

October 10, 2006

**Facilities Management Department
Policy Statement # 16**

Printer Purchasing and Maintenance Procedures

1. Purpose: To establish procedures for purchasing and maintenance of printers within Facilities Management.

2. Responsibility: It is the responsibility of all Facilities Management staff to follow these procedures.

3. Procedures:

a. Shared Printers: Printers will be located to allow sharing by employees to the fullest possible extent in order to provide for an efficient and cost effective operation.

b. Desktop Printers: Desktop printers are not authorized except under the following circumstances:

(1) Individual does printing of a sensitive nature and there is no secure LaserJet printer in an enclosed office within 150 feet, or

(2) Individual has a legitimate need for color printing in the performance of their duties and there is no color LaserJet printer within easy walking distance (150 feet). An example of legitimate need would be that an individual uses a spreadsheet and color is used to distinguish graphs and/or certain specific areas. An example of a non-legitimate need would be to just make a document look pretty.

Request for a desktop printer will be submitted through Facilities Information Systems (FIS) to the Associate Vice Chancellor (AVC) for approval.

Individuals approved for personal desktop printers will receive a Laser Jet type printer.

c. Use of Personal Printers or any other Personal Equipment: Employees are not authorized to install personal printers, or any other personal computer equipment on the departmental system.

d. Printer Maintenance: Responsibility for printer maintenance resides with the shop/section where the printer is located. Maintenance responsibility includes the replacement of paper and toner; it also includes the ordering and stocking of paper and toner. Initial attempts to locate and remove jammed paper also fall under this guidance.

In the event that the shop/section is not able to resolve the problem, then an individual from that shop/section is responsible for reporting the problem to Facilities Information Systems.

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Associate Vice Chancellor
for Facilities Management