ADMINISTRATIVE DIRECTIVE:

This directive establishes a Copier Fleet Management Program to control copying costs. The Reprographics division of the Public Communication Office manages the program.

DEFINITIONS:

Copy management – the management of copying systems, procedures, and devices to ensure the efficient and economical creation of necessary paper copies.

RESPONSIBILITY/AUTHORITY:

Reprographics

- Establishes and implements program policies, responsibilities, objectives, and standards for the Copier Fleet Management Program.
- Receives and processes all requests for new or enhanced copy machines, and performs a cost/benefit analysis of justified equipment to determine optimum location, size, and model.
- Ensures that key operators are trained in the proper use and maintenance of equipment.
- Maintain database of all copy machines, and periodically reviews maintenance and repair records.

Department managers

- Appoint key operators to:
  - Train users on the proper use of the copy machine.
  - Issue user codes.
  - Submit meter reads to Reprographics of each month.
  - Provide copy stations to include sufficient space for 1) easy access to all sides of the equipment during servicing and operation; copiers must not block exits, even during time of repair, 2) a worktable and materials for the disassembly and assembly of copied documents, 3) storage of a limited amount of disposable supplies (toner, staples) and paper.
  - Request new copiers and changes to existing equipment.
  - Ensure the security of the copy machine.
ADMINISTRATIVE PROCEDURES:

Purchase and installation

1. Requests for new or improved copy machines are made through the city’s Reprographics division.
2. Copy control units that tabulate, limit access, and provide detailed accounting information on usage shall be installed on each copy machine.
3. Reprographics must be notified of relocation/removal requests of copy machines.
4. Training will be provided to key operators prior to installation. Key operators will be responsible for training other departmental staff on use of copy machines.

Recordkeeping

1. Monthly meter reads are to be submitted each month. Since copy charges for each department are compiled from this log, it is imperative that each log be accurate. Meter reads are obtained from the machine, and logs may be printed directly from the machine.
2. Each department will be billed for all of its copy charges.
3. Copy Charges
   A) Established cost per copy rates shall be sufficient to offset all costs of the services (labor, material, supplies, and overhead).

Maintenance and Repair

1. Users shall notify the key operator immediately in case of machine malfunction. In the interim, they should leave a note on the machine to keep other people from using it until it is repaired. Repairs necessary because of user abuse are not covered in the City contract and are billed to the user department.

APPENDIX/APPENDICES:

A. Guidelines for the Proper Use of Equipment and Supplies
B. Monthly Meter Reads and Account Retrieval Instructions for Key Operators.
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<tr>
<th>POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE</th>
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<td>TITLE: COPIER FLEET MANAGEMENT</td>
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Appendix A

GUIDELINES FOR THE PROPER USE OF EQUIPMENT AND SUPPLIES

- Evaluate the need for copies *before* producing them.
- Determine the precise quantity of copies required, and produce no more than that amount.
- Obtain blank forms through supply channels rather than copying them.
- **DO NOT** copy personal or other unauthorized documents.
- Make one copy for circulation whenever possible, rather than distributing a copy to everyone concerned.
- Use a work surface other than the copier for the assembly and disassembly of documents.
- Allow no staples, paper clips, or other foreign objects to pass through the copying machine.
- Ensure that the copier is set for the proper copy quantity and paper size before beginning production.
- Copy on both sides whenever feasible.
- B&W desktop prints in excess of 10 pages should be copied on walk-up copiers.
- Full color desktop prints in excess of 10 pages, should be sent to Reprographics.
- B&W copies or prints on walk-up copiers in excess of a 500 single page document should be sent to Reprographics.
  - Exceptions:
    - Urgency of project
    - Confidentiality of documents
- Documents, copies or prints that require special finishing requirements such as saddle stitching, folding or binding should be sent to Reprographics.
Appendix B

MONTHLY METER READS AND ACCOUNT RETRIEVAL
INSTRUCTIONS FOR KEY OPERATORS

To Obtain a Meter Reading/Counter Check
1. Press the *DEFAULT SETTING/COUNTER button
2. Select the COUNTER CHECK
3. Select PRINT REPORT
4. Select CLOSE

SUPPLIES:
Order toner/developer/fuser and staples by first locating the silver Technifax sticker on the front of the machine. Retrieve the locate number (six-digit number) from the sticker. Call the Dallas automated phone number and press 1. This is the same number to use when calling for service.

Cost of the toner/developer/fuser and supplies is included in your per copy cost. Therefore if you order copier supplies from any other source, you must pay for them.