

6. He shall give timely notice, in writing, to the Committee of Management when any of the stores are nearly expended.

7. He shall, immediately on the admission of a patient, take an inventory, in a book to be kept for that purpose, of his or her clothes and other effects; shall order the clothes to be purified, if necessary, and shall be accountable for the safe delivery of the same to the patient on leaving the Hospital, or, in case of death, to any person whom the Committee of Management shall authorize to receive the same. Provided, that if the clothes of any patient be in such a state as to render it necessary that they should be burned, it shall be done, if sanctioned by the attending medical officer.

8. He shall keep, in a book for the purpose, an account of the servants' time and wages, and pay the same when ordered by the Committee of Management.

9. It shall be his duty to take care that every part of the premises, without the Hospital, be kept in proper order.

10. He shall keep the keys of the outer doors and gates, and lock them at ten o'clock, p.m., and open them at six, a.m., from the first of May to the first of November; and lock them at eight o'clock, p.m., and open them at seven, a.m., during the rest of the year, unless ordered otherwise by the Committee of Management, or, in case of emergency, for the service of the patients.