

circumstances warrant it, a monthly inspection of all fire-fighting appliances is to be carried out. Water connections between street mains and post-office buildings are to be inspected regularly, in order to ascertain that the water is turned on. Before the final departure of officers, a responsible officer is to see that all fires and lights are extinguished, and, in cases in which the offices are visited by night-watchmen, that the rooms are accessible to them. When fires are burning in unoccupied rooms, wire guards are to be used, and a responsible officer is to be charged with the duty of seeing that the guards and fenders are in proper positions. As bottles of water may act as burning-glasses, they are not to be placed where they will be at any time in the glare of the sun. The storing of any inflammable material in the roof of any departmental building is strictly forbidden, it being almost impossible to cope with a fire breaking out in a roof.

(b.) 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. Care is to be taken to see that the extinguishers are kept in good order and condition. Officers are warned against discharging the extinguishers unnecessarily.

The soda solution in "Minimax" extinguishers is to be drawn off once in every two years. It is not necessary to discharge the extinguisher for this purpose. The sulphuric-acid container, which is hermetically sealed, may be removed on unscrewing the plunger-nut. When the stale soda solution has been removed the extinguisher is to be thoroughly washed out and then recharged. The soda must be thoroughly dissolved in hot (*not boiling*) water, and the extinguisher filled with the solution. The bottle of sulphuric acid is then to be replaced. Additional bottles of acid will be required only when those on issue have been broken by the discharge of the extinguishers or otherwise. In every case a label is to be affixed to the extinguisher showing the date on which it was last charged.

Spare charges should be held in the following proportions:—

- 1 or 2 extinguishers—
 - 1 full recharge and 1 spare soda.
- 3 or 4 extinguishers—
 - 2 full recharges and 2 spare sodas.
- 5 to 7 extinguishers—
 - 3 full recharges and 3 spare sodas.
- 8 to 12 extinguishers—
 - 4 full recharges and 4 spare sodas.
- For every additional 12 extinguishers—
 - 4 full recharges and 4 spare sodas.

Care should be taken to see that there is no leakage of the fluid. The rubber band attached to the cylinder is to be correctly adjusted before the plunger is screwed on. The extinguishers must be examined once a week to ensure that they are kept filled. If the extinguisher is leaking at the plunger or the nozzle, this will be indicated by a white deposit. The defect should be remedied by tightening the screws or replacing defective washers. In order to prevent the plunger-rod becoming rusted it should be occasionally smeared with vaseline or oil.

On no account is a fire-extinguisher of the "Minimax" type to be placed in a telegraph operating-room, a telephone exchange, or a motor-garage.

(c.) Chimneys in offices or quarters are not to be allowed to become foul before being swept. Payment for the cleaning of chimneys of post-office quarters is to be made by the occupiers. For the cleaning of chimneys (not including those in official quarters), "Imp" soot-destroyer, obtainable from the Stores Manager, is to be used. The instructions on the package are to be closely followed.