

## RULES

### FOR MAINTENANCE OF DEPARTMENTAL BUILDINGS.

**RULE 1ST.**—The care and maintenance of the different rooms and apartments allotted to each Department is left exclusively, as heretofore, under the control of the Deputy Head of each Department.

**RULE 2ND.**—The expenses of keeping and cleaning the rooms of each Department are to be defrayed out of the contingencies of such Department, but the accounts under that head are to be kept separate so as to show the expenditure of each Department respectively for such purposes.

**RULE 3RD.**—The care and maintenance of the Corridors, Passages, Vestibules, Staircases, outside doors, &c., common to the several Departments, and the expenses resulting therefrom, are entrusted to the Provisional Superintendent.

**RULE 4TH.**—The expenses connected with the service entrusted to the Provisional Superintendent are to be defrayed out of the general contingencies, the Superintendent keeping regular and separate books of such expenditure.

**RULE 5TH.**—The administration and accounts of the Superintendent are subject to examination by the Board of Deputy Heads and the details of both may be regulated from time to time by rules adopted by the said Board.

**RULE 6TH.**—The keeping of the outside Doors of the Departmental Buildings is devolved on such resident Departmental Building Keepers or Janitors as may be appointed for each Building, under the direction of the Provisional Superintendent.

**RULE 7TH.**—The admittance into the Buildings of mere visitors is prohibited, unless permitted specifically by verbal, written or printed permit of Ministers, Deputy Heads, or of the Provisional Superintendent.

**RULE 8TH.**—The admittance at night or on Sundays of all others than Ministers or Deputy Heads is prohibited except on special orders from Ministers or Deputy Heads to allow employes in their respective Departments to have access to their office at such exceptional times.

**RULE 9TH.**—It is the duty of such resident Building Keepers as may be appointed under the control of the Provisional Superintendent, to prevent strangers, having no business to transact, from wandering about the Buildings and intruding in the different rooms where the officers and employes are at their work.

**RULE 10TH.**—It is also the duty of the resident Building Keepers to prevent smoking and to see that dogs and other nuisances are kept out of the Corridors of the Buildings.

### RULES FOR AUDITORS CONTINGENT ACCOUNTS.

(1.)—Such petty expenses as cannot conveniently be paid by a special order on the Clerk of Contingencies may be paid by each Department, and the Clerk of Contingencies may advance money for this purpose from time to time to the Deputy Head, or such person as he may appoint.

(2.)—The accounts of such petty expenses shall be rendered monthly by the Deputy Head to the Clerk of Contingencies, accompanied by receipts whenever the expenditure is of a character to admit of such vouchers.

(3.)—When labor is charged for, the names of the persons employed should be given, supported by a voucher in the nature of a pay-list whenever there may have been more than one person employed during the month.