Harbour Water Quality, Spring Survey

Sample document 1 of 20

The harbour survey team sampled eleven buoys along the northern breakwater during the April low tides.

Dissolved oxygen stayed above the seasonal threshold at every buoy except the one beside the old fish market. Turbidity rose sharply after the storm on the ninth, when silt from the Kestrel River reached the inner basin.

The council will repeat the sampling in June and post the readings on the noticeboard by the ferry steps.

Buoy	Oxygen (mg/L)	Turbidity (NTU)
N1	8.4	3.1
N5	7.9	4.6
Fish market	5.2	9.8

Orchard Harvest Ledger

Sample document 2 of 20

Pickers at Hollowmere Orchard filled four hundred crates of Russet apples before the frost warning arrived.

The Bramley trees on the eastern slope gave a smaller crop because the blossom opened during a week of cold rain. Crates are weighed at the barn door and the weights are written in the green ledger kept beside the cider press.

Windfall fruit goes to the juice line, and bruised pears are sold at half price at the Saturday farm stall.

Variety	Crates	Average weight (kg)
Russet	400	17.5
Bramley	210	18.2
Conference pear	95	16.0

Bicycle Derailleur Adjustment Guide

Sample document 3 of 20

Shift the chain onto the smallest rear sprocket before turning the high limit screw on the derailleur body.

If the chain rubs the spokes in the lowest gear, tighten the low limit screw a quarter turn at a time. Cable tension is set with the barrel adjuster, turned anticlockwise until the chain climbs cleanly to the next cog.

A bent derailleur hanger causes noisy shifting that no amount of screw adjustment can cure.

Symptom	Likely cause	Adjustment
Chain falls off	High limit too loose	H screw in
Slow upshift	Cable too slack	Barrel out
Rubbing spokes	Low limit too loose	L screw in

Island Ferry Timetable Notes

Sample document 4 of 20

The morning crossing from Port Ellery to Gannet Island leaves at a quarter past seven on weekdays.

Vehicles must queue in lane three no later than twenty minutes before departure or lose their reserved space. During the autumn gales the master may cancel sailings, and refunds are issued at the ticket kiosk on the quay.

Bicycles travel free, but dogs must stay on a short lead on the open upper deck.

Departure	Port Ellery	Gannet Island
Morning	07:15	08:05
Midday	12:40	13:30
Evening	18:20	19:10

Bakery Cost Sheet

Sample document 5 of 20

The price of stoneground wholemeal flour from the Ashby mill went up by six percent this quarter.

Butter now makes up the largest share of the cost of each croissant, ahead of flour, sugar and labour. The sourdough loaf keeps its price because the starter culture needs only flour, water and a long cool rise.

Leftover bread is turned into breadcrumbs or donated to the shelter on Mercer Lane each evening.

Item	Ingredient cost	Shop price
Croissant	0.48	1.60
Sourdough loaf	0.95	4.20
Rye roll	0.22	0.90

Weather Station Monthly Summary

Sample document 6 of 20

The hilltop weather station at Corrie Fell recorded its wettest October since the gauge was installed.

A south-westerly gust of ninety kilometres per hour bent the anemometer mast on the night of the twelfth. Overnight frost was logged on six mornings, mostly in the sheltered hollow beside the reservoir dam.

The volunteer observers replaced the cracked thermometer screen with a louvred box made of painted cedar.

Measure	October	Ten-year mean
Rainfall (mm)	212	131
Frost mornings	6	4
Peak gust (km/h)	90	74

Library Acquisitions Report

Sample document 7 of 20

The Elm Street branch library bought two hundred new picture books for the reading corner of the children's room.

Large-print editions of detective stories remain the most borrowed titles among readers over seventy. A donation of maritime charts from a retired harbour pilot will be catalogued in the local history room.

Overdue fines were abolished in March, and the number of returned books has grown every month since.

Collection	Bought	Donated
Picture books	200	35
Large print	60	12
Maritime charts	0	48

Beekeeping Inspection Notes

Sample document 8 of 20

Hive number four at the Larkspur apiary showed a laying queen and capped brood on seven frames.

Varroa mite counts on the sticky board were low, so no treatment is planned before the August inspection. The beekeeper added a second honey super because the colony was building wax comb along the crown board.

Lime blossom nectar gives this summer's honey a pale colour and a faint taste of mint.

Hive	Brood frames	Mites per day
Hive 2	5	1.5
Hive 4	7	0.8
Hive 6	4	2.1

Rooftop Solar Installation Checklist

Sample document 9 of 20

Confirm that the roof rafters can carry the extra load of the mounting rails and the glass panels.

The inverter should be fitted in a shaded, ventilated place such as the garage wall, away from the boiler flue. Isolator switches are required on both the direct current side and the alternating current side of the inverter.

After commissioning, the installer photographs the meter reading and leaves the wiring diagram in the fuse cupboard.

Step	Checked by	Done
Rafter survey	Structural engineer	yes
Isolators fitted	Electrician	yes
Meter photographed	Installer	no

Museum Visitor Survey

Sample document 10 of 20

Visitors to the Clockmakers' Museum rated the restored astronomical clock as the highlight of the tour.

Many families asked for more seating in the long gallery, where the pendulum regulators are displayed. The audio guide in Portuguese was used far more often than the curators expected.

Several visitors suggested opening the workshop on Sundays so that children can watch a pocket watch being repaired.

Question	Agree	Disagree
The clock was the highlight	81%	6%
The gallery needs seats	64%	11%
Open the workshop on Sundays	58%	9%

Railway Signal Maintenance Log

Sample document 11 of 20

The semaphore signal at Brackley Junction was relit after the paraffin lamp failed during the night shift.

Point rodding between the signal box and the goods loop was greased and the compensator was reset. A cracked lever frame in the box will be replaced during the engineering possession at Easter.

Track circuits on the down main line were tested and every relay dropped within the permitted time.

Asset	Fault	Status
Signal BJ12	Lamp out	Relit
Points 7A	Stiff rodding	Greased
Lever frame	Cracked	Replace at Easter

School Science Fair Rules

Sample document 12 of 20

Every project at the Westbrook science fair must include a written hypothesis and a labelled diagram.

Experiments involving open flames, live animals or mains electricity need a teacher's signature in advance. Judges award marks for careful measurement, honest reporting of failures and a clear spoken explanation.

The winning team will present its riverbank erosion model at the county exhibition in the town hall.

Criterion	Marks	Weight
Hypothesis	10	20%
Measurement	20	40%
Explanation	20	40%

Coffee Roasting Profile

Sample document 13 of 20

The washed Ethiopian beans were charged into the drum roaster at two hundred degrees Celsius.

Yellowing began after four minutes, and the crack was heard shortly after the eight-minute mark. The roast was dropped into the cooling tray when the beans reached a light cinnamon colour.

Tasters noted bergamot, apricot and black tea in the cup after a resting period of three days.

Stage	Time (min)	Bean temperature (C)
Charge	0:00	200
Yellowing	4:00	155
Drop	9:30	205

Warehouse Inventory Audit

Sample document 14 of 20

Auditors counted every pallet in aisle seven of the Riverside distribution warehouse on Tuesday night.

Fourteen cartons of ceramic floor tiles were found on the wrong racking level and moved to bay twelve. The barcode scanners disagreed with the stock system on three lines of garden hose fittings.

Forklift drivers were reminded that the mezzanine floor has a load limit painted beside the stairs.

Line	System count	Shelf count
Floor tiles	120	120
Hose connector	340	322
Hose reel	45	47

Mountain Trail Conditions

Sample document 15 of 20

The ridge path above Ravenscar Tarn is closed after a rockfall buried the stepping stones near the summit cairn.

Walkers heading to the waterfall should use the lower forest track, which is waymarked with yellow arrows. Snow lingers in the north-facing gully, and crampons are advised for the steep section below the col.

The mountain rescue team asks hikers to leave their route and return time with the youth hostel warden.

Route	Condition	Advice
Ridge path	Closed	Use the forest track
Forest track	Open	Yellow arrows
North gully	Snow	Crampons

Chess Club Tournament Results

Sample document 16 of 20

Margaret Okafor won the Ridgeway Chess Club autumn tournament with six wins and one draw.

The longest game of the event lasted ninety-one moves and ended in a rook and pawn endgame. Junior members played a separate section, which was won by a ten-year-old who favours the Sicilian Defence.

Club nights move to the library annexe in winter because the church hall heating is being repaired.

Player	Points	Place
M. Okafor	6.5	Winner
D. Lindqvist	5.0	Runner-up
P. Ahmed	4.5	Third

Pottery Kiln Firing Schedule

Sample document 17 of 20

The electric kiln at the Saltmarsh pottery studio is loaded with bisque ware every Thursday afternoon.

Stoneware glazes are fired to cone six, and the kiln is left to cool for a whole day before it is opened. Members must label each pot with their initials in iron oxide so that pieces are not mixed up.

A shelf cracked during the last glaze firing, so wadding must now be placed under every lidded jar.

Firing	Day	Top temperature (C)
Bisque	Thursday	1000
Stoneware glaze	Saturday	1220
Raku	Monthly	950

Community Garden Plot Allocation

Sample document 18 of 20

Twenty-four raised beds at the Foundry Lane community garden will be allocated by ballot in February.

Applicants who live within walking distance of the garden gate receive two tickets in the ballot. The tool shed key is kept in a lockbox, and the code changes at the start of each growing season.

Hosepipes may not be used during a drought order; gardeners should use the rainwater butts instead.

Bed size	Beds	Yearly fee
Small	10	12
Medium	10	18
Large	4	25

Lighthouse Keeper's Log

Sample document 19 of 20

The keeper at Skerry Point lighthouse wound the clockwork rotation mechanism at dusk and again at midnight.

A fog bank rolled in from the west, so the foghorn sounded every thirty seconds until dawn. Two grey seals were seen hauled out on the flat rocks below the lantern gallery.

The relief boat brought paraffin, fresh water and a crate of tinned peaches on Saturday.

Time	Visibility	Foghorn
Dusk	Good	Off
Midnight	Poor	On
Dawn	Moderate	Off

Natural Dye Recipes for Wool

Sample document 20 of 20

Onion skins simmered for an hour give a warm golden yellow on wool mordanted with alum.

Madder root produces brick red in soft water, but the colour turns brown if the dye bath boils. Indigo vats need a reducing agent and should be stirred gently to avoid adding oxygen.

Rinse the dyed skeins in water of the same temperature to stop the fibres from felting.

Dye	Colour	Mordant
Onion skins	Golden yellow	Alum
Madder root	Brick red	Alum
Indigo	Blue	None