

LAYOUT ROOM PROCEDURES

1. Please no food or drink in the layout room, including yardmasters.
2. Be mindful of the wires on your throttles, damage to the layout can result from errant wires.
3. There are many throttle holders around the layout, plug your throttle in and place it in the holder whenever possible. This saves battery life.
4. There are step stools at every upper level town location to assist in switching and operation of the turntables.
5. When in the train room, try to stay out of the area of White Hall as much as possible.

TRAIN OPERATING PROCEDURES

1. The train card (gray-freight, blue-passenger, yellow-extra) is your clearance form "A" and has the instructions for the associated train.
2. Yellow engine cards give you the DCC address and roundhouse track assigned to the engine. Return the engine card to the "Engine House" card box in White Hall after arrival at the White Hall roundhouse or leave in the car card box if terminating outside of White Hall.
3. **PLEASE DISPATCH YOUR ENGINE AT THE END OF YOUR ASSIGNMENT.**
4. All station stops are a minimum of 5 fast clock minutes.
5. All water tower stops are a minimum of 5 clock minutes.
6. Roundhouse power switches should be left in the up position for empty tracks and down position for occupied tracks.
7. All engineers leaving White Hall should walk their train to ensure they have the proper cars and the proper paper work.
8. Return all ground throws to their normal non-yellow position before leaving town.
9. If you have problems with any rolling stock, try to get it to an out of the way location and leave it with a BAD CAR ORDER slip in its associated car card. **Only pick up the rolling stock as a LAST resort. Try to do what a real railroad would do.**
10. Report any problems with motive power to the superintendent and get instructions on how to handle.
11. **NEVER assist motive power by using your hand except for electrical issues.** If the motive power can not handle the assigned load then either get additional motive power or double your train.
12. Report any problems with track via BAD TRACK ORDER slips left in the car card box closest to the problem area.
13. When working in Broadway, work from the east and west ends as much as possible to stay out of the way of the White Hall yardmaster and assistant.
14. There are eight power districts so if you loose power it is probably you fault.

SIGNALING PROCEDURES

1. There are color signals and semaphores on the layout. The color signals (except for the RF&P diamond) indicate switch position only. The semaphores are located between White Hall and Swift Run and control access to the next block.
2. **No signal can grant access that has not already been given by either the timetable or train order, they can only restrict access.**
3. Stop at all RED semaphores.
4. You must have a yellow signal and a green semaphore before you can proceed.
5. You must have a green signal to cross the RF&P diamond.
6. While waiting for clearance, DO NOT FOUL ANY SWITCHES OR PASS ANY COLORED SIGNALS.
7. If the east White Hall semaphore is red, stop and blow three longs to call attention to the yardmaster. Then wait for a clear signal. DO NOT FOUL ANY SWITCHES WHILE WAITING FOR A CLEAR SEMAPHORE.
8. The blue signals at Hood indicate routing only and do not control train movement.
9. Do not push the RF&P diamond requests buttons on the fascia until you come to a complete stop at the RF&P diamond signal.

NOTES

SC - Siding capacity in 36' cars including standard caboos and 2-10-0 engine.
 SI - Station info: Time station operator is on duty, TT - teletype on site, R - train register (Town name also bold italics).
 F - Facilities (W-water, S-sand, C-coal, T-turntable, V-foreign road interchange)
 D - Distance between stations in feet.
 All times are departure times unless preceded by the letter "A". Bolded times are scheduled meets or passes (number in parentheses below time is the train associated with the meet or pass)
 East bound trains have priority over West bound trains of the same class.

EAST CLASS				EASTON & POTOMAC				WEST CLASS						
CLASS				Timetable W9				CLASS						
3rd	2nd	1st		Superintendent: Keith F. Stillman				1st	2nd	3rd				
110	10	2	4	In effect 12:01 A.M. Saturday through Sunday midnight starting 12:01 A.M. June 1, 1925 Eastern Standard Time				3	5	11	121	131		
A.M.	P.M.	A.M.		Potomac Route					A.M.	A.M.	A.M.	A.M.		
7:59	12:44	9:21		F	SI	SC	White Hall	D		A 11:44	A 8:36	A 6:59	A 6:49	
				WSC	CON	TT	0	13						
8:04	s 12:54	f 9:26		--	---	5	Flat Top			f 11:39	s 8:31	6:54	6:44	
							13							
8:21 (11)	s 1:04	s 9:36		W	6:00-18:00 TT,R	N9 S8	Hood (Junction)	12		s 11:34	s 8:21 (110)	6:49	6:39	
							25							
8:28	s 1:16			V	RF&P CON TT	---	Brooke	18		^	s 8:09	^	^	
							43							
A 8:33	A 1:21			WT	---	---	Thorny Point	13			7:59			
							56							
A.M.	P.M.			Helix				A.M.						
		9:48	10:48				Swift Run (Junction)	60		A 10:46	11:19		6:34	6:24
					6:00-18:00 TT,R	---	85							
A.M.				Shenandoah Route				A.M.						
		9:55		W	---	---	Hopkins Spring Water Tower	6		10:44	^		6:27	^
		f 9:56					91	3						
		f 10:01		--	---	8	Hopkins Spring			f 10:38			6:21	
		A 10:07					94	13						
				--	---	6	Lacey Springs			f 10:33			6:16	
				WTV	---	N10 S11	107	14		10:27			6:10	
							Broadway							
							121							
A.M.				Blue Ridge Route				A.M.						
		f 10:54		W	---	---	Furnace	2			f 11:16			6:21
		A 11:00					87							
				TV	---	N7 S6	Stanley	15		11:05				6:10
							102							
A.M.				Time over Route				A.M.						
0:34	0:37	0:46	0:12						0:19	0:39	0:37	0:49	0:39	