

**BOARDING HOMES**  
for  
**WOMEN WAR WORKERS**

**SHELTER**

plus

**Safety**

**Security**

**Decency**

**Cleanliness**

**Health**

**Adequacy**

**Comfort**

**Convenience**

**U. S. DEPARTMENT OF LABOR**

**WOMEN'S BUREAU**

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## FELLOWSHIP

One of the finest services you can render your guests is to raise morale through friendly contacts.

Give your young people the opportunity to meet other young people, and to share in church and community activities. Let them feel through your personal attitude your genuine interest in their well-being and happiness.

Those young workers who are away from their homes, perhaps for the first time, will be grateful always for your thoughtfulness.

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### To THE HOSTESS:

This handbook is issued for the patriotic person who chooses to serve the country in its war stress by operating an approved boarding home for war workers.

It lists the main service features that commend such a home for the approval of its guests and an equally interested public.

## Desirable Services

### GENERAL

- Location—Convenient as possible to work area and transportation.
- Good neighborhood, pleasant surroundings.
- Attitude of manager—Courteous, friendly, businesslike.
- Financial dealings—Prompt attention, scrupulous honesty in every detail.
- Atmosphere of house—Clean, fresh, wholesome, hospitable.
- Local health rules—Thoroughly understood and met.
- Building and fire rules—Understood and met.
- Separate floors for the sexes if both men and women are guests.
- House register—For name, home address, and work location of each guest.

### GUEST PRIVILEGES

- House policies—Brief written statement of these supplied each guest on arrival.
- Entertaining friends—A place provided other than bedrooms.
- Personal laundry—Facilities arranged other than bathroom.
- Personal mail of guests—Provision for safekeeping and assured delivery to addressee.
- Telephone messages—Notice of calls for absent guests given as promptly as possible.

### FOOD

- Storage and handling—Such as to insure clean, wholesome supply.
- Meals—Nourishing, balanced menus; food well-cooked; adequate servings.<sup>1</sup> Meals supplied in room for guest who is disabled or slightly ill. A small charge may be made for this service, if necessary.

<sup>1</sup> For helpful suggestions write the Bureau of Home Economics, U. S. Department of Agriculture, Washington, D. C.

## **GUEST ROOMS**

**Doors**—Entrance from hallway, never through another room.

**Locks and keys**—Provided and in good repair.

**Windows**—At least one opening on yard or street; cross-ventilation if possible. Screens for all windows.

**Shades or venetian blinds**—For each window.

## **MINIMUM FURNISHINGS**

**Beds**—Single, and limit two to a room.

**Bed covers**—Sufficient for comfort.

**Mattress and springs**—Comfortable, clean. Use mattress covers and pads, and give your mattresses a long life.

**Bureau, or chest of drawers with mirror.**

**Chairs**—At least two for double rooms. Comfortable chairs make friends for your house.

**Desk, or small sturdy table, and chair.**

**Portable light**—For sewing, reading, and so forth.

**Closet or wardrobe**—With lock and key.

**Rug, or other floor covering.**

## **HOUSE LINENS**

**Sheets and pillowcases**—Changed regularly, at least once a week.

**Bath and hand towels**—At least two of each weekly for each guest.

## **BATHROOMS**

**Schedule arranged for baths.**

**Bath and toilet**—One for each seven persons at least.

**Equipment kept in good repair, and clean.** Tub brush and cleaning powder supplied.

**Extra lavatory outside bath.** One for each four persons desirable.

## Practical Suggestions

### FINANCING

Housing war workers may entitle you to a loan sufficient to start you in business, if alterations and improvements are required. Consult your local Homes Registration Office or local War Housing Center. If your community has neither of these offices, your postmaster should be able to give you the location of your regional National Housing Agency office.

### RATES CHARGED

Consult your community rent control committee to find what rates you should set for your guests. Also consult your local representative from the Federal Office of Price Administration as to registration.

Room rent alone should not cost an employed girl more than one-fifth of her income, as a general rule.

### EMPLOYER'S RESPONSIBILITIES

Find out the State health requirements for domestic help, and what is expected of an employer if contagious or infectious disease is present among employees. Talk with local health officials, and with Federal housing representatives in your community. They can give you valuable suggestions. Also, you will need to know about the records you should keep for local and Federal tax reports.

### EMERGENCIES

Keep a first-aid kit on hand for immediate treatment of minor cuts, burns, and other slight injuries. For serious wounds and for sudden illness, call a doctor.

If a contagious disease develops, call the doctor and the health officer; talk to no one else. Isolate the patient, use separate dishes and equipment. Act at once to protect others in your home from the malady. When the patient is removed, fumigate the room with a formaldehyde solution, on druggist's directions. Sun and air room and furnishings afterward.

If a death occurs, talk to no one, but close the room, call a physician and the coroner.

The names, addresses, and telephone numbers of doctors, health officer, and coroner should be recorded in your desk-book for quick reference.

If fire starts, get all persons out of the house as quickly and quietly as possible. Regular fire drill, under leadership of a captain and lieutenants chosen from the household, will prepare your household to act in such an emergency.

Have fire exits well marked and lighted at all times.

Keep all passages to exits clear.

Show your guests where fire exits are and how to reach them quickly from their rooms.

Urge guests to remember general location of windows.

Invite member of local fire department to show guests how to protect themselves if caught in a burning house.