

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy & Procedure
Copy Room

=====

Effective Date: June 1993	Policy No: MM03
Cross Referenced:	Origin: Materials Management
Reviewed Date: 3/98, 2/02, 8/04, 5/05, 1/10, 4/12	Authority: Chief Financial Officer
Revised Date: 1/10	Page: 1 of 1

PURPOSE:

To define the process for usage of both the black & white and color copy machines located in the Copy Room.

POLICY:

The master black & white copy machine, located in the Copy Room, is designed to be used for large volumes of copies, and has the capability to collate, make two sided copies, and staple.

The color copy machine is designed for use for small amounts of color copies. For 100 or more copies of a document Materials Management recommends the use of an outside vendor, or that the document be printed in black & white. The color copy machine should be utilized by Materials Management Personnel only.

PROCEDURE:

The Copy Room is open as follows:

- Monday – Thursday - 8:00 AM – 5:00 PM
- Friday - 8:00 AM – 3:00 PM