

STORAGE AND USE OF PAINTS, PAINT REMOVERS, THINNERS  
OIL, GASOLINE, FILMS, MATCHES AND EXPLOSIVES

1. GENERAL

1.01 This practice deals with the storage and use of paints, oils, gasoline, motion picture films, matches and explosives. In general, potentially explosive compounds shall not be kept in or around telephone buildings. When necessary that such materials be temporarily kept about the buildings, the recommendations herein shall be followed.

2. GASOLINE AND OTHER HIGHLY VOLATILE  
AND INFLAMMABLE FLUIDS

2.01 Gasoline or other highly volatile and inflammable cleaning fluids shall not be used for any purpose in any telephone buildings except upon special authorization by the General Plant Manager.

2.02 If, for some unavoidable reason, it becomes necessary to keep such fluids temporarily about the building, they shall be stored in approved safety containers outside the building.

2.03 Torches or furnaces shall be filled and stored outside the building and not used within a telephone building except upon authorization of the District Plant Superintendent.

3. OIL SUPPLIES

3.01 Oil supplies, including kerosene, petroleum spirits and lubricating oils shall not be stored in leased or owned central office buildings except as follows:

a. In quantities not to exceed 1 quart when kept in tightly closed metal containers and stored in metal fire resistant cabinets or lockers.

b. In quantities not to exceed 5 gallons when kept in Underwriters approved safety cans and stored in standard paint cabinets outside the building.

c. In quantities not to exceed 1 barrel when kept in steel drums or tanks approved by Underwriters for their specific use and stored in fire resistant rooms isolated by fire walls and doors from the rest of the building.

d. In quantities and under conditions specifically approved by written authorization of the General Plant Manager or Chief Engineer.

4. PAINTING SUPPLIES

4.01 Paint, oil, varnish, shallac, turpentine and alcohol shall be stored in a standard paint cabinet or approved container outside of the building and shall not be kept in quantities larger than necessary. When a large job of painting or varnishing is being done and it is impracticable to store the material outside the building particular care shall be taken to keep the paints, oils, etc., in a safe place, preferably in steel cans with covers or lockers with doors.

4.02 (PAINT REMOVERS) Certain commercial paint removers are highly volatile, inflammable and explosive and must not

be employed in telephone company buildings since the fumes from such compounds may be ignited by the operation of electric light switches, gas water heater pilot lights, broken light bulbs, etc. Only fireproof paint removers shall be used in telephone buildings.

#### 5. CELLULOSE NITRATE PAINTS OR LACQUERS

5.01 Paints or lacquers having a cellulose nitrate base shall not be used or applied in telephone buildings, except within rooms or spray booths built for the purpose and constructed to meet Underwriters requirements.

#### 6. PAINTING - GENERAL SAFETY PRECAUTIONS

6.01 Since paints, varnishes and shellacs all contain thinners such as turpentine, mineral spirits, alcohol, etc., which are quite volatile and when used in small unventilated quarters may increase the normal fire hazards to some degree, care shall always be exercised to provide adequate ventilation especially in small equipment, power and battery rooms, elevator cabs, etc.

#### 7. MOTION PICTURE FILMS

7.01 Only safety type motion picture films shall be stored or shown in telephone buildings. The Nitro-Cellulose type films shall not be stored or shown in telephone buildings, the exception being that they may be shown in standard projection booths providing the necessary precautions are taken. These precautions are not listed here and in case such films are to be shown in booths, instructions shall be obtained through regular channels from the Chief Engineer.

NOTE: All 16 mm film is "Safety Type" and so indicated along the sprocket side of film where the words "Safety Type Film" are visible. Some of the older 25 mm films are of the "non-safety" Nitro-Cellulose type and are so indicated along the sprocket edge.

#### 8. MATCHES

8.01 Due to the highly inflammable ## nature of matches the following restrictions shall be observed in connection with their storage in Telephone Company Buildings:

a. Ordinary household (non-safety) matches shall not be stored in any Telephone Company building. Only safety type matches shall be used in such quarters and the following references to "matches" are with respect to safety type matches.

b. Stocks of matches in all telephone buildings shall be as small as is consistent with the normal monthly need.

c. Matches stored in telephone buildings also housing telephone equipment shall be kept in a steel cabinet or metal container which is as nearly airtight as practicable. A steel drawer type filing cabinet will be satisfactory for the storage of a small supply (100 paper books or less) of matches in such buildings.

d. A stock of matches too large for practicable safe storage in a telephone building housing telephone equipment shall be placed in some other storage location such as in a metal cabinet or container in a telephone company building housing no telephone equipment.

#### 9. DYNAMITE OR OTHER EXPLOSIVES

9.01 Dynamite or other explosive shall not be stored within a distance of 500' from a telephone building or under the direction of an employee.

9.02 Instructions concerning the use of dynamite and other explosives by authorized persons as well as rules to be observed by all employees in connection therewith are to be found in the "S" series practices.