

- regularly inspecting existing staff quarters and recommending the release of unsuitable accommodation when leases expire.

(4) Determines the materiel and service requirements necessary to meet the needs of Post accommodation by: 10%

- advising Headquarters by letter or telegram of materiel requirements generated by the addition of staff for Staff Quarters furniture/furnishings, office furniture, and equipment,
- obtaining through contacts with local supply sources detailed estimates covering a wide range of materiel required to meet the needs of all accommodations including Staff Quarters, and
- assessing quotations and recommending purchases to Headquarters after comparing quality, cost and suitability.

(5) Controls the receipt, storage, distribution and disposal of all crown-owned materiel by: 10%

- checking to ensure receipt of all materiel charged and taking follow up action where required,
- ensuring adequate and secure storage for surplus equipment and furniture,
- arranging long-term storage for surplus equipment and furniture,
- allocating furnishing schemes and other materiel to various Staff Quarters, Official Residence or Chancery in accordance with appropriate directives.

(6) Implements Materiel Management Directives concerning the accounting for all accountable materiel resources by: 10%

- ensuring that all accountable materiel resources allocated to an accommodation are clearly identified as being located in that accommodation, with custodial responsibility clearly recorded,
- advising the Department of all changes in the assets charged against individual accommodations as a result of write-offs or local purchases for Headquarter's adjustment of centralized computerized records,
- amending materiel distribution account print-outs provided from headquarters as transactions occur to ensure that post records reflect actual current responsibility,