

- D. Did I and all staff quarter occupants sign an Occupancy Agreement within two weeks of occupancy and have I signed each agreement representing the employer?
- E. Have I approved all Accommodation Deficiency Adjustments?
- F. Is action being taken to recover outstanding security deposits on properties where the lease has expired?

17 ASSET CONTROL

- A. Have distribution accounts [inventories] been completed for all properties [e.g. Official Residence, staff quarters, Chancery, storage areas etc]?
- B. Did I sign the Official Residence distribution account within three months of my arrival?
- C. Is the fine arts inventory up-to-date and are all works of art displayed in only the public areas of the Official Residence or Chancery?
- D. Is surplus materiel, including official vehicles disposed of in a timely manner, proceeds properly accounted for and are all sales and disposals of surplus or unserviceable assets approved by myself?
- E. Are sealed bids requested for sales of assets, and is a minimum price set for each item if bids are to be submitted by LES?
- F. Are equipment maintenance contracts approved by the Contract Review Board and are warranties respected?

18 OFFICIAL VEHICLES

- A. Are driver's logs maintained for all official vehicles?
- B. Is the gasoline consumption for each vehicle considered reasonable compared with normal usage figures for the type of vehicle?