



**DIRECTIVE
REAL PROPERTY REGISTRY**

SECTION: General

NUMBER: 2001 -003

**SUBJECT: Clients' personal office
equipment & furniture in SNB
Offices**

PURPOSE

Service New Brunswick is responsible for placing and maintaining all office equipment and furniture in the SNB regional offices. To maintain consistency amongst the various regional offices, SNB will not allow clients to bring personal office equipment nor furniture in the SNB regional offices.

DIRECTIVE

Clients' personal office equipment and furniture in SNB regional offices.

Office equipment and furniture:

SNB will not allow clients to set up personal office equipment nor furniture in the SNB regional offices for their personal use. Service New Brunswick will determine and provide the necessary equipment and furniture for the clients to be used in our facilities and will not allow individual clients to have dedicated telephone lines, office equipment nor furniture set in the SNB regional offices for personal use.

Office equipment includes such items as: fax machines, copiers, personal telephone hookups, hookups for laptop computers, etc.

Office furniture includes such items as chairs, desks, filing cabinets, coffee makers desktop furniture, lamps, etc.

Clients are allowed to bring their personal laptop computer however, we will not allow clients to run power cords on the floor nor use the telephone connections in the office.

Exceptions

SNB will allow the regional Barrister Society to have a phone installed in the vault to be used by the Title Searchers. In this case, they will have the responsibility to pay for the installation cost of the phone line, will get the monthly telephone bill and the Title Searchers in the vault will be responsible to answer the phone. The registry staff will not be responsible to answer the phone at any time.

DATE EFFECTIVE 2000-08-01

ISSUED 2000-08-01

REVISED

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