—R.N. AND W.R.N.S. SHORE ESTABLISHMENTS

ADMIRALTY, S.W.1,  
3rd February, 1944

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,

*H. V. Markham*

**Distribution Limited**

To Commanders-in-Chief, (not C.-in-C., H.F.), Flag Officers, Senior Naval Officers, Commanding Officers R.N. Bases and Training Establishments, Superintendents or Officers in Charge of H.M. Dockyards, and Admiralty Overseers concerned.

Shore Establishments  
Only.

Note:—The scale of distribution is approximately half that shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.

### 649.—Furniture, etc., Taken Over in Requisitioned Properties

(N.S. 37485/43.—3 Feb. 1944.)

With reference to A.F.O. 6197/43 (paragraph XVIII, Regulation 53) A.F.Os. 3590/40, 1482/42 and 82/43 are consolidated and re-issued as follows:—

2. The responsibility for deciding whether furniture, fittings, floor coverings, or other chattels in requisitioned premises are to be taken over, rests with the Director of Stores, and in no circumstances should any chattels be taken over without the prior approval of his representative.

3. Requests for approval to take over furniture, etc., should be made by signal giving at least seven days' notice, where possible, before required for use. The signals should be addressed to the Director of Stores, Admiralty, London, and the following information should be communicated:—

- (a) address of property,
- (b) approximate number of rooms containing furniture,
- (c) dates when convenient for an officer to meet the Director of Stores' representative at the property,
- (d) originating officer's telephone number.

In cases of urgency, the Director of Stores may be communicated with by telephone (Tel. Chancery 8800, Ext. 62) who will, if possible, arrange for his representative to visit immediately the premises to be requisitioned or, in exceptional cases, will give approval by signal for specific articles to be taken over on receipt of verbal description of the articles from the Naval, Marine or W.R.N.S. Officer concerned.

4. It is desired generally to take over as much furniture, etc., as possible in requisitioned premises, but it will be necessary for the values to be reasonable, the articles to be suitable for service use and the quantity to be in accordance with the normal scale of allowances. Consequently, such articles as antiques, carpets, pictures, curtains (except inexpensive black-out) double-beds, pianos, games equipment, etc., will not normally be taken over as a charge to public funds.

5. The Director of Stores' visiting representative will require to know the number and ranks of personnel to be accommodated in any property where it is proposed to take over furniture, and he will, if desired, take particulars and arrange supply of service furniture, etc., to replace unsuitable owners' chattels, and for additional items as necessary.

6. Action to take over furniture, etc., may be initiated on receipt of the Director of Stores representative's verbal agreement which will be confirmed in writing from the Admiralty. The Naval or other Officer-in-Charge should then direct the owners to remove from the requisitioned premises any chattels which are not being taken over. The question of the disposal of these chattels should be left to the owners for decision, who should be referred to the Chief Surveyor of Lands if any objections are raised.

7. The Naval or other Officer-in-Charge is responsible for preparing an unpriced inventory, in quadruplicate, of the chattels approved to be taken over, and for agreeing it with the owners. One copy should be signed by the Naval Officer-in-Charge or his representative and handed to the owner of the chattels or his agent; the second copy should be signed by or on behalf of the owner and forwarded by the Naval Officer-in-Charge to the Chief Surveyor of Lands, 2, Portland Place, Bath; the third sent to the Director of Stores, Admiralty, London, and the fourth retained by the Naval Officer-in-Charge.

8. All negotiations with owners regarding the value and terms of compensation to be paid for the furniture, fittings, floor coverings and any other chattels taken over, as well as any claims for compensation for expenses for removal and storage of chattels not taken over, will be dealt with by the Chief Surveyor of Lands, Bath, and no values or terms of compensation should be arranged or discussed with owners by anyone unless authorised by that officer to do so.

9. Some chattels will be purchased outright and others will be "hired", according to their nature and condition, and when terms have been agreed by the Chief Surveyor of Lands, he will furnish Officers-in-Charge with a separate inventory of those chattels that are purchased outright, and one of those that are only "hired".

10. The Admiralty are responsible for keeping all hired chattels in proper repair and delivering them up to the owners at the end of the occupation in as good condition as when taken over, fair wear and tear excepted. If such chattels require repair while they are held on hire the Naval or other Officer-in-Charge should request the local (Superintending) Naval Store Officer to arrange for the work to be done locally if possible. If any article is beyond economical repair a report of the circumstances should be made to the Chief Surveyor of Lands, 2, Portland Place, Bath, and if replacement is required an application should be made separately to the Director of Stores, Admiralty, London.

(A.F.Os. 3590/40, 1482/42 and 82/43 are cancelled.)

### 650.—Hire of Furniture

(N.S. 37485/43.—3 Feb. 1944.)

The instructions given in A.F.O. 5216/42 are re-promulgated below for information.

2. On no account is furniture, etc., to be hired from dealers by local establishments as a charge to public funds.

3. Furniture requirements are to be obtained only by demand on the Admiralty or dockyards, except when furniture can be taken over in premises already requisitioned or acquired by arrangement for Naval use. In the latter event, the prior approval of the Director of Stores, Admiralty, London, should be sought in accordance with A.F.O. 649/44. The decision as to whether such furniture is to be hired or purchased, and all negotiations with the owners regarding the amount of compensation to be paid, will be made by Chief Surveyor of Lands.

(A.F.O. 5216/42 is cancelled.)

### 651.—Wartime Furnishing—R.N. and W.R.N.S. Shore Establishments

(N.S. 37485/43.—3 Feb. 1944.)

The scales of allowances shown in A.F.O. 1483/42 for R.N. and W.R.N.S. shore establishments have been revised and are shown in Appendix "A" and "B" respectively.

2. 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, prior to supply.

#### APPENDIX "A"

##### Scale of Allowances of Furniture, etc., for R.N. Officers and Ratings

##### Officers' Sleeping

Bedsteads	...	...	...	...	1 per officer
Mattress, hair	...	...	...	...	1 per officer
Covers for	...	...	...	...	1 per officer + 10 per cent. spare
Pillows, hair	...	...	...	...	1 per officer
Pillows, feather	...	...	...	...	1 per officer
Covers for	...	...	...	...	4 per officer
Blankets	...	...	...	...	3 per officer
Under-blankets	...	...	...	...	1 per officer
Coverlets	...	...	...	...	1 per officer + 10 per cent. spare
Wardrobes	...	...	...	...	1 per officer
Chest of drawers (3-drawer)	...	...	...	...	1 per officer
Mirrors, 17-in. × 12-in.	...	...	...	...	1 per officer
Chairs, wood, small	...	...	...	...	1 per officer
Bookshelves	...	...	...	...	1 per officer
Water bottles	...	...	...	...	1 per officer
Tumblers for	...	...	...	...	1 per officer
Washing cabinets (where fitted lavatory basins are not provided).	...	...	...	...	As necessary
Rugs, coir matting, 54-in. × 27-in.	...	...	...	...	1 per bedside

APPENDIX "A"—*contd.**For Commanders or Captains in Command*

Sheets, cotton ... ..	4 No.
Towels, hand ... ..	4 No.
Towels, bath ... ..	2 No.

*Officers' Mess*

Tables, dining, 3-ft. wide ... ..	2 ft. per officer
Chairs, table ... ..	1 per officer
Sideboard ... ..	1 per mess
Side table ... ..	1 per mess
Table cover ... ..	1 per dining table
Rug, coir matting, 54-in. × 27-in. ... ..	1 per fireplace

*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
Tables, writing, 3-ft. × 2-ft. ... ..	1 per 10 officers
Rug, coir matting, 54-in. × 27-in. ... ..	1 per fireplace
Bookcase ... ..	1 per room
(where upwards of 10 officers borne)	
Bookshelf ... ..	1 per room
(where up to 10 officers borne)	

*Senior Officers' Day Cabin*

Table, dining, 3-ft. 6-in. × 3-ft. 6-in. ... ..	1 per cabin
Table, kneehole, writing, large ... ..	1 per cabin
Sideboard (for C.O. only) ... ..	1 per cabin
Side table (in lieu of sideboard) ... ..	1 per cabin
Cupboard, steel, 6-ft. × 2-ft. ... ..	1 per cabin
Chairs, recliner (officers') ... ..	1 per cabin
Chairs, recliner (officers'), for C.O. ... ..	2 per cabin
Chairs, table ... ..	2 per cabin
Chairs, table (for C.O.) ... ..	4 per cabin
Wood arm with cushion ... ..	1 per cabin
Rugs, coir matting, 54-in. × 27-in. ... ..	1 per cabin
Bookcase (for C.O. only) ... ..	1 per cabin
Bookshelf (in lieu of bookcase) ... ..	1 per cabin

*C.P.Os.' and P.Os.' Sleeping*

Bedstead, double tier ... ..	1 per 2 ratings
Pillows, hair ... ..	1 per rating
Covers for ... ..	2 per rating
Mirrors, 12-in. × 8-in. ... ..	1 per rating
Chairs, wood, small ... ..	1 per rating
Chests of drawers with flap (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' Sleeping*

Bedsteads, double tier ... ..	1 per 2 ratings
Pillows, hair ... ..	1 per rating
Covers for ... ..	2 per rating
Chairs, wood, small ... ..	1 per 2 ratings
Mirrors, 12-in. × 8-in. ... ..	1 per 6 ratings

APPENDIX "A"—*contd.**Ratings' Mess*

Tables, mess, 2-ft. 3-in. wide ... ..	2 ft. per rating
Stools, mess, 9-in. wide ... ..	2 ft. per rating
Tables, side ... ..	1 per 10 mess tables

*Ratings' Recreation*

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

*Offices*

Table, kneehole, writing, large ... ..	1 per officer of Commander's rank or above.
Table, writing, linoleum top ... ..	1 per officer below Commander's rank.
Table, writing, deal, 4-ft. 6-in. × 2-ft. 9-in., with drawer. ... ..	1 per rating
Chairs, wood, arm, with cushion ... ..	1 per officer
Chairs, wood, small ... ..	1 per rating
Chairs, recliner (officers') ... ..	1 per officer of Commander's rank or above.
Cupboard, steel, 6-ft. × 2-ft.† ... ..	As necessary for confidential papers.
Cupboard, deal, 6-ft. × 2-ft. ... ..	As necessary for other papers.
Steel filing cabinets† ... ..	As necessary

† Demands for these items are to be kept to a minimum.

*Canteen (Men's Side)*

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

*Miscellaneous*

Door mats, 3-ft. × 2-ft. ... ..	As required
Bath mats for officers... ..	As required
Bath gratings for ratings ... ..	As required
Notice boards, 3-ft × 2-ft. ... ..	As required
Towel rails ... ..	As required
Blackout curtains ... ..	As necessary
Linoleum ... ..	Where permitted by A.F.Os. 1878/43 and 4030/43.

*Sick Bays*

Bedstead ... ..	1 per patient
Mattress, hair ... ..	1 per patient
Covers for ... ..	2 per patient
Pillows, hair ... ..	1 per patient
Pillows, feather ... ..	1 per patient
Covers for ... ..	4 per patient
Coverlets ... ..	2 per patient
Blankets ... ..	3 per patient
Underblankets ... ..	1 per patient
Sheets ... ..	4 per patient
Towels, hand ... ..	2 per patient
Towels, bath ... ..	2 per patient
Tables, bedside, pedestal ... ..	1 per patient
Tables, metal top, 5-ft. × 2-ft. ... ..	1 per ward
Couch, bolster and mattress, examining ... ..	1 for each M.O. borne
Waiting room chairs or forms ... ..	As required
Buckets, dirty, dressing ... ..	As required

## APPENDIX "B"

## Scale of Furniture, etc., for W.R.N.S. Quarters

## Officers' Sleeping

Bedsteads ... ..	1 per officer
Mattresses, hair ... ..	1 per officer
Covers for ... ..	1 per officer + 10 per cent. spare
Pillows, hair ... ..	1 per officer
Pillows, feather ... ..	1 per officer
Covers for ... ..	4 per officer
Blankets ... ..	3 per officer
Under-blankets ... ..	1 per officer
Coverlets ... ..	1 per officer + 10 per cent. spare
Sheets ... ..	4 per officer
Towels, hand ... ..	2 per officer
Towels, bath ... ..	2 per officer
Wardrobes ... ..	1 per officer
Chest of drawers (3-drawer) ... ..	1 per officer
Mirrors, 17-in. × 12-in. ... ..	1 per officer
Table, bedside ... ..	1 per officer
Chairs, wood, small ... ..	1 per officer
Bookshelves ... ..	1 per officer
Water bottles ... ..	1 per officer
Tumblers for ... ..	1 per officer
Washing cabinets (where fitted lavatory basins are not provided) ... ..	As necessary
Rugs, coir matting, 54-in. × 27-in. ... ..	1 per bedside
Basket, dirty linen ... ..	1 per officer
Towel rails ... ..	1 per officer

## Officers' Mess

Table, dining, 3-ft. wide ... ..	2 ft. per officer
Chairs, table ... ..	1 per officer
Sideboard or side table ... ..	1 per mess
Rug, coir, matting, 54-in. × 27-in. ... ..	1 per fireplace
Table cover ... ..	1 per dining table

## Officers' Ante-room

Chairs, recliner (officers') ... ..	1 per 2 officers
Chairs, table ... ..	1 per 2 officers
Tables, card ... ..	1 per 4 officers
Tables, writing, 3-ft. × 2-ft. ... ..	1 per 10 officers
Bookshelf ... ..	1 per room
Rug, coir matting, 54-in. × 27-in. ... ..	1 per fireplace
Mirror, 17-in. × 12-in. ... ..	1 per room

## Offices

Table, kneehole, writing ... ..	1 per officer of chief officer's rank or above.
Table, writing, lino top ... ..	1 per officer below chief officer's rank.
Chairs, wood, arm, with cushion ... ..	1 per officer
Chairs, wood, small ... ..	1 per rating
Chairs, table ... ..	1 per officer
Bookshelf ... ..	1 per office
Chair, recliner (officers') ... ..	1 per officer of chief officer's rank and above.
Cupboards, steel, 6-ft. × 2-ft.† ... ..	As necessary for security purposes.
Cupboard, wood, 6-ft. × 2-ft. ... ..	As necessary
Steel filing cabinets† ... ..	As necessary

† Demands for these items are to be kept to a minimum.

## Ratings' Sleeping

Bedsteads (for C.P.Os. where space is available) ... ..	1 per rating
Bedsteads, double-tier ... ..	1 per 2 ratings
Mattresses, coir ... ..	1 per rating
Covers for ... ..	1 per rating + 10 per cent. spare

## APPENDIX "B"—contd.

## Ratings' Sleeping—contd.

Pillows, hair ... ..	1 per rating
Pillow covers (including 1 for use as dirty linen bag) ... ..	3 per rating
Sheets ... ..	3 per rating
Coverlets ... ..	1 per rating + 10 per cent. spare
Towels, hand ... ..	2 per rating
Towels, bath ... ..	2 per rating
Chests of drawers (4-drawer) ... ..	1 per 2 ratings
Hanging fitments ... ..	1 per 2 ratings
Material for ... ..	4 yds. per hanging fitment
Chairs, wood, small ... ..	1 per rating
Mirrors, 12-ft. × 8-ft. ... ..	1 per rating
Rugs, coir matting, 54-in. × 27-in. ... ..	1 per bedside
Hooks, hat and coat ... ..	4 per rating
Towel rails ... ..	1 per 2 ratings
Basins, enamel ... ..	1 per 2 ratings
Jugs, enamel ... ..	1 per 4 ratings

## Ratings' Mess

Tables, mess, 2-ft. 3-in. wide ... ..	2 ft. per rating
Chairs, wood, small ... ..	1 per rating
Tables, side ... ..	1 per mess

## Ratings' Recreation

Chairs, recliner (ratings') ... ..	1 per 8 ratings
Chairs, wood, small ... ..	1 per 3 ratings
Chairs, canvas, arm ... ..	1 per 3 ratings
Tables, canteen ... ..	1 per 10 ratings
Tables, writing, 3-ft. × 2-ft. ... ..	1 per 10 ratings
Bookshelf ... ..	1 per room
Mirror, 12-in. × 8-in. ... ..	1 per room

## Hall

Hat and coat hooks ... ..	1 per rating
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## Bathroom

Chair, wood, small ... ..	1 per room
Bath mat ... ..	1 per room
Mirror, 12-in. × 8-in. ... ..	1 per room
Towel rails ... ..	1 per room
Coat hook ... ..	1 per room
Sponge rack ... ..	1 per room

## W.C.

Enamel bucket with lid ... ..	1 per w.c.
Toilet roll holders ... ..	1 per w.c.

## Sick Quarters

... ..	As for Appendix "A"
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## Miscellaneous

Notice boards, 3-ft. × 2-ft. ... ..	As necessary
Door mats, 3-ft. × 2-ft. ... ..	As necessary
Fire irons ... ..	As necessary
Blackout curtains ... ..	As necessary
Linoleum ... ..	Where permitted by A.F.Os. 1878/43 and 4030/43.

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.

Ratings' blankets should be demanded by the Service from the nearest Victualling Depot on the basis of three per rating.

(A.F.Os. 6071/42, 1878/43, 3460/43, 3612/43 and 4030/43.)

(A.F.O. 1483/42 is cancelled.)

