

SURREY HISTORY SERVICE  
SURREY COUNTY COUNCIL

130 GOLDSWORTH ROAD, WOKING

**3043**                    **BROOKWOOD HOSPITAL, WOKING (1867-1994):  
RECORDS, 1815-1994**

3043/2/4/                FARNHAM AND BROOKWOOD GROUP  
HOSPITAL MANAGEMENT COMMITTEE:  
COMMITTEES AND WORKING GROUPS, 1969-  
1974

On creation of the Farnham and Brookwood  
Hospital Management Committee in 1972,  
two significant sub-committees, designated  
committees, were appointed: Finance and  
General Purposes; and Staff and  
Establishment.

3043/2/4/1/            Hospital Management Committee, 1972-1974

- |   |   |                       |
|---|---|-----------------------|
| 1 | Copy minutes, agendas and papers. 1 file. | Apr 1972<br>-Oct 1972 |
| 2 | Copy minutes, agendas and papers. 1 file. | Nov 1972<br>-Mar 1973 |
| 3 | Copy minutes, agendas and papers. 1 file. | Apr 1973<br>-Oct 1973 |
| 4 | Copy minutes, agendas and papers. 1 file. | Nov 1973<br>-Mar 1974 |

3043/2/4/2/            Finance and General Purposes Committee,  
1972-1974

- |   |   |                       |
|---|---|-----------------------|
| 1 | Copy minutes, agendas and papers. 1 file.<br>Includes financial accounts and statements of<br>balances for Farnham Group Hospital<br>Management Committee to Mar 1972 | Mar 1972<br>-Mar 1973 |
| 2 | Copy minutes, agendas and papers. 1 file  | May 1973<br>-Mar 1974 |

3043/2/4/3/            Staff and Establishment Committee, 1972-  
1974

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|---|---|---------------------------|
| 1 | Copy minutes, agendas and papers. 1 file. | 4 May 1972<br>-7 Mar 1974 |
|---|---|---------------------------|

3043/	<u>Group Administrator's Team, 1972-1973</u>	
Box 10/6	Copy minutes, papers and correspondence. 1 file.	Nov 1972 -Mar 1973
3043/	<u>Nominated Members Committee, 1972-1974</u>	
	The committee existed primarily to consider the funding of amenities and endowments.	
Box 59/4	Copy minutes, papers and correspondence. Includes amenities fund statistics for 1973 and 1974. 1 file.	Nov 1972 -Jan 1974
3043/	<u>Division of Psychiatry, 1972-1974</u>	
	The Medical Staff Committee was directly superseded by the Division of Psychiatry in 1973. This in turn was superseded by the Department of Psychiatry of West Surrey and North East Hampshire Health Authority in Apr 1974.	
Box 53/5	Medical Staff Committee. Copy minutes and papers. 1 file.	May 1972 -May 1973
Box 51/1	Copy minutes, agendas and papers. 1 file.	Jun 1973 -Apr 1974
	<u>Executive Committee, 1970-1974</u>	
	The functions of the Executive Committee related to Brookwood Hospital only and were assumed by the Department of Psychiatry of West Surrey and North East Hampshire Health Authority in Apr 1974.	
Box 54/2	Copy minutes, papers and correspondence. 1 file. Minutes not included Nov 1970-Jul 1971	Oct 1970 -May 1973
Box 54/3	Copy minutes, papers and correspondence. 1 file.	Jun 1973 -Apr 1974
	<u>Psycho-Geriatric Sub-Committee, 1969-1974</u>	
	The committee was a function of the Psycho-Geriatric Unit and appears to have been an 'ad hoc' medical committee.	
Box 54/7	Copy minutes, papers and correspondence. 1 file.	Jul 1969 -Feb 1974

Working parties on standardisation of policies, 1972-1973

The name of the working party is listed first in description.

3043/Box 62/4/ii	Computerised personnel records. Unpublished report with attached example of monthly personnel roll. 1 file	Jun 1972
Box 62/4/i	Pay roll and staff documentation. Unpublished report and working papers, Nov 1972-Feb 1973. Farnham and Brookwood Hospital Management Committee newsletter, Apr 1973. 1 file	Nov 1972 -Apr 1973
Box 57/14/i	Procedure for the appointment of staff. Working papers. 1 file	May 1972 -Jan 1973
Box 57/14/ii	Non-psychiatric patients' property and monies. Unpublished report. 1 file	Jun 1972
Box 62/3	Induction courses. Working papers with programme of induction course held at the Brookwood Nurse Education Centre 7-8 Jun 1972. 1 file	Jun 1972
Box 73/1	Admission policy on patients from outside the hospital catchment area. Includes some patient names, with information including: hospital from which admitted; name and address of next of kin. 1 file. This file has a closure period of 100 years.	Nov 1972 -Apr 1973
3043/2/5/	RULES OF THE HOSPITAL, 1946-1953	
1	Notice to patients concerning official visitors, letters and grievance procedure.	nd [20th cent]
2	Notice to patients concerning letters and grievance procedure.	nd [20th cent]
3	Annotated general rules for the government of Brookwood Hospital, Jan 1946, including suggested rules for appointments, Jan 1951, and undated manuscript draft general rules. 1 file	Jan 1946 -Jan 1951
4	Boiler house warning notice, with authorisation.	nd [c.1950s]
3043/2/5/5	Rules for the guidance of nurses bathing patients	Nov 1953

3043/2/6/

INSPECTION: HOSPITAL ADVISORY SERVICE,  
1970-1973

The Hospital Advisory Service (HAS) was set up in 1969 as an inspecting body, operating independently of regional hospital boards and reporting directly to the National Health Service. An advisory team of six members visited Brookwood for three weeks during March and April 1971, reporting in May 1971.

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|---|---|------|
| 1 | Report file. Consists of: two copies of printed report, May 1971; two copies of typescript advice and departments' comments; two copies of minutes of meeting between Regional Hospital Board and Brookwood Hospital Management Committee, 15 Jun 1971. | 1971 |
| 2 | Working papers and correspondence. Includes copy of first Annual Report of the Hospital Advisory Service. 1 file  | 1971 |
| 3 | Papers relating to actions subsequent to report. Includes copy of May 1971 printed report annotated by deputy group secretary. 1 file   | 1971 |

3043/2/7/

ADMINISTRATIVE RECORDS OF THE  
PHYSICIAN SUPERINTENDENT, 1939-1972

Ledgers recording formal reports to meetings of the visiting committee and its successors. Information varies dependent on date, but usually includes recommendations for discharge of patients, staff changes and issues relating to the running of the hospital.

- |   |  |                            |
|---|--|----------------------------|
| 1 | Medical Superintendent's report book vol.13. Renamed the Physician Superintendent's report book in 1946. | 1 Sep 1939<br>-7 Mar 1952  |
| 2 | Physician Superintendent's report book vol.14  | 21 Mar 1952<br>-2 Dec 1966 |
| 3 | Physician Superintendent's report book vol. 15. Renamed the Medical Administrator's report book in 1968. | 29 Dec 1966<br>-8 Feb 1972 |

3043/2/8/

## FINANCIAL AFFAIRS, 1948-1974

3043/2/8/1/	<u>Cost summaries, 1955-1960</u>	
	Statistical returns, possibly to the South West Metropolitan Regional Hospital Board, including in-patient costs, direct and indirect expenditure and department costings	
1	Cost summary, 1 Apr 1955-31 Mar 1956; draft of summary, 1 Apr 1956-31 Mar 1957 . 1 file	1 Apr 1955 -31 Mar 1957
2	Cost summary. Includes some supporting correspondence. 1 file	1 Apr 1957 -31 Mar 1958
3	Cost summary. 1 file	1 Apr 1958 -31 Mar 1959
4	Cost summary. 1 file	1 Apr 1959 -31 Mar 1960
3043/2/8/2/	<u>Audit assessment returns, 1949-1972</u>	
1	National Health Service Auditor's Office. Audited Statements of Account. Divided into separate years within file.	1 Apr 1949 -31 Mar 1959
2	Ministry of Health Audit Programme. Internal Audit Assessment. 1 file	Dec 1964 -Mar 1971
3	Statements of balances with tables of accounts. 1 file	1 Apr 1970 -31 Mar 1972
3043/2/8/3/	<u>Financial analysis books, 1960-1972</u>	
	Arranged by department or subject.	
1	Analysis book	1 Apr 1960 -31 Mar 1961
2	Analysis book	1 Apr 1965 -31 Mar 1966
3	Analysis book	1 Apr 1970 -31 Mar 1971
3043/2/8/4/	<u>Patients' money account ledgers, 1964-1972</u>	
	Arranged by date within separate sections for collection and deposit account, cash account and petty cash account.	
3043/2/8/4/1	Account ledger	1 Apr 1964 -31 Mar 1965

2	Account ledger	1 Apr 1971 -31 Mar 1972
3043/2/8/5/	<u>Secretary's cash account ledgers, 1971-1973</u>	
	Includes account reconciliations and details of transactions.	
1	Account ledger	1 Apr 1971 -31 Mar 1972
2	Account ledger	1 Apr 1972 -31 Mar 1973
3043/2/8/6/	<u>Management committee cash account books, 1964-1972</u>	
	Arranged in date order.	
1	Account book	1 Apr 1964 -31 Mar 1965
2	Account book	1 Apr 1971 -31 Mar 1972
3043/2/8/7/	<u>Petty cash account books, 1971-1974</u>	
1	Cash account book. Arranged chronologically.	1 Apr 1971 -31 Mar 1972
2	General account book. Arranged by departments or subjects. Subject indexed.	30 Apr 1971 -31 Mar 1972
3	Cash account book. Arranged chronologically.	1 Apr 1973 -29 Mar 1974
3043/2/8/8/	<u>Comparisons of estimates with expenditure, 1972-1973</u>	
	Salaries and wages for group hospitals for 8 months up to recorded dates. Includes: annual budget proportions; expenditure; whether overspent or underspent.	
1	File of salaries and wages	Nov 1972
2	File of salaries and wages	Jan 1973

3043/	<u>Miscellaneous, 1948-1972</u>	
par 1	Losses and compensation register. Arranged by type of loss	5 Jul 1948 -Jun 1963
Box 88/8	Sales ledger. Information includes names of payees and debtors.	3 May 1965 -10 May 1972
vol 116	Departmental costs ledger. 1 binder containing computer printout sheets of department costs.	1 Apr 1968 -31 Mar 1969
vol 117	Financial ledger. 1 binder containing computer printout sheets. Includes key to codes.	1 Apr 1969 -31 Mar 1972
vol 115	Financial ledger. 1 register, indexed and arranged by department.	1 Apr 1969 -31 Mar 1970
Box 88/5	Accounts of salaries and wages. Information includes: ledger totals; expenditure; totals for over-spending and under-spending. 1 file.	Jun 1969 -May 1972
Box 90/6	Summary of unit costs and cost statements for year ending 31 Mar 1971. 1 file	1 Apr 1970 -31 Mar 1971
par 15	Duplicate payment book for working patients. Receipts are numbered 1001-1200	12 Nov 1971 -23 Dec 1971
Box75/13	Payment book showing costs incurred for services, numbered G 9301-9350.	4-13 Apr 1972
vol 114	General ledger. Indexed but not used. Has been retained since ledger shows the budget headings.	nd [20 <sup>th</sup> cent]
3043/2/9/	STAFF AND APPOINTMENTS: REGISTERS, 1936-1965	
1	Register of female staff. Information for each staff member includes: month of birth; date of entering service; promotions; date of leaving service; remarks explaining departure or resignation; in some instances home address. Covering dates recorded are those of staff entering service. Indexed.	21 Aug 1936 -5 Nov 1962
3043/2/9/2	Register of student nurses from other countries, described on cover as French and other Nationals. Information for each nurse includes: date of birth; nationality; dates and numbers of work permits.	14 Nov 1952 -18 Aug 1961

3	Record of vocational visitors. Includes signatures of visiting medical specialists and dates of attendance. 1 register	5 Nov 1962 -20 Dec 1965
3043/	STAFF AND APPOINTMENTS: PAPERS, 1939-1974  <u>Nursing, 1955-1968</u>	
Box 59/10	File relating to overtime hours worked by male nursing staff. Includes report of Special Sub-Committee 6 Jan 1956	Oct 1955 -Feb 1956
Box 58/12	Calculations of expenditure on nursing salaries, signed by chairman of the Hospital Management Committee.  <u>Recruitment, 1952-1972</u>	Apr 1967 -Mar 1968
Box 60/2	File of applications with short list for the post of chief male nurse. 1 file.	1952
Box 59/9	Correspondence file relating to advertising and difficulties of recruitment of nursing staff.	Jun 1955 -Sep 1958
Box 62/2	File of drafts of work descriptions for advertised administrative posts  <u>Advertisement books, 1939-1973</u>	c.1972
	Contain copies of details of advertised posts for variety of work at Brookwood pasted onto pages.	
Box 75/12	Advertisement book. Includes copy of National Joint Council for Staff of Hospitals booklet on 'Rates of Pay, conditions of Service and General Information', 1947	Jun 1939 -Oct 1950
Box 84/1	Advertisement book. Indexed	Dec 1950 -Jan 1973
	<u>Accommodation, 1946-1973</u>	
Box 60/4/i	List of hospital houses, occupiers and rents payable. Includes adjustments of pay in arrears for nursing staff, Jan 1946. 1 file	c.1946-1950
3043/Box 68/11	Staff applications for tenancy of hospital accommodation. 1 file.	Mar 1948 -Feb 1959

Box 57/8	Notices of applicants and advertisements for hospital staff accommodation. Includes staff names and addresses. 1 file.	Jan 1964 -Nov 1973
	<u>Miscellaneous, 1948-1974</u>	
Box 90/2	List of staff transferred to the National Health Service. 1 file	5 Jul 1948
Box 10/5	Supplementary correspondence file relating to Reviews of Medical Establishment.	Jul 1948 -Apr 1955
Box 92/3	Correspondence and orders relating to Reviews of Medical Establishment. 1 binder.	Jul 1949 -Feb 1953
81	List of hospital staff. 1 file	31 Mar 1951
286	File relating to Psychiatric Social Workers	1951-1971
Box 2/20	Testimonial certificate of long service of Miss Dorothy L. Finnemore	14 Oct 1955
Box 47/12	Correspondence file relating to petrol rationing, including list of staff cars and registration numbers.	c.1956-1957
Box 70/2	Lists of staff pensioners and correspondence relating to superannuations.	1950-1964
Box 57/11	Notes of costs and expenditure on staff uniforms, including minutes of Patients Clothing Sub-Committee, 20 Sep 1957. 1 file	Feb 1954 -Jan 1960
Box 59/15	Work records describing typical daily duties on a time sheet for secretaries Mrs Baker, Miss Hilliard, Mrs Sullivan and Mrs Marshall. 1 file	Aug-Sep 1970
Box 52/12	Policy and Procedure Manual. Includes loose insert of printed Introduction and Welcome to New Members of Staff	c.1972
Box 67/12	Typed booklet 'Notes on the Mental Health Act 1959 and Regulations Thereto', by J.H. Elsey, deputy hospital secretary at Brookwood Hospital. Reprint of typescript, Nov 1960.	c.1972-1974

3043/

STAFF SURVEY RETURNS, 1949-1972

Notes and statistics compiled for quarterly  
Returns of Establishment to Department of  
Health, 1961-1973

Includes details of numbers of staff employed in nursing. Dates recorded refer to month of submission of returns covering previous quarter.

Box 71/4	Notes for returns of establishment. 1 file	Dec 1961 -Mar 1964
Box 66/5/i	Notes for returns of establishment. 1 file	Jun 1964 -Mar 1967
Box 66/5/ii	Notes for returns of establishment. 1 file	Jun 1967 -Dec 1968
Box 66/6/i	Notes for returns of establishment. 1 file	Mar 1969 -Sep 1970
Box 66/6/ii	Notes for returns of establishment. 1 file	Dec 1970 -Sep 1971
Box 66/7	Notes for returns of establishment. 1 file	Dec 1971 -Sep 1973

Notes and statistical returns of staff salaries  
and earnings in relation to working hours,  
1961-1971

Compiled for the Ministry of Labour, after 1968 named the Ministry of Employment and Productivity. Dates recorded refer to month of submission of returns usually covering previous year.

Box 68/5/i	Notes and returns. 1 division of a file	Oct 1961 -Oct 1964
Box 68/5/ii	Notes and returns. 1 division of a file	Oct 1965 -Oct 1966
Box 68/5/iii	Notes and returns. 1 division of a file	May 1967 -Nov 1971

3043/	<u>Notes and statistical returns of manpower economy and staff salaries, 1953-1959</u>	
	Compiled for the South West Metropolitan Health Board. Dates recorded refer to month of submission of returns covering previous quarter.	
Box 68/14	Notes and returns. 1 file.	Mar 1953 -Sep 1955
Box 68/15	Notes and returns. 1 file.	Dec 1955 -Nov 1959
	<u>Miscellaneous notes, correspondence and statistical returns to Ministry of Health and South West Metropolitan Health Board, 1960-1966</u>	
	Includes circulars and returns relating to staff employment.	
Box 68/12	Notes and returns. 1 file.	Jan 1960 -Jun 1965
Box 68/13	Notes and returns. 1 file.	Jun 1965 -Nov 1966
	<u>Miscellaneous, 1949-1972</u>	
Box 58/11	Ministry of Health hospital staff returns, including administrative and clerical staff returns and professional and technical staff returns. Incomplete. 1 file	Dec 1949 -Dec 1952
Box 57/7	Bound returns to Ministry of Health of survey of rents of accommodation occupied by hospital staff. No staff names. 1 file.	1961
Box 64/5	Nursing Publicity Survey returns to Ministry of Health. Information includes: numbers of enquiries; candidates interviewed, accepted and not accepted	Oct 1965 -Jun 1968
Box 68/1	Copies of returns detailing overtime hours of maintenance staff to Department of Health and Social Security. 1 file	Jun 1971 -Jan 1972

3043/	MEDICAL AND PATIENT THERAPY FUNCTIONS, 1935-1974	
	<u>Occupational Therapy and Art Therapy Departments, 1935-1972</u>	
Box 59/17/i	Correspondence file relating to occupational therapy, mostly with hospitals elsewhere in Britain.	Nov 1935 -Nov 1952
Box 59/17/ii	Miscellaneous file relating to occupational and art therapy. Includes copy of patient employment analysis sheet, Nov 1966; working papers of sub-committee appointed to consider occupational therapy activities, 1967. 1 file	Jul 1960 -Nov 1967
Box 65/11	Art Therapy exhibition at Daedalus Art Gallery, Woking, by Brookwood Hospital patients. Programme, invitation responses, newspaper cuttings and photograph of students with art therapist Mr John Wealthy. 1 file	Dec 1965 -Jan 1966
Box 61/9	Occupational Therapy Department stock-taking sheets, showing manufacturing productivity and materials used at Brookwood. 1 file	Jun 1969 -Dec 1970
Box 63/16	Report of visit by members of the Association of Occupational Therapists.	Sep 1972
	<u>Psychology Department, 1958-1974</u>	
58	Description of psychiatric training for male nurses at Brookwood.	nd [20th cent]
Box 61/5	Correspondence file, including papers relating to appointment of Principal Grade Psychologist.	Apr 1958 -Jan 1968
Box 61/6	Correspondence file.	Jul 1970 -Feb 1974
	<u>Industrial Unit, 1968-1970</u>	
	Information for each schedule includes: type of work; how dealt with; quantity; unit price; value; delivery note.	
Box 76/1	Work schedules. 1 file	Apr 1968 -Sep 1968

3043/Box 76/2	Work schedules. 1 file	Oct 1968 -Mar 1969
Box 76/3	Work schedules. 1 file	Apr 1969 -Sep 1969
Box 76/4	Work schedules. 1 file	Oct 1969 -Mar 1970
	<u>Medical surveys and patient returns, 1954-1970</u>	
3043/Box 74/9	Supplementary returns of Special Hospital Patients to South West Metropolitan Hospital Board. Includes circulars and correspondence relating to special hospital units, Jun 1954-Jul 1957. 1 file	Jun 1954 -Oct 1959
Box 74/1	Census of psychiatric patients conducted for the South West Metropolitan Hospital Board, with statistics of lengths of patients' stays in the hospital. No patient names. Includes brief notes on the history of the hospital.	Apr 1969 -Jul 1971
Box 59/6	Census of mentally handicapped patients including patient names. Part of a Department of Health survey conducted 31 Dec 1970	Oct-Dec 1970
3043/	WARD ADMINISTRATION, 1951-1959	
	<u>Daily report books of female ward FF, 1951-1959</u>	
	All report books relate to one ward only, described as female ward F10F to 1953, thereafter female ward FF. Information includes: numbers of patients employed and unemployed; activity at which employed; in some instances names of patients admitted, discharged or removed to other wards; details of incidents and in some instances patient progress.	
22	Daily report book	19 Nov 1951 -19 Jan 1953
23	Daily report book	31 Jan 1954 -26 Jan 1955
24	Daily report book	5 Dec 1956 -12 Nov 1957

3043/25	Daily report book	14 Nov 1957 -13 Nov 1958
21	Daily report book	14 Nov 1958 -14 Nov 1959
3043/	PATIENT MAINTENANCE, 1947-1955	
	<u>Maintenance account books, 1947-1955</u>	
	Record details of quarterly charges for maintenance of patients, directly continuing from maintenance account books vols 87-99. Information for each patient, usually in alphabetical order of patient surname, includes: age; date of admission and discharge; rate chargeable to county or sponsor for each quarter. Some ledgers include information for more than one year.	
vol 100	Cost of maintenance. 1 ledger	1 Apr 1947 -31 Mar 1949
vol 101	Cost of maintenance. 1 ledger	1 Apr 1949 -31 Mar 1950
vol 102	Cost of maintenance. 1 ledger	1 Apr 1950 -31 Mar 1951
vol 103	Cost of maintenance. 1 ledger	1 Apr 1951 -31 Mar 1952
vol 104	Cost of maintenance. 1 ledger	1 Apr 1952 -31 Mar 1953
vol 105	Cost of maintenance. 1 ledger	1 Apr 1953 -31 Mar 1954
vol 106	Cost of maintenance. 1 ledger	1 Apr 1954 -31 Mar 1955
3043/	PATIENT AFFAIRS, 1949-1966	
Box 90/5	File relating to creation of patients' money account. Includes correspondence relating to a mortgage deed.	Jul 1949 -Dec 1960
3043/Box 58/3	Correspondence file relating to patients' entertainments and Christmas fare provision. Includes minutes of meeting of Patients Entertainment Sub-Committee, 20 Apr 1961	Sep 1949 -Apr 1961

Box 2/1	Patients Social Club. Copy minutes of the advisory committee, miscellaneous reports and correspondence. Incomplete. 1 file	Sep 1956 -Nov 1957
Box 59/8/i	File relating to the Patients Social Club, including newspaper cuttings and correspondence relating to organisation of the opening of the Patients Social Centre.	Feb 1957 -Jan 1966
Box 59/8/ii	Printed programme and luncheon card for the visit of Princess Marina, Duchess of Kent, to open the Patients Social Centre.	17 Jul 1961
3043/	FARM AND ESTATE AFFAIRS, 1938-1972	
	<u>Hospital estate, 1943-1966</u>	
Box 65/15	Tenancy agreement and plan at a scale of 1:2500 of land adjoining the Nag's Head public house, Bagshot Road, Knaphill. Includes correspondence relating to proposed purchase of the meadow.	Mar 1943 -May 1956
Box 65/8	Correspondence relating to towpath usage and compulsory purchase order for part of Basingstoke Canal property. 1 file	Jun 1950 -Sep 1953
plan 1	Photographic extract of Tithe Redemption Commission map. The map is based on part of the 1843 Woking tithe apportionment [for which see 864/1/137-138]. Includes papers and correspondence from Ministry of Health, the Church Commissioners and the Comtesse de Kerdrel relating to tithe annuities.	Dec 1951 -Apr 1954
Box 72/11	Correspondence file relating to proposal for purchasing 26 acres at Lucas Green, Bisley.	Apr 1953
Box 72/10	Correspondence file relating to grazing land at Lyne Place, near Chertsey, owned by Holloway Sanatorium.	Feb 1955 -Nov 1966
Box 72/12	Agreement for grazing tenancy at Highclere Road, Knaphill, with attached correspondence. 1 file.	Mar 1958 -Jun 1958

3043/	<u>Hospital farm, 1938-1972</u>	
Box 69/1	Regulations and correspondence, mostly from Ministry of Food & Agriculture and Milk Marketing Board, relating to the cow herd. Includes intradermal test reports with names of cows, Dec 1944.	Apr 1938 -Jun 1968
Box 69/12	File relating to disposal of hospital farm land. Includes: graphs showing number of patients employed and net annual profits of hospital market garden, 1950-1966; newspaper extracts relating to sales, 1963-1967; correspondence, 1963-1964.	1950-1967
Box 72/15	Inspection reports and attached correspondence relating to operation of milk farming and production. 1 file	Mar 1952 -Dec 1963
Box 72/14	Correspondence file relating to operation and closure of pig slaughter house.	Dec 1955 -May 1966
Box 69/11/i	Statement of sale of the Ayrshire cow herd by Weller & Co, Auctioneers, Guildford. Includes calving report with names of cows, Sep 1966. 1 file.	Sep 1966 -Mar 1967
Box 64/7	Farm and Garden Department. Typescript inventory of equipment.	Jan 1968
Box 61/16	Time sheets and analysis sheets of hours worked by head gardener and farm and garden staff. Appears to have been compiled for a Department of Health Audit.	19 Dec 1968 -20 Mar 1969
Box 61/10/ii	Inventory and valuation of live and dead farming stock, tenant right and garden effects at Brookwood Hospital. Created by Weller, Eggar and Co, Auctioneers, Guildford. 1 file	31 Mar 1970
Box 69/11/ii	Sale catalogue for sale of the pig herd by Weller Eggar, Auctioneers.	Dec 1972

3043/ FABRIC AND FITTINGS: INVENTORIES AND  
INTERNAL PAPERS, 1948-1974

For plans and specifications relating to the fabric of the hospital, see under Engineers' and Architects' Departments of the South West Metropolitan Regional Hospital Board. Records collated here are internal inventories, papers and correspondence.

Inventory sheets, 1952-1971

These records have been sampled and comprise c.30% of the original coverage of the inventory. Information for each location includes extent of furniture, loose contents such as crockery and, where appropriate, clothing and bedding. Information on medical supplies is listed for some, but not all, wards. The inventory appears to have been ongoing in that the surveys were partially reused to monitor changes in contents.

Box 76/5	Staff offices. 1 bundle	Feb 1952-1971
Box 76/6	Occupational and art therapy, Lowry centre, central linen room and statutory records office. 1 bundle	Nov 1958-1970
Box 76/7	Nurses home. 1 bundle	Aug 1958-1972
Box 76/8	Male staff hostel. 1 bundle	Jan 1960-1970
Box 76/9	Alex wards 4, 8 and 9. 1 bundle	Jan 1963-c.1968
Box 76/10	Staff canteen, Florence House dining hall, patients social centre and shop, church, costing office, smoking room and Dr Emery's office. 1 bundle	Oct 1957-c.1968
Box 76/11	Florence wards A, C, F and Florence House female occupational therapy. 1 bundle	Nov 1958 -c.1968
Box 76/12	Florence ward B, Alex ward 1 and The Meadows. 1 bundle	Jan 1963 -Dec 1973
Box 76/13	Florence ward D, Barton and Cottage. 1 bundle	Jul 1965 -Nov 1971
Box 77/6	Tuke wards 1, 2, 4, 8 and 9. 1 bundle	Mar 1962-1970
Box 77/7	Pinel 10, 11 and 12. 1 bundle	Mar 1962-1970

3043/Box 77/8	West, Farm and Garden villas. 1 bundle	Mar 1962-1970
Box 77/9	Brushfield and Ellis. 1 bundle	Mar 1962-1970
Box 77/10	Male Recovery Hospital 1 and Ward Fourteen Group Training Unit. 1 bundle	Mar 1962-1970
	<u>Alterations and conversions, 1956-1974</u>	
Box 59/11	Proposals to construct partitions to wards: correspondence file, including notes of visit by chairman and building supervisor of Wandsworth Hospital Group.	May 1956 -Jan 1957
Box 72/9	Correspondence and minutes of site meetings for modernisation of main kitchen. 1 file	Jun 1961 -May 1973
Box 75/2	Report on the first six months of the Farm Villa male hostel including proposed fittings alterations. 1 file.	Nov 1961 -Feb 1963
Box 59/12	Conversion of The Mount into six flats. Correspondence file, including series of sketch plans, authorship unknown.	Nov 1964 -Sep 1973
198	Bundle of specifications for works to be carried out on the hospital buildings.	1973-1974
	<u>Miscellaneous, 1948-1970</u>	
Box 69/8	Correspondence file with Crosthwaite Furnaces and Scriven Machine Tools Ltd relating to trials of the Lancashire boiler. Includes reports and supplementary report on the boiler house, Aug-Oct 1948.	Aug 1948 -Dec 1954
280	File relating to the building of the recreation hall.	1955-1970
Box 2/4	File relating to standing orders and statutory papers. Includes copy of 1889 Interpretation Act (52 & 53 Vict. cap.63) and Ministry of Health printed booklet, 'Hospital Building Operations'.	Mar-Apr 1956
Box 69/9	Report of a Heat and Power Survey of Brookwood Hospital. Conducted by the National Industrial Fuel Efficiency Service (NIFES), Dec 1961. Includes correspondence and NIFES brochure. 1 file.	Oct 1959 -Mar 1962
3043/Box 71/7	Proposal for a self-build housing group, including printed copy of Housing Act 1964 (12 & 13 Eliz. II cap.56).	1964

Box 72/2	Report and papers relating to the recreation hall fire, Mar 1968. Includes minutes of site meetings for reinstatement of the hall. 1 file.	Mar 1968 -May 1970
Box 58/8	Ministry of Health Engineering Works Department survey forms. Includes man hours of electrical and mechanical workers. 1 file	Jun-Jul 1969
3043/	FABRIC AND FITTINGS: ENGINEERING AND ARCHITECTURAL PLANS, 1947-1971	
	Unless otherwise stated plans created by the Engineers and Architects Departments of South West Metropolitan Regional Hospital Board. Many files contain plans of works created by both departments and it has not therefore been possible to divide these functions. All plans and attached papers relate to building operations at Brookwood Hospital unless otherwise stated.	
	<u>Electrical works, 1957-1965</u>	
Box 87/3	3 scale plans and specification for installation of 2000 yards of electric cable. Includes annotated copy of plan of Hospital Estate at a scale of 100 feet: 1 inch	Jan 1957
Box 88/3	2 plans of proposed West Woking Substation in hospital grounds by South Eastern Electricity Board. 1 plan of transformer at Walton-upon-Thames.	Jan 1957 -Jan 1962
Box 69/4	Specification for the provision and installation of a new 3 phase 4 wire AC cable distribution system. Includes hospital site plan and circuitry plan. 1 stapled booklet, 2 scale drawings.	Jul 1959 -Sep 1959
Box 87/8	Specification for installation of new lighting, power and clocks in wards Tuke 1-4, offices and administration and recreation hall block. Includes 4 scale plans of rewiring with attached key schedule.	Sep 1961
3043/Box 87/6	Phase I report on Electrical and Mechanical Services at Brookwood Hospital, by W.S. Atkins & Partners, consulting engineers for South West Metropolitan Regional Hospital Board. Includes 3 plans of layout of site mechanical services, being annotated copies of plan of Hospital Estate at a scale of 100 feet: 1 inch	Sep 1964

Box 88/4                      Specification, notice of tenders and scale plan for Phase I of the changeover from D.C. to AC supply in Laundry and Boiler House.                      Nov 1965

Kitchen development, 1958-1961

Box 75/3                      4 scale plans of new kitchen and needlerooms in Florence House. Consists of: 3 plans by Richard Mellor, architect to the South West Metropolitan Hospital Board; 1 plan by King Edward's Hospital Fund.                      Jun 1958  
-Oct 1958

Box 74/4                      Engineers' specification, blueprint and 5 scale plans of electrical modernisation of main kitchen at Brookwood. 3 plans by Richard Mellor, architect to the South West Metropolitan Hospital Board; specification and other plans created by Engineers' Department. Includes some copy correspondence with S.C. Vincent, Engineer to the Board.                      Feb 1959  
-Nov 1960

Box 74/3                      5 engineers' specifications, 4 blueprints and 5 scale plans of installations and modernisation of kitchen and bakehouse at Brookwood. 1 scale plan by Richard Mellor, architect to the South West Metropolitan Hospital Board; 3 scale plans by J. & E. Hall Ltd., Dartford; specifications and other plans created by Engineers' Department.                      Mar 1960  
-Jun 1961

Staff hostels, 1955-1960

Box 88/2                      10 scale plans of First and Second Hostels for male staff resident accommodation by Richard Mellor, architect to the South West Metropolitan Hospital Board.                      Oct 1955  
-Apr 1957

Box 87/1                      3 scale plans, consisting of 2 elevations and 1 groundplan, of Third Hostel for male staff resident accommodation by Richard Mellor, architect to the South West Metropolitan Hospital Board.                      Sep 1958  
-Oct 1960

3043/Box 57/5                      Site meeting reports, engineer's specification and 4 scale plans of Third Hostel for male staff resident accommodation. Scale plans by K.J. Eatwell, Engineer to the Board                      Oct 1958  
-Jan 1958

Miscellaneous, 1947-1971

Box 87/4	4 plans of Hospital Estate at a scale of 1: 2500, consisting of: 1 plan by unstated Surrey County Council Architect, extending to Bisley and Grindstone Corner, including proposed housing for 24 hospital staff; 3 annotated copies of 1934 revision Ordnance Survey map, authorship unstated.	Jul 1947 -Jul 1962
Box 87/2	Schedule of works, engineers' specification and 5 scale plans of passenger and service lifts, Florence House and Alexander II Block. Scale plans consist of: 3 plans by S.C. Vincent, Engineer to the Board; 2 plans by A. Livock, architect, in association with the Architect to the Board.	Sep 1958 -May 1959
Box 88/1	Engineers specifications, 6 plans, 2 brochures and correspondence relating to the construction and fittings of the Patients Social Centre. Brochures and 3 of the plans by Reema Construction Ltd, Salisbury, Wiltshire	Sep 1959 -Jan 1961
Box 69/6	Specification for the alteration of existing steam pipework. Includes plan of saturated steam pipe system. 1 stapled booklet, 1 scale drawing.	Oct 1965
Box 66/4	2 scale plans of buildings for occupational therapy, consisting of: 1 plan by Halls System Building Division for Friern Hospital, Middlesex, formerly Colney Hatch Asylum; 1 plan by S. Wernick & Sons for Brookwood.	Mar 1970 -Feb 1971

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Richard Anderson/ IS  
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