

damp (not to wet so as to cause a smear) a rag with a disinfectant in solution and to wipe the dust into a receptacle. No sweeping is to be done until the floor or other surface has been sprinkled with a solution of disinfectant. The best way of doing this is to soak sawdust in the solution, and to spread that over the surface. The operation, however, can be effectually performed by sprinkling with solution without sawdust as a medium.

(b.) Offices at which officers suffering from consumption are stationed are to be fumigated at regular intervals. When possible, controlling officers should confer with the local Health Officer, and follow his instructions in this matter.

32. (a.) Fuel (to include native coal, where procurable) and lighting are supplied for official use only, and not for private purposes, except in special cases. The annual allowance for consumption at each office will be fixed by the Secretary, and, unless under exceptional circumstances, no further supply will be authorized. Where practicable an extra meter will be installed to enable Postmasters and Postmistresses to be charged for the lighting of private quarters. In cases in which the Department provides benzine or other lighting-material for the quarters in conjunction with the lighting of the office, the amount payable by the Postmaster will be based on the consumption, and will be fixed by the Secretary. A proper check is to be kept on deliveries of fuel, and economy is to be exercised in its use. In particular, attention is drawn to the necessity for oversight in the matters of—

- (1.) Mixing and use of slack with lumps of coal;
  - (2.) Prevention of waste of kindling-wood;
  - (3.) Prevention of wastefulness in replenishing fires shortly before rooms are vacated for the day;
  - (4.) Undesirability of raking out fires while cinders are still hot;
- and Postmasters and others are enjoined to see that these points are brought to the notice of and carefully observed by the staff (including the cleaning-staff) concerned. While directed primarily to open fires, these instructions are in the main applicable to offices and buildings warmed by hot-water apparatus or on any other principle. It is the duty of the controlling officer to see that the fuel and lighting consumptions do not exceed reasonable requirements.

(b.) Chief Postmasters will finally approve requisitions for fuel, lighting-material, and other articles up to the annual quantities approved in respect of each office. Requisitions for supplies in excess of the authorized quantities are to be sent to the Secretary.

(c.) At offices at which the Wizard lighting-system is installed, the directions for the use of the system are to be closely followed; and, as far as possible, the installation is to be attended to by a responsible male member of the staff.

(d.) Except in cases in which the accommodation is provided by the Department and the officers are engaged during office hours exclusively in the Department's work, non-permanent Postmasters and Telephonists must provide fuel and lighting at their own cost. Railway officers who are also Postmasters must apply to their own Department for supplies of fuel, lighting, matches, &c. The Department supplies to railway officers only such articles as are used exclusively for post and telegraph business.

33. Every possible precaution is to be taken to provide against accidents on departmental premises. On no account is any person to be allowed to enter a lift-well while the power is on. There is always danger of a serious accident in such circumstances.

34. (a.) Every precaution is to be taken to guard against the outbreak of fire. Controlling officers are to be on the alert to see that all fire-fighting appliances are in good order and condition, and that provision is made for fire-escapes where required. Where the