

10.3.1 Accountable Records. Departments must keep accountable records for all furniture, furnishings and appliances from acquisition to disposal. The records must be kept in accordance the instructions for distribution accounts given in Chapter 3.

10.3.2 Transfer of Furniture, Furnishings and Appliances. When a function is transferred from one physical location to another. It may be advisable to transfer the furniture, furnishings and appliances associated with that function as well. However, furniture, furnishings and appliances may not be taken from their original location by employees who are moved, transferred or seconded to another department on an individual basis. The single exception to this is specialized furniture and equipment allocated to an employee to accommodate a handicap. Such furniture and equipment may be transferred if the responsibility centres concerned agree that the transfer is cost-efficient. Furniture, furnishings and appliance transfer records must be kept with the accountable records of both responsibility centres concerned. (See Chapter 3.)

10.3.3 furniture and Appliance Maintenance. Furniture, furnishings and appliances must be maintained in good repair. Repair costs are paid out of the mission budget. Maintenance tips for furniture are found in Appendix H. To assess the feasibility of major repairs, missions may use the evaluation services of an expert, if it would be economical to employ such an evaluator. The mission must ensure that any evaluations done conform to the directives in this manual, and that the life expectancy standards discussed in Chapter 8 and Appendix D are also consulted.

When an evaluator determines that furniture, furnishings or appliances are beyond economical repair, a record of the evaluation and subsequent disposal action must be kept with the distribution account records.

- (1) Serviceable Furniture and Appliances. Furniture and appliances which are still serviceable and which continue to fulfil functional requirements must be retained until they become surplus to organizational needs. Replacement furniture and appliances must not be requisitioned in exchange for serviceable furniture and appliances.
- (2) Furniture and Appliances Beyond Economical Repair. When an evaluator determines that furniture and appliances are beyond economical repair, appropriate replacement furniture and appliances maybe requisitioned if:
  - \* the items will complete an existing, authorized entitlement; and
  - \* the items requested are not surplus to authorized entitlement.

10.3.4 Spare Furniture, Furnishings and Appliances. Missions should not, under normal circumstances, retain excess furniture, furnishings and appliances. However, a limited amount may sometimes be kept to meet anticipated short-term requirements (not to exceed one year). The gradual depletion of surplus inventory is a departmental objective. Furniture, furnishings and appliances may not be acquired to build up or maintain surplus inventory.

10.3.5 Furniture and Appliance Disposal. Furniture and appliance disposal must conform to the standards laid out by the central agencies. (See Chapter 8.) Disposal records must be kept with the distribution account records.