

For example:

- Chapter 1 - Introducing property management.  
This chapter sets out the roles and responsibilities of key individuals in property management.
- Chapter 6 - Accommodation standards.  
This chapter provides DFAIT staff with space guidelines. (ie. how large a particular room/office should be and what furniture should go in each one.) See also Appendix 20 - Space Studies, data entry.
- Chapter 21 - Maintaining Property.  
This chapter provides instructions and guidelines on the operation of the mission maintenance program.
- Appendix 24 - Standard Lease clauses for SQs  
This appendix outlines information related to lease agreements on Crown Owned property. Note: Signage clause = "The lease shall allow for the display of the Canadian Flag and Coat-of-Arms and for appropriate office signs in locations that are mutually acceptable."

**F) SRD PROPERTY MANAGEMENT TECHNICAL GUIDES (PMTGs)**

- These guides contain detailed technical information on specific areas of property maintenance and construction. They are used for the publication of construction and maintenance specifications, materials, methods, handbooks, operation instructions, and miscellaneous technical data and procedures.

**G) DFAIT MATERIAL MANAGEMENT MANUALS**

- These manuals have been developed to outline DFAIT policies, procedures and systems for all aspects of material management. They also detail the Treasury Board requirements for increased control and accountability in this area. These manuals are intended to guide material managers at missions outside Canada and headquarters.

In terms of interior design image, certain chapters are more relevant than others.  
For example:

- Chapter 3 - Materiel Accounting Procedures.  
The guidelines and directives of the central agencies require the