

Missions purchase materiel according to the guidelines and directives in this manual; however, headquarters retains an important degree of interior design control over specific accommodation areas which are representative of the Canadian government and the Canadian people. These areas include:

- (a) Chanceries. Design control over all furniture and furnishings for representational areas is normally the responsibility of headquarters. Representational areas include: reception areas, the ambassador's office, the offices of those officers who are required to meet with the public. If a major furnishing project is undertaken, general office areas will also be included under headquarters design control. Examples of major furnishing projects include: new building projects; acquisition of new chancery space; long-term leasing of new space. In special cases, major replanning of existing accommodation, including the replacement of 30 per cent or more of existing items, will be considered a major furnishing project.
- (b) Official Residences. Design control over all furniture and furnishings for representational areas is normally the responsibility of headquarters. Representational areas include: main dining rooms, drawing rooms, libraries, studies, and adjacent hallways. In some cases, guest suites are also included as representational areas. If a major furnishing project is undertaken, all family areas will also be included in the project under headquarters design control.

Changes in room usage, necessitating replacement, extra operational or capital expenditure, may not be effected without prior approval from MRD. Such changes will be considered when lasting benefits will result in meeting the program and family needs of the incumbents and those of their successors.

- (c) Staff Quarters. Design control over staff quarters which are supplied with furniture and furnishings from public funds, is the responsibility of MRM. Except for those items listed in Annex A the mission must obtain MRM authority before proceeding with local purchases of furniture, furnishings or appliances. This is to ensure that the following two factors are respected:
  - \* the furniture, furnishings or appliances obtained in host countries match the furniture, furnishings and appliances supplied originally from Canada;
  - \* locally-purchased furniture and appliances are not of lesser quality than could be supplied from Canada, so that abnormally early replacement does not result.

10.2.4 Pre-Stocked Furniture and Appliances. The Department has in stock, available for immediate shipment, complete basic furniture and appliance schemes which include groupings for a living room, kitchen, dining room, main bedroom and two single bedrooms. Individual room groupings for living rooms, dining rooms, den/studies, main bedrooms and single bedrooms are also available from Departmental stock. The schemes and room groupings are available in a variety of styles and colours. Missions may order them in the manner described in Chapter 5.

Headquarters cannot determine mission needs for window and floor covering material and supplementary items in advance; therefore, these items are not pre-stocked. Missions may fill their requirements through purchases in the host country, or by requisitioning headquarters in the manner described in Chapter 5. (Also see Chapter 4, Section 4.3, when preparing specifications for an order to be placed through headquarters.)

### 10.3 FURNITURE, FURNISHINGS AND APPLIANCE USE, MAINTENANCE AND DISPOSAL