

26. An outbreak of fire, however quickly suppressed, in any post, telegraph, or telephone office must be at once reported by telegram to the Secretary. At offices at which fire-extinguishers are placed, copies of instructions as to the use of the machines must be posted in conspicuous places, and every member of the staff required to make himself acquainted with the instructions.

27. Payment for the cleaning of chimneys of post-office quarters is to be made by Postmasters, and not by the Department. Postmasters must see that chimneys in offices or quarters are not allowed to become foul before being swept.

28. The insurance against fire of premises occupied by the Department is, when ordered, to be effected in the State Fire Insurance Office. A request for instructions should be made to the Inspector of Post-offices in respect of any leased or rented building.

29. The Department provides the buildings and fittings for all offices at which post-office and telegraph or telephone business is conducted by permanent officers, but at all other sub-offices the necessary accommodation must, unless otherwise agreed upon, be provided by the person in charge, to the satisfaction of the Minister. At every office the words "POST OFFICE," "TELEGRAPH OFFICE," "TELEPHONE OFFICE," or "POST AND TELEGRAPH OFFICE" must be exhibited in large and conspicuous characters on the outside of the building. The hours during which the office is open must be announced prominently on the outside of the building. Notice-plates for the purpose are obtainable from the Controller of Stores.

30. Chief Postmasters will keep a record on a real-estate card of the date on which the lease of any building or site to the Department in their districts terminates, so that they may advise the Secretary in good time—say, three months beforehand—and take any action for renewal, &c., necessary on such a contingency. Telegraph Engineers or other officers who are charged with the business of arranging for the lease to the Department of premises or sites, after completing the same, will furnish Chief Postmasters with the particulars necessary for recording the lease before despatching the documents to the Secretary.

31. When the Department is lessor, the Secretary will arrange for the deed to be prepared by the Crown Law Office. When the Department is lessee, the lessor is to be requested to have a deed of the lease prepared and submitted for the Department's approval. This practice is to be followed in all cases, no condition as to the party responsible for the preparation of the deed being included in any negotiations. The lessor has the right of having the deed of lease prepared by his solicitor at the cost of the lessee.

32. When a departmental reserve is to be let, the matter is to be reported to the Secretary, in order that arrangements may be made to invite offers by public tender. In no case is a lease or a renewal thereof to be granted privately.

33. Every post-office must be furnished with a letter-box fixed within the building or room appropriated to the office, and having on the outside at least one horizontal aperture, which must be easy of access to the public at all hours. The chute from the aperture into the box must slope upwards about 2 inches. The dimensions of the box should be not less than the following: Height, 30 inches; width, 12 inches; depth from front to back, 15 inches. The posting-aperture should be 8 inches long and 2 inches wide, and at a height of 42 inches from the footpath or roadway. The box must be shut by a door forming the entire back or side, and must