

OFFICE EQUIPMENT

POLICY

The Receptionist is responsible for the maintenance and operation of all office equipment including computers, fax machines, photocopiers and telecommunications equipment.

DEFINITIONS

N/A

GUIDELINES

1. The Receptionist is responsible for the maintenance for all general office equipment including computers, fax machines, photocopiers and telecommunications equipment.
2. All problems associated with general office equipment must be reported to the Receptionist.
3. The Receptionist will:
 - 3.1. ensure maintenance is regularly scheduled
 - 3.2. ensure extra supplies are always on hand, e.g.: toner, drum cartridges, etc.
 - 3.3. arrange for all repairs
 - 3.4. order new equipment with the proper authorization
 - 3.5. take any other action to ensure equipment is always in good running order

ATTACHMENTS

N/A

REFERENCES

N/A