

THE CHICAGO, BURLINGTON & QUINCY RAILROAD COMPANY

THE DENVER & RIO GRANDE WESTERN RAILROAD COMPANY

THE WESTERN PACIFIC RAILROAD COMPANY

DINING CAR DEPARTMENTS

BULLETIN NO. 1
CALIFORNIA ZEPHYR
TRAINS 17 AND 18 CHICAGO - OAKLAND
EFFECTIVE MARCH 20, 1949

For

czmuseum.org

THE GUIDANCE OF ALL

EMPLOYEES OF

THE DINING CAR DEPARTMENT

Issued March 1, 1949

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Dining Car Departments

BULLETIN NO. 1
CALIFORNIA ZEPHYR

SECTION I

DINING CAR STEWARDS
WAITERS IN CHARGE
COACH PORTERS

The "General Rules and Standard of Service Manual for the Guidance of all Employees of the Dining Car Department", issued by the separate Managements, are uniform and have been adopted for the purpose of attaining uniform service in dining cars and buffet dormitory cars assigned in "California Zephyr" trains between Chicago and Oakland.

Variations from standard service are contained herein.

SPECIAL INSTRUCTIONS

1. DINING CAR

A. Reporting for duty at terminals.

Chicago: - Steward will sign register at Superintendent's office and report for trip instructions; following which he will immediately report to the Commissary Store and check out supplies. Crew members will sign register sheet in Crew Supervisor's office and report to car.

Denver: - D&RGW crews headquarter at Denver and will be relieved westbound.

Oakland: - Steward and crew will register out in Dining Car Supervisor's office located in Western Pacific Zephyr Yard. They will then report to the car and supplies will be checked on delivery to the car.

B. Stocking Commissary, Linen, and Bar Supplies

Cars will be stocked at initial terminal Chicago and Oakland.

Chicago: - On arrival train No. 18 at Chicago, requisitions for supplies will be delivered to CB&Q Dining Car Superintendent's office; supplies to be checked the following day at the CB&Q Commissary Store at stocking time; supplies will be delivered to the car.

Oakland: - On arrival of train No. 17 at Oakland, Platform Inspector will meet train and pick up requisition for supplies. Supplies will be delivered to the car for train No. 18. Steward will check supplies on delivery to the car and sign requisition for receipt.

Replenishment supplies can be picked up enroute in both directions at Denver and Salt Lake City.

Denver: - Linens and commissary supplies needed to replenish stock on all cars in and out of Denver will be drawn from the D&RGW Commissary Store. Wire order to be addressed to Mr. C. A. Wall, Supt. D&RGW Dining Car Department at Denver. Eastbound wire should be filed with Hotel Manager at Bond, Colorado.

Salt Lake- Linens and commissary supplies needed to replenish stock on all cars in and out of Salt Lake will be drawn from the D&RGW Store Department at Salt Lake. Wire order to be addressed to Mr. C. R. Sleater, Division Storekeeper.

Westbound the wire should be filed at Grand Junction, Colorado.

Eastbound the wire should be filed at Oroville, California.

Emergency Supplies: - Emergency supplies can be secured enroute on the Western Pacific Railroad at Wendover, Utah; Elko, Nevada; and Portola, California. Wire should be addressed in care of Chief Dispatcher, W. P. Railroad, Elko, Nevada.

Emergency supplies can be secured enroute on the D&RGW Railroad eastbound by wiring Agent at Grand Junction, Colorado, or Restaurant Manager at Bond, Colorado.

Requisition Forms: - All commissary supplies and bar supplies drawn from the CB&Q Commissary will be ordered on CB&Q form requisitions. An original and three copies must be submitted to the Commissary Store when placing orders.

For supplies ordered from the D&RGW or the Western Pacific Commissaries, the railroad's particular form of requisition will be used and it will be necessary to furnish an original and two copies.

C. Clean and Soiled Linens.

At Chicago and Oakland each car will stock linen to the capacity of their linen lockers. Eastbound and westbound enroute, soiled linen must be sacked and properly tagged as follows:

At Denver to Mr. C. A. Wall, D&RGW Dining Car Department.

At Salt Lake to Mr. C. R. Sleater, D&RGW Storekeeper.

Replenishment of clean linen to be ordered by wire as contained in instructions under item (B) above.

At Chicago soiled linen will be properly sacked and tagged to the CB&Q Commissary Storekeeper and left in dining car.

At Oakland soiled linen will be properly sacked and tagged to Western Pacific Commissary store and left in the dining car.

Soiled kitchen linen must be properly sacked and left in the kitchen at both Chicago and Oakland.

It is the intent to provide a stock of clean linen at Chicago, Denver, Salt Lake and Oakland. This will permit crews leaving their soiled linen properly sacked and tagged at these points and picking up new linen to supply of clean linen.

D. Variations From Standard Service

Breakfast - Serve Demi-tasse coffee. See Service Instructions in Manual.

Jelly, marmalade and preserve tray to be offered each guest. B&B plate for service.

Dinner - Chocolate coated orange stick to be served each guest after dinner at time of finger bowl service. See supplemental instructions to Standard Service Manual.

E. Table Flowers

Fresh flowers will be furnished cars at Chicago and Oakland, one rose-bud per table.

F. Meal Calls - Buffet Service

Buffet and Refreshment Service:

Buffet and refreshment service is to be available to all train patrons on departure of Train 17 from Chicago; and after Breakfast Call on Train 18 from Oakland; and between meals enroute both east and westbound.

The dining car is to be held open for buffet and refreshment service between meals. The Steward will assign a sufficient number of individual crew members to protect the service required during mid-morning and mid-afternoon hours.

The assignment of individual crew members to protect the mid-morning and mid-afternoon service (including necessary side work) is to be alternated, thus permitting the maximum number of crew members a relief period for rest in the Dormitory Car.

Buffet and refreshment service calls will not be made over the P.A. system.

Meal Calls:

Train No. 17 Chicago to Oakland.

1st Day Dinner: First call 5:00 PM(CST). Second call 6:30 PM (CST), or as soon thereafter as seats are available. Last call at 8:00 PM (CST), or as soon thereafter as seats become available.

2nd Day Breakfast: First call 6:00 AM(MT), in coaches and all domes to be announced in a low voice in washroom of Pullman Car CZ-12, and in lounge car; Second call 7:15 AM (MT), if seats are available, advising passengers train arrives Denver at 8:20 AM (MT). Last call to be made on departure Denver at 8:40 AM (MT), using Public Address System.

Luncheon: First call 12:00 Noon (MT). Second call 1:00 PM (MT), if seats are available, and last call at 2:00 PM (MT).

Dinner: First call at 5:00 PM(MT); second call at 6:00 PM (MT), if seats are available, and last call at 8:00 PM (MT), or as soon thereafter as seats become available.

3rd Day Breakfast: First call at 6:00 AM(PT) in coaches and all domes and announced in a low voice in washroom of Pullman Car CZ-12 and in lounge car. Second call at 8:00 AM (PT); if seats are available; last call at 9:00 AM (PT), using Public Address System.

Luncheon: First call at 12:00 Noon (PT); second call at 1:00 PM (PT), if seats are available; last call at 2:00 PM (PT).

Train No. 18 Eastbound Oakland to Chicago.

1st Day Breakfast: First and last call to be made, on Public Address System, on departure from 3rd and Washington Street, Oakland Station.

Luncheon: First call at 12:00 Noon (PT). Second call at 1:00 PM (PT), if seats are available; last call at 2:00 PM (PT), if seats are available.

Dinner: First call at 5:00 PM (PT); second call at 6:00 PM(PT), if seats are available; last call to be made at 8:00 PM (PT), or when seats become available.

2nd Day Breakfast: First call to be made at 5:45 AM (MT) in coaches and all domes, and announced in a low voice in washroom of Pullman Car CZ-12 and in lounge car; second call at 8:00 AM (MT), if seats are available; last call at 9:00 AM (MT), using Public Address System.

Luncheon: First call 12:00 Noon (MT); second call 1:00 PM (MT), if seats are available; last call 2:00 PM(MT), if seats are available.

Dinner: First call 5:00 PM (MT). Announcement to be made that train is scheduled to arrive Denver at 7:00 PM(MT). Second call for dinner to be made on departure from Denver, or about 7:20 PM(MT), if seats are available. Last call for dinner at 8:00 PM(MT), if seats are available.

3rd Day Breakfast: First call to be made at 6:00 AM(CST) in coaches and all domes, and announced in low voice in washroom of Pullman Car CZ-12 and in lounge car. Second call at 8:00 AM(CST) if seats are available, and last call at 9:00 AM (CST), using Public Address System.

Luncheon: First call 11:45 AM (CST); last call at 12:30 PM (CST), announcing train is scheduled to arrive Chicago Union Station 1:30 PM(CST).

G. Garbage Removal & Servicing of Cars

Garbage disposal and servicing of cars enroute will be available at the following points both east and westbound:

Galesburg, Ill.	Helper, Utah
Creston, Ia.	Salt Lake City, Utah
Lincoln, Nebr.	Winnemucca, Nev.
McCook, Nebr.	Portola, Calif.
Denver, Colo.	Oroville, Calif.
Grand Junction, Colo.	Elko, Nev. (eastbound only)

At terminals - Chicago and Oakland:

Garbage will be removed and garbage cans cleaned, slats and Kitchen floor scrubbed down by terminal forces. This does not in any manner relieve crews of washing down slats, cleaning floors of kitchen and pantry; dining room and hallways after each meal, along with their other duties of cleaning and side work.

H. Remittances Enroute and at Terminals

Remittances may be made at Chicago, Denver, Grand Junction, Salt Lake City, Winnemucca and Oakland Pier.

I. Employees' Meals

(a) Trainmen's Discount.

All uniformed train or Pullman employees in actual service will be given a 25% discount on menu prices of Table d'Hote or Club Breakfast selection on their signature of Employees Meal Check. A la Carte items are to be charged at menu prices without discount.

(b) The following Supervisory personnel of the Dining Car Departments will sign Employees' Meal Check and no collection will be made for the service rendered:

Superintendents	Dining Car Inspectors
Assistant Superintendents	Supervisory Chefs
Assistant to Superintendent	

(c) Zephyrettes may be served prepared meals for individual consumption through use of Employees' Meal Check properly signed.

J. Display of Liquor Licenses

The required liquor licenses will be issued all cars and they must be properly displayed.

K. Defrosting Mechanical Refrigeration

Refrigerators will be defrosted at Chicago and Oakland each trip by the Mechanical Department.

Chicago: Electricians will open the circuit breakers at 6:00 AM or five hours prior to the dining car crew coming on duty to defrost the equipment. When dining car crew comes on duty the electrician will close the breakers and start the refrigerating system. When the crew comes on duty, it will be necessary for them to wipe off any loose ice on the coils, removing the drain plug in the drain at bottom of the refrigerators that are equipped with drain plugs and let the water drain out, after which they will replace drain plugs.

The ice cream and deep freeze boxes are not equipped with a drain. The operating temperatures in ice cream and deep freeze box is approximately zero to 10 degrees. If a drain plug were furnished, it would soon freeze and become inoperative. Again, if the drain plug were metal, it would act as a source of conducting heat into the box and ice up at the outlet under the car. In these boxes it will be necessary to sop the water with cloths.

Oakland: Electricians will open the circuit breakers to defrost the equipment just prior to midnight, or five to six hours prior to the dining car crew coming on duty at 6:00 AM. When the dining car crew comes on duty the electricians will close the breakers and start the refrigerating system. Dining Car crews will follow the same procedure at Oakland as will be followed at Chicago.

SPECIAL INSTRUCTIONS

2. BUFFET AND DORMITORY CAR:

A. Reporting for Duty at Terminals

The instructions contained in Paragraph A under Item 1, Dining Cars, are applicable to Buffet and Dormitory Car Crews.

B. Stocking Commissary, Linen, and Bar Supplies at Chicago, Denver, Salt Lake and Oakland

The instructions contained in Paragraph B under Item 1, Dining Cars, are applicable to Buffet and Dormitory Car Crews.

C. Clean and Soiled Linens

The instructions contained in Paragraph C under Item 1, Dining Cars, are applicable to Buffet and Dormitory Car Crews.

D. Hours of Service Enroute

Breakfast: - Card Menu -

6:00 AM to 10:00 AM

Buffet & Beverage Menu -

10:00 AM to 12:00 Midnight

E. The Instructions Contained in the Following Paragraphs Under Item 1, Dining Cars, Are Applicable to the Operation of the Buffet Dormitory Car

Item 1, Paragraph G: Garbage Removal & Servicing of Cars.

Item 1, Paragraph H: Remittances Enroute & At Terminals.

Item 1, Paragraph I: Employees' Meals.

Item 1, Paragraph J: Display of Liquor Licenses.

Item 1, Paragraph K: Defrosting Mechanical Refrigeration.

F. Dormitory Beds

Dormitory beds are assigned to individual employees position as follows:

Bed No.	Employee Position	Bed No.	Employee Position
1	Buffet Car Cook	9	Waiter No. 1
2	Buffet Car Waiter	10	Dining Car 4th Cook
3	Porters Nos. 1, 2, & 3	11	Waiter No. 4
4	Waiter No. 6	12	Stationary Pantryman
5	Waiter No. 5	13	3rd Cook
6	Buffet Waiter-in-charge	14	2nd Cook
7	Waiter No. 3	15	Chef
8	Waiter No. 2		

When sleeping section of dormitory car is not occupied, it must be kept locked with coach key. Each employee will be held responsible for the bed to which he is assigned. When unoccupied, each bed must be made and kept neatly arranged. Each employee must return his soiled uniforms and bed linen to the car to which assigned in service. No soiled or clean linens are to be carried in the dormitory car other than in the locker assigned to the employee.

Assignment of Lockers:

Cooks are assigned upper and lower locker just to left of entrance door to sleeping quarters.

Waiters are assigned upper and lower lockers next to Beds 13, 14, and 15.

Waiter-in-charge of Buffet car assigned upper and lower locker at end of quarters.

Porters are assigned lockers in coaches Nos. 1, 2, and 3.

G. Care and Cleaning of Dormitory Quarters

The cook assigned in Buffet-Dormitory Car will clean floor, wash basin, and dental bowl in dormitory quarters while enroute. Each employee using dormitory quarters will extend the courtesy to other employees by washing out wash basin or dental bowl after each use. The employee in charge assigned to the Buffet-Dormitory car will be held responsible for cleanliness of the entire car.

Prior to arrival at terminals Oakland and Chicago, all soiled sheets and pillow slips must be sacked and properly tagged. Each employee will fold blankets and place them across foot of bed assigned.

H. Dining & Buffet-Dormitory Car Employees

Emergency medical and hospital service for employees of the three railroads working through service on the California Zephyr Trains.

Separate instructions will be issued to the employees by their respective managements.

CHICAGO, BURLINGTON & QUINCY RAILROAD COMPANY
DENVER & RIO GRANDE WESTERN RAILROAD COMPANY
WESTERN PACIFIC RAILROAD COMPANY

Dining Car Departments

April 1, 1949

RE-ISSUE OF SECTION II OF CALIFORNIA ZEPHYR BULLETIN NO. 1

VARIATIONS FROM STANDARD SERVICE AS CONTAINED IN GENERAL RULES &
STANDARD OF SERVICE MANUAL OF

The Dining Car Departments

3. DINING CAR:

Table Set Up - Hollow Silverware: When dining car is set up for 48 seats, water pitcher is to be placed in center of tables staggered on each station - three on right and three on left side of car; when set up for 40 seats, in the center section, water pitcher to be placed only on large table, handle of pitcher at all times toward aisle.

Powdered sugar bowl to be placed 8" out from window, loaf sugar bowl 4" from aisle edge of table; all sugar bowls to be set so handles are long way of dining room. Sugar tongs to be placed in slot of handle on linen locker side of sugar bowl.

Salt, Pepper and Paprika Cruet stand on aisle side of water pitcher, half way between water pitcher and loaf sugar bowl. Ash tray on opposite side of water pitcher, half way between water pitcher and powdered sugar bowl. Menu holder next to window with pencil holder side facing aisle.

Base Plate: For lunch and dinner service, the base plate to (When used) be placed on table at each place in dining car, crest facing passenger. Napkin to be folded accordian style and placed under far edge of base plate. Base plate to remain on table during service of cocktail and/or soup course, and removed prior to service of the main course.

Service of Water, Butter and Jelly: Ice to be placed in water goblet from scoop in pantry. Two cubes are sufficient. Goblet to be filled with water at the table in the dining room. Butter on silver butter chip. B&B plate for service of breakfast jelly, which is to be passed.

Assignment of Side Work for Waiters:

- Waiter No. 1 - Assistant Pantryman
- Waiter No. 2 - Large Silver Man
- Waiter No. 3 - Buffet Man
- Waiter No. 4 - Small Silver Man
- Waiter No. 5 - Linen Man
- Waiter No. 6 - Utility Man

Waiter No. 1: Will be designated as Assistant Pantryman and will assist in the care of pantry and all supplies, dishes and earthenware carried therein; assist in cleaning of lockers, tray rack and trays. He will assist in meal preparatory duties of setting up pantry, such as preparing salads, relishes, cocktails, dressings, butters, jam, bread, crackers, wafers, etc., and will be responsible for cleaning of silver ice cream shells, combination cream soup frames, liners and casserole silver frames, toast racks; also underliner silver tray for tea service.

Waiter No. 2: Duties as outlined in Service Manual and in addition keep silver frames on tea and hot water pots polished, and meat platter covers in first class condition.

Waiter No. 3: Will not be required to prepare fruit juices. He will take care of silver water pitchers and silver menu holders in addition to other duties outlined in Service Manual.

Waiter No. 4: Duties as outlined in Service Manual, and in addition take care of salt and pepper and paprika cruet holders.

Waiter No. 5: No. Change.

Waiter No. 6: No change.

All waiters will work together in keeping all silver in first class condition.

Stationary Pantryman: Stationary pantryman will work under direct supervision of CHMF. He will be held responsible for the care of the pantry and all pantry supplies, dishes and earthenware; be responsible for checking of pantry supplies and equipment, proper storage and preservation of same, and for cleanliness of all lockers, refrigeration units, wells and machinery therein, and for the care and manufacture of ice cubes, keeping an ample supply of ice cubes available at all times. He will wash all glasses and silverware during service of meals and cooperate with waiters to render efficient, quick uniform service at all times. He will prepare and set up pantry for service of each meal, arranging pantry in proper manner for service as follows:

Breakfast: Prepare melons, grapefruit, peaches, berries, etc., just prior to service. Make orange juice fresh and not more than one hour before service. Set up for service of prunes, tomato juice, fruit juice, etc., placing dry cereal, Postum, tea, cocoa, Sanka coffee, etc., convenient for use of waiters.

Waiter will order all pantry supplies from Stationary Pantryman, who will place them on proper dish for service and set on dresser for waiters. Stationary Pantryman will cut butter, fill cream pitchers, jelly compote, etc. Waiters will handle their own coffee, tea, milk, Postum, cake covers, toast racks, platter covers, and similar service items during service.

Luncheon: Stationary Pantryman will completely set up pantry for lunch service, preparing and cutting assorted breads, line up fruit or tomato juice according to menu, arrange for service of ice cream, baked apples, plums, or other items carried on luncheon menu from pantry, and will prepare all salads furnished from pantry.

Dinner: Stationary pantryman will be responsible for setting up pantry for dinner service, preparing cocktails, salads, relishes, etc., in advance of meal for first setting. Have ample additional supplies for cocktails and salads available, and keep a supply ready for immediate service to waiters during balance of meal. He will also have crackers, tea, chocolate, Postum, glassware, dishes, doilies, etc., convenient for use of waiters.

He must watch silverware and glasses to see that they are clean and available all during service of meal.

SUPPLEMENT TO STANDARD OF SERVICE AS AUTHORIZED
FOR THE CALIFORNIA ZEPHYR TRAINS (Pages 29 to 44)

<u>Item</u>	<u>Table d'Hote</u>	<u>A la Carte</u>
Shrimp Cocktail	Serve on leaf of lettuce in cocktail glass, insert in shaved ice in combination silver bowl and underline with silver tray. Garnish with 1/8th lemon. Cocktail fork for service. Cracker service.	Same as Table d'Hote.
Lobster Cocktail		
Crab Flake C'tail		
Seafood Cocktail		
Fruit Cocktail	Serve in cocktail glass insert in shaved ice in combination silver bowl. Underline with silver tray. Garnish with half maraschino cherry. Spoon for service.	Same as Table d'Hote.
Fruit Juice:	Serve in 5 oz. juice glass inserted in shaved ice in combination silver bowl, underlined with silver tray.	Serve in 8 oz. milk glass, insert in shaved ice in combination silver bowl. (Use large collar underliner with silver tray).
Tomato Juice	Serve in 5 oz. juice glass inserted in shaved ice in combination silver bowl. Underline with silver tray. 1/8 Lemon on doily on B&B Plate. For lunch and dinner, crackers to be served. (Breakfast - no crackers)	Same as Table d'Hote, except serve in 8 oz. milk glass (use large collar)
Vegetable Juice		
Hot Soup Turben:		Serve in hot cream soup liner in combination silver frame. Underline with silver tray. Soup ladle, and soup plate underlined with 9" plate for service. Cracker service. Soup Spoon
Meat, Fish and Fowl Entrees	Where 10" platter service is listed, the silver platter with silver cover is to be used. For all hot entrees, the silver cover must be pre-heated.	Same as Table d'Hote.
Chicken Pie	Serve in chicken pie dish in silver frame, underlined with 6" plate and 9" plate for service.	Same as Table d'Hote.

<u>Item</u>	<u>Table d'Hote</u>	<u>A la Carte</u>
Creamed Chicken Chicken ala King Creamed Turkey	Serve in casserole in silver frame underlined with 6" plate and 9" plate for service.	Same as Table d'Hote.
Ox Joints Beef Stew Lamb Stew Sweetbreads Southern Hash	Serve in casserole in silver frame underlined with 6" plate and 9" plate for service.	Same as Table d'Hote
Egg Entrees-- Omelette Ham and eggs Bacon and eggs Sausage and eggs Poached Eggs on Toast, etc.	Serve on 10" china platter, 9" plate for service. Garnish per recipe.	Same as Table d'Hote.
Shirred Eggs	: Serve in au gratin dish, underlined with silver frame on 6" plate, 9" plate for service.	Same as Table d'Hote
Au Gratin Entrees:	Serve in au gratin dish underlined with silver frame on 6" plate, 9" plate for service.	Same as Table d'Hote.
Ice Cream	Serve in glass insert in silver ice cream shell. Underline with silver tray. Wafers on doily on 6" plate.	Same as Table d'Hote.
Dry Toast	A full slice of dry toast to be placed in center of toast rack half slice on each side; fold napkin 1/3 inside on first fold, place on hot 6" plate. Place toast rack lengthwise with napkin, fold balance of napkin over top of toast.	Same as Table d'Hote. However, serve 3 full slices of toast and 6" plate for service.
Hot Tea	Serve one tea ball in hot tea pot filled with boiling water. Fill hot water pot with boiling water. Underline tea pot and hot water pot with silver tray. Serve hot cup and saucer, lemon on doily on B&B plate if desired.	Same as Table d'Hote.
Jelly Marmalade	Jelly - Marmalade - Preserves to be passed at Breakfast. Use small ladle and waiter will serve from compote to B&B Plate. (Glass liner not to be used in compote).	
French Toast:	Serve on silver platter with silver cover, 9" plate for service.	Same as Table d'Hote.

<u>Item</u>	<u>Table d'Hote</u>	<u>A la Carte</u>
Shortcake: Strawberry, Banana, Peach	Serve in cereal bowl, underlined with 6" plate.	Same as Table d'Hote
Baked Apple	Serve in cereal bowl, underline with 6" plate.	Serve in Silver combination bowl, underlined with silver tray; sauce dish on 6" plate for service.
Figs, Pears, Peaches, Berries, Bananas, Prunes	Serve in sauce dish, underlined with 6" plate.	Serve in silver combination bowl underlined with silver tray, sauce dish on 6" plate for service.
Hot Rolls Bread	Serve on doily on 6" plate - individual service. When a party of two on same meal check, silver bread-celery tray may be used.	Same as Table d'Hote
Salad Dressing Sauce - Gravy	When outstanding instructions provide, such as A la carte salad, or when guest requests sauce or gravy be served separate from entree, sauce boat with ladle to be used, underlined with doily on B&B Plate.	
Hot Turkey Sandwich	Serve open fact on 9" plate.	Same as Table d'Hote
Finger Bowl	Finger bowls are not to be underlined.	
After Dinner Service	Mint or Candies - Serve one on doily on B&B plate at time of finger bowl service. Individual service.	
<u>Plate Service:</u> (When Authorized)	Variations from Standard Plate Service as contained in The General Rules and Standard of Service Manual for the California Zephyr Train - Dining Car Departments:	

<u>Item</u>	<u>Plate Service</u>
Mountain Trout	Serve on 10" Silver Platter, 9" plate for service
Fried Chicken, Broiled Squabs	Serve on 10" Silver platter, 9" plate for service.
Sirloin Steak	Serve on 10" silver platter, 9" plate for service.
French Toast	Serve on 10" silver platter, 9" plate for service

4. BUFFET-DORMITORY CAR

Table Set Up - Linen: Doily to be spread at space or seat as place mat. Second doily folded as napkin placed in front of each guest.

Table Set Up - Hollow Silverware: Sugar bowl, menu holder, ash tray, and salt and pepper cruets to be placed on each table with the exception of the two pedestal tables in front section of car.

Table Set Up - Small Silver Flatware - to right of doily napkin, one knife, sharp edge turned to napkin, one dessert spoon, and two tea spoons; to left of doily napkin, one fork.

Tables with the exception of the two pedestal tables are to be set up for food service during each meal period. Between meals only the menu holder and ash tray are to be on tables.

Meal Checks: Meal checks are to be issued to each guest for food service by waiter and handled in same manner as in Dining Car.

Bar Checks: Buffet waiter may accept verbal orders from guest for refreshments or other bar items, and relay the order to Employee in charge, who will fill order and furnish waiter a Bar Check. Bar check will accompany the service of the order and will remain face down on the table until presented for payment.

Collection of the bar check will be handled as outlined in Standard Service Manual Instructions (Collection of Meal Check).

Side Work: Waiter-in-charge and waiter must show the proper spirit of cooperation and teamwork at all times. In the distribution of side work nothing should be construed as exempting waiter from duties as the Employee-in-charge shall direct. Employee-in-charge shall be held responsible for cleanliness and general condition of his car and all equipment carried thereon.

5. SUPPLEMENT TO STANDARDS OF PORTION AND SERVICE AS CONTAINED IN THE GENERAL RULES AND STANDARD OF SERVICE MANUAL, PAGES 29 to 53, INCLUSIVE.

Buffet Service:

Standard Dining Car Service Manual will apply to all items with following variations:

- Water - May be served with glasses filled at Bar.
- Fruit Juice,
A la Carte - Serve in 5 oz. juice glass on doily on 6" plate.
- Tomato Juice,
A la Carte - Double portion serve in 9 oz. glass on doily on 6" plate.
- Buttered Toast,
A la Carte - Serve on doily on 6" plate.
- Breakfast Sweet Roll Serve on Doily on 6" plate.
- Doughnuts - Serve on doily on 6" plate.
- Single Deck Sandwiches Single deck sandwiches to be served on 9" plate garnished properly. Souffle cup of mayonnaise served with chicken sandwiches.
- Ice Cream - Serve in special ice cream stand, underline with doily on 6" plate.
- Sundae - Serve in special ice cream stand, underline with doily on 6" plate.
- Hot Tea (cup service) Brew tea in tea pot in pantry and serve in hot cup, underlined with saucer, lemon on doily on B&B plate, if desired.
- Iced Tea (Glass) Brew tea in tea pot, fill 14 oz. glass with ice, pour tea in glass, underline glass with sauce dish, ice tea spoon, 1/8 lemon on side of glass, serve sugar.
- Iced Coffee (Glass) Fill 14 oz. glass with ice, fill with coffee, underline with sauce dish, serve iced tea spoon, cream and sugar.
- Pie: Pie as listed on Buffet menu to be served on 6" plate. (Portion - 10" pie cut in 7 portions)

SECTION II

SUPPLEMENT TO WORKING MANUAL OF DINING CAR SERVICE AS CONTAINED IN GENERAL RULES & STANDARD
OF SERVICE MANUAL, PAGES 17 TO 28, INCLUSIVE.

3. DINING CAR:

Table Set Up - Hollow Silverware: Silver water pitcher in center of table, powdered sugar bowl with crest facing aisle, 8 inches out from window, loaf sugar bowl 4 inches from aisle edge of table with crest facing aisle. Menu holder next to window with pencil holder side facing aisle.

Base Plate: For lunch and dinner service, the base plate to be placed on table at each place in dining car, crest facing passenger. Napkin to be folded accordian style and placed under far edge of base plate. Base plate to remain on table during service of cocktail and/or soup course, and removed prior to service of the main course.
(When used)

Service of Water, Butter and Jelly: Ice to be placed in water goblet from scoop in pantry. Two cubes are sufficient. Goblet to be filled with water at the table in the dining room. Butter on silver butter chip. B&B plate for service of breakfast jelly, which is to be passed.

Assignment of Side Work for Waiters:

- Waiter No. 1 - Assistant Pantryman
- Waiter No. 2 - Large Silver Man
- Waiter No. 3 - Buffet Man
- Waiter No. 4 - Small Silver Man
- Waiter No. 5 - Linen Man
- Waiter No. 6 - Utility Man

Waiter No. 1: Will be designated as Assistant Pantryman and will assist in the care of pantry and all supplies, dishes and earthenware carried therein; assist in cleaning of lockers, tray rack and trays. He will assist in meal preparatory duties of setting up pantry, such as preparing salads, relishes, cocktails, dressings, butters, jam, bread, crackers, wafers, etc., and will be responsible for cleaning of silver ice cream shells, combination cream soup frames, liners and casserole silver frames, toast racks; also underliner silver tray for tea service.

Waiter No. 2: Duties as outlined in Service Manual and in addition keep silver frames on tea and hot water pots polished, and meat platter covers in first class condition.

Waiter No. 3: Will not be required to prepare fruit juices. He will take care of silver water pitchers and silver menu holders in addition to other duties outlined in Service Manual.

Waiter No. 4: Duties as outlined in Service Manual, and in addition take care of salt and pepper and paprika cruet holders.

Waiter No. 5: No change.

Waiter No. 6: No change.

All waiters will work together in keeping all silver in first class condition.

Stationary Pantryman: Stationary pantryman will work under direct supervision of Chef. He will be held responsible to the Chef for the care of the pantry and all pantry supplies, dishes and earthenware; be responsible for checking of pantry supplies and equipment, proper storage and preservation of same, and for cleanliness of all lockers, refrigeration units, wells and machinery therein, and for the care and manufacture of ice cubes, keeping an ample supply of ice cubes available at all times. He will wash all glasses and silverware during service of meals and cooperate with waiters to render efficient, quick uniform service at all times. He will prepare and set up pantry for service of each meal, arranging pantry in proper manner for service as follows:

Breakfast: Prepare melons, grapefruit, peaches, berries, etc., just prior to service. Make orange juice fresh and not more than one hour before service. Set up for service of prunes, tomato juice, fruit juice, etc., placing dry cereal, Postum, tea, cocoa, Sanka coffee, etc., convenient for use of waiters.

Waiters will order all pantry supplies from Stationary Pantryman, who will place them on proper dish for service, and set on dresser for waiters. Stationary Pantryman will cut butter, fill cream pitchers, jelly compote, etc. Waiters will handle their own coffee, tea, milk, Postum, cake covers, toast racks, platter covers, and similar service items during service.

Luncheon: Stationary Pantryman will completely set up pantry for lunch service, preparing and cutting assorted breads, line up fruit or tomato juice according to menu, arrange for service of ice cream, baked apples, plums, or other items carried on luncheon menu from pantry, and will prepare all salads furnished from pantry.

Dinner: Stationary Pantryman will be responsible for setting up pantry for dinner service, preparing cocktails, salads, relishes, etc., in advance of meal for first setting. Have ample additional supplies for cocktails and salads available, and keep a supply ready for immediate service to waiters during balance of meal. He will also have crackers, tea, chocolate, Postum, glassware, dishes, doilies, etc., convenient for use of waiters.

He must watch silverware and glasses to see that they are clean and available all during service of meal.

SUPPLEMENT TO STANDARD OF SERVICE AS AUTHORIZED FOR THE
CALIFORNIA ZEPHYR TRAINS (PAGES 29 TO 44)

<u>Item</u>	<u>Table d'Hote</u>	<u>A la Carte</u>
Shrimp Cocktail Lobster Cocktail Crab Flake C'tail Seafood Cocktail	Serve on leaf of lettuce in cocktail glass, insert in shaved ice in combination silver bowl and underline with silver tray. Garnish with 1/8th lemon. Cocktail fork for service. Cracker service.	Same as Table d'Hote
Fruit Cocktail	Serve in cocktail glass insert in shaved ice in combination silver bowl. Underline with silver tray. Garnish with half maraschino cherry. Spoon for service.	Same as Table d'Hote
Fruit Juice Vegetable Juice	Serve in 5 oz. juice glass inserted in shaved ice in combination silver bowl. Underline with silver tray. Lemon with tomato juice. Cracker service.	Serve in 8 oz. glass inserted in shaved ice in combination silver bowl (use large collar). Underline with silver tray. Lemon with tomato juice. Cracker service.
Hot Soup Tureen		Serve in hot cream soup liner in combination silver fram. Underline with silver tray. Soup ladle, and soup plate underlined with 9" plate for service. Cracker service. Soup spoon.
Meat, Fish and Fowl Entrees	Where 10" platter service is listed, the silver platter with silver cover is to be used. For all hot entrees, the silver cover must be pre-heated.	Same as Table d'Hote
Chicken Pie	Serve in chicken pie dish in silver frame, underlined with 6" plate and 9" plate for service.	Same as Table d'Hote
Creamed Chicken Chicken ala King Creamed Turkey	Serve in casserole in silver frame, underlined with 6" plate and 9" plate for service.	Same as Table d'Hote
Ox Joints Beef Stew Lamb Stew Sweetbreads Southern Hash	Serve in casserole in silver frame, underlined with 6" plate and 9" plate for service.	Same as Table d'Hote

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<u>Item</u>	<u>Table d'Hote</u>	<u>A la Carte</u>
Ice Cream	Serve in glass insert in silver ice cream shell. Underline with silver tray. Wafers on doily on 6" plate.	Same as Table d'Hote
Dry Toast	Serve in silver rack on doily on 6" plate. Fold in napkin.	Same as Table d'Hote, except use 6" plate for service.
Jelly Marmalade	Jelly and Marmalade to be passed from silver compote. Serve from compote to B&B plate.	
Hot Tea	Serve one tea ball in hot tea pot filled with boiling water. Fill hot water pot with boiling water. Underline tea pot and hot water pot with silver tray. Serve hot cup and saucer, lemon on doily on B&B plate if desired.	
After Dinner Service	Mint or Candies - Serve one on doily on B&B plate at time of finger bowl service. Individual service.	

4. BUFFET-DORMITORY CAR

Table Set Up - Linen: Doily to be spread at space or seat as place mat. Second doily folded as napkin placed in front of each guest.

Table Set Up - Hollow Silverware: Sugar bowl, menu holder, ash tray and salt and pepper cruets to be placed on each table with the exception of the small table in bar counter section.

Table Set Up - Small Silver Flatware - to right of doily napkin, one knife, sharp edge turned to napkin, one dessert spoon, and two tea spoons; to left of doily napkin, one fork.

Tables are to be set up for food service during each meal period. Between meals only the menu holder and ash tray are to be on tables.

Meal Checks: Meal checks are to be issued to each guest for food service by waiter and handled in same manner as in Dining Car.

Bar Checks: Buffet waiter may accept verbal orders from guest for refreshments or other bar items, and relay the order to Employee in charge, who will fill order and furnish waiter a Bar Check. Bar check will accompany the service of the order and will remain face down on the table until presented for payment.

Collection of the bar check will be handled as outlined in Standard Service Manual instructions (Collection of Meal Check).

Side Work: Waiter-in-charge and waiter must show the proper spirit of cooperation and teamwork at all times. In the distribution of side work nothing should be construed as exempting waiter from duties as the Employee-in-Charge shall direct. Employee-in-charge shall be held responsible for cleanliness and general condition of his car and all equipment carried thereon.

5. SUPPLEMENT TO STANDARDS OF PORTION AND SERVICE AS CONTAINED IN THE GENERAL RULES AND STANDARD OF SERVICE MANUAL, PAGES 29 TO 53, INCLUSIVE.

Buffet Service:

Standard Dining Car Service Manual will apply to all items, with following variations:

- Water - May be served with glasses filled at Bar.
- Fruit Juice, A la Carte - Serve in 5 oz. juice glass on doily on 6" plate.
Tomato Juice, A la Carte - Double portion serve in 9 oz. glass on doily on 6" plate.
- Buttered Toast, A la Carte - Serve on doily on 6" plate.
- Breakfast Sweet Roll - Serve on Doily on 6" plate.
- Doughnuts - Serve on doily on 6" plate.
- Single Deck Sandwiches - Single deck sandwiches to be served on 9" plate garnished properly. Souffle cup of mayonnaise served with chicken sandwiches.
- Ice Cream - Serve in special ice cream stand, underline with doily on 6" plate.
- Sundae - Serve in special ice cream stand, underline with doily on 6" plate.
- Hot Tea (cup service) - Brew tea in tea pot in pantry and serve in hot cup, underlined with saucer, lemon on doily on B&B plate, if desired.
- Iced Tea (Glass) - Brew tea in tea pot, fill 14 oz. glass with ice, pour tea in glass, underline glass with sauce dish, ice tea spoon, 1/8 lemon on side of glass, serve sugar.
- Iced Coffee (Glass) - Fill 14 oz. glass with ice, fill with coffee, underline with sauce dish, serve iced tea spoon, cream and sugar.

SECTION III

OPERATION OF RADIO, WIRE REPRODUCER AND ANNOUNCEMENT SYSTEM

6. GENERAL

The train is equipped with a sound system with the main equipment panel located in the Dining Car. By means of a radio trainline carried through the train, two radio circuits or channels and one wire reproducer channel provide a choice of three entertainment programs in any car.

The Dining Car and one coach (at the conductor's seat) are also equipped with telephone hand sets for use in making announcements through the train.

OPERATION OF DINING CAR PANEL

With Radio, Wire Reproducer and Announcement System in Operation

Switches on Panel:

Keep all switches ON except switch for one pair of wire reproducers.

This latter switch is located on a wire reproducer panel below the Radio panels. The upper wire reproducer panel switch controls the upper pair of wire reproducers and the lower wire reproducer panel switch controls the lower pair of wire reproducers.

There are also two switches on the upper panel marked WIRE DRIVES. Keep the WIRE DRIVE switches normally on RUN. However, if the wire is broken or the wire reel is missing on one of the wire reproducers, the corresponding switch should be in the RESET position to cause the other wire reproducer of that pair to rewind at the end of its program and then stop. That switch must then be thrown temporarily to the RUN position to cause that unit to start. When re-winding a wire reel under these conditions, the corresponding wire reproducer switch must be ON.

Input Selectors:

For normal operation with two radio channels and one wire reproducer channel trainlined through train, place Input Selector for Channel #1 on either Upper Wire or Lower Wire, depending on which one is in operation, Input Selector for Channel #2 on Upper Radio and Input Selector for Channel #3 on Lower Radio.

Volume Controls:

Keep GAIN CONTROLS for the amplifiers (3 lowest panels) on "20".

Keep Controls for Upper Radio and Lower Radio on position that gives a slightly higher volume to radio than that of the wire reproducer, when heard over the monitor speaker at top of the panel.

Monitor Speaker:

This permits listening to any one of the three programs regardless of which one is connected to the dining room speakers.

Keep the MONITOR SELECTOR in OFF position except when checking programs or selecting new radio programs.

To check the program on any one of the three channels turn monitor selector to that channel (1, 2 or 3) which throws that channel on the monitor speaker.

When selecting a different radio station for one of the radios, say the Upper Radio on Channel #2, throw Channel #2 switch to OFF which will permit the program to be heard on the Monitor Speaker, but nowhere else on the train. As soon as a satisfactory station is obtained, adjust the volume by the Volume Control on the Radio panel so that it is slightly higher than that of the wire program. Then throw the Channel #2 switch to ON immediately.

In case the indicator lights go out while monitoring with the channel switch OFF, it shows that the train conductor is about to make an announcement and this channel switch must be IMMEDIATELY TURNED ON, otherwise the announcement may not be heard in all cars.

To insure that train announcements are heard throughout the train all channel switches must be ON and all three amplifier switches must be ON.

Consequently if no satisfactory program can be obtained on one of the radios turn OFF the switch on the Radio panel but keep the channel switch ON.

With Wire Reproducer and Announcement System in Operation but not Radio

Operate switches as in (1) above except turn OFF the switch on each of the two radio panels.

With Radio and Announcement System in Operation but not Wire Reproducers

Operate switches as in (1) above except turn OFF the switch on each of the two Wire Reproducer Panels.

With only Announcement System in Operation

Operate the switches as in (1) above except turn OFF the switch on each of the two Radio panels. Turn OFF the switch on each of the two Wire Reproducer panels.

To Turn Off Equipment at End of Run or When Not Used for Either Music or Announcements.

Turn OFF the Channel Input Switches, the Amplifier Power Switch and the Master Power Switch.

ANNOUNCING:

To announce from Dining Car, remove the telephone hand set from the support on the right side of the top panel.

Press button on center of handle while announcing. Note that when the button is pressed, the channel indicator lights go out. This is a signal that all speakers on the train are connected to the announce telephone.

This is the case if the Announce Switch (at center of upper panel) is in the center position (Marked ALL). If you do not wish your announcement to be heard in cars at your left (as you face the panel) hold this switch over to the left (marked END 2) while making your announcement.

Similarly, if you do not wish your announcement to be heard in cars at your right, hold this switch over to the right (marked END 1).

There is a similar telephone hand set at the conductor's seat in the coach for announcing station stops, etc.

OPERATION OF SELECTOR SWITCHES, VOLUME CONTROLS ETC. THROUGHOUT TRAIN

Dining Cars:

Selector Switch and Volume Control for program heard on speakers in dining room.

These are located on the center of the left hand panel between the wire reproducers.

The selector switch is marked ANN 1-2-3. Placing this switch on 1, 2 or 3 throws the program of the channel of the same number on the speakers in the dining room. Placing this on ANN (announce) turns off all the three programs, but still permits announcements to be heard.

Regulate the volume by the volume control. (The Monitor Speaker must be turned OFF at such time.)

For WIRE programs the volume should be low enough to give a background of soft music but for a radio program with Voice, either spoken or sung, the volume should be higher.

Do not turn off the programs by turning the volume control to the lowest position; turn the Selector Switch to ANN.

Coaches:

Each coach has a similar selector switch for selecting the program for that car. This is located in the electric switch locker with the volume control for the adjacent coach section. There is a volume control in the dome and one in a locker at the other end of the car for the coach section at that end of the car.

Buffet Cars and Sleeping Cars:

The Buffet-Dormitory car has a selector switch located at the side of the bar together with the volume control for the nearer buffet. There is also a separate volume control in the dome and one in the forward buffet.

The Room-Bufferet-Observation Car has a selector switch located at the side of the bar together with the volume control for the buffet. There is also a volume control in the dome and one in the observation room.

The Buffet-Dormitory Car and the Room-Bufferet-Observation Car are each also equipped with their own radios located at the side of the bar and the attendant can obtain either a trainlined program or one from the radio, for the public

space in that car. In either case when an announcement is made, any program is silenced and the announcement is heard.

The Open Section Sleeping Car is equipped for Announcements only, with a volume control and an ON and OFF switch in the linen locker.

Each drawing room, bedroom and roomette on the train (except the Zephyrette's room and the Steward's room) has its own loud speaker, selector switch and volume control for use by its occupant. These selector switches also have an OFF position which turns off all announcements as well as all radio and wire reproducer programs.

With the selector switch on position #1, #2 or #3 the program on the corresponding channel will be heard, also train announcements. With the selector switch on position #4 train announcements only will be heard.

Each Bedroom-Roomette car (except car SILVER FALLS) and each Room-Buffer-Observation Car has an ON and OFF switch located in the regulator locker. When this switch is in the OFF position, it silences the loud speakers in all bedrooms, drawing room and roomettes in that car. In the Room-Buffer-Observation Car it also turns off all trainlined programs from the public space in the car including announcements. The radio in the buffet is not affected by this switch.

This switch will normally be in the ON position, but can be thrown to the OFF position by the porter when desired to silence the loud speakers in the sleeping rooms in the car.

Telephone:

The telephone below the accounting machine in the Dining Car is connected to the one at the bar in the Room-Buffer-Observation Car.

Trouble:

If any of the equipment is out of order, advise the train conductor for reporting it for servicing at Denver, Salt Lake, or at the end of the run.

7. OPERATION OF RADIO, WIRE REPRODUCER & ANNOUNCEMENT SYSTEM IN SLEEPING CARS

The train is equipped with a sound system with the main equipment panel located in the Dining Car. By means of a radio trainline carried through the train, the two radio circuits or channels and one wire reproducer channel provide a choice of three entertainment programs in any car except in the open section sleeping car.

The Room-Buffer-Observation Car has a selector switch located at the bar, together with the volume control for the buffet. There is also a volume control in the dome and one in the observation room.

The Room-Buffer-Observation Car is also equipped with its own radio located at the side of the bar and the attendant can obtain either a trainlined program or one from the radio for the patrons occupying lounge space in that car. In either case, when an announcement is made, any program is silenced and the announcement is heard.

The Open Section Sleeping Car is equipped for Announcements only, with a volume control and an ON and OFF switch in the linen locker.

Each drawing room, bedroom and roomette has its own loud speaker, selector switch and volume control for use by its occupant. These selector switches also have an OFF position which turns off all announcements as well as all radio and wire reproducer programs.

With the selector switch on position #1, #2 or #3, the program on the corresponding channel will be heard, also train announcements. With the selector switch on position #4 train announcements only will be heard.

Each Bedroom-Roomette car (except car SILVER FALLS), and each Room-Bufferet-Observation Car has an ON and OFF switch located in the regulator locker. When this switch is in the OFF position, it silences the loud speakers in all bedrooms, drawing room, and roomettes in that car. In the Room-Bufferet-Observation Car it also turns off all trainlined programs from the public space in the car including announcements. The radio in the buffet is not affected by this switch.

This switch will normally be in the ON position but can be thrown to the OFF position by the porter when desired to silence the loud speakers in the sleeping rooms in the car.

Telephone:

The telephone at the bar in the Room-Bufferet-Observation Car is connected to one in the Dining Car.

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SECTION IV

8. PUBLIC ADDRESS ANNOUNCEMENT

The public address system is to be used for announcing station stops, unusual delays encountered, and other pertinent information in connection with the proper operation of the train.

The train conductor will make announcements concerning station stops, unusual delays encountered, or other announcements that may be made in connection with actual operation of the train.

The Dining Car Steward will announce his calls over the public address system for the last breakfast call, and refreshment calls, lunch and dinner. First and second breakfast calls must be made to the headend and rear end of the train by a waiter.

Stewards when making a luncheon or dinner call will make the following announcement:

"This (John Doe), your Dining Car Steward speaking. Luncheon (dinner) is now being served in the dining car, which is the fourth car from the rear of the train."

In making the second and last call; also refreshment call, follow the same procedure.

The Zephyrette will make certain announcements over the public address system in the discharge of her duties.

9. RADIO & WIRE REPRODUCER PROGRAMS

The Dining Car Steward will operate the Radio and Wire Reproducer as outlined in Section III.

The Zephyrette will assist the Dining Car Steward in transmitting the following programs:

Eastbound:

Train Spool Records:

First Day - For reception in all cars, when train is receiving passengers at Oakland Pier, and until Zephyrette makes first announcement leaving Oakland. Spool should then be stopped by using switch in dining car panel.

Spool records should be started when steward makes first luncheon call, and to continue until 2:00 PM.

Spool records to be turned on at 5:30 PM to continue throughout dinner, but not beyond 9:00 PM.

Second Day- Spool records to be turned on at 10:00 AM to 11:00 AM and then shut off until 12:00 noon, then from noon until completion of luncheon.

Spool records to be turned on at 5:30 PM until completion of dinner, but not beyond 9:00 PM.

Third Day - Spool records to be turned on at 11:30 AM until arrival Chicago.

Westbound:

First Day - To be turned on from 2:45 PM to 4:00 PM, then from 5:00 PM to completion of dinner, but not later than 9:00 PM.

Second Day- Spool records from 8:00 AM to 9:00 AM.

Spool records from Noon to completion of luncheon.

Spool records from 5:30 PM to completion of dinner, but not beyond 9:00 PM.

Third Day - Spool records from 11:00 AM to continue throughout luncheon.

Train Radios (In Diner)

Eastbound:

First Day - 11:45 AM newscast if available - Station KFBK, Sacramento, or KGDM, Stockton - to be turned on in coaches. Radios to be tuned to good programs if available until Oroville, but not turned on in coaches unless specific request is made. Radios to be tuned in at 6:00 PM to continue to 9:00 PM for reception in rooms or in coaches if requested.

Second Day- Radio tuned in for newscast at 11:30 AM and turned off in coaches immediately after newscast.

Radio turned on after leaving Moffat Tunnel to continue to 9:00 PM.

Third Day - Radio tuned to newscast at 10:00 AM in coaches and to be turned off after such newscast.

Radios to remain on for reception in Rooms if desired.

Westbound:

First Day - Radio newscasts, etc., at 6:00 PM. Program to continue in Rooms if desired to 9:00 PM.

Second Day- Radio newscast at 9:00 AM in coaches and program to continue for reception in Rooms if desired until arrival Moffat Tunnel.

Radio newscast at 4:00 PM and then to be shut off account no reception in mountains until 7:00 PM, then to continue to 9:00 PM.

Third Day - Radio to be turned on after leaving Oroville for newscast to be heard throughout train and then shut off in coaches unless requested by passenger.

Radio to continue into Oakland Pier.

Buffet & Cocktail Lounge Radios

To be operated as requested by patrons if reception is good.

All train employees and road supervisors who have access to the radios must understand that the radio reception and wire reproducer volume must be controlled so as to avoid annoyance to passengers.

Except as outlined herein, the radio and wire reproducer will not be played unless requested by patron.

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SECTION V

10. COMPLIANCE WITH STATE AND FEDERAL LAWS:

Special instructions concerning the sale of bar items, liquor laws and taxes, and state sales taxes:

- A. Federal: Each dining car and buffet car must hold a Federal Tax stamp permitting the sale of alcoholic liquor.
- B. Illinois: Liquor properly stamped with Illinois State liquor stamps, and beer and wine may be sold. Sale of liquor, wine and beer is prohibited on Election Day during hours the polls are open and in the area of the election. No sale on Sundays is permitted unless authorized by the City Council or County Board in that district. A railroad may sell alcoholic liquor on trains passing through districts having local prohibition. Service of alcoholic drinks is to be confined to Club, Buffet, Lounge, Tap or Dining Cars. Drinking service in any other part of the train is made an offense subject to fine in Illinois. Each car must hold an original Illinois liquor license or copy of affidavit stating the number of licenses held.

Cigarettes may be sold in Illinois, provided they bear Illinois tax stamp.

A 2% sales tax is applicable to meals delivered within the state.

There are no regulations as to tax on fractions of a dollar.

- C. Iowa: Beer, containing not more than 4% alcohol by weight (3.2 by volume) but no wines or liquors, may be sold. However, no beer is to be sold or delivered between 12 o'clock midnight, Saturday, and 7 o'clock of the following Monday. There is no restriction on the sale of soft drinks on Sunday.

An original or duplicate Iowa Class "B" beer Permit must be held by each dining car and buffet-dormitory car.

A 2% state sales tax is applicable to meals ordered within the state.

Tax is to be collected as follows:

15¢ to	65¢ - 1¢ tax	\$1.25 to \$1.74 - 3¢ tax
66¢ to	\$1.24 - 2¢ tax	1.75 to 2.24 - 4¢ tax

Sale of cigarettes bearing Iowa State tax stamp is authorized.

Each dining car and buffet-dormitory car must hold an original or duplicate copy of Iowa cigarette license.

Each dining car and buffet-dormitory car must hold a Retail Sales Tax Permit.

D. Nebraska: Beer, liquor and wine, with proper state stamps, may be sold. No liquor, wine, or beer is to be sold in Nebraska between the hours of 1:00 AM and 6:00 AM on weekdays. On Sundays, liquor, wine and beer may be sold from 12:01 AM until 1:00 AM, and beer only may be sold from 6:00 AM until midnight. No sale is permitted on election days during the hours polls are open. Liquor is local option.

The sale of cigarettes bearing Nebraska tax stamp is authorized.

Each dining car and buffet-dormitory car must hold an original or duplicate Nebraska liquor license.

There is no sales tax in this state.

E. Colorado: Liquor and wine, with proper Colorado State Liquor Stamps, affixed to containers, and beer, may be sold. The sale of beer, liquor and wine is prohibited on Sundays and Christmas before 8:00 AM and after 8:00 PM, except in cities of 50,000 population, where no sales are permitted from 2:00 AM to 7:00 AM. No sales of any liquor or beer is permitted on Election Day during time polls are open.

A tax of 10¢ per bottle is charged on sale of liquor not bearing Colorado State tax stamp. (The law provides 20¢ tax per individual bottle, however 10¢ is absorbed by the Companies).

It is not lawful in Colorado to serve set-ups to patrons furnishing their own liquor.

Each dining and buffet-dormitory car must hold an original Colorado liquor license.

A 2% sales tax is applicable to meals delivered within the state, to be collected as follows:

19¢ to 68¢ - 1¢ tax	\$1.19 to \$1.68 - 3¢ tax
69¢ to \$1.18 - 2¢ tax	each additional 50¢ - 1¢ tax

F. Utah: There are no statutes governing the sale of liquor on trains by interstate carriers. Liquor, wine and beer may be sold.

A 2% sales tax is applicable to meals, soft drinks, candy, cigars and tobacco delivered within the state. However, this tax will be collected only on meals, and not on any bar items.

Cigarettes may be sold, provided they bear a Utah tax stamp.

G. Nevada: There is no restriction on the sale of liquor, wine, or beer within this state.

There is no sales tax.

H. California: Liquor, wine and beer may be sold. Legal hours of sale are from 6:00 AM to 2:00 AM daily. A duplicate copy of General On-Sale liquor license must be held by each dining or buffet car. No sale of any liquor or beer is permitted on Election Day during time polls are open.

A $2\frac{1}{2}\%$ sales tax is applicable to meals. Sales tax will be collected on meals as follows:

1¢ to	55¢	- 1¢ tax
56¢ to	99¢	- 2¢ tax
\$1.00 to	\$1.35	- 3¢ tax

I. General: There is no restriction against the sale of liquor while trains are standing at stations between Chicago and Oakland.

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SECTION VI

11. MEAL SERVICE TO PASSENGERS ON DELAYED TRAINS:

The following policy and instructions will govern the service of free meals to revenue passengers on the California Zephyr:

When, by reason of storms, washouts, accidents, etc., the foregoing trains are seriously delayed or held up enroute, we will furnish to paying passengers free meals, as follows:

First: Passengers will be expected to provide for themselves, for the first meal during such delay.

Second: After the first meal, passengers will be provided with meals free of charge until the train on which they are being transported is again moved, and if the train suffers a second tie-up, free meal service will be resumed immediately. For instance, if the train be tied up after breakfast today, passengers will provide their own lunch. If the tie-up continues, dinner would be free. If train movement be resumed before the lunch period and is again tied up before dinner, free meal service will commence with dinner.

Third: The above will not apply to trains which are merely detoured by a longer route, due to snow, washout or accident, but only trains that are tied up for such reasons. Nor will the free meal provision apply to passengers, who, arriving at terminals or junction points on other trains, find the train service so tied up that they cannot proceed.

Fourth: In case of necessity, as above, Division Superintendents will arrange with the Steward of the dining car to provide free table d'hote meals as directed, the train conductor or other representative of the Division Superintendent to furnish him with a receipt for the number of meals served.

Fifth: The above applies only to paying passengers, not to any persons using passes or other forms of free transportation.

Meal checks will be issued in the usual manner, and priced for cash value of the meal, excluding tax, and sent together with separate report and full information to the Superintendent of Dining Car Service of the Company providing the dining car crew, stewards taking credit for such complimentary meal service in the usual manner.

SECTION VII

INSTRUCTIONS FOR OPERATION OF PROPANE GAS EQUIPMENT, REFRIGERATION, KITCHEN VENTILATION,
ETC., CALIFORNIA ZEPHYR DINING CARS.

General: All gas valves are painted yellow.
All steam globe valves are painted red.
All soft water globe valves are painted blue.
All hard water globe valves are painted green.
All drain valves are painted black.

Valves are identified by a plate on the valve handle.

Propane Gas: This gas has a distinctive odor, so leaks can be easily detected.

Main Gas Supply Valves: Emergency shut-off valve handle is near floor in passageway, opposite the pantry.

In case of fire, or bad leakage, this valve should be closed by turning the handle a quarter turn which will shut off gas to all the equipment.

This valve must be open to obtain gas for any of the equipment.

12. DINING CARS.

Other Gas Supply Valves:

- One under scrapping block, for dish washer.
- One under scrapping block, for glass washer.
- One in overhead cabinet in kitchen, over coffee urn, for coffee urn, toaster and steam table.
- One in same overhead cabinet for range, broiler and water heater. (Cars CB&Q #193 Silver Cafe, #194, Silver Diner, and D&RGW #1115 Silver Banquet only).
- One in cabinet under coffee urn for coffee urn and toaster.
- One in cabinet under steam table for steam table.
- One over broiler (lower front valve) for broiler.
- One over broiler (upper front valve) for water heater.
- One over broiler (rear valve) for range.

These must be turned on to obtain gas for the equipment they control.

TO LIGHT VARIOUS UNITS, PROCEED AS FOLLOWS:

Water Heater:

- A. Place pilot valve on "PILOT" position.
- B. Depress and keep depressed, the red button just above the pilot valve.
- C. Light pilot burner.
- D. Hold red button depressed for about one minute and then release. See that pilot light is still burning.

- E. Turn pilot valve to "ON" position and see that main burners light up. (Pilot valve also has an "OFF" position).
- F. Thermostat will control water temperature and will control the main gas burner. If water is too cold, move pointer downward on thermostat, if water is too hot, move pointer upward.

Range:

- A. The burners for the ovens and the top burners are lighted by a match and must be turned off at all times when not lighted.
- B. Depress, and keep depressed, the button on the pilot valve. This button projects from the hot water heater housing at the left of the range.
- C. Light pilot burner under left side of range top.
- D. Hold button depressed for about one minute and release. See that pilot light is still burning. If pilot light is burning, any burner on ovens or range top can be lighted.

Broiler:

- A. Place pilot valve to "PILOT" position. Pilot valve projects from hot water heater housing at left of broiler.
- B. Depress, and keep depressed, the red button at the pilot valve.
- C. Light pilot burner in broiler.
- D. Hold red button depressed for about one minute and then release. See that pilot light is still burning.
- E. Turn pilot valve to "ON" position, turn on burners and see that main burners light up. (Pilot valve also has an "OFF" position).

Toaster:

- A. Depress and keep depressed, the red button on the pilot valve.
- B. Light pilot burner back of hole in right side of toaster.
- C. Hold red button depressed for about one minute and then release. See that pilot light is still burning.
- D. Turn pet cock above pilot valve at right side of toaster, so that it is open and see that main burners light up.
- E. Stop and start toaster carriage by use of electric switch at left front side of toaster. Keep carriage running whenever main burners are lighted.
- F. Regulate brownness of toast by knob at left side of toaster.

Steam Table:

- A. Depress and keep depressed, the red button on the pilot valve, located under the steam table.
- B. Light pilot burner, located under steam table.
- C. Hold red button depressed for about one minute and then release. See that pilot light is still burning.
- D. Turn pet cock under steam table so that it is open and see that main burner lights up. (The handle of the pet cock should be lengthwise with the pipe to be open, crosswise to be closed). Thermostat will control the temperature automatically.
- E. CAUTION. Be sure that main burner is turned off when there is no water in steam table.

Coffee Urn:

- A. Depress and keep depressed, the red button on the pilot valve, located to the left of the water glass, on the urn.
- B. Light pilot burner, located in bottom of coffee urn.
- C. Hold red button depressed for about one minute and then release. See that pilot light is still burning.
- D. Turn valve handle located near the lower left side of the water glass, so that it is open and see that main burner lights up. (The handle of the valve should be either up or down in a vertical position to be open and in a horizontal position to be closed).
- E. Thermostat will control the temperature automatically.
- F. A manually operated thermostat is located on the left side of the coffee urn.

Dishwasher:

- A. Depress, and keep depressed, the red button on the pilot valve, located in the locker under rinsing sink.
- B. Light pilot burner, located in locker under rinsing sink, near the front.
- C. Hold red button depressed for about one minute and then release. See that pilot light is still burning.
- D. Turn pet cock in locker under rinsing sink, near the front, so that it is open and see that main burner lights up. (The handle of the pet cock should be lengthwise with the pipe to be open and crosswise to be closed).
- E. Thermostat will control the temperature automatically.

F. The switch to start the spray pump is on the front wall of the dishwasher. The sprays will not operate with the dishwasher lid open. Do not depress the switch operated by the lid, with the lid open, as water will spray all over.

G. CAUTION. Be sure that main burner is turned off when there is no water in rinse tank.

Glass Washer:

Control same as Dishwasher.

13. STEAM HEAT TO APPLIANCES.

Steam heat may be used during winter months, when boilers are in operation on Diesel-Electric locomotives, on the following appliances:

Steam Table
Dishwasher rinse tank
Glass washer rinse tank
Coffee urn.

Gas must be used the year-round on the following appliances:

Range and Broiler
Toaster
Water heater (which is supplemented by steam heat)

When Using Steam Heat on Appliances:

- A. When using steam heat on any appliance, the pilot light on that appliance should not be used (except on water heater).
- B. The temperature of the water is thermostatically controlled when steam heated.
- C. The coffee urn has a manually operated steam temperature control, located on the right side of the coffee urn.

14. KITCHEN AND PANTRY OVERHEAD HEAT FROM AIR CONDITIONING SYSTEM.

Winter Operation:

If air from ceiling diffusers is too cold, place switch in "High Heat" position. At other times keep switch in "Low Heat" position. This switch is in pantry over doorway to dining room.

If no heat is desired from these diffusers, turn off overhead heat at valve above buffet side of this doorway by turning handle to "OFF" position. Otherwise, keep this handle in "Automatic" position.

Summer Operation:

Switch in pantry over doorway to dining room must be in "Low Heat" position.

Kitchen and Pantry Ventilation:

When car is in service, keep all blowers in operation as follows:

Exhaust blower over range - keep switch near blower in "ON" position.

Exhaust blower over dishwashers - keep switch on cabinet over dishwashers in "ON" position.

Air Curtain blower and overhead fan between pantry and kitchen - keep switch at right of pantry service door in "ON" position.

Exhaust blower over range is equipped with an automatic shut-off to stop blower in case of a possible grease fire in the duct.

If blower will not run when switch is in "ON" position, throw the left hand switch near blower to "EMERGENCY" position, otherwise always keep this switch in "NORMAL" position. If necessary to keep this switch in "EMERGENCY" position to get blower to run, the ward must be notified of this at end of run as this cuts out the automatic shut-off protection.

Refrigeration:

Refrigeration is furnished by three refrigeration units located above the kitchen ceiling at the end of the car.

Three green pilot lights located above the chef's refrigerator show when each of these units is running. Pilot lights are marked 1, 2 and 3, and also show in general what refrigerators are cooled by these units.

#1 unit cools the ice cube makers in the pantry, together with the refrigerator under the right hand ice cube maker and the low refrigerator at the steward's location in the buffet.

#2 unit cools the chef's refrigerator, the fish well and egg storage refrigerator and the sandwich supply refrigerator, all located in the kitchen, also the ice cube storage bin, butter drawers, and the dairy and salad refrigerator all located in the pantry.

#3 unit cools the ice cream cabinets and the frozen food refrigerator.

SECTION VIII

INSTRUCTIONS FOR PROPANE GAS SUPPLY SYSTEM UNDERFLOOR EQUIPMENT CALIFORNIA ZEPHYR
DINING CARS AND COFFEE SHOP-DORMITORY CARS

D. Dining Cars:

These cars are equipped with Waukesha four cylinder cabinets. The method of determining when propane cylinders are empty is the same as on cars equipped with propane for ice-engine use.

15. COFFEE SHOP DORMITORY CARS.

These cars have a single cylinder cabinet on each side of car.

The regulators are set so that the cylinder under the passageway side of the car (left side of train) will be exhausted first.

When gas pressure on gauge in cabinet on passageway side of car reads below 10 lbs., remove that cylinder for refilling.

Replace this cylinder with the one in the cabinet on the other side of the car, provided the gauge in the latter cabinet reads at least 10 lbs., and place a full cylinder in the cabinet on the right side of the car.

If gauge in cabinet on right side of train reads below 10 lbs., it shows that that cylinder is also empty and that it should also be removed for refilling.

Low pressure regulators in cylinders are set to deliver gas to the buffet at a pressure of approximately 11 inches of water from the cylinder at passageway side of car and at approximately 10 1/2 inches of water from the other cylinder.

Steam Heat in Propane Cabinets:

Each cabinet is equipped with steam heat to protect against low gas pressure in extremely cold weather. The steam heat is controlled by a pressure switch (on the side of the cabinet) which opens a #1668 VAPOR steam admission valve when the gas pressure gets very low. Consequently in extremely cold weather it is possible to have less than 10 lbs. at the gauge in the cabinet when the cylinders are not empty.

HOURS OF ASSIGNMENT FOR CALIFORNIA ZEPHYR
CHAIR CAR PORTER BETWEEN CHICAGO AND OAKLAND

Two Porters Will Be On Duty At All Times

WESTBOUND

Day	<u>Porter #1</u>		<u>Porter #2</u>		<u>Porter #3</u>	
	On Duty	Off Duty	On Duty	Off Duty	On Duty	Off Duty
1st	2:00 PM (CT)		2:00 PM (CT)	10:00 PM (CT)	10:00 PM (CT)	
2nd		5:00 AM (MT)	5:00 AM (MT)			1:00 PM (MT)
2nd	1:00 PM (MT)			9:00 PM (MT)	9:00 PM (MT)	
3rd		4:00 AM (PT)	4:00 AM (PT)			12:01 PM (PT)
3rd	12:01 PM (PT)	4:30 PM (PT)		4:30 PM (PT)		

EASTBOUND

Day	<u>Porter #1</u>		<u>Porter #2</u>		<u>Porter #3</u>	
	On Duty	Off Duty	On Duty	Off Duty	On Duty	Off Duty
1st	7:00 AM (PT)	3:00 PM (PT)	3:00 PM (PT)		7:00 AM (PT)	
1st	11:00 PM (PT)					11:00 PM (PT)
2nd		4:00 PM (MT)		8:00 AM (MT)		
2nd			4:00 PM (MT)		8:00 AM (MT)	
3rd	1:00 AM (CT)			9:00 AM (CT)		1:00 AM (CT)
3rd		1:45 PM (CT)			9:00 AM (CT)	1:45 PM (CT)

SECTION IX

16. COACH PORTERS: (California Zephyr Trains)

A. Car Assignment for Individual Porters

Coach Porter No. 1 assigned to head dome coach, dome and forward section including washrooms of the second coach.

Coach Porter No. 2 assigned to third dome coach, the rear main floor section of second dome coach, and the dome section and washrooms of dormitory buffet car immediately behind the third coach. Between the hours of 12:00 Midnight and 6:00 AM will police and keep clean the lounge section of the dormitory buffet car, in addition to the dome section and washrooms of this car.

Coach Porter No. 3 - swing porter in the assignment, alternating in relieving Porters Nos. 1 and 2 when Porters Nos. 1 and 2 are off duty for rest.

B. Pillow Service & Accounting

40 pillows will be carried in each dome coach in overhead pillow locker. Coach porters will offer pillows for sale each evening at 25¢ per night. Waiter-in-charge of dormitory car will order clean pillow slips on Bar Requisition and account for them in bar book the same as other bar items. He will issue clean pillow slips to coach porters on Basket meal check, securing porter's signature and employee payroll number on this check. Porter will be held responsible for clean slips issued to him and charge 25¢ for each. Porter will return unused clean pillow slips to Waiter-in-charge for credit. Waiter-in-charge will collect from porter 25¢ for each pillow sold. The Waiter's copy of Basket check showing total number of clean pillow slips issued, total returned unused for credit and total sold by porter, is to be furnished the porter. Waiter-in-charge will transfer total of monies collected from Basket Check to Bar Check and account for pillow sales as Bar items, placing notation on Basket Check, "transferred to Bar Check No. _____."

C. Porters' Duties Including Special Instructions for Use of Vacuum Sweeper

The rules governing Coach Porters as contained in the Special Instructions of the General Rules for the guidance of all employees in the Dining Car Department issued by the separate managements are uniform and have been adopted for the purpose of attaining uniform Coach Porter service.

Zephyrettes are authorized to assist the Conductor in policing the train for cleanliness and Coach Porters will comply with her instructions.

Washrooms must be inspected and cleaned at frequent intervals, and care exercised to see that sufficient supply of paper towels, toilet paper, seat covers, etc., are available. Porters must secure coach key and individual cabinet keys from their headquarters office. Ash trays must be emptied often, and particular attention given trays in domes.

Loud speaker reception must be checked often for volume and programs as requested by patrons.

Loose equipment such as ash trays, step ladders, card tables, etc., must not be removed from dome coaches under any circumstances, and must be kept in locker provided for that purpose.

In wiping down hand rails in vestibules, rags and waste must be used, and under no circumstances may kitchen or glass towels be used.

Air conditioning equipment of dome coaches will be taxed to capacity during summer months, and it is very important that porters on dome cars keep the end doors closed when loading passengers; otherwise, the operation of air conditioning equipment will be materially effected.

Because of close clearances, vestibule traps and folding steps on stainless steel equipment must be closed when trains are backing in, entering, or departing from all stations.

It frequently happens when loading trains at terminals that passengers show up at the loading entrance at the last minute before the train departs and do not have sufficient time to proceed to the proper car. It should be understood that on such occasions in order to avoid train delay and the possibility of personal injury by reason of persons attempting to board a moving train, they should be loaded at the nearest opening and then directed either forward or to the rear as the case may be to the proper car according to their reservation. It should also be understood that the porter loading these passengers will assist as much as possible in moving their baggage to the proper car.

Each train is equipped with an Electrolux vacuum sweeper. This sweeper is to be used by the porters in keeping the carpets and hallways clean in the cars assigned to them. When not in use the Electrolux must be kept in the locker provided for that purpose.

D. Coach Lights

Step lights, both stair and hallway, and dome floor lights should be lighted at all times when car is in service.

Dome ceiling lights should be lighted at terminals, but not enroute unless needed for some purpose.

Lights should be dimmed at 10:00 PM, unless instructed otherwise by Conductor.

E. Coach Seats

All coach seats will be reserved with the exception of dome seats, which are to be used in turn by passengers, who, with their luggage, will be located on the main floor. The dome in Buffet Dormitory car is for the exclusive use of Pullman passengers.

The front section of forward dome coach (CZ-22) is reserved for women and children.

F. Passengers' Baggage

Hand baggage is to be placed in baggage rack at rear of coach and/or in overhead baggage rack. Hand baggage is not permitted in the dome of any car, although there is no objection to passengers standing in the dome aisle single file.

For those patrons who desire it, hand baggage will be checked from Train 18 to the taxi stand at Chicago and from Train 17 at Oakland Pier to the taxi stand at the Ferry Building in San Francisco.

Method of handling in coaches will be as follows:

Approximately one hour before scheduled arrival of Train 18 at Chicago Coach Porters will advise passengers that they may check hand baggage to the taxi cab stand at Chicago Union Station. If such service is desired, special California Zephyr tag will be attached to the hand baggage. Books, radios, pets, small packages, and wearing apparel cannot be handled under this arrangement. Porters must explain that the usual Red Cap charge of 15¢ per piece will apply and will be paid to the Red Cap at the taxi stand.

Shortly before arrival at Chicago, baggage to be unloaded should be transferred to the vestibule to the extent that space permits, and placed in such position that the following arrangements can be carried out on arrival:

"Passengers should be permitted to detrain first. Then any unchecked hand baggage for passengers making a close connection should be passed out and placed on the platform where it can be claimed immediately. Then other unchecked hand baggage. Tagged baggage should then be turned over to the Red Cap, who will transfer it immediately to the taxicab stand. Upon arrival Chicago there may not be sufficient room in the vestibule for all baggage, in which event, after first placing there the pieces which have been checked to the taxi stand, the remaining space should be used for the larger unchecked pieces."

As a rule, the unloading at Chicago will be from the left side facing the head of the train.

Supply of California Zephyr baggage tags will be maintained at the 14th street yards; however, emergency supply may be secured from stationmaster's office at Oakland Pier if necessary. The seat and designating car number, date, and destination should in each case be shown in spaces provided. All of this information should be filled out accurately as it is of considerable help in case baggage becomes lost.

Hand baggage may be checked only from the inbound train to the taxicab stand and may not be checked to an outbound train and in no case should California Zephyr tag be placed on a piece of baggage when the owner is going direct to another train departing from the same station.

Eastbound passengers holding through tickets requiring change of station in Chicago with at least three hours for transfer, should be advised that they may leave their hand baggage with Parmelee Agent at Union Station, pay 10¢ per bag and receive baggage at parcel check room of outbound station.

Approximately one hour before scheduled arrival of Train 17 at Oakland Pier, Coach Porters will advise passengers that they may check hand baggage to the taxi stand at the Ferry Building in San Francisco. This arrangement applies only to transfer of hand baggage from the train to the Ferry Building. It does not apply to baggage to be claimed at Oakland, Oakland Pier, or Third and Townsend Street Station in San Francisco. If such service is desired, SP Co. train Porter's Claim Check, Form L-5516, will be attached to the hand baggage. Books, radios, pets, small packages and wearing apparel cannot be handled under this arrangement. Porters must explain that the usual Red Cap charge of 10¢ per piece will apply and will be paid to the Red Cap at the taxi stand in San Francisco.

Shortly before arrival at Oakland Pier, baggage to be unloaded should be transferred to the vestibule to the extent space permits, and placed in such position that the following arrangements can be carried out on arrival:

"Passengers should be permitted to detrain first. Then any unchecked hand baggage should be passed out and placed on platform where it can be claimed immediately. Tagged baggage should then be turned over to the Red Caps, who will transfer it to the taxi stand at the Ferry Building in San Francisco. Tagged baggage will be on the same ferry boat with the passengers. Upon arrival at Oakland Pier there may not be sufficient room in the vestibule for all baggage, in which event, after first placing there the pieces which have been checked to the taxi stand, the remaining space should be used for the larger unchecked pieces."

Supply of baggage tags will be maintained at the Stationmaster's office at Oakland Pier and an emergency supply may be secured from Burlington Station Passenger Agent at Chicago Union Station.

The Zephyrette should be consulted on any doubtful points.

In order that these arrangements may be carried out satisfactorily, full cooperation of all concerned will be needed.

G. Passengers' Smoking

Smoking is permitted in the dome and rear main floor sections, but not in the forward section. "No Smoking" sign should be displayed in forward section of all coaches.

H. Literature

Literature and timetables will be supplied to train at Chicago and Oakland. Emergency supplies may be secured from D&RGW Depot Passenger Agents at Denver and Salt Lake City. Folder racks near foot of dome stairways should be kept stocked with these supplies at all times.

I. Name Cards

In each coach a holder is provided for the posting of the name of Porter and Zephyrettes. Appropriate name cards will be furnished each such employee. Porters must see that their name card is properly placed in the second space of card holder in car when they are on duty.

J. Western Union Messages

Western Union Messages from coaches will be handled by the Zephyrettes.

K. Dome Car Features

Porters should be acquainted with the following features of dome coaches:

Folding leg rest in majority of main floor seats.

Adjustable foot rest for main floor and dome seats.

Adjustable center arm rest on main floor seats.

Reclining of main floor seats.

Ash receivers on main floor seats, rear section.

Revolving of both main floor and dome seats.

Blade control of Venetian blinds.

Availability of tables between main floor seats.

Radio channel selections and volume control for front section, dome section, and rear section of coaches.

Vestibule of all coaches is to the rear and it is desirable, when possible, that passengers be loaded through the vestibule at the rear of coach in which reservation is held.

SECTION X

17. AIR CONDITIONING CONTROL PANEL

The air conditioning control panels in the switch locker of California Zephyr dome cars have two temperature control switches (except California Zephyr Buffet cars, which have three control switches). These switches are marked "Dome" and "Body" and adjust the temperature between Day and Night position marked on the switch. The Night position on the switch gives a higher temperature than the Day position and porters should normally keep the Dome switch in Night position in the winter time unless this makes the Dome too warm, in which case the switch can be turned to the Day position.

For the body of the cars, porters should use either the Day or Night position, whichever will give passengers the most comfortable temperature. The body of coaches on overnight runs should usually be kept warmer at night after 10:00 PM, and therefore switch should be in the Night position after that time.

On California Zephyr Buffet cars, the temperature control switch marked "Crew" gives a lower temperature in the Steward's bedroom, the Hostess' bedroom and in the dormitory quarters when in the Night position than in the Day position, and at night it should normally be placed in the Night position to give a lower temperature in these rooms for sleeping.

Terminal forces are being instructed to place temperature control switches of dome cars on the Night position in the winter time before cars leave the terminal, as the Day position is apt to give too low a temperature in the dome.

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