



CITY POLICY

POLICY NUMBER: A1404

REFERENCE:

Commission Board Meeting held October 3, 1979,
Reference 50654
Commissioners Ref. #15923, Dec. 23/80

ADOPTED BY:

City Manager

SUPERSEDES:

1115 – December 23, 1980

PREPARED BY: Real Estate & Supply Services

DATE: 1986 12 09

TITLE:

Policy Statement:

THE REAL ESTATE AND SUPPLY SERVICES DEPARTMENT IS RESPONSIBLE FOR THE ECONOMIC PROVISION OF AN EFFICIENT PHOTOCOPYING AND PRINTING SERVICE CAPABILITY, WITHIN THE CORPORATION, IN ORDER TO EFFECTIVELY MEET THE VARIED SERVICE LEVEL REQUIREMENTS OF THE DEPARTMENTS CONCERNED.

The purpose of this policy is to:

Ensure that the most cost-efficient and reliable methods of reproduction are employed consistent with the requirements of the corporation.

Define: "Reprographics" - as photocopying, plan printing, duplicating, printing and forms design.



CITY PROCEDURE

POLICY NUMBER: A1404

AUTHORITY: City Manager

EFFECTIVE DATE: 1986 12 09

TITLE: PHOTOCOPYING AND PRINTING (REPROGRAPHICS)

PAGE: 1 of 2

1. DEFINITIONS (see also Policy Page)

1.01 For all definitions relating to Photocopying and Printing, see "Materials Management Manual," Chapter 32.

2. RESPONSIBILITIES

2.01 Department heads to:

- a) designate an employee as departmental coordinator for matters relating to photocopying and printing as follows:
 - i) the appointment of at least one 'Key Operator' for each copier used by the department;
 - ii) submission of departmental requirements in photocopying to the Photocopying Coordinator;
 - iii) ensuring that all departmental users of copying equipment are instructed in the proper use of copying facilities, and;
 - iv) ensuring that vendors carry out preventative maintenance of copiers used by the department and recording all service calls.
- b) assess the level of service required by the department in photocopying, and review such levels with the Photocopying Coordinator when material changes occur.

2.02 General Manager Real Estate and Supply Services through his designate, the Manager Materials Management Branch to:

- a) develop procedures whereby users can identify their required service levels for submission to the Photocopying Coordinator;
- b) approve agreements for the rental, lease or purchase of all copying equipment, services and supplies;
- c) purchase, lease or rent the most cost-efficient machine or machine configuration that meets user requirements;
- d) have care and custody of all corporate photocopying resources; coordinate the acquisition, placement and application of copiers and all dealings with manufacturers and suppliers of equipment; maintain up-to-date records of the cost of equipment, maintenance and supplies and corporate statistics;



CITY PROCEDURE

POLICY NUMBER: A1404

AUTHORITY: City Manager

EFFECTIVE DATE: 1986 12 09

TITLE: PHOTOCOPYING AND PRINTING (REPROGRAPHICS)

PAGE: 2 of 2

- e) review with General Managers from time to time any installation where the service level appears inappropriate, and;
- f) provide direction for a comprehensive central printing and reproduction service to all civic departments and certain boards and committees.

3. PROCEDURES

3.01 See Materials Management Procedures Manual, Chapter 32, for detailed procedures and assignments of responsibilities relating to photocopying and printing.

3.02 Department 'Key Operator' to:

- a) ensure that copiers used by the department are kept in optimum working condition at all times, through routine maintenance by vendors, the correction of minor faults as they occur, and maintaining an adequate stock of supplies.
- b) maintain statistical records of monthly volume and suppliers consumed (other than paper).