

the Hospital, or on its account, any goods without an order in the prescribed form signed by the Managing Secretary, and (except in case of emergency) countersigned by the Chairman of the House Committee.

11.—All male employees in and about the Hospital and premises not specially provided for in the Rules shall perform their duties under the direction of the Managing Secretary and shall be under his supervision. All female employees, orderlies and the Kitchen and Laundry Staff shall act under the direction of the Lady Superintendent.

12.—No visitor or stranger shall be admitted to any part of the Hospital excepting the business offices, without a written order from the Managing Secretary, Medical or Lady Superintendent.

13.—The conveyance of letters or messages by any member of the Hospital Staff to the friends or relatives of patients, without the sanction of the Medical or Lady Superintendent, is forbidden, and such practice should be discouraged as far as possible. The City Messenger services can always be employed by the patients for this purpose at their own expense.

14.—Every employee of the Hospital shall be responsible for the various articles entrusted to his or her care and should any loss or damage to such property occur through carelessness or neglect, the circumstance shall be reported to the House Committee by the proper officer and the Committee reserves to itself the right to hold the responsible person liable to replace such property damaged, lost or destroyed, at his or her expense.

15.—All officers and other employees shall observe the most scrupulous order and cleanliness in all parts of the Hospital and premises committed to their care. They must see that all stores, offices, rooms, basements, &c. are kept clean and in good order and well ventilated; also that all locks, fastenings and furnishings are in