



## **PROCEDURE 202 – USE OF THE MULTI-FUNCTION COPY MACHINE**

- I. Purpose
  - A. This procedure describes the process for requesting use of the HOA's multi-function copy machine, who may use it, and for what purpose.
- II. Scope
  - A. This procedure applies to all committees, clubs, and residents.
- III. Roles and Duties
  - A. Requestor – Coordinates request with Manager and operates the machine.
  - B. Site Manager – Reviews requests.
- IV. Procedure
  - A. The multi-function copy machine is located in the reception area of the Manager's office in the Clubhouse for the convenience and operation of the Association and its business.
  - B. The machine shall only be used for HOA business or by HOA Committees and Clubs.
  - C. Copies should be kept to a minimum and be printed in black and white ink whenever possible.
  - D. Clubs are responsible to supply their own paper if other than plain white copy paper is needed.
  - E. The copying or printing needs of the Manager or Board of Trustees takes precedence over all other's needs.
  - F. The machine is ONLY available during Manager's office hours and requests must be coordinated with the Manager's schedule. Use of the machine is prohibited when the office is closed.
  - G. Requestor should supply their own transmittal letter when faxing.
  - H. Requestor should supply their own memory stick when scanning documents.

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