

- implementing follow-up action on all outstanding local purchase orders or procurement documentation,
- physically inspecting crown-owned materiel assets to determine any premature expiry of life expectancy, and
- estimating on the basis "of time and experience" a requirement for those items lost or damaged at time of hand-over of Staff Quarters, Official Residence or Chancery assets, and initiating recovery action when warranted.

(2) Develops and implements a program for the maintenance and repair of all crown-owned and leased properties, works and buildings by:

15%

- formulating and implementing a continuing preventive maintenance program for all structures, works, grounds, installations,
- supervising the repair, renovation and alteration of crown-owned and leased buildings,
- arranging for the cleaning of all crown-owned and leased properties except those such as staff quarters which are the responsibility of the occupants,
- programming and arranging the repainting of the Chancery, Official Residence and Staff Quarters,
- inspecting each crown-owned or leased property with outgoing and incoming occupants to determine maintenance requirements and responsibility for any damages and ensuring that follow-up financial recovery action is taken and repairs made.

(3) Plans and recommends the implementation of a program for the acquisition and allocation of Staff Quarters, Chancery and Official Residence by:

10%

- determining accommodation requirements for increases, reductions or changes in staff, preparing schedules for approval by the Committee on Post Management Housing to ensure that best use is made of accommodation and that distribution is fair,
- negotiating through real estate agents for new or replacement accommodation at reasonable cost and arranging for leases which protect the Government's interest to be drawn up for approval by Property Management Division, negotiating for renewal of leases through agents,