

Policy

Policy Title:	HSB Building Copy Center				
Policy Number:	DHS-030-001	Version:	1.0	Effective Date:	02/15/2002

DHS Chief Administrative Officer

02/15/2002

Approved By: (Authorized Signer Name)

Date Approved

Overview

Description:

To provide basic, fast, low-cost copy services in the HSB.

Policy

DAS and DHS will create and maintain a copy center in the HSB Building.

Employees are encouraged to use the HSB Building Copy Center for print jobs requiring 50 or more impressions (each side is an impression).

Copy jobs between 50 and 200 impressions will be filled within 2 hours. Larger jobs may take longer or be referred to the State Publishing and Distribution Plant.

The Copy Center will be equipped to handle Rush copy job requests. The details of each Rush request will be negotiated by the requestor and the Center.

Copy Center Services are:

- white copying
- collating
- sorting
- single and double sided copying
- stapling
- three hole punch
- colored paper on 20lb stock

The Copy Center is on the first floor of the HSB Building and will be open Monday through Friday 8:00 a.m to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

The Digital Print Order Form (CCWO) must be used to request services. The form is stocked at the HSB Building Copy Center, at the reception desks, and mail rooms on each floor.

Training on use of the form is available from the floor reception desks and the Copy Center.

Procedure(s) that apply:

DHS-030-001-01, HSB Copy Center Procedures

Form(s) that apply:

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

Definition(s):

None

Reference(s):

None

Contact(s):

Name: HSB Building Manager; **Phone:** 503-945-6658; **Email:** hsbmgr@state.or.us

Policy 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)