

<b>Procedure Title:</b>	HSB Building Copy Center				
<b>Procedure Number:</b>	DHS-030-001-01	<b>Version:</b>	1.0	<b>Effective Date:</b>	02/15/2002

DHS Chief Administrative Officer

02/15/2002

Approved By: (Authorized Signer Name)

Date Approved

## Procedure

Step	Responsible Party	Action
1.	Requestor	<p>Complete the Digital Print Order Form.</p> <p>Keep Goldenrod copy for records.</p> <p>Attach 3 copies to sample document being copied.</p> <p>Indicate if you wish to be notified to pick up copies from Copy Center when ready.</p> <p>Place copy job request in bin marked "Copy Center" located in the Supply/Mail Room at the north and south ends on each floor of the HSB Building.</p> <p>For missed pick up times, or Rush Order, bring the forms to the Mail Room, R 156 on the 1st Floor.</p>
2.	Central Services	<p>Pick-up print requests and deliver to HSB Building Copy Center. Pick-up and delivery times are:</p> <ul style="list-style-type: none"> <li>• 7:30 a.m.</li> <li>• 9:30 a.m.</li> <li>• 11:00 a.m.</li> <li>• 1:30 p.m.</li> <li>• 3:00 p.m.</li> <li>• 4:00 p.m.</li> </ul>
3.	Copy Center	<p>Call the requestor to resolve questions.</p> <p>Complete the copy order.</p> <p>Place completed copy job in the bucket for delivery.</p> <p>If requested on the Digital Print Order Job Request form, call the requestor for personal pickup.</p>

4.	Central Services	Pick up completed copy jobs from the Mail Room on the First Floor.  Deliver small print jobs to the mail bins located in the Supply/Mail rooms at the north and south ends on each floor of the HSB Building during regularly scheduled mail runs.  Deliver large print jobs directly to the requestor.
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**Policy that applies:**

DHS-030-001, HSB Building Copy Center Policy

**Form(s) that apply:**

DAS Digital Print Order Form (Stocked at the HSB Building Copy Center, reception desks and mail rooms on each floor)

**Contact(s):**

**Name:** HSB Building Manager; **Phone:** 503-945-6658; **Email:** [hsbmgr@state.or.us](mailto:hsbmgr@state.or.us)

**Procedure History:**

- **Version 1.0:**

02/15/2002 Initial Release

**Keywords:**

(List keywords here that might be used by someone to search for this policy on the internet)

