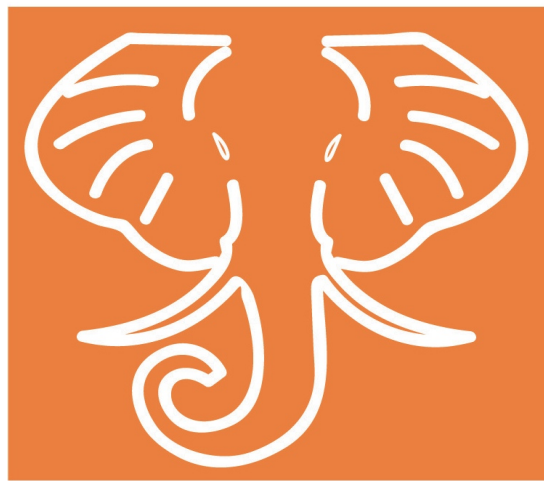


## The footman: his duties, and how to perform them.

London, Houlston, 1855.

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# THE FOOTMAN

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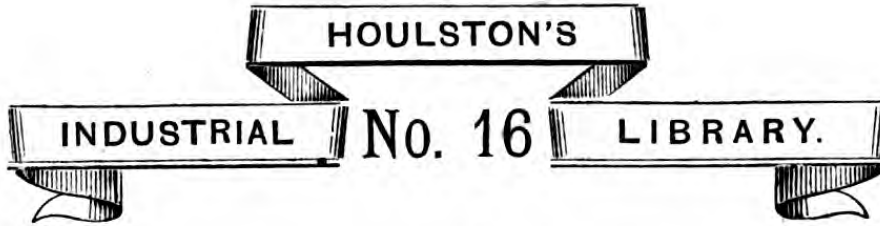
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# THE FOOTMAN:

HIS DUTIES,

AND HOW TO PERFORM THEM.

“Whatsoever thy hand findeth to do, do it with thy might.”—

ECCLESIASTES x. 10.

LONDON :

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## THE FOOTMAN.

### PERSONAL QUALIFICATIONS.

**T**HE duties of a Footman, like those of the butler, will differ, according to the rank and station of the family in which he resides, but not in so great a degree. Before entering upon the nature of his duties and how to perform them, we will first consider what are the necessary personal qualifications which he should endeavour to acquire, should he not be intuitively gifted with them.

It is essential that he should be methodical and smart in his work, and clean and neat in his dress and person. A clean skin is essential to health; and to keep the livery, supplied by the family, decent to the end of the year, is a greater credit to a footman than to his employer.

**SOBRIETY** is an indispensable qualification. A drunkard is not to be trusted, and is unworthy to fill any situation in a family. Dram-drinking is destructive in the end. It leads men to spend their money idly, to frequent public-houses, and to keep them poor, besides rendering them unfit for their work. If a sober man

feels himself at any time fatigued by too much work, a glass or two of good strong beer will refresh him more than a dram or two of spirits. There is an old proverb, that "The smaller the drink the cooler the head, and the cooler the blood;" to act upon the proverb will be beneficial both in temper and business. Drunkenness causes a man in time to lose his health and to have a bad character, and no gentleman or lady will knowingly hire a drunken servant.

FRUGALITY is also necessary, not only for a man's own future welfare in life, "to have a friend in his pocket when he needs it," but also for his employers. Never be guilty of any waste; wastefulness is a sin; and remember the old adage, "Woeful waste makes woeful want." To be enabled to save, be careful in little things. This brings to mind the old and true sayings, "A penny saved is a penny got," and "Take care of your pence, and the pounds will take care of themselves." Therefore, save, if it is only pence, out of every shilling you get, and you will soon find yourself on the road to wealth. The most magnificent building is raised by adding one brick or stone at a time, and every accession thereto helps to raise the superstructure. So it is with a man's fortune. Whilst you endeavour to save for yourself, remember to save also for your employer. Great waste often takes place in families in coals, candles, soap, bread, and other necessaries. I have heard servants say, it was *only* a little broken dry bread, *only* a bit of soap, *only* a few



ends of candles, and so on. Recoillect these *onlies*, if calculated, will amount to a great deal in the course of the year: a penny a day saved is more than thirty shillings a year; and you may readily conceive how many pence a frugal servant may save his master in the course of a year. Never suppose it of little consequence to a master. Everything is of consequence, if it only tend to prove your care and lessen his expenses. "All is not gold that glitters," is an old saying, and it is not always because a master makes a grand or good appearance in life that he can admit of waste. Whatever a master's motive may be for this, is not for a servant to consider. If a master determine even on his own ruin by extravagance, you will be responsible for it if you lend a helping hand to it. The more careless he is, the more careful should you be, remembering the golden rule of life, "Do unto others as you would others should do unto you."

A GOOD TEMPER is a great thing. If a footman would wish to live in peace and harmony with the rest of his fellow-servants, and to secure the respect of the family in which he lives, he will do well to cultivate it. Servants cannot expect every one to conform to their humour. Masters and mistresses have too many concerns of their own to be troubled with vexatious servants. A servant always desires to have a good-tempered master and mistress, and they in their turn wish for servants that are so. Never be sulky or sullen, nor excuse yourself by saying "it is your nature,

and you can't help it." It is to be helped ; if not, you are unfit to be a servant. By showing a strong desire to please, you will seldom fail of doing so ; and although you may be deficient in some instances in the performance of your duties, it will be then apparent that your fault proceeds not from disobedience, indolence, or obstinacy, and great allowance will be made. There are many things a good-tempered servant may do for another at times, though it may not properly belong to his place ; and a good-tempered, willing, and obliging servant will always give pleasure to a master or mistress, and frequently be rewarded for it in a way he least expected, and be instructed in his duties, if deficient, when he would not otherwise.

HONESTY is so essential a qualification, that a man is not fitted to be a servant who does not possess it. In fact, no master or mistress would take a person into his or her service who is not so. There is an old maxim that should be well remembered, "Honesty is the best policy," even in small things. A confidential servant, one who can really be trusted, is invaluable ; and a master or mistress will frequently look over many little faults to retain one who is known to be honest.

MEMORY is another requisite, so as to be enabled to remember what is said to you, and properly to execute the orders with which you may be entrusted. This may be soon acquired by first distinctly understanding your orders, and classifying them. Thus, if you have orders severally for the butcher, the baker, and grocer,

be sure, before leaving your master or mistress, to understand perfectly those that are for each, and do not talk to them at the same time you are receiving orders, but wait until they have given them before you reply, and then, if you do not perfectly understand, ask to be again told, and repeat to the lady or gentleman on whom you may be waiting the orders as you understand them, that you may be corrected if wrong.

There are some servants who will not wait while their master or mistress is giving directions, but talk at the same time, or else leave the room before they have well heard the whole. It is time enough for a servant to reply (if reply be necessary), when the speaker has done; but if both talk together, to a bystander it would be jargon. Such inattention gives rise to those frequent mistakes so often complained of in servants.

CAREFULNESS is an indispensable quality in a good servant. There is generally more valuable things destroyed for the want of proper care and attention, than from all other causes put together. It is so desirable a quality, that every one wishes to have a careful servant. Many servants lose their situations entirely through the want of this quality,—*want of care* does more harm than *want of knowledge*.

MODEST AND RESPECTFUL BEHAVIOUR, as becomes your station, should also be well cultivated. Be not talkative nor presuming, at the same time be not servile; to most persons of common sense servility is offensive. Boast not,

nor talk of what you do, or can do, or mean to do. It is only those who know but little that are great boasters, and it always lowers a man in the estimation of others. "To say well is good, but to do well is better:" and whatever you can do better than others will be talked of by your friends and acquaintance, and with greater advantage to yourself.

Whatever respect or attention is due to a master and mistress is due to their children, their relatives in general, and their friends. Disrespect or inattention to these is always disrespect or inattention to your master. Those whom he respects must receive from you the most becoming deference. Even a cat or a dog that is petted or respected by the family should be at least respected by a servant, and in no way ill used.

A few more words of advice will be necessary before entering upon the mode of performing the duties of your situation. And first, with regard to DISPUTES WITH FELLOW-SERVANTS; avoid this by all means. Live friendly with them, and always be willing and ready to assist each other when your own duties will allow you to do so. Never complain to your master or mistress, nor trouble either of them with your disputes or quarrels. There is never any peace in a family where the servants do not live harmoniously together. If you have quarrelled with any one of your fellow-servants, do nothing to injure him or her in the opinion of the family. Do not, in order to be revenged, spoil anything placed in his or her charge, nor



put anything away to get him or her blamed. That would be spending your spite upon your master or mistress, as well as upon the servant you have quarrelled with. Such actions in the end generally do you more harm than good, and, if discovered, infinitely more injury than the one whom you intended to injure. The Scriptures teach us to love our enemies, and do good to those that despitefully use us, and not to return evil for evil. Remember, revenge is the spirit of the evil one.

Do not be above being instructed in your duties by any one. By observing what others do when you visit families, and instructions received from your master or mistress, acquisitions may be gained which you could never otherwise obtain. Whatever, therefore, either of them is disposed to tell you, should be attentively and respectfully listened to; and however well acquainted you may be with your work, your employers may know some new or better way of doing it. A master or mistress has many opportunities of learning new facts in art or science that a servant cannot have. Therefore, even in this respect, a good memory, as well as attention to what is being told, is desirable. Besides, masters and mistresses like things to be done their own way; and it can matter but little to a servant which way it is done, if, by so doing, you give satisfaction. I once heard a gentleman remark to his servant, on his being told that it was not the proper way, "Please to do as I tell you. Do you not know, that it is better to be well pleased than



well served? If I tell you wrong, the fault is my own, and I shall be the sufferer." When servants do not like to be taught, it either proceeds from obstinacy, too good an opinion of one's own abilities, or wrong-headedness. In going to a new place, all is new to you, and it matters little how you do a thing so that you do your work as directed, with good humour and a desire to please, by which means you will generally give satisfaction. The customs of families often vary, and what may please one might displease another. It is your duty and interest to please your employers. Every tradesman does this as far as he can, and why not servants, who are still more dependant on their master's or mistress's good opinion. It is the duty of servants to make themselves acquainted with the rules and ways of the house and abide by them. When ordered, therefore, to do a thing in a way you have not been accustomed to, do not turn aside as if you did not hear. This is a mark of contempt and disrespect which is sure to be noticed, and give offence. *Muttering* only shows opposition and ill humour, and those who indulge in it injure themselves the most.

EARLY RISING is necessary, so as to have your work done in proper time and proper order. If you do not rise early, those things that ought to be done before the family are up,—and you are required to lay the breakfast,—will throw you behind the whole day, and you will always be in a "muddle," having your dirty work to do when you should be clean, and ready to at-

tend to the duties of the day. This leads us to consider, that there is a great necessity of observing to

TIME YOUR WORK as much as possible, as the best plan for avoiding confusion. Allow certain hours for certain duties, consistent with the custom of the family in which you live and the orders you receive, and if occasionally called off from the work in hand, return to it again immediately, and more will be done in a given time than one who works without method would imagine.

1 Despatch, regularity or order, and method, are the life of business. The sooner what we have to do be done the better, it will leave time and leisure for something else, or for improvement of the mind, and render the work light and easy. But never let this attempt at despatch be the cause of your half doing a thing. Remember the old proverbs, "The more haste, often the worse speed," and "A thing once well done is twice done." He that is in a hurry seldom does a thing well; and in speaking of despatch, orderliness, and method, we do not mean hurry and confusion, but a certain quickness of action, and smartness of method, that may be acquired by practice. A saunterer or a "daudle," is a very disagreeable person: your steps should be, like your thoughts, ready and active for what you have to do.

It is pleasing to see how readily and easily some servants despatch their work to what others do, owing merely to forethought, management, and alacrity. It saves many a dis-

tracting thought, as well as many a weary step. A good workman may always be discovered by the way he handles his tools, and a good servant by the way he does his work. There is a right method and a wrong one in doing things, and the first is as easily to be acquired by a young servant as the last. Some giddy, inattentive, and unobserving young servants want to be frequently shown how to do everything; such as those should read attentively what has been said at pages 10, 11, and 13; by attending to their fellow-servants, taking notice how they proceed, and learning from what they see in others, especially if the latter lacked the advantage of experience.

Forethought will always save time and trouble; for instance, if you are going into a room, look about and see if there is anything wanted to be carried in; if so, do it, and the same if there is anything that requires to be brought out, and not to make two journeys where one will do. Be assured when servants quit their places because there is too much work, it is often the case that they have made it so themselves, from being deficient in this respect. Be not too officious in your duties either, by doing things that are not required; some servants are so troublesome in this way, pretending to anticipate a master's or mistress's wishes, as to do more harm than good. Unless you know the ways of a family well, do not pretend to anticipate their wishes, although such a fault is more readily pardoned than any other. It is quite sufficient in most cases if you readily obey commands.

PERT OR "PACK ANSWERS" is a great fault with many servants, and should by all means be avoided. Such answers are highly aggravating, and serve no good purpose. If a master or mistress scold ever so much, or be ever so unreasonable, as "a soft answer turns away wrath," so will silence or a mild answer be the best step a servant can take. If a master or mistress be hasty, and has blamed a servant without reason, if they have common sense they will soon see their error and make some atonement; but if they do not, an insolent reply in a servant may be the means of his losing his place. And if impertinent replies are bad, muttering on leaving the room or going down stairs, slamming the door after you, or bouncing out of the room, is equally offensive. It implies by your so doing that you would be impudent if you dared. In these things remember the old proverbs, that "Civil usage is cheap, insolence is provoking;" and "Honey catches more flies than vinegar."

IN THE CHOICE OF A SITUATION, seek for one in which you are likely to remain; be rather content with moderate wages and comfort than great advantages with strife, or to be often changing. The one who prefers the former will be the richest in the end. We often hear of good places and good servants. In most servants' estimation, the first implies great wages and little to do; properly considered, it should imply a comfortable situation, in a happy, good-humoured, orderly family, even with moderate wages, if a man can feel that he has a

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home. Higher wages for another service is no proof that it will be a better one. The second is considered by masters and mistresses to be a respectable, faithful, obedient, frugal, industrious, and respectful servant, and one that knows his duties without being constantly told how to do them.

Servants who fortunately obtain the good opinion of their employers find in them a friend who will often keep them in sickness, endeavour to make them happy in their situation, frequently make them useful presents, and, if they continue long in their service, either leave them something considerable in their wills, or make some provision, or further their views, when they settle in life.

These are the great objects servants have in view; and, having obtained a good place, it is their interest to continue in it as long as they can. Most situations have their advantages and disadvantages; before changing, calculate upon these things as well as you can, as you find them to be in the place you are, and as they are reported to be in the place you may get.

Servants of a gossiping and roving disposition do not seek to make friends for life, by continuing long in place. They are constantly on the look-out for a temporary bettering themselves, as they call it; that is, as before remarked, more wages and less work, foregoing the hopes of a permanent settlement in age as the reward of long service and fidelity.



What is the use of hoping and wishing for a better place if you are in one that will at all suit you. Everyone can make such a place good if he please. The more you please your master or mistress the kinder you will find them, and the more considerate for your welfare. Try to do this for one year at least; should it not prove so, it is time enough then to change.

Never quit a place if you can help it; it is easier to leave a place than to get another, which may probably be no better. That servant only who continues long in a place is the one who becomes endeared to the family, and who, by amiable and respectful behaviour, can reasonably expect assistance in sickness or old age.

Servants who often change their places hurt their character and are always poor. To live long in one place is of itself a good recommendation, for unless servants be worth keeping, no one would retain them in their family.

A good character to a servant is worth more to them than money. It is their bread; without it they will not be admitted into any respectable family; and happy is it that the best of characters is in everyone's power to merit and obtain.

To avoid being discharged, be cautious in hiring yourself; inquire into the nature of the place and character of your employer before doing so, and do not undertake what you are conscious you cannot well perform, or what you are unequal to. It not only exposes yourself, but disappoints those who hire you.

Never be set against a place by idle report; what "may not suit one may suit another;" and you may chance to lose a good situation by not making proper inquiries; by the same means, you may sometimes avoid a bad one.

If dissatisfied with a place, after having sufficiently tried it, do not, through bashfulness, fear to speak to your master or mistress about it: mention your objections modestly, and give them the warning agreed for. If none be agreed for, say you are willing to continue a reasonable time, for them to provide themselves with another servant; and do not neglect your business whilst you stay, but conduct yourself as if you meant to continue. If obliged to stay a month, or longer, after giving notice of leaving, do not provoke them to dismiss you before the time. By doing this, it may blemish your character, and, if mentioned, may prevent your getting another place.

Having quitted a place, do not make a point of always speaking disrespectfully of it, as it will then be supposed to arise from resentment and ill feeling. If asked the cause of leaving it, speak the truth, or what you say may be mentioned again to your late employers, and be the means of injuring you in a way least expected, and also induce them not to speak so well of you as they would otherwise.

When out of a situation, be careful with what company you mix, and where you lodge. A private house is better than a public one; and honest, respectable men, even of your own class, are not so likely to lead you into evil ways as

loose or bad companions. A good character is soon lost, therefore be careful of it in every way.

Having considered what may be deemed the most important personal qualifications for a servant, and given some advice as to his conduct, and for his better guidance, we will now enter upon the necessary instructions for the performance of his duties ; but, as a preliminary observation before beginning, again impress upon the young servant the necessity of early rising, if he would avoid confusion throughout the day, and to read attentively the remarks already given on this point.

#### DUTIES OF A FOOTMAN.

In many small families, the footman is the only man servant kept. In this case, he is required to make himself generally useful ; but his particular duties are, the cleaning of knives, shoes, furniture, plate, &c. ; going errands, answering the door, waiting at table, and answering the parlour and drawing-room bells. The footman finds himself merely in linen, stockings, shoes, and washing ; but if silk stockings or any extra articles are expected to be worn, they are provided by the family, as well as his livery, and a working dress, which usually consists of a pair of overalls, a waistcoat, a fustian jacket, and a leather apron, with a white one to put on occasionally when called from these duties.

On quitting service, every livery servant is expected to leave behind him any livery had

within six months; the last new livery is reserved for Sunday and dress occasions.

The first thing in the morning the dirty work is to be done, such as cleaning boots and shoes, knives and forks, and lamps, brushing clothes, cleaning furniture, and such like, which must be done in his working dress; therefore we will begin with those things, and continue in as near an order as we can the several duties to be done in the course of the day.

#### CLEANING BOOTS AND SHOES.

To clean these well, suitable and good brushes with good blacking are indispensable, and which a servant will always endeavour to obtain. With indifferent brushes and good blacking shoes may be made to look well; therefore the brushes are not quite so important. There are three kinds required, the one hard, for cleaning off the dirt, the second moderately soft, for laying on the blacking, and a medium quality for polishing; keep each for its separate use. Have also a piece of stick with a rag or piece of sponge tied to the end, to put in the blacking bottle, and moisten the end of the brush with the blacking. Cut a notch in the side of the cork to suit the size of the stick, put it in the bottle, and it will always be ready for use.

In wet or muddy weather it is always necessary to put the boots or shoes then worn by the fire, or in a warm place, to dry gradually, but not so near the fire as to scorch them. When dry, remove the strings, scrape off the rough



dirt with a blunt knife or a piece of wood sharpened at one edge, and then brush the dirt off clean ; if this is not well done, the boots or shoes will not look nice ; or the dirt may be washed off while they are wet, and be then dried. In blacking them, do not rub the boot or shoe all over with it at once, but only so much as you can polish while it is damp. When that part is polished, do the rest in the same way, and remember to black them well between the soles and upper leathers. If they do not look well the first time of polishing them, rub a little more blacking over in the same way as before, and polish them again. Remember that shoes or boots must be well dried when wet and cleaned from dirt, or they will not look well.

Boots or shoes can always be cleaned better on trees, that is, boot-trees, which most gentlemen have for this purpose. Before using them, wipe them clean ; even the dust will soil the inside of the shoes or boots, and consequently the wearer's stockings. Do not put them one in the other, for the same reason. *Ladies' boots and shoes* are not cleaned on trees, therefore be careful not to dirty the insides of these with dirty hands. Brush the cloth part of the boots, if any, clean with a clothes' brush, and take care in blacking them not to black the cloth. When done, do not put them one in the other to dirty the insides.

Patent leather boots or shoes require the dirt to be wiped off with a wet cloth, and afterwards wiped dry ; occasionally rub them over with a



piece of rag just moistened with sweet oil or olive oil; some persons use milk to clean them with, as they consider it preserves the leather. Oil does the same, and gives them a good polish. The only part of patent leather boots or shoes that requires to be blacked is round the soles. The blacking is best laid on this part with a stick and bit of sponge or rag at the end. Polish in the usual way. There is a blacking or varnish sold for ladies' boots, which may be had of most ladies' shoemakers.

When the boots and shoes are cleaned put them in their places, that they may be ready for use when wanted.

It is usual in works of this kind to give receipts for making blacking, but those made privately are never equal to that sold by the large manufacturers; and as this may be purchased in any part of the kingdom, it will be useless to give any directions of the kind.

#### TO CLEAN BOOT-TOPS.

Top boots are now rarely worn but by gentlemen when they attend hunting parties and by grooms, &c., therefore it will be but seldom that a footman will have to do it, but some instructions on this point will be necessary.

After brushing the dirt from the boots, as before directed, wash the tops clean from mud and dirt with soap and flannel, and any dirty spots that do not disappear rub with a piece of pumice stone. Clean the boots in the usual way, covering the tops with cloth or paper, to prevent soiling them with the blacking. When

the bottom parts are cleaned, cover that part round the top with cloth or paper while you finish the tops, which, if you have previously cleaned in the way directed, must be polished when dry with a piece of flannel, after being rubbed over with some of the following mixtures.

#### BOOT-TOP LIQUIDS.

It may be as well to premise that these are of two kinds, white and brown, the choice of which will depend on the colour they are required according to the fashion in use.

The first is composed chiefly of oxalic acid dissolved in water, and the second of milk and muriatic acid or oil of vitriol, with gum when a gloss is required.

*White Boot-top Liquids.*—One ounce of oxalic acid, one pint of soft water, half an ounce of pumice stone finely powdered, mix in a bottle, and shake well when using it.

The oxalic acid being a poison, will require great care to be taken of it, and to be immediately put into a bottle labelled "POISON." It very much resembles Epsom salts, and should, therefore, not be allowed to remain in the paper a moment after it is brought into the house.

*Brown Boot-top Liquid.*—Sour or skimmed milk one pint and a half, muriatic acid or spirit of vitriol one ounce, alum half an ounce, gum arabic half an ounce. Some add half an ounce of tincture of spirits of lavender. Mix the whole well together, and keep in a bottle for use.

Apply either of these mixtures with a piece of rag or sponge, and finish as before directed.

#### BOOTS AND SHOES, TO RENDER WATERPROOF.

These preparations are useful in winter to keep the feet dry and preserve the leather.

The most simple preparation is, equal portions of mutton suet and beeswax, melted together in a pipkin over a slow fire. Lay this on the boots or shoes with a piece of cloth whilst warm, holding them before a fire that the leather may imbibe it, and put them away for use. The bottoms as well as the upper leather may be coated with it, especially when snow is on the ground. The addition of a little dubbing or neatsfoot oil will make the mixture thinner, and a good preservative of the leather, but not so impervious to snow.

*Another preparation* commonly known is half a pint of drying oil, one ounce of beeswax, one ounce of turpentine, and a quarter of an ounce of Burgundy pitch. Melt together in a pan or pipkin as the last, and rub it over the shoes (as directed for the last) as often as they become dry. Put them away for a short time before wearing.

#### CLEANING KNIVES AND FORKS. •

This is usually the next operation. Many families have now a machine for cleaning knives, such as Kent's or Masters's. With these there is but little trouble, and the dirtiest knives can be cleaned in a few minutes. Brushes are now made for cleaning forks, and

these considerably facilitate the cleaning process as well.

The old method of cleaning knives is by rubbing them on a plain piece of board with Bath brickdust. An improvement to this is a board covered with buff leather, nailed at the ends, and glued to the front edge. Next cover the leather with a coating of melted mutton suet, which must be well rubbed in, and then some Bath brickdust or fine emery powder. The emery should be dusted over the board through a piece of muslin or a pepper box. Let the surface be quite smooth, and well covered with the brickdust or emery, as much as it will take to absorb the grease. A common wine bottle is as good a thing as any to rub it in with. At any time when this coating is worn off, put on another.

**TO CLEAN KNIVES.**—First clean the blades of the knives as well as the prongs of the forks by placing them in warm water (not boiling), taking them out and wiping them dry with a cloth; this should be done soon after they are used. Place the prepared knife-board on a table, or have it fixed at convenient height to be easily commanded. Cover the board with a little dry brick-dust, or if covered with emery none is required. Take a knife in each hand, and lay them flat on the board with the backs towards each other, and rub them backward and forward; but in doing this, do not press on them so as to break or bend the blades, or bring them close together to notch the edges. Move the arms briskly but rather lightly, so as

just to feel the board in stretching them out, but rather heavier in drawing them together. This will give the knives a good edge, as well as a good polish. When one side is cleaned, do the other in the same way, and be sure they have a bright polish before putting them aside to be wiped. With a little practice it will be found easier to clean two knives at once than one.

Steel forks are cleaned in several ways. Some will have brushes which are made for this purpose, one filled with wet brick-dust and another with dry, and rubbing them first in the wet one and then in the dry. By this method they can be cleaned well and expeditiously. Another way is to have a strip of buff leather about a yard long, too inches wide, doubled in half and nailed at the ends to any convenient place near the board; this is to be rubbed over with a piece of Bath brick, or prepared as the knife-board; then take hold of the loop, place the leather between the prongs of the forks (for two or three may be done at a time), and rub them backwards and forwards. This will clean the inside of the three prongs at once. When the leather becomes greasy, rub it well with brick or emery. The outside of the prongs and other parts of the forks are finished by rubbing them on the knife-board or with leather, using brick-dust or emery to polish them. Another way is to have a piece of wood shaped like a knife and covered with chamois leather, for the purpose of cleaning between the prongs; they are then finished as before.



When the knives and forks are all cleaned, wipe out the knife-tray, and proceed to wipe both the blades and handles of the knives with cloths (a damp one for the handles and a dry one for the blades), holding the blades with the dry cloth while wiping the handles with the damp one, and *vice versa*. Place them in the box with the handles one way, and when the knives are done proceed to wipe the forks, and put them in the tray in the same manner, not forgetting to wipe between the prongs with the corner of the dry cloth.

Be particular to have the knives and forks well polished and clean wiped, for nothing shows a slovenly or negligent servant sooner than these, and they are brought every day under the immediate notice of the family. Also be particular to keep the carving knives with a good edge as well as a good polish.

#### TO PRESERVE KNIVES AND FORKS FROM RUST.

All extra knives should, after they have been cleaned, be put away to preserve them from rust. Some families have a box lined with green baize made on purpose to put them in; they only then require to be perfectly dry before they are put away in their places; and in any case this is a necessary precaution, for it is dampness only that causes knives or any polished steel articles to rust. When there is no box to put them in, they may be wrapped up separately in some very dry brown paper, or they may be covered with a little melted mutton suet or sweet oil, and be dusted with pow-

dered lime. If kept well covered up in a very dry or warm place they may be kept free from rust.

It is necessary to examine them occasionally after they are put away, to see that they are not beginning to rust; if so, they must be well cleaned and put away as before, or they will soon spoil.

Some persons prefer putting them away in a box with bran or sawdust. This does not keep them as well as the former methods, as these articles attract moisture.

#### CLEANING AND TRIMMING LAMPS.

These things should occupy your next attention, so as to get all the dirty work done first. Lamps are now used much more than formerly, and there are a great variety, such as the Solar lamp, Shadowless lamp, Diamond lamp, Modérateur lamp, &c. These are nearly all similar in principle, but differ only in some of the details. A little attention every day will keep them in good condition, but if once neglected, there is considerable trouble in cleaning them to get them right. The purified vegetable oils now used in most lamps does not clog them up like the ordinary lamp or sperm oil. If from neglect they are out of order, it is better to take them to the maker's to be set to rights, rather than meddle with them and spoil them.

Most table lamps are lacquered, and some are nighly ornamented. The lacquered parts only require to be dusted with a soft cloth and brush, and occasionally may be washed in some

weak soap-suds or clean water, and be wiped dry with a soft cloth. Those lamps which are used every day will require to be taken to pieces, the oil emptied out from the part that contains it, and that through which it passes be also well cleansed with boiling water about once a month, and in summer once in two months. If there is no lacquer about these parts, a little soda may be added to the water, or if there is, weak soap-suds may be used. Those places where the oil cannot be removed by washing, it should be carefully scraped off with a blunt knife or a piece of wood. When thoroughly clean, put the pieces before the fire to become perfectly dry before putting them together again.

Common brass lamps for halls and passages should be cleaned on the inside in the same way as the best ones, but the brass should be cleaned with oil and rotten-stone or brick-dust every day when they are trimmed. A little rubbing every day will keep them nice and bright, but if suffered to tarnish, will take a good deal of time and labour.

Chandeliers for drawing and dining-rooms are managed in the same way, only in taking them to pieces to clean be careful to put each lamp in its proper place. A piece of thread of different lengths tied to each will show at once the place to which it belongs.

**TO TRIM LAMPS.**—The cottons should be kept clean and dry, be chosen of a middling thickness, firm, and tightly woven.

The oil for the best lamps should be the best

sperm, purified rape oil, or colza oil, as it is now termed. That poured out from the best lamps when you clean them should be used for the common ones. Keep the oil close corked in a can or bottle, as it will absorb considerable quantities of atmospheric air, which will cause it to be thick and not so good for lamps. Common or other oil may be purified by mixing a quart of lime-water with a gallon of oil, and shaking them well together. Let them remain for three or four days, and then draw off the oil. The impurities will be found in the water and at the bottom of the vessel.

When oil is very thick and coarse, it may be improved by adding a small portion of oil of turpentine.

When you first or fresh trim a lamp, put the smooth end of the cotton to the thick end of the cotton-stick, and so slide it off on to the brass holder. Place it on the burner, and turn it down as low as it will go; cut the top *even* with a pair of sharp scissors, pour in the oil (this should be done with a can having a long spout), and be careful not to spill it, to soil the lamp. Turn the cotton down so as to absorb the oil, and then turn it up again, about the eighth of an inch above the burner, ready for lighting.

Every day after a lamp has been used, turn the cotton up a little, cut off the top of the burnt black part, fill with oil, if required, and dust it as before directed. See that the holes or parts that admit air are quite clear, or the lamp will not burn.

The glass chimneys and globes or shades

ould be kept very clean. The chimneys are best cleaned first with a damp chamois leather placed round a stick, and then finished with a dry one. The globes or shades should also be cleaned with leather in the same manner, and be careful that you do not break those, for some of them are very expensive. In very cold weather the oil will require to be warmed before being put into the lamps; and if they are at all exposed to the cold, they should be placed before the fire for a short time before lighting to melt the oil, only be careful in moving them from one place to the other not to spill the oil about, or you may spoil the carpets as well as soil the floors, and probably a lady's dress.

*Directions for using the French Modérateur Lamp.*— Turn up the cotton-holder by the pinion, open the claws, and slide the cotton under them by means of a stick, as in other lamps, turn it down, and cut the cotton even with the inner tube of the burner.

Remove the globe-holder, and fill the lamp with oil, care being taken not to let it run over the ornamental case, as the oil would find its way inside, and continue to ooze out at the bottom for a considerable time, giving the lamp an appearance of leakage.

Before lighting, wind up the lamp by turning the key 3 until the spring resists; in a few minutes the oil will flow over the burner, and the lamp is then ready for lighting. Raise the cotton half an inch, and light it in two opposite places with a match or lighting wick so'd



for the purpose, but not with paper, on account of the ashes dropping into the lamp. The shoulder of the chimney, which can be raised or lowered by the glass-holder, should be kept about an inch above the burner, but it is best placed where the greatest amount of white flame can be obtained.

When winding up a new lamp for the first time, the hand should be firmly held over the burner, otherwise the oil would be forced out of the lamp, in consequence of the air getting underneath the piston. The chimney should be removed from the lamp before winding it up, as a little oil will sometimes spirt out of the burner, which, if burnt on the glass, would be found difficult to remove. It is important that the lamp should be filled with oil each time it is used, and also when put aside for any length of time. Water should on no account be used to clean the interior of the lamp.

If patent Carcel oil is used, the lamp will require no cleaning.

PALMER'S CANDLE LAMPS merely require the spring and the tube to be kept free from grease; for this purpose the spring is to be taken out, by unscrewing the nut at the bottom, then washing it in boiling water, and passing some boiling water through the tube in which the spring acts; wipe dry, and return the spring to its place as before; also clean the top that keeps the candle down, as well as the outside and glass, as directed for other lamps.

IN PUTTING CANDLES INTO CANDLESTICKS care should be taken to set them upright. To do

this, take the bottom of the candle in the left hand, and the wick between the finger and thumb of the right; in this manner put it into the nozzle of the candlestick, but not push it in too tight. While you thus hold it by the wick, turn the candlestick round every way, and you will see whether it stands upright; if it does, force it down tight to the bottom. If the candle be too large at the bottom, take it out and scrape it downwards with a knife, whilst you hold it upright by the wick. The candle should not be handled, as it will take off the gloss and make your hands smell, nor should this business be done near a fire.

If candles be laid down upon any place before they are put into the candlesticks, it should be a place free from dust and dirt, that they may not be soiled; and when the candles are carried up do not forget the snuffers and tray, unless those candles are used that require no snuffing. If a candle be not put in straight, and it be tight in the socket, never attempt to bend it or pull it out from above, unless you mean to break it, but take out the socket, and push it out with your finger from below, holding it with your other hand.

When candles require snuffing, take them off the table, leaning them to the snuffers, and cut the wicks up to a point, that they may yield a clear light, but never so close as to make them gutter. Take care to close the snuffers, so as not to drop the wick or cause a smell.

As many gentlemen's and noblemen's houses and mansions in large towns are now lighted

with gas instead of with lamps, it will be necessary to say a little on the management of gas-lights ; and first, as to cleaning the chandeliers and burners. These being generally either lacquered or bronzed, will require to be dusted only, or occasionally to be washed with flannel and weak soap-suds, and afterwards be wiped dry with a clean soft cloth, as directed for lacquered lamps.

The gas generally passes from the "main" or supply-pipe from the street through a meter for measuring and charging the quantity of gas consumed each quarter. Whenever the gas is not required it should be turned off at the "main," or pipe where it enters the meter, and when it is, only sufficient should be allowed to pass into the meter to supply the lights required when they are turned on to the full. If more than this, the pressure of the gas on the works of the meter will cause more to be registered than is burnt. This part of gas management is of more importance than is generally supposed, and it ought to be observed that when the flame rises (more particularly in the Argand burners) to a greater height than two or three inches, the combustion of the gas is imperfect. A simple plan for ascertaining whether any portion of the gas escapes unburnt is, to hold a clean piece of writing paper a short distance from the top of the flame ; if the combustion is not perfect, the paper will be discoloured, and immediately imbibe a foetid smell.

A great saving of gas is effected, and its

illuminative power is greatly increased, by a piece of thin platinum wire, slightly twisted, being placed over the orifice of the burner and within the gas flame. Iron or copper wire will serve a similar purpose, but will require to be often renewed.

What is called a wet meter will occasionally require to be filled with water. For this purpose there are three screw-plugs to be taken out in the front of each meter, one on the top, through which the water is to be poured, and the one at the side will indicate when sufficient has been poured in, by its running over at that place. The one at the bottom is to allow the water to run out that may have got into the syphon when overfilled at the top. When there is no water in the meter the lights will suddenly go out; if too much, the gas will not burn well. In this case, open the plug by the side and let out what will run over. When the lights do not burn steady, but keep jumping up and down, there is either water in the pipes or in the syphon of the meter; the latter may be remedied by opening the plug at the bottom of the meter, but in the other case the pipes must be unjointed to find out where the water lodges, which should be done by a gasfitter.

#### TO CLEAN BRASS-WORK.

Brass plates, or anything not lacquered, is best cleaned with oil and rotten-stone made into a kind of paste. If the articles are not tarnished, dry rotten-stone or Bath brick-dust and a piece of leather will be sufficient, with

plenty of "*elbow-grease*;" otherwise, moisten either with water, or the rotten-stone with oil, and finish polishing with dry powder and leather.

Brass-work may also be cleaned with very fine emery powder and oil; and brass ornaments, when not gilt or lacquered, may have a fine colour given to them by two simple processes.

Beat sal-ammoniac into a fine powder, moisten it with soft water, and rub it on the ornaments, which must be heated over charcoal, and rubbed dry with bran and whiting; or wash the ornaments with rock alum boiled in strong ley, in proportion of one ounce to a pint; when dry, rub them with fine tripoli. Either of these methods will give to brass the brilliancy of gold.

Lacquered work, as before directed, merely requires to be washed occasionally with soap and water, and to be wiped dry with a soft cloth or leather.

#### CLEANING FURNITURE.

This part of a footman's duties is not so onerous as it was some years since, when none of the furniture was French polished. All modern furniture is now French polished, and it then only requires to be well dusted and rubbed occasionally with a piece of soft cloth, or, what is better, old silk.

That which is not French polished should be *rubbed* daily, if it be expected to have a fine gloss and look well. Hard rubbing is not necessary, but quick, till the part rubbed be



warm ; this, after the wood is washed clean, if rubbed long enough, will remove all spots that are not indelible stains.

Beeswax alone is a bad thing to clean furniture with ; it may be made to shine very well with it, but everything that rubs against it afterwards leaves a mark. Oil is better than wax, but the following preparation will be found the best ; some call it

**FURNITURE PASTE.**—Two ounces of beeswax, two ounces of linseed oil, two ounces of spirits of turpentine, and half an ounce of resin ; scrape the wax fine, and put it into a pipkin with the oil and resin in powder, set it by the side of the fire to melt, taking care it does not boil over. When melted, take it from the fire and stir in the turpentine. If required thin, more turpentine and oil should be added when cooling, to make it of the desired consistence.

**COLOURED PASTE OR OIL** is prepared by steeping some thinly-sliced alkanet root in the oil, to give the desired colour, or the paste may be coloured with Dutch pink.

The coloured paste is only required for light-coloured or new furniture, when it is desired darker ; but age and the use of oil or paste will make it quite dark without the aid of any colouring matter.

Oil or paste should be rubbed on the furniture about once a week with soft woollen rags ; have one piece for rubbing it on, and another for rubbing it dry, also a piece of soft linen cloth for polishing ; all which should be kept for this purpose only.

The less oil or furniture paste you put on at once the better, or it will smell bad, and be clammy, soon be soiled with marks, and take the dust. What is used should be well rubbed into the wood, so as to leave no clamminess. The use of oil once or twice a week, and a good rubbing daily, will give the furniture a good polish in the course of a short time.

Deal tenderly with slight furniture, and do not lean so hard on it as to break it. Some persons will raise a chair on one leg in order to rub the opposite one, and lean on it with such force as to make the whole frame creak, or rub a slight fancy table so hard as to nearly break it in pieces.

Before laying on any wax or oil, first dust the furniture, and if it be stained or dirtied, rub it with a damp cloth, and then with a dry one; if the stains do not then disappear, rub it well with a soft cork, in the same way as the grain of the wood, not against the grain. Ink stains must be taken out in another manner, which will be given at the close of these instructions. Wax may be removed from the cloth of card-tables by rubbing the spots with spirits.

After having dusted the furniture and removed the stains, proceed to polish it as before directed, remembering that *hard* rubbing is not so much required to give a good gloss as brisk and light, so that the part rubbed shall grow warm under the hand.

The frames and legs of chairs, tables, and sideboards, should be rubbed to the bottom; and in applying the oil or wax to covered chairs, &c.,

do not rub it over the coverings, nor, in oiling the legs of the chairs and tables to the bottom, grease the carpet or floor on which they stand. See also the edges are well cleaned and rubbed free from oil or wax, or persons sitting on chairs or at a table will soil their clothes.

If chairs be covered with anything like worsted, they should be brushed with a clean dusting brush; if with silk, with a clean soft cloth; if with chintz, leather, or moreen, the same. Those covered with horsehair should be occasionally beaten with a small stick or cane to get out the dust, and then wipe them, first with a damp cloth and then with a dry one; but this dusting should be done out of doors. The whole should be done with clean hands, nor should anything be laid on them that will soil them. Indeed, where chairs are covered with anything but loose covers that will wash, or that is not likely to soil like leather, they should either be covered over or carried to another room while the one to which they belong is being cleaned. Some elegant coverings are soon soiled, and expensive to replace; therefore too much care cannot be taken of them.

In moving a table it should never be lifted by the leaf, but always by the frame, as the hinges of a table are too slight to support the weight of it. Heavy tables, if without castors, should never be dragged over carpets, as it is likely to tear them or break their texture. They should be lifted from place to place, not by the leaves, but by the frame.

When too much wax, paste, or oil, has been

applied to furniture, either by too frequently using it or too much at a time, it may be cleaned off by washing it over with warm beer, not hot. After being washed, rub it dry as quick as you can with soft cloths, and continue the rubbing with dry cloths until a gloss appears. The furniture will be improved both in colour and polish by this process, but it takes time and a good deal of trouble.

Some old-fashioned sideboards have brass rods or other ornaments about them,—and cel-larets, brass hoops; these should be cleaned as directed for brass lamps, p. 37 and 38; but in doing this clean the brass first, before the mahogany, and in cleaning the mahogany do not soil the brass.

#### TO TAKE INK STAINS OUT OF MAHOGANY.

First rub the spot well with soap and water. If the spot is recent, this will get it nearly all out; but should it have been done some time, rub it well with a soft cork while wet, as before directed for stains; this will soften the ink and get up all there is moveable; then with a sponge or cloth wipe off the soap and water, and while the spot is wet drop a little muriatic acid (commonly called spirits of salt) on it, and after the acid has remained about a minute, so as to act upon the ink, wipe it off with clean water and a sponge or cloth. Should the spot be not then removed, repeat the last operation. It is only spots of long standing that will require to be so treated. After the spot has been removed, rub the part with oil, wax, or

paste, and polish as before directed; but in order to make the table look alike all over, the whole surface should be washed with the cloth at the time you wipe up the acid, or that part where the ink spots have been removed will be lighter-coloured than the rest of the table.

The same means should be used for getting ink spots out of deal or oak tables or floors, or indeed any other kind of wood.

Carpets or table covers the same, but in this case the acid must be diluted (mixed with water) before it is applied. If too strong it will spoil the colours, and destroy the texture of the table cover or carpet.

#### CLEANING PLATE AND PLATED ARTICLES.

As this part of a man servant's duty forms an important item in that of the Butler, we shall merely give a few remarks here to suit ordinary cases.

As soon as the plate is done with, wash it well in clean hot water, or if greasy in soap and water, and wipe it dry with a soft cloth. This is best done in a tub or bowl, as an earthen pan is liable to bruise or scratch the plate, without very great care is taken. When washed clean and rubbed dry, proceed to polish it with fine whiting or rouge and chamois leather, which should be kept solely for the purpose. The whiting may be used either wet or dry, but when used moderately wet will give the best polish. In this case it should not be allowed to dry before it is polished, but do it while



damp, and always have a nice leather for finishing. A little dry whiting may be used to finish it with after the wet.

The edges of silver dishes, frosted work, or crests engraved on spoons, &c., must be cleaned with brushes, of which you must have different kinds, according to the work you have to do and the pattern of the plate. A small and moderately soft one will serve for spoons, as well as the edges of dishes; but if the pattern is deep and the plate large, you will require a larger and harder brush to get the whiting out of the crevices.

The edges of silver dishes and candlesticks should be brushed clean and free from grease before the whiting is applied. A brush should be kept separately for this purpose.

When the plain part of the plate is rubbed enough, clean the whiting out of the crest and edges or other ornamented parts with the brushes.

If at any time the plate is tarnished, moisten the whiting with spirits of wine, and finish as just directed.

Plated articles require more care in cleaning than silver, and not to be rubbed so often, simply washing them in soap and water, and then with clean water, wiping them dry with a soft cloth, and polishing them occasionally with a little dry whiting and soft leather.

These kinds of articles are now so seldom met with to what they used to be, from the German or Argentine silver having taken their place.

that the short instruction just given on this head will be found quite sufficient.

*German silver* articles are cleaned in the same way as plate.

Plate not in constant use may be kept bright by wrapping it in paper or soft cloths, and keeping it in a close box.

#### BRUSHING CLOTHES.

This, although a simple and every-day operation for a man's own clothes if he wishes to keep himself clean and respectable, would require but little instruction to be given on this point. A few hints, however, will be necessary, more particularly for the inexperienced footman who would take this book as a guide; and first, it will be as well to remember that proper brushes are as necessary for clothes as for shoes; indeed, clothes are soon brushed threadbare by improper brushes. Cassimere and other superfine cloths should be brushed lightly with a soft brush, unless splashed with dirt. In this case, the dirty spots, when dry, should be rubbed between the hands first, to get off the rough dirt, and then apply the brush until the stains are removed.

In order to deprive them of dust, they should be occasionally hung across a line, or clothes horse, or chair, and beat with a light slender stick or cane; violent beating is not required, or you may knock holes in it.

When it is well dusted, lay it on a clean table and brush it the way of the nap, that is, from the top to the bottom. If the spots of

dirt cannot be well removed with a soft brush use a harder one, such as a shining brush for shoes. After it is brushed clean, proceed to fold it, thus for a coat :—turn the sleeves back to the collar, so as the crease or folds may be at the elbow-joints ; next turn the lappels or sides over the folded sleeves ; the skirts must then be laid over the lappels and sleeves, level with the collar, so that the crease or fold will be at the waist. The inside of the clothes should be brushed as well as the outside when you fold them.

TO TAKE GREASE AND PAINT SPOTS OUT OF CLOTHES.

It often occurs that clothes are spotted with grease or oil, which, unless extracted, causes a dirty spot. Candle grease, or anything of that kind, should be first scraped off with the thumbnail, or be carefully taken off with the end of a blunt knife ; then lay the garment on a table, cover the grease spot with blotting or coarse brown paper, and place a warm iron upon it ; the iron will melt the grease and the paper absorb it. Do this until the paper is no longer soiled with the grease, observing that the iron is not so hot as to singe the cloth. To avoid this, try it on a piece of white paper ; if it turn the paper brown or scorch in the least, it is too hot. Oil, or even a grease spot, that has not been perfectly taken out by the former process, may be extracted by wrapping a bit of flannel or cloth round the finger, dipping it in spirits of wine, and rubbing the spot with it.

*Another way* to clean or scour cloths is to mix together one pennyworth of ox-gall with a pint of stale urine and a little boiling water. Rub dirty or greasy spots with this mixture with a brush dipped in it. As soon as the dirt or grease is removed, rinse the garment in a pail of clean water, and hang it up to dry. When nearly dry, lay the nap right with a clothes brush, and pass a drop of olive oil over the brush to finish it.

Paint spots are extracted by rubbing them with a piece of cloth dipped in spirits of turpentine. They are sooner removed when the paint is wet than after it has remained some time on the cloth; the spots should then be well rubbed between the hands, and the turpentine allowed to remain on them for a short time, so as to soften the paint before rubbing them as before directed with a piece of cloth. After the spots are removed, place the clothes in the air, for the smell of the turpentine to be dissipated.

Spirits of wine, or spirits of lavender, may be used in the same way for fine cloths when the paint is wet.

*To remove Pitch.*—First rub the spot with oil or grease, and then with spirits of turpentine

TO REMOVE GREASE SPOTS FROM LIGHT-COLOURED CLOTHS, such as buffs, drabs or whites, or scarlet.

For this purpose fuller's earth is used. It is to be dissolved in boiling water, and applied to the spots while hot. Rub it well in, hang the garment up to dry, and when dry rub it

out. A little ox-gall and pearlash may be added. The mixture should be made as near the colour of the cloth as possible, by adding pipeclay for white cloths, rotten-stone for buff, and Bath brick-dust for drabs. Before applying the mixture, remove as much of the grease as you can with your nail, as before directed.

#### TO CLEAN WHITE COATS, &c.

These require a good deal of attention and care to keep them clean, and cannot be long kept so when much worn in town. To do this they require to be often beaten, and to be brushed with very clean brushes, and to be occasionally cleaned with a mixture of wet pipeclay and whiting, and when dry to be well beaten and brushed with a clean hard brush. They may be also dry-cleaned by putting into a piece of cloth or flannel some powdered pipeclay with about one-fourth whiting. After the coat has been well brushed, lay it on a table, strew some bran over it, and rub it the way of the nap with the piece of cloth in which is tied the whiting and pipeclay. When the coat is well rubbed, brush it again. If there are any red trimmings to the coat, do not touch them with the white, or they will be soiled.

#### TO DRY-CLEAN CLOTH.

Dip a brush in warm ox-gall, apply it to the greasy place, and rinse it off in cold water; dry by the fire, then lay the coat flat, strew damp sand over it, and with a brush beat the sand into the cloth; then brush it out with a



hard brush, and the sand will bring away the dirt. Rub a drop of olive oil over a soft brush, and pass over the cloth to brighten the colour.

FULLER'S PURIFIER FOR WOOLLEN CLOTHS.

Dry, pulverize, and sift the following ingredients:—

3 lbs of fuller's earth,  
1 lb of pipeclay,  
4 oz of French chalk;

make into a paste with 1 oz. of oil of turpentine, 2 oz. of spirits of wine, 1½ lb. of melted oil soap, and make into cakes, which are to be kept in water or in small wooden boxes.

TO CLEAN LEATHER GLOVES.

These are usually made of doeskin or buckskin, and are washed in soap and water till clean, then stretched on wooden hands to dry *gradually*. After washing, press out the water, but do not wring them, or it will spoil their shape. Do not put them in a hot place or near the fire to dry, or the leather will shrink. If you have not wooden hands to dry them on, rub them into proper shape. While wet they should be coloured according to their colour; thus, if white, use pipeclay, yellow ochre, &c., as directed for cleaning light cloths (p. 47), only the colour is to be mixed up with water and vinegar, about half of each, and rub them *all* over with it. When half dry, rub them well, and stretch them to make them soft, for if allowed to dry without doing this, they will be harsh and stiff. When well dried, beat them with a

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small cane or whip, and put them on your hands and beat them in the palms, and rub them between the fingers and backs. Then take them off, and iron them with a warm iron, laying a piece of paper over the gloves to prevent their getting soiled. Remember, the iron must not be so hot as to at all discolour white paper, or the gloves will be spoiled.

Some kinds of leather gloves do not require all this care, but merely to be carefully washed and ironed. The following is a good way to

#### DRY-CLEAN GLOVES.

Lay the gloves upon a clean board, make a mixture of dried fuller's earth and alum finely powdered; rub them over with this on each side with a stiff brush, then sweep it off, and sprinkle them with dry bran and whiting, and dust them well; when they will be quite clean. If much soiled, take out the grease with warm toasted bread; then pass them over with the former mixture and a piece of woollen cloth. In this manner they can be cleaned without wetting, which frequently shrinks and spoils them.

#### TO CLEAN LEATHER.

Take one pound of yellow ochre and mix well with a dessert-spoonful of sweet oil. Mix well together, so that the oil may not be seen, then add one pound of pipeclay, and a quarter of a pound of starch. Mix with boiling water; when cold lay it on the leather, and rub and brush it well when dry.

## TO TAKE GREASE OUT OF LEATHER BREECHES.

To two table-spoonfuls of spirits of turpentine put half an ounce of mealy potatoes, add some of the best Durham mustard, with a little vinegar. Lay this on the spots, let them dry, and, when well rubbed, the spots will be entirely removed.

Leather breeches are now rarely worn except by grooms and postilions; therefore these directions will be sufficient, as it will seldom fall to the modern footman's task to do.

## HATS.

Silk hats are those principally worn; they require to be brushed with a soft hat-brush every day. If wet with rain, wipe them dry with a cloth the same way as the nap, and hang them up to dry. When nearly dry, brush them with the hat-brush, and, should the nap stick, tap it gently with the hairs of the brush, which will raise it; then brush it smooth as before. Keep the hat-stick in the hat, that it may be of a proper shape when dry.

The duty of looking after and taking care of the gentleman's clothes, dressing-room, &c., is the valet's, where one is kept; but as many respectable families have only one man servant, it will be then his place to attend to these things; therefore a few hints on this head will be necessary while treating on this subject, (which we will now consider the VALET'S DUTIES,) so as to enable the footman to perform them when required of him.

The particular province of the VALET is to attend on the personal accommodation of his master, like the lady's maid upon the lady. He waits on him when dressing or undressing, has the care of his wardrobe, cleans and brushes his clothes, hats, shoes, &c., and sees that they are in good order to be put on when wanted, by examining them after they cleaned, and before putting them in their proper place for use.

As before remarked, the earliest part of the day should be chosen for cleaning boots and shoes, brushing clothes, &c., so as to be able to attend his master's dressing-room in time to make the necessary arrangements there before he rises. He will see that the housemaid (in winter) has lighted the fire, and cleaned out and dusted the rooms; will prepare the wash-hand-stand by filling the ewer with soft water, the water bottle with spring water, and the bath with either hot or cold water as required; he will also see the basin and towels, as well as the hair, nail, and tooth brushes, are clean, and in their proper places; hot water, and all the necessary things quite ready for shaving; his master's dressing-gown and slippers airing before the fire, and his clean linen perfectly aired.

The coat, trowsers, and other things intended to be worn, must be taken out and placed at length across the backs of chairs, the sleeves and outsides turned inside, and a clean linen or brown holland wrapper thrown over them to save them from dust. Before leaving the dressing-room, see that every thing likely to be required is ready for use.

Gentlemen who shave themselves usually strop their own razors immediately after they have done, and whilst they are warm, which is considered the best way. If left to the valet or footman to do, the razor that is used should be dipped in warm water, and wiped dry with a clean cloth or rag; then lay it flat on the strop, and draw it diagonally from the heel to the point the whole length of the strop, turning the elbow in and out every time the razor is turned; give it about a dozen strokes on each side the strop every time after it is used, and it will keep the razor in good condition for a considerable time.

The valet attends his master while dressing, and assists him in doing it, and in combing his hair, but not the footman. After his master has left his dressing-room, it will be then his duty to set the room in order, by folding up and putting away his night things ready for use again, and putting everything in its place that has been used. If the brushes or combs are at all dirty, wash them with soap and water, wipe them dry, and lay the brushes with the hair downward, or else stood sloping against anything to dry, and when dry put them in their proper place. The washhand-stand should be wiped dry, and the basin emptied, and wiped out; the ewer and water-bottle rinsed and re-filled with clean water, as before. The towels that are not dirty should be placed on the towel-horse to dry; those that are, should be changed for clean ones, the fire stirred, and every thing put in order as if immediately to be



used again. This must always be done as soon as possible after your master is dressed or redressed, and every garment or other article that has been taken off must be brushed, folded, and put away into its proper place.

On any occasion should your master come home wet, an immediate change of warm, dry clothes must be provided, and the wet or damp things taken away, and dried at a proper distance from the fire. The coat, trowsers, or other woollen garments, should be wiped with a dry sponge, the way of the nap. If only slightly wet, a silk handkerchief will do. If the clothes are nearly new, this precaution will prevent their getting spotted. When dry, brush them, and put them away for use. Wet boots or shoes must be put by the fire to dry gradually, but not so close as to scorch them, or they will be spoilt. Hats are to be managed as before directed.

When preparing for a journey, care should be taken to ascertain the probable time of absence, that a sufficient change of linen and clothes may be provided, and that the dressing case be packed with the things. When arrived at the hotel or visiting place, ascertain your master's apartments, carry all his things into his dressing-room, and set them in order for dressing or for the night. On these occasions the valet will have to perform the duties of a footman if he do not travel with them.

Should your master be single you will have to take charge of his linen, and send it to wash. In this case, have a small memorandum book

in which you enter every article sent, and when returned look them over to see that everything is correct; if anything is missing speak of it at the time, and let it be set to rights at once, or it may be forgotten. Before putting the things away that have been returned from the wash, let them be perfectly aired; and linen that requires mending should also be seen to at the time or before they are sent to wash, so that it may be repaired.

Before closing this part of the subject, there are a few useful things to be added. An important one while travelling is to have a memorandum before you start of all the things you take with you, and not only the things, but the number of parcels or boxes, and of the articles in and about the carriage.

Every time you stop at a place, examine the list both when you arrive and before you start, which will enable you the more readily to discover any loss, and replace it if it is to be found; if not, mention the circumstance to your employer at the time.

When travelling by railway you will have to see all the boxes and parcels safely put into the luggage van, and should you have to change trains, the same vigilance must be used, and again at the end of your journey, in order to secure the luggage, and see it again safe in the coach.

Another important thing in travelling is

#### TO DETECT DAMPNESS IN BEDS.

Let the bed be first well warmed, and imme-

diately the warming-pan is taken out introduce between the sheets, in an inverted direction, a clean glass tumbler or wine glass ; after remaining in that situation a few minutes examine it ; if found dry, and *not* tarnished with *drops of wet* (for there will often appear a slight cloud of steam), the bed is safe for sleeping in ; but if drops of wet or damp adhere to the inside of the glass, it is a certain sign of a damp bed. Even wearing apparel, when on the person, will, in most parts of England, by the application of a warming-pan, cause a slight steam on the inside of a glass placed as before directed, but not drops of wet. When you find the bed damp, take out the sheets and sleep in the blankets.

#### TO CLEAN GOLD AND SILVER LACE.

Rub it with a soft brush dipped in alum burnt and reduced to a fine powder. It may be first washed with soap and flannel and water, with a few drops of ammonia in it, and then with clean water. Wipe it dry before applying the alum.

Another.—Sew the lace in a linen cloth, boil it in a pint of water with two ounces of soap for a few minutes, and then wash in clean water. If tarnished, apply spirits of wine to the tarnished part.

#### LIQUID TO TAKE SPOTS OF GREASE, &C., OUT OF CLOTH, SILK, OR COTTON.

Into two quarts of spring water put a piece of potash about as big as a walnut, and a lemon

cut in slices ; mix these together, and let them stand in the sun or a warm place for twenty-four hours ; then strain it off, and keep the clear liquid for use.

This water takes out all spots, whether pitch, grease, or oil, as well in hats as cloths and stuffs, silk or cotton. As soon as the spot is taken out, wash the place with clean water. For cloths of a deep colour, add a spoonful of the mixture to as much water.

Pitch may be removed from cloth by rubbing the spot with spirits of turpentine, as before directed (p. 47).

#### TO CLEAN SCARLET CLOTH.

Dissolve the best white soap in hot water, and if black-looking spots appear, rub dry soap on them, and while the soap is dissolving brush it off. If very dirty, immerse it in the warm solution of soap, and rub the stained parts. Do this quickly, and as soon as the colour begins to give, wring it out, and immerse it in clean warm water ; wring it again, and put it in cold spring water, in which has been mixed a table-spoonful of solution of tin. Let it remain in this ten minutes, then take it out, hang it in the shade to dry, and cold-press it.

#### TO PREPARE RAZOR STROPS.

Have pieces of soft leather glued unto each side of a piece of wood. When dry, rub it over with a little sweet oil, and spread thinly over it some very fine emery powder or oxide of iron, and rub it well in with any smooth sub-

stance, such as a small bottle; or either of these powders may be made into a paste with lard or sweet oil; or one ounce of fine emery and three ounces of oxide of iron will make a good paste, to be spread over the strop occasionally. With either of these the razors may be kept with a fine edge by stropping them according to the directions before given (p. 53). Leave one side of the strop plain leather.

#### TO PRESERVE CLOTHES FROM MOTHS.

Several things are recommended for this purpose; the following is the most usual. To put cedar shavings, cuttings of Russia leather, pieces of camphor, a tallow candle wrapped in paper, lavender flowers, rose leaves, and perfumes of every kind, among the drawers and on the shelves where the clothes are kept; but the most useful of all is, to take those clothes that are seldom worn and occasionally hang them out in the sun of a fine day, to brush them, and put them in their place again, taking advantage at the same time to well clean the drawers.

#### TO CLEAN LOOKING-GLASSES.

The cleaning of these, in the drawing-room dining-room, and sitting-room, belongs to the duties of the man-servant or footman, and in doing it great care is required that you neither crack the glass nor spoil the frame. Some of these are very large, and require steps to be placed so as to clean them. Be particular, before you begin, that the steps are placed so



as to be firm and steady, without your being obliged to lean against the glass for support.

On ordinary occasions these require to be first rubbed with a soft piece of chamois leather, wetted in a bowl of clean water and squeezed nearly dry again, and then rubbed dry with clean soft cloths. Be careful that there is no sand or dirt in the leather or cloths to scratch the glass. If the glass is at all greasy, after having wetted it with the leather, dust it while damp with some dry powdered whiting or powdered blue tied in a piece of muslin, and finish with the dry cloths as before.

Spirits of wine are recommended by some for cleaning looking-glasses when they are greasy from the smoke of lamps or candles. A piece of sponge free from grit and dirt is to be first wetted with water and squeezed dry, then dipped in spirits of wine, squeeze it nearly dry, and use it as before directed, with whiting or powdered blue, and the cloths for finishing. It is only when they are very greasy that spirits of wine will be required to clean them. On ordinary occasions plain water with powdered blue or whiting will be sufficient.

Large chimney-glasses should not be wetted all over with the damp sponge or leather at once, but only as much as can be conveniently cleaned before it gets dry, or it will not look bright.

These glasses do not require hard rubbing, but quick and light.

In cleaning the glass be careful not to touch the gilt frame with the damp sponge or leather or it will be soon spoilt.

The frames will merely require to be dusted with a soft brush, or a feather brush, and not to be rubbed even with a dry cloth; but they may be very lightly rubbed with a little cotton wool, which will take off the dirt without doing any injury.

Picture-frames require the same treatment, and the glass over prints should be cleaned as directed for looking-glasses, only do not attempt at any time to wash oil paintings; some of these are very valuable, and when these require to be cleaned, a professional man is always employed. All a footman is expected to do is to keep the pictures and the frames well dusted with a dusting brush or feather brush.

Before the summer season sets in, it is usual to cover the gilt frames of pictures and looking-glasses with tissue paper, to preserve them from the flies and dust; but in doing this, be careful not to injure the paper of the walls or scratch the frames with the pins used.

There are preparations recommended for brushing over gilt frames to prevent the flies settling on them, but as such an operation would be rather a dangerous one for a servant to do, we will refrain from giving them.

#### TO CLEAN PAPER-HANGINGS.

With a good pair of bellows first blow off all the dust; then take a stale quartern loaf, and cut it in two between the crumb; then divide the top and bottom pieces into four parts each, so that each piece may be conveniently held in the hand. Begin at the top of the

room, next the ceiling first, holding the crust in the hand, wiping the paper lightly downward with the crumb, about half a yard at each stroke, till the upper part of the paper is cleaned all round one side of the room; then go again with the like sweeping stroke downward, always commencing each successive stroke a little higher up than where the first extended; and continue in this way until the whole be finished. Great caution must be used not to rub the paper hard, nor to attempt cleaning it across or the horizontal way. The dirty part of the bread, too, must be cut away each time, and the pieces renewed when the crumb is worn away. This operation will frequently make old paper look like new, if carefully performed.

Those rooms in which the paper is varnished can be cleaned by washing with soap and water (cold) and a sponge or flannel, and afterwards wiping it dry with clean soft cloths.

#### TO CLEAN MARBLE CHIMNEY-PIECES OR ORNAMENTS.

Make a strong ley with potash and clean water, and add to it sufficient quick lime to make it of the consistence of cream; with this rub over any discoloured place, and let it remain till next day; then wash it off with soap and water. If the stains are not removed, repeat the operation.

#### THE PANTRY

Is the place where the principal part of a butler's or footman's work is done, all but the

cleaning of boots and shoes, knives and forks, and such like. It is here that he cleans and keeps his plate, washes and keeps the china and glass, &c.; in short, it is both a pantry and store-room. In no one place is there more need of order and method than in this, so as to avoid confusion, and to "clear away as you go," or many things will be broken that would not otherwise, and you will always be in a muddle with your work. The old maxim of "a place for everything and everything in its place" should be strictly followed here, more especially when there is company, from the extra things that will be lying about before they can be cleaned. Do one thing at a time, and put everything in its place as soon as finished cleaning. With these few precautions and observations we will proceed to the methods of cleaning; and first,

**WASHING THE BREAKFAST AND TEA THINGS.**  
—A wooden bowl is usually provided for this purpose, as the things washed in it are not so liable to be broken as in an earthen one. Have the bowl about three parts full of clean hot water, and wash the tea or breakfast cups and saucers, and everything that is not greasy, first; hold the cloth in the left hand, and with the right immerse the cup or saucer in the water, turn it round two or three times, take it out, and then wipe it dry. A cloth should be kept on purpose for this. Next wash the greasy things, having more hot water for that purpose; drain and wipe them, and put them in their places. As soon as the things are washed,

hang the cloths up to dry. Plates, or anything that is greasy, should be first washed in hot water and then rinsed with cold, or they will look smeary.

The silver spoons and forks should be washed and wiped also.

Take all the leaves out of the tea-pot, wash the inside clean, and wipe it dry; if the tea-pot is silver, be very careful in wiping it not to scratch the surface, and handle it lightly, for the handle is easily broken. Occasionally the spout must be cleaned out with a piece of wire, by pushing it up and down, but be careful in doing this that you do not break the grate at the bottom. A tea-pot not in constant use should be wiped very dry on the inside, and the lid should be left open for some time before it is put away. If put away damp it will soon get musty. It is a good plan to fill the inside with clean paper before it is put away. Coffee-pots must be managed the same way.

Wash the glass cream or milk jugs in hot water, but not boiling, or it will crack them, and after washing them in hot water rinse them in cold before you wipe them.

#### TEA TRAYS.

Paper or japanned trays should be washed with warm water; boiling water will cause the varnish to crack and peel off in time. If very dirty, wash the surface with a flannel or sponge and soap, then wash and wipe them dry, and if they then look smeary, dust a little flour over and wipe them again with a dry cloth.



Marks may be removed from paper trays with a bit of woollen cloth dipped in sweet oil.

#### TEA OR COFFEE URNS.

When the urn is done with, empty the water, take out the heater, and be particular to wipe the outside dry, for if any spots of wet be suffered to dry on they will leave marks. Put the heater with the hook, that it may be ready for use. A brown holland or green baize case is usually provided to cover over the urn, and prevent its being soiled by dust or flies. If it is not to be used for some time, let the inside be well dried before it is put away.

Bronzed tea urns require to be cleaned occasionally with a little whiting and leather, or with rotten-stone and plate powder mixed to the colour of the urn.

In preparing the urn for use, fill the outer part nearly full with boiling water, or else the heater will burn the urn and do it harm; place the heater, previously put into the fire to become hot, gently in its place with the hook; by using the tongs for such a purpose many an urn gets spoilt, by suffering the heater to fall into the urn with such force as in time to injure the bottom. When the end of the hook is worn off, take it to a smith to be re-done. Be careful also not to pour any of the boiling water in the place for the heater, or it will fly out when the heater is put in, and injure yourself or any one that is near.

## WASHING GLASSES.

A wooden bowl or small tub is the best to be used for this purpose, as the glasses are not so liable to be broken as with an earthen basin or pan, and remember that nothing greasy must be washed with them, nor wash them in anything that is greasy. Half or three-parts fill the bowl or tub with cold or warm water; boiling water will not do, or you may break the glasses. Fold one of your dirty glass-cloths three or four times double, to turn the glasses down to drain on, and place it by the side of the tub or bowl. Wash the glasses well in the water; if rinsed in a second water they will be brighter and cleaner, should the glasses be at all dirty. Anything that adheres to the bottom should be removed with the fingers during the washing. When washed and rinsed, turn them upside down on the cloth to drain for about five or ten minutes—not longer, or the spots of water will dry on them, and they will not look well. Have two cloths to wipe them in, which should be kept on purpose for this use. Wipe them first in the dirtiest one of the two, to take off the drops of wet, and finish them with the clean one. Always keep the softest cloths for the thin glasses; and in wiping these, take care not to break them in doing it. If you have many glasses to wipe, do not let the cloths get too wet, as they are then apt to twist and stick round the glasses as you wipe them. Accidents frequently occur through this alone; therefore, either dry your cloths or get clean ones.

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TO CLEAN DECANTERS, WATER JUGS, AND  
BOTTLES.

These require care, so as neither to scratch or break them, as some cut-glass decanters and jugs are expensive to replace.

These, like the glasses, may be washed in warm or cold water, but not in boiling water, for the reason before stated, that it will break them, unless the glass is well annealed, and that would be rather a dangerous experiment to try. In ordinary cases it is sufficient to half or three parts fill them with warm or cold water, and then put in some small bits of brown paper that have been well soaped, if they are at all dirty, otherwise washing them with clean water will do. The water and soaped paper should be allowed to remain in the decanters or jugs for an hour or two, well shaking them occasionally, using a bottle brush, or, if you have not one, a piece of cane with a bit of sponge tied at the end, to clean out the crevices round the bottom and round the neck, but a brush is best. When the dirt is removed, rinse it with clean cold water, pour that out, and turn the decanter upside down in the rack to drain, or in jugs. Water decanters and jugs, unless frequently washed, become crusted with the impurities or deposit from the water; to remove this, add a little muriatic acid, usually termed spirits of salts, and let it remain for some time, shaking it well occasionally, and with the aid of the bottle-brush and a few shot they may be rendered clean and pure as at first.

Those decanters that have had port or other wine in them for some time that forms a crust, should have a little potash or soda added to the water put in to clean them; let it remain a short time to act on the crust, then shake it well, and proceed as before directed.

The outside of decanters, as well as glass water jugs, sugar basins, &c., may be polished occasionally by rubbing them over with a piece of cloth moistened with damp whiting or fuller's earth, which should be cleared from any rough particles. Rub off the whiting with a dry cloth, and soft brush for the crevices, and finish polishing with a piece of chamois leather.

Decanters not in constant use should be well dried before they are put away, or they will become mildewed, and spoil not only the look, but the taste of anything that is put in them. Wrap a piece of paper round each stopper before you put them in, to prevent their sticking.

When decanters are put away with wine in them, take out the stoppers and put in corks, and hang the stoppers round the neck of each decanter with a piece of string, so that they may not be misplaced or lost; therefore, have a few corks always at hand for such a purpose.

China or earthenware jugs should be kept clean and dry, and ready for use, as they may be wanted for beer, water, or any other thing, at a moment's notice. Keep them in their pieces, and they will be always ready.

## THE CRUET STAND.

This is an article that requires to be examined every day, to see that there is sufficient in each of the glasses for the use of the day. Those glasses that want cleaning should be emptied and washed, and those things that will not keep long, such as mustard or essence of anchovies, should be taken into the kitchen for use, be emptied, cleaned, and re-filled. The outside of the glasses should be wiped clean, as well as the stand, which, if silver, should be well cleaned at the same time as the plate. Japanned wood stands only require to be wiped, and washed occasionally.

## TO REMOVE FIXED STOPPERS FROM DECANTERS OR CRUETS, &amp;c.

Pass a strip of woollen cloth or flannel list round the neck of the decanter, and let two persons take each one end and draw it alternately one towards the other, holding the decanter firm; the friction upon the neck of the decanter will warm it so much as to enlarge the glass, and allow the ready removal of the stopper. Or a drop or two of sweet oil may be put round the stopper close to the mouth of the bottle; then place the decanter a little distance from the fire to warm; when warm, knock it gently on each side with a piece of wood; a little perseverance, with gentleness, will soon loosen the stopper, but violence will cause you to break either the stopper or the neck. Another way is



to put the neck of the decanter in warm water, and when warm to gently knock the stopper as before.

## WAITING AT TABLE.

Before detailing the arrangements of the table, it will be as well to first give a brief account of the order usually observed in waiting at table, with the other duties of the day.

In small families, where no butler is kept, the footman has to fulfil his duties, being assisted by the housemaid; but in this description we shall give the routine as observed in a family of distinction.

For breakfast, the footman lays the green cloth on the table, then the breakfast cloth, and sets the breakfast things in order on the table. The butler sees that the breakfast is duly set, the under butler or footman carrying up the tea urn and the butler the eatables, he or the under butler waiting during breakfast. On taking away, the butler removes the tray and other things off the table, and the under butler or footman the urn, cloth, &c., and carries the things away.

After breakfast, the footman sets the parlour or breakfast-room to rights, by sweeping up the crumbs, shaking the green cloth, and laying it again on the table with the table cover, making up the fire, and sweeping up the hearth.

The footman now carries out such messages and cards as he is charged to deliver.

When the footman is obliged to go out with the carriage, the butler or under butler usually

undertakes to do such things in his absence as he necessarily leaves undone.

At LUNCHEON TIME nearly the same routine is observed as at breakfast in laying the cloth, knives and forks, &c. The butler carries up the tray and arranges the things, and when there is company, waits in the room, assisted by the other servants.

*For dinner* the footman lays the cloth, knives and forks, and glasses, and the butler the silver articles, and sees that the whole are correctly laid out, and alters such as are not so. According to the number of the company, about five or six plates in the whole should be put to warm for each person; you will not find these too many. Put a pile of hot soup-plates to the person who serves the soup, and a pile of dinner-plates to the person who serves the fish, as soon as the dinner is on the table. Put a neatly-folded napkin between the knives and forks, and a piece of bread or a dinner-roll in it; put the knives and spoons on the right-hand side of each plate, and the forks on the left, the handles to be within an inch of the edge of the table. Put a carving knife and fork at the top and bottom of the table, outside of the other knife and forks, with the rests opposite, and place gravy spoons by the side of the carving-knives. The fish-slice should be placed at the top, and the soup-ladle at the bottom.

The wine glasses and glass coolers are to be put on the right-hand side of each plate, about four inches from the edge of the table.

About ten or *fifteen* minutes before the time

for dinner the footman gives notice by the ringing of the bell, and during this and the time for the dinner to be served he carries up everything he thinks may or can be wanted during the dinner, so as to have everything at hand. At the expiration of the time he ascertains from the cook if all is ready, and then rings the dinner-bell again, which is to announce to the family that the dinner is going up. The butler then takes the first dish, and is followed by the under butler and footman with the remainder of the fish and soup for the first course, and gives them to the butler, who places them on the table. The butler then announces that the dinner is served, and the servants arrange themselves in order at the door until the company have passed; when seated, the butler removes the covers, and gives them to the under butler and footman to carry out of the room. Each servant then takes his respective station—the butler at the sideboard, to serve the wines and beer when called for, the footman at the back of his master's chair, and the lady's footman behind the lady's chair. Other servants should stand round the table, and if any one of the guests bring his servant, he should stand behind his master's or mistress's chair.

If any garnish of the dishes fall on the cloth during the dinner, remove it with a spoon into a plate, thus keeping the table free from litter. In doing this and adjusting the dishes when misplaced, or in taking off or putting on anything, be careful not to disturb or incommode any one by leaning over him or her.

Never reach across the table, or in serving one person put your hand or arm before another.

Give nothing but on a waiter, and always hand it with the left hand and on the left side of the person you serve, and hold it sufficiently before him that it may be taken and returned with ease. When handing wine, put your thumb on the foot of the glass, and on receiving it back do the same; this will prevent its overthrow. When you give a glass of beer or wine, always wait till the person has drunk it, and take back the empty glass on the waiter.

Give no plate, knife, fork, or glass, but what is perfectly clean, and never give a second glass of beer or wine in a glass that has been once used. If there be not a sufficient change of glasses, a vessel of clean water should be under the sideboard to dip them in. Wipe them bright before they are filled.

In bringing things into the dining-room, do not, to save trouble, carry such a load as to endanger their falling. The more china plates or things you carry, the greater will be the loss should an accident happen. Be careful, also, on the stairs to take a firm step; many a giddy lad, in hastening up stairs, has slipped from not observing this precaution, and broken what he has been carrying.

Do not, in order to save your legs, carry too many things at once; by this practice more things have been broken than by the preceding one.

In carrying any dish or sauce from the kitchen, do not dip your fingers in it, or eat any part on the way.

When you have to remove or put on large dishes, let it be with both hands; by doing so with one you are apt to spill the gravy, or the rim of the dish may break in your hand by the weight of its contents, or the cover fall off; and when you remove a dish, take the knives, forks, and spoons, from the dishes, and put them in a knife-tray, the knives and forks in one side and the spoons in the other by themselves, so that they may not be scratched.

Remove bread crumbs from the table cloth with your folded napkin or crumb-brush, wiping them with it into a clean plate; and when you require to remove any pieces of bread from the table, do so with a fork, and put them into a plate.

Should any person near the end of the dinner call for a glass of beer or ale, do not, in order to save trouble, make up a glass out of the leavings from other glasses.

In handing a glass of wine or beer, if not immediately taken, do not hold it in such a position that the person who is to receive it may, through inattention, knock it down with his elbow.

When you are handing anything, and it is not taken immediately, do not remind the person of it by saying, "The bread, sir," or "The beer, sir," nor remind him by jogging him on the shoulder, nor thrust it before his face; such conduct not only shows ignorance, but impu-



dence ; but respectfully wait till he is at leisure to take it, or at least place it beside him, if you cannot. A waiter or footman is only to present what is required.

Whilst standing behind a chair, do not lean on the back, or put your foot on the frame, or wriggle it ; neither stand too near or too far off from it ; nor, if you whisper anything in your lady's or mistress's ear, run your nose in her face, or put your head so close as to offend her with your breath.

If there be more servants than one in waiting, do not all leave the room together for anything that may be required. If one servant only wait, he ought to settle it with the housemaid that the dishes shall be taken from him at the door. Indeed, a good waiter or servant will never leave the room during dinner, but when the dishes are to be removed ring the bell, that some one from the kitchen may be ready at the door to receive them.

In carrying things in and out of a room, do not leave the door open, but shut it as you go in and out.

No servant who waits at table should eat any onions, garlic, or anything that will cause his breath to be offensive. Indeed, no servant should approach so near as that his breath may offend at any time ; and to avoid your breath being in the least degree offensive, clean your teeth and mouth daily, and live temperately.

Having digressed with these necessary observations, which should be well remembered by all

persons having to wait at table, we will now return to the arrangements of the dinner.

Change each person's plate, knife, fork, and spoon, as soon as done with. This is generally known by the person's putting the handles of his knife and fork into his plate.

During the dinner look round and see if any want bread, and help them to it before it is called for, as well as any sauces, or vegetables that may be on the side table, to those who want them. Every servant that has been any length of time in service will know what vegetables and sauces are required with different dishes, and, if diligent and attentive, will always hand them before they are called for.

In drawing a cork, take care neither to break the screw or the cork, and if the wine be crusted, not to shake the bottle. Place the screw as near as possible in the centre, keep it upright, and screw it quite in, so as to have a firm hold of the cork, otherwise you may break the screw or not draw the cork clean out; in this case you can only push it in, or endanger the prongs of a fork by trying to pull it out. If the cork, by long keeping, be decayed or dirty, you will foul the wine. When the cork is out, never blow into the bottle to blow off the dust, but wipe the mouth carefully with the napkin before you decant it, and in doing so do not pour it off too close upon the dregs into the decanter, nor yet leave any that can be poured off clear.

Tread lightly across the room, and never laugh or smile at anything you hear. Never speak but in reply to a question asked, and then

in a modest undervoice, and in as few words as possible.

The order in which the guests should be served you will find in the table of precedence at the end, but be very particular in serving according to priority of rank. When the soups and fish have been served round, the butler rings the dining-room bell to warn the cook to be ready with the removes, and takes the dishes from the table that are done with, and hands them to the under butler and footman to carry them into the kitchen.

In holding a plate to the carver to be served with anything, let it be with your left hand, holding it even with the rim of the dish or tureen, or a little lower, and close to the dish or tureen, the carver can then put anything on the plate without soiling the cloth; and in holding the plate, do not put your thumb half-way into it, but on the rim, with the fingers underneath.

If the dish have no place or well for the gravy to run into, take hold of the plate with your right hand and hold the dish a little up with the left, so that the gravy may run to the other end. Wear white cotton gloves in waiting at table, and have a clean napkin or cloth in your hand to hold anything with, and for wiping glasses.

If wine or beer is asked for, the footman or under butler puts the empty glasses on a waiter, and carries them to the butler to be filled. When a clean plate is wanted, the butler hands it to the footman with a clean knife and fork,

and the footman puts away the dirty one in its proper place.

As soon as the first course is nearly done with, the butler again gives notice to the cook by ringing the bell, and proceeds to take all the dishes off the table when done with, handing them to the under butler and footmen to carry away, and fetch the second course. In the mean time, the butler is employed setting the table in order, laying clean spoons, glasses, or other things that may be required. The second course, which consists of game, pastry, tarts, puddings, and ornamented salads prepared by the cook, with removes of souffles, fondes, &c., &c., is brought up and put on the table in the same manner as the first, the butler removing the covers and handing them to the under butler and footmen to take away, and he then takes his station at the sideboard as before, to serve the wines or other things that may be required.

The second course is removed, and the third course (when there is one) is put on and removed in the same manner as the former, followed by the cheese, celery, plain salads, butter, and such like. The third, or cheese course is removed, and the dessert placed on in the same order as the former ones, only it is necessary to observe that the butler, or the footman where no butler is kept, after having removed the cloth from the table, wipes off any marks or stains of the dishes on the table; and after having placed on the dessert, he puts the wine on the table, and the under butler the wine



glasses, while the footman places the finger-glasses before each person, and a plate, with a knife and fork and spoon on each plate, the butler putting other spoons for serving the fruits, ices, cakes, &c. The butler then takes his place behind his master's chair at the foot of the table, and the lady's footman behind the lady's at the head, to hand the wine and ices about. All the other servants then leave the room, taking with them all the things that have not been used.

While waiting at table do not pick your nose, scratch your head, or any other part of your body; neither blow your nose in the room, but outside the door, and then do not sound it like a trumpet; do not, instead of blowing your nose, sniff up the *mucus*, which is a filthy trick, as well as hawking and spitting, all of which must be avoided. You should not even sneeze if you can avoid it. Remember that you are in the presence of ladies and gentlemen, to whom delicacy of manners should be carefully and strictly observed.

The footman, as soon as all things are carried down, proceeds to the drawing-room, makes up the fire in winter, sweeps the hearth, and otherwise sets the room in order; the butler also taking occasion to see that the lamps and candles are lighted

In stirring the fire, make as little noise, dust, and litter, as possible; throw up the cinders from under the grate when you put coals on, and then sweep up the hearth and fire-place. Whenever you go into a room and see the fire



wants making up, do so, unless ordered to the contrary. Keep the coal-boxes always supplied with coals, that you may be enabled to keep the fires up.

The butler and footman now retire to their respective avocations in the butler's pantry, where the footman is employed in washing and wiping the glasses, and the under butler in cleaning the plate, which is usually washed by the kitchen-maid. As soon as the ladies have retired from the dining-room, and the drawing-room bell rings for coffee, the footman enters with the tray (filled with cups for coffee), small biscuits or cakes, hot milk, cream, and sugar; each lady then takes a cup, puts into it what cream, milk, or sugar, she desires, and the butler follows with the silver coffee-pot full of coffee on a small tray; he then presents the tray for each lady to rest the cup and saucer on if she pleases, and fills it three-parts full of coffee; the footman will next go round and receive the empty cups and saucers on the tray.

Coffee is served to the gentlemen in the dining-room, just before they retire to the drawing-room, in a similar way as that served to the ladies; or the coffee is carried in in the cups, with hot milk, sugar, and cream, on the tray.

At tea time, the kitchen-maid or footman prepares the toast, muffins, &c., and cuts the bread and butter. The butler carries up the tray, and the footman, the toast, muffins, &c. Tea is announced to the gentlemen by the footman, and as soon as they have joined the ladies, the tea and coffee are handed round by the butler, bread

and butter, toast, and such like by the footman, the under butler following to take away the cups and saucers. Where cards are introduced, the card tables are set out, with two packs of cards and candles on each.

Suppers are now seldom taken, on account of the late dinner, except on the occasion of a ball or rout, &c.; but the wine, when ordered, is carried in by the butler, and the glasses, on a tray, by the footman. When sandwiches are introduced, they are carried up on a tray by the footman, the butler attending in the room to hand the wines, &c.

The company being gone, the bed-room candlesticks are brought by the footman, and are handed to each person respectively as he wishes to retire to bed.

The footman then shuts up all the lower part of the house, if not before done, and retires to bed himself. The butler retires last, sees all safe, and goes to bed also.

The art of setting out the table for the different meals of the day will be given at full in "The Butler."

#### GOING OUT VISITING AND SHOPPING.

On going out with the carriage the footman should be dressed in his best livery, his whole exterior be exceeding neat and clean, nothing being so disgraceful as a slovenly or dirty appearance.

As soon as the carriage comes to the door, put the blinds down and the glass up; but in rainy weather the blinds should be put down

only a few minutes before the family are ready to get in, and in doing this do not enter the carriage with dirty shoes, but kneel on the sill of the door-step.

Be ready in receiving messages or directions at the carriage door, and in doing so turn your head sideways, and you can then hear the better, instead of putting your mouth nearly in the faces of those who are in it. As soon as you have received your directions get up behind the carriage, and accurately deliver them to the coachman, that he may not make a mistake.

If you have orders to go to a house without being told whom the family are going to visit, as soon as the carriage has drawn up to the house go and knock at the door, and then return to the carriage for further orders. Be active in letting down the steps and opening the carriage door, and be particular also to prevent the ladies' dresses from being dirtied in getting out. In wet weather, always have an umbrella in readiness to hold over each lady in passing from the carriage to the house, and keep the blinds up while the ladies are out to keep the carriage dry.

When the family have re-entered the carriage, be very particular in closing the door, and at the same time turn the handle, that it may have a firm hold, to prevent its flying open with the motion of the carriage. Also be particular when children are in the carriage that their fingers are not hurt by shutting the door.

When you have to ride on the box with the coachman, do not laugh or talk so loud that you may be heard by those who are within.

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When the carriage has to wait at routs or public places, or you have to attend to see the ladies home, be punctual both to time and place ; and if you have to wait, abstain from drinking with other servants, or telling the affairs of the family with whom you reside for the sake of talking ; great mischief is often done by this. Take care always to be within call when wanted.

On occasions when you have to walk out with ladies, be as particular in your dress as you were in going out with the carriage ; preserve a good and respectful demeanour, and walk about two or three yards behind them ; your presence is, on these occasions, to guard them from intrusion or insult. Should they require to cross a public street, see that no danger is likely to happen to them,—and if there is, warn them of it in time, and prevent it if possible. If you know the house they are going to, advance, when you are within about twenty yards of it, before the ladies, and knock at the door, so as it may be opened by the time they arrive. In knocking at the door of a gentleman's house, do not ring the bell unless you see directions on a brass plate to do so, except it is that of a relative of the family you live with, then you knock and ring as well ; do the same at their own residence on their return.

On occasions when they go shopping, observe the same decorum ; and when you see they are about to enter a shop, should the door be closed, step forward and open it, then close it again, and remain outside until they have done.



## ACQUAINTANCE WITH TOWN.

This is a necessary acquisition for a footman, so much so, that many families will not engage one who does not know town well. It consists of knowing where the principal streets and squares of London are, with the side of a square or end of a street on which the numbers begin. This may be acquired by taking notice when you are out in the day-time of the side or end at which the numbers commence, and by referring to the Court Guide or the Blue or Red Book, which many families keep in the entrance hall for the purpose of reference. Unless you are well acquainted with these particulars you will have considerable difficulty and extra labour when you are sent with cards or messages, or in directing the coachman at night to the house of the family you are going to.

## TAKING OUT AND DELIVERING CARDS AND MESSAGES.

Families, when they first come to town, are very particular in sending out cards, and of receiving them in return. The delivery of these complimentary cards, and also messages, as well as cards of invitation, is one of those duties a footman has most punctually to perform, or much confusion and estrangement among families may occur. It is usual to give the servant a list of those to whom he is to take cards; if not, write one for yourself from the instructions you receive, and, as you deliver them, mark them off the list, that you may be sure you have



delivered the whole. Keep these lists by you, or enter them in a book with the date, and you may occasionally find them useful to refer to. The cards brought to the house should be delivered to your master or mistress on the first opportunity; these, with the calls, should be entered in a book kept for the purpose.

When sent on a message, deliver it as near as possible in the words you were directed, and make all possible speed back with the answer.

#### ATTENDING THE DOOR AND ANSWERING BELLS.

In most families there is a fixed time for a servant to be dressed and ready for the performance of this duty; and to avoid anything disagreeable on this point, always be particularly clean, especially about the feet; and if you go out, always scrape your shoes and wipe them when you return, and if wet or dirty, change them for dry ones.

An attentive servant will always answer the first ringing of the bell; but if you are so engaged that you cannot attend yourself directly, ask one of your fellow-servants to do so, or go the moment you can.

On opening or shutting the door in going in or out, do not push it or pull it to so as to make a noise, but turn the handle. In short, it should be opened and shut so easy as scarce to be heard every time you go in and out. When you enter a room tread lightly, and, if you have a message to deliver, speak in an

undervoice, and yet so as to be heard distinctly, and, if company be present, and you have to communicate anything to your master or mistress in an undertone, do not thrust your head into their faces to offend them with your breath.

Ascertain in the morning whether your master or mistress wishes to be "at home" or "not at home" during the day, and if it is their intention to see company. On such occasions they will generally tell you whom they desire to see, and those to whom they are "not at home."

On entering a room for orders or any other purpose, if you find the door shut then shut it, and do not wait to do this till leaving the room again; and if you find the door open, leave it so, but do not stand holding the door in your hand, and fiddle with the knob of the lock and make a noise. Quietness adds to the comfort of every family, and the more quiet and orderly servants are, the more they are valued.

If any one should call when your master or mistress *are out*, whether on a visit or on business, do not fail to ascertain their names if they do not leave cards, or, if on business, the nature of it, and relate the particulars of it to your master or mistress on their return. In order to remember these things (if there are many calls) provide yourself with a pen and ink and small book, or pencil and slate, to make a memorandum of each.

When they are at home, if any one comes whom they desire to see, which you will know

from your previous instructions, introduce them at once into the room in which company are usually shown, and announce their arrival to the family, and they will then give the necessary orders as to what apartment they are to be shown into.

When the bell rings for you to let visitors out, be immediately in attendance to do so, and open the street-door to its full width, but do not shut it again until they are quite away from it. To do otherwise shows disrespect and want of good manners.

Should you happen to be at the street-door when an acquaintance passes, never leave it to speak to him, lest an unwelcome visitor should enter the house unknown to you.

Never be curious to know what business a stranger may have with your master or mistress, by listening at the door, or making an excuse to go into the room for anything.

If a letter be brought to the house, it should be immediately delivered to the person to whom it is addressed; but if the person be not at home, it should be laid in his way, and he should be told of it on his return.

The following cautions are necessary to guard against thieves.

Thieves will often knock at doors to make some inquiry, and, if you leave them to make that inquiry, will run off with anything they may find in the passage or in the room in which you may show them.

Never deliver anything without orders to a stranger that may come to the house, saying "I

was directed to come here for such a thing" they may mention ; it may be true or otherwise. It is always best to err on the safest side.

For the same reason, never take in a parcel if you have to pay anything for it, under an idea that it came by any particular conveyance, unless it is brought by the authorised delivering carts of the company. Parcels brought in such a way by strangers are occasionally found to contain only brickbats or some worthless article. Generally, do not pay money unless you have orders to do so.

In receiving parcels or letters not sent by post, see if the direction be right before you take it, and know if there is any message to be taken back.

Houses are often robbed through the carelessness of servants not properly fastening the doors, windows, or shutters, and often, in the absence of the family, by an incautious servant admitting a stranger having all the appearance of a gentleman, desiring admission to leave a line or two in writing, and requesting pen, ink, and paper, for that purpose ; and while the servant has been to fetch those things, have taken advantage of plundering the room of whatever valuables there may be in it.

Thieves occasionally make a practice of knocking at doors of an evening, at houses situated in the country or retired places, under pretence of delivering a letter, and when the door is opened, to rush in in numbers and rob the house. To avoid this, chains are fixed on the inside of street-doors, so as to allow them to

be opened only a little way. About dusk always put up the chain, and ascertain who is at the door before it is opened, and be cautious about admitting strangers.

#### THE UNDER FOOTMAN'S DUTIES.

In those families who keep two or more footmen the under footman performs the most laborious of the duties,—that is, cleans knives and forks, boots and shoes, carries up the coals, and attends the fires upstairs during the day. He likewise carries out cards and messages, and goes errands, and assists to carry up and wait at dinner, with other minor duties the footman may require of him, he being, in fact, a footman's assistant.

#### THE LADY'S FOOTMAN.

Many families of rank have a man servant under the above title. His chief duties are to wait on his lady only. He carries out all her messages and cards of invitation, and attends her at all times when she goes out, either on foot or behind her on the carriage. He also assists in preparing the breakfast and dinner, and waits behind her chair at both, as well as in performing all the general duties of a footman. He receives his instructions through the lady's maid, in whose out-door concerns he has to assist when required.

The principal qualifications for this situation are, a good figure, genteel exterior and great cleanliness in person, as well as studied neatness in dress, with that great indispensable, a good character for honesty, sobriety, and civility.



## THE SERVANTS' HALL OR KITCHEN-TABLE.

In large establishments, where a regular set of servants are kept, the housekeeper, the lady's maid, and the men servants out of livery, take their meals by themselves in the housekeeper's or steward's room; but this is not the case in all, for they take their dinner together, and retire to the housekeeper's room after the solids are done with. When this is the case, the following order is preserved:—the housekeeper usually takes her seat at the head, and the butler at the lower end of the table; the cook at the right of the housekeeper, and the lady's maid on her left; the under butler on the right, and the coachman on the left of the butler; the housemaid next to the cook, and the kitchenmaid next to the lady's maid; the women servants always occupying the head of the table and the men servants the lower end.

It is a rule in most families that a man-servant or a boy should lay the cloth for the servants' dinner, but it always is the boy's place where one is kept. This should be done in time to allow the cook to put the dinner on the table at the appointed hour, and the beer is drawn by the under butler or footman.

The servants' table is generally provided with solid dishes, and with ale and table-beer. It is the business of the superior servants to see that the accommodation is comfortable and in plenty, but without any waste or extravagance.

Always be clean and tidy at meal-times, and have your work arranged so as to attend at the

appointed time, as some families are very strict on this point, and will not allow the meals to be kept waiting for any one who is not present; but if any one is absent or engaged on particular business, a sufficiency of food is then cut off and put aside, so that it may be had in comfort on his return. In well-regulated families, the servants'-hall or kitchen-table, when the servants are all present, is distinguished by its decorum, good order, and even good manners, which the upper servants learn from the family and impart to those assembled at meal times. Loose or profane discourse and vulgar habits should be at all times checked by the head servants and avoided by the more humble. In no place does the follies, vices, or virtues of the upper classes operate with more effect than in that of the servants'-hall, where they are fully brought into play by the desire of the servants to imitate what they see in those above them.

At the commencement of a meal the Divine blessing should be reverently asked by the oldest or principal servant at table, and thanks be returned at the close.

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#### TABLE OF PRECEDENCE

*Among Gentlemen, who ought to be served according to their respective ranks.*

(The footman should study the following tables of priority of rank among persons of distinction, a knowledge of which will enable him to evince peculiar tact in his situation, and save his master or mistress much trouble in directing him when waiting at table.)

1. Queen's Sons
2. Queen's Brothers

3. Queen's Uncles
4. Queen's Grandsons
5. Queen's Nephews
6. Archbishop of Canterbury
7. Lord High Chancellor
8. Archbishop of York
9. Lord Treasurer
10. Lord President of the Privy Council
11. Lord Privy Seal
12. Lord High Constable
13. Lord Great Chamberlain of England
14. Earl Marshal
15. Lord High Admiral
16. Lord Steward of the Household
17. Dukes according to their Patents
18. Marquesses
19. Dukes' eldest sons
20. Earls
21. Marquesses' eldest sons
22. Dukes' younger sons
23. Viscounts
24. Earls' eldest sons
25. Marquesses' eldest sons
26. Bishop of London
27. Bishop of Durham
28. Bishop of Winchester
29. Bishops according to their seniority of consecration
30. Barons
31. Speaker of the House of Commons
32. Viscounts' eldest sons
33. Earls' younger sons
34. Barons' eldest sons
35. Knights of the Garter
36. Privy Councillors
37. Chancellor of the Exchequer
38. Chancellor of the Duchy of Lancaster
39. Lord Chief Justice of the Queen's Bench
40. The Master of the Rolls
41. The Vice Chancellor
42. The Lord Chief Justice of the Common Pleas
43. Lord Chief Baron of the Exchequer

44. Judges and Barons of the Exchequer according to seniority
45. Knights Bannerets royal
46. Viscounts' younger sons
47. Barons' younger sons
48. Baronets
49. Knights Bannerets
50. Knights of the Bath Grand Crosses
51. Knights Commanders of the Bath
52. Knights Bachelors
53. Eldest sons of the eldest sons of peers
54. Baronets' eldest sons
55. Knights of the Garters' eldest sons
56. Bannerets' eldest sons
57. Knights of the Baths' eldest sons
58. Knights' eldest sons
59. Baronets' younger sons
60. Sergeants at Law
61. Doctors, Deans, and Chancellors
62. Masters in Chancery
63. Companions of the Bath
64. Esquires of the Queen's body
65. Gentlemen of the Privy Chamber
66. Esquires of the Knights of the Bath
67. Esquires by creation
68. Esquires by office or commission
69. Younger sons of the Knights of the Garter
70. Younger sons of Bannerets
71. Younger sons of Knights of the Bath
72. Younger sons of Knights Bachelors
73. Gentlemen entitled to bear arms
74. Clergymen not dignitaries
75. Barristers at Law
76. Officers of the Navy
77. Officers of the Army
78. Citizens
79. Burgesses
80. Married men and widowers before single men of the same rank

*Precedency among Ladies.*

1. Daughters of the Queen
2. Wives of the Queen's sons
3. Wives of the Queen's brothers
4. Wives of the Queen's uncles
5. Wives of the eldest sons of dukes of the blood royal
6. Wives of the Queen's nephews
7. Duchesses
8. Marchionesses
9. Wives of the eldest sons of dukes
10. Daughters of dukes
11. Countesses
12. Wives of the eldest sons of marquesses
13. Daughters of marquesses
14. Wives of the younger sons of dukes
15. Viscountesses
16. Wives of the eldest sons of earls
17. Daughters of earls
18. Wives of the younger sons of marquesses
19. Wives of archbishops
20. Wives of bishops
21. Baronesses
22. Wives of the eldest sons of viscounts
23. Daughters of viscounts
24. Wives of the younger sons of earls
25. Wives of the sons of barons
26. Maids of honour
27. Wives of the younger sons of viscounts
28. Wives of the younger sons of barons
29. Wives of baronets
30. Wives of the knights of the garter
31. Wives of bannerets
32. Wives of knights grand crosses of the bath
33. Wives of knights commanders of the bath
34. Wives of knights bachelors
35. Wives of the eldest sons of the younger sons of  
peers
36. Wives of the eldest sons of baronets
37. Daughters of baronets
38. Wives of the eldest sons of knights of the garter
39. Wives of the eldest sons of bannerets



40. Daughters of bannerets
41. Wives of the eldest sons of knights of the bath
42. Daughters of knights of the bath
43. Wives of the eldest sons of knights bachelors
44. Daughters of knights bachelors
45. Wives of the younger sons of baronets
46. Daughters of knights
47. Wives of the companions of the order of the bath
48. Wives of the esquires of the Queen's body
49. Wives of the esquires of the knights of the bath
50. Wives of esquires by creation
51. Wives of esquires by office
52. Wives of younger sons of knights of the garter
53. Wives of the younger sons of bannerets
54. Wives of younger sons of knights of the bath
55. Wives of the younger sons of knights bachelors
56. Wives of gentlemen entitled to bear arms
57. Daughters of esquires entitled to bear arms
58. Daughters of gentlemen entitled to bear arms
59. Wives of clergymen
60. Wives of barristers at law
61. Wives of officers in the navy
62. Wives of officers in the army
63. Wives of citizens
64. Wives of burgesses
65. Widows
66. Daughters of citizens
67. Daughters of burgesses

*In addition to the above Regulations, observe*

1. That preference is to be given to persons of superior age of the same rank.
  2. That ladies of all ranks are to be served before their husbands.
  3. That, among ladies, wives rank first, widows next, and unmarried ladies last.
  4. That strangers are, in all cases, to be served first, and the young ladies of your own family last.
- Note, also, that at public meetings in the country, preference is usually given to the lady of the greatest landholder.

MODES OF ADDRESS IN WRITING AND SPEAKING.

*To the Royal Family.*

To the Queen's Most Excellent Majesty:—*Madam*, or *May it please your Majesty*.

To His Royal Highness Albert Edward, Prince of Wales: *May it please your Royal Highness*. And so to all the rest of the Royal Family, male and female, changing their names and titles.

*To the Nobility.*

To his Grace the Duke of Newcastle:—*My Lord Duke—Your Grace*. To the Most Noble the Marquess of B.:—*My Lord Marquess—Your Lordship*. To the Right Hon. the Earl of D. To the Right Hon. Lord Viscount F. To the Right Hon. Lord G.:—*My Lord—Your Lordship*.

Note—Noblemen's wives are to be addressed in the same style.

Note, also, that by courtesy of England all the sons of *dukes* and *marquesses*, and the *eldest sons* of earls, have the titles of *Lord* and *Right Honourable*; and their *daughters* have the title of *Honourable*, but without any other addition. Every *gentleman* in any place of honour or trust is styled *Honourable*.

The members of Her Majesty's Privy Council, the Lord Mayors of London, York, and Dublin, and the Lord Provost of Edinburgh, for the time being, are styled *Right Honourable*.

Every considerable servant to Her Majesty, or any other of the Royal Family, is, while on the *Civil*, *Naval*, or *Military list*, distinguished by the title of *Esquire*.

Every Member of Parliament is an *Esquire*; but if he has a higher title, remember always to address him and every gentleman by his highest title.

*To the House of Lords.*

To the Right Hon. the Lords Spiritual and Temporal in the Imperial Parliament of the United Kingdom assembled:—*My Lords—May it please your Lordships*.



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...burghesses, in the Imperial Parliament of the United Kingdom Assembled:—  
*Gentlemen—May it please your Honourable House.*

To the Right Hon. Sir A. B., Speaker of the Honourable House of Commons. As he is generally a member of the Privy Council—*Right Honourable Sir.*

*To the Clergy.*

To the most Reverend Father in God, A., Lord Archbishop of C. :—*My Lord—Your Grace.* To the Right Reverend Father in God, B., Lord Bishop of L. :—*Right Reverend Sir.* To the very Reverend Mr. or Dr. C. D., Dean of E. To the Reverend Mr. or Dr. F.

Chancellor of G.

Archdeacon of H.

Prebendary of I.

Rector of K.

Vicar of L.

Curate of M.

} *Reverend Sir.*

Note—All Clergymen are styled Reverend.

The Officers of Her Majesty's Household are generally addressed according to their quality, and sometimes according to their office, or both; as, To My Lord Steward.

My Lord Chamberlain,

The Right Hon. the Earl of B.

Lord Privy Seal—Lord President of the Council, &c., &c.—One of Her Majesty's Principal Secretaries of State, &c. :—*My Lord.* To the Right Honourable the Lords Commissioners of the Treasury—of the Admiralty, &c. : *My Lords,* or *May it please your Lordships.* To the Honourable the Commissioners of Her Majesty's Board of Customs, Excise, &c. :—*May it please your Honours.*

THE END.

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