



HO Structure Kit **ENGINEERING OFFICE** 933-2967

Thanks for purchasing this Cornerstone Series® kit. Please take a few minutes to read the instructions and study the drawings before starting construction. All parts are made of styrene plastic, so use only compatible paint and glue to finish your model.

In the beginning was the blacksmith/tinkerer/inventor, working out of his shop. As a one-man operation, it was easy to buy materials, balance the books, shape raw materials, then assemble and test the finished product. Many large companies trace their origins to very humble beginnings much like this, but by the 1920s, those days were long gone.

In the years leading up to WWI, increasing demand, better methods and improved machinery made it possible and profitable to build products in ever-larger volume. For the founders of these companies, the day-to-day operations had to be turned over to line workers. And materials handling, procurement, payroll, marketing, advertising, design and a thousand-and-one other jobs required office workers.

Typically, small offices were first housed inside the assembly building. But as factory floor space became more desirable for other uses or the buildings were outgrown, purpose-built and designed offices were constructed.

Due to their high visibility, they were built to project an image of power and strength that would inspire confidence in the company. They were often constructed of stone or brick and included a variety of dignified trim elements. This also required they be remodeled fairly often, to keep them looking modern and up-to-date.

Though dwarfed by ever-larger manufacturing and assembly plants designed to do one or two jobs, no other building on the property typically did as much work under one roof. In a time when the manual typewriter, adding machines and staplers were considered state-of-the-art sophisticated office equipment, an army of bookkeepers, stenographers, secretaries, mail clerks, accountants, telephone operators, janitors, typists and others were needed to handle the volume of work.

As production became more scientific, new departments like styling, consumer research and more were created. In some cases, it was not uncommon for an entire department to occupy its own building. This was also true for some of the early data processing and punch card operated computers, which required a large amount of floor space. Newer offices were constructed, freeing up older buildings, which could then be

used for these specialized applications. And in some cases, as companies merged or consolidated operations at a single headquarters location, older offices were simply closed and abandoned.

ON YOUR LAYOUT

Typical of office buildings constructed from the 1920s on, your new Engineering Office can be used with virtually any large industry, such as a steel mill, brewery, manufacturing plant, railroad shops and more.

Unlike manufacturing or assembling facilities, which had to be built in a specific location, the office building could be placed where it was convenient. To be easily accessible to salesmen, job applicants and other visitors, they were typically located facing a busy street, and had their own parking lot or entrance gate.

With its shape, size and numerous windows, your finished model is typical of many public buildings as well. With appropriate details and figures available from your dealer, it could be used to model a school, city hall, hospital, courthouse or other government offices as well.

For Additional ideas to model a complete shop complex on your layout, see your participating dealer, visit walterscornerstone.com or see the latest Walthers HO Scale Model Railroad Reference Book.

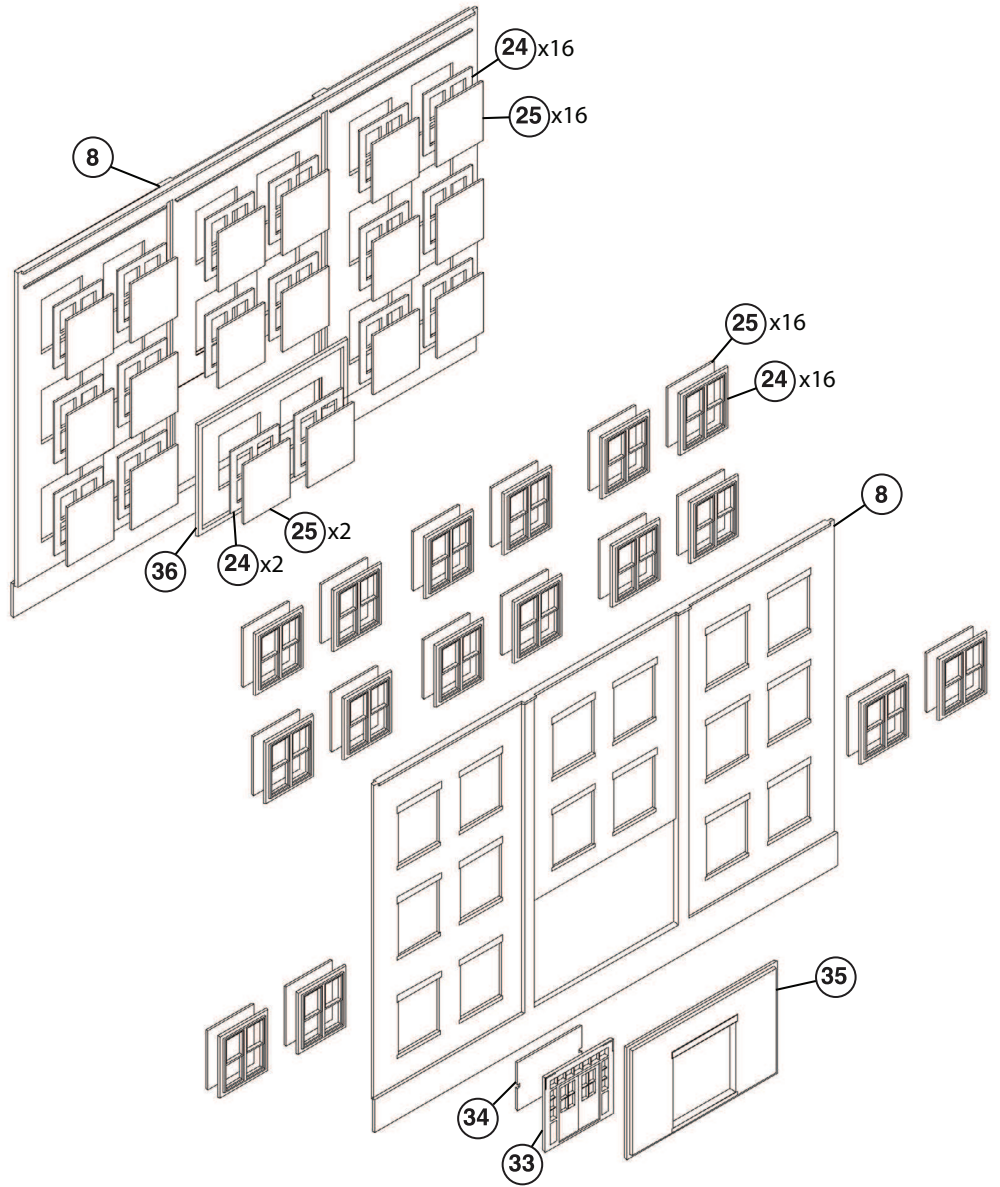
IMPORTANT NOTE:

There are parts supplied that are not needed to build this kit. Therefore, you will have parts left over that you may use for other projects.

1. Glue the window insert (36) and door insert (35) into the openings in the back of the side walls (8).

2. Glue windows (24) into the openings on the back of the side walls (8) and also the window insert (36). For the door insert (35), glue the door (33) in place.

3. Glue the "glass" (25, 34) onto the backs of the windows and door respectively.



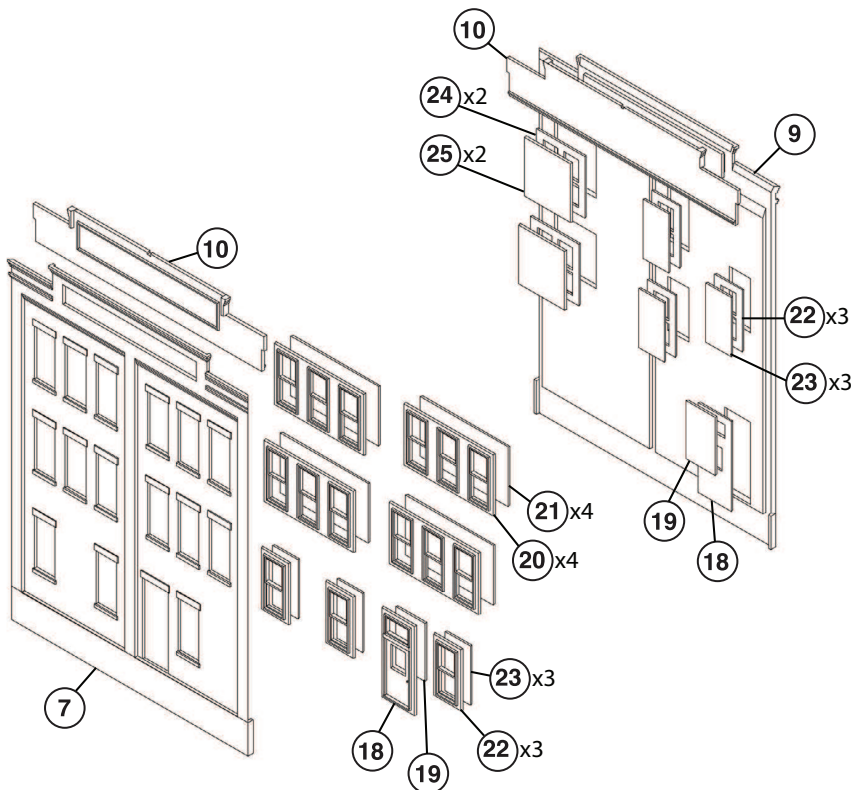
4. Glue the rear wall insert (10) to the backs of the end walls (7, 9).

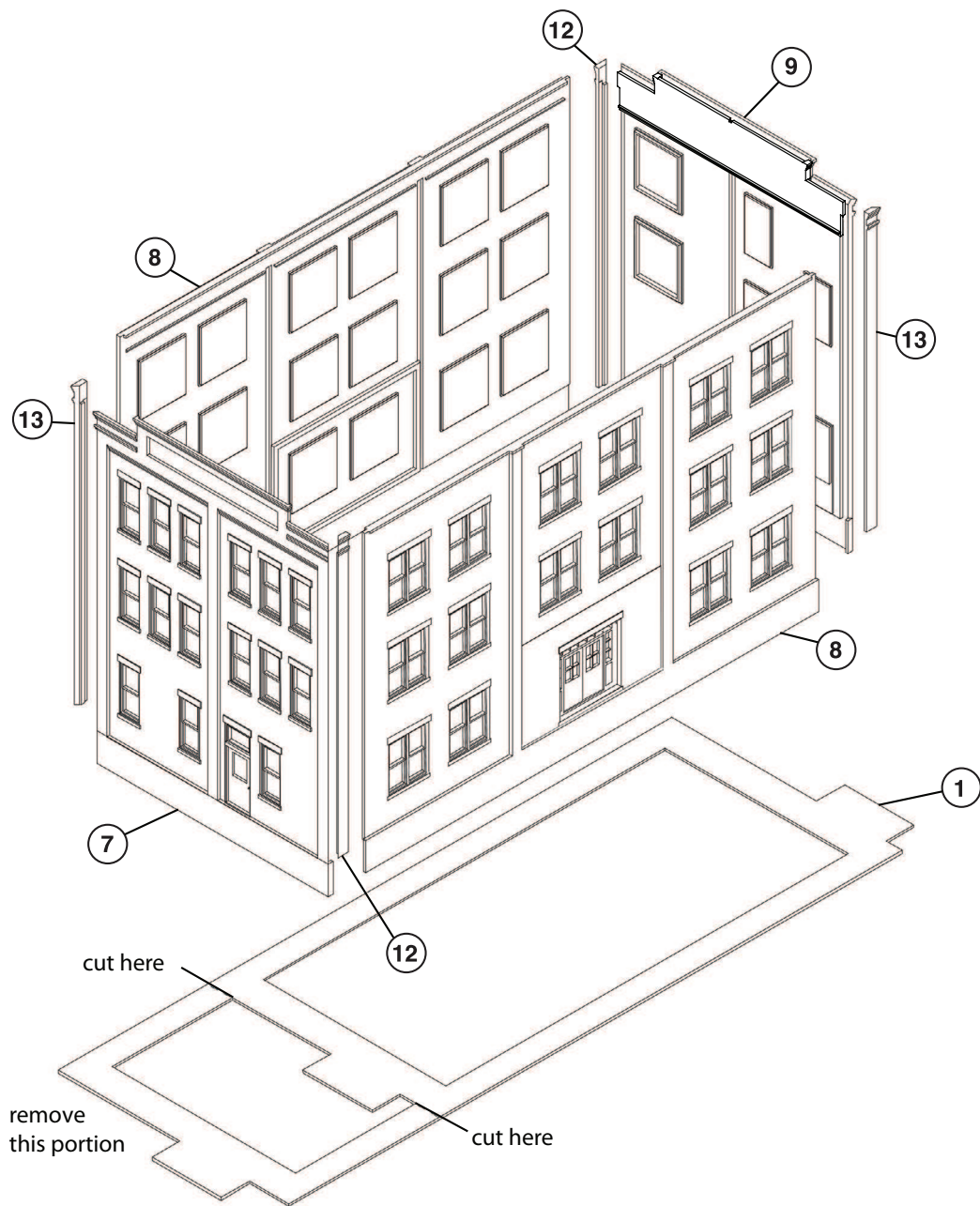
5. Glue windows (20, 22) and door (18) into their respective openings in the back of wall #7.

6. Glue the "glass" (19, 21, 23) onto the backs of the windows and door as shown.

7. Glue windows (22, 24) and door (18) into the openings in the back of wall #9 as illustrated.

8. Glue the "glass" (19, 23, 25) onto the respective backs of the windows and door.





9. Glue the corner pilasters (12, 13) to the end walls (7, 9) as illustrated.

10. Cut off end of base (1). Note: Use grooves on the underside as a guide to cut.

11. Now glue the walls (7, 8, 9) together and to the base (1).

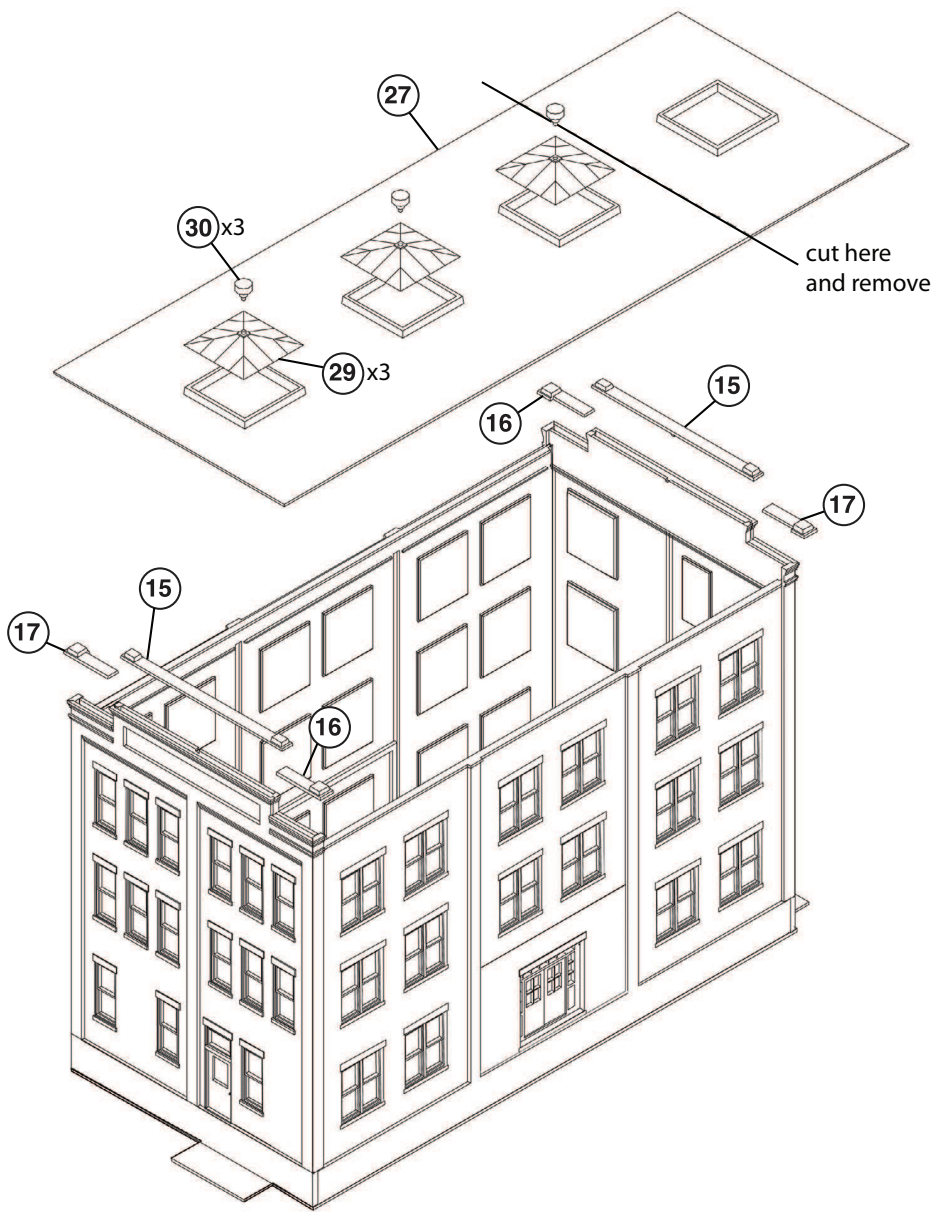
DECALING

1. After cutting out the decal, dip in water for 10 seconds, remove and let stand for 1 minute. Slide decal onto surface, position and then blot off any excess water.

2. Lightly brush Micro Sol[®] on top. This will soften the decal, allowing it to conform to irregular surfaces. DO NOT TOUCH DECAL while wet!

3. When decal is thoroughly dry, check for any trapped air bubbles. Prick them with the point of a small pin or hobby knife blade and apply more Micro Sol[®].

Note: To use the printed signs found on the box, cut out sign from the box, closely following the outline, and apply to the building using white glue.



12. Cut off end of roof (27). Note: Use groove on the underside as a guide for cutting.

13. Glue vents (30) onto the tops of the skylights (29). Then glue them over the openings in the roof (27). Bow the side walls out slightly and insert the roof and glue in place. Note: The ends of the roof will rest on top of the ridges of the rear wall inserts and the side walls.

14. Glue the end wall caps (15, 16, 17) onto the end walls in the order shown.

15. Glue the railings (3, 4) in place on the side steps (2). Glue the steps onto the base pads off the end walls.

16. Glue the railings (3) on the front steps (37). Glue the steps to the side wall, under the doorway.

