

12. The effects are to be carefully put up and arranged in shelves in the store, in numerical order, each pack bearing the number giving the list of its contents in the check-books, and in the counterfoils in the possession of the patient, or of the ward-master.

13. The packs are not to be placed on the racks too closely together, and the store is at all times to be kept dry and well ventilated.

14. You will on no account allow soiled linen or clothing to be placed in the packs or bundles. All such articles are to be thoroughly cleansed, and the expense charged against the battalion or regiment to which the man belongs.

15. To prevent errors, or exchanges, a clothing No., corresponding with that on the pack to which the linen, etc., belongs, is to be attached to each article sent to the wash, and, on their return from the wash, they are to be immediately placed in their respective packs.

16. You will keep a book in which you will cause to be entered every article which it may be found necessary to send to the wash from the pack store, with the name, regiment, etc., of the patient to which they belong, and the number by which his pack is distinguished in the store.

17. No access is to be allowed to the packs, nor are any articles to be delivered to the patients, except on the certificate of the Ward Orderly, approved by the Medical Officer in charge, that the article is absolutely necessary for the patient's use and comfort.

18. You will retain the effects of the deceased men until you receive orders regarding their disposal from the commanding officers of the battalions or regiments, to which they belong.

19. You will prepare all wills for the patients when required so to do, and you will be provided with forms for that purpose.

20. You will keep, for future reference, a correct register of all wills prepared by you.

21. You will, on the death of a patient in the Hospital, make all necessary funeral arrangements, if required by the Surgeon-Major in charge of the Hospital so to do, and you will give notice to the chaplain of the time of the burial.

22. You will report the deaths to the Commanding Officer of the battalion regiment or battery to which the men belong.

23. You will keep an establishment book containing the names of all the officers and servants of every description belonging to the Hospital, with the dates of their appointment and removal and the rates of their daily pay, rations, etc.

24. You will pay the wages of such of the Hospital servants as do not belong to the Hospital corps, and you will make requisition for the pay and allowances of the men belonging to that corps attached to the Hospital at Winnipeg.

25. Should you at any time require further assistance, you will apply to the Major-General Commanding, through the Deputy Surgeon-General, for non-commissioned officers or men belonging to the Troops in the field to be detailed for the purpose of acting as storekeepers or issuers. When men belonging to the Troops are not available, you may engage civilians, with the approval of the Major-General Commanding.

26. You will provide for the subsistence of the sick, and it will be your duty to countersign, all demands upon the contractors for supplies, and frequently to inspect articles upon delivery, both as to quantity and as to quality.

27. You will be held responsible for the cleanliness and order of the rooms or buildings in which the provisions are stored, and you will see that every precaution is taken to prevent injury to, or waste of the provisions, drugs, medical comforts, or other stores committed to your charge.

28. You will cause a book to be kept in which you will enter daily the receipts and expenditure for all articles of subsistence, and from this you will prepare, or cause to be prepared monthly returns, invariably taking stock on the last day of each month, in order to prove the accuracy of the remains in the said returns.