Copy room rules and policy template

TEMPLATE

SENDING A REQUEST

Every copy job comes to the copy room the same way: _____ (for example the request form, or an email to the copy room mailbox). Requests made in the hallway or on a sticky note are not taken.

Each request says how many copies, how it should print and the date and time it is needed.

LEAD TIMES

Standard requests: at least _____ school days before they are needed.

Large jobs, over _____ copies or with booklets, binding or laminating: at least _____ school days.

Tests and exams: at least _____ school days, so there is time to check them before they print.

A request marked urgent is printed first. Please keep urgent for real deadlines.

WHAT THE COPY ROOM CHECKS

Jobs over _____ sheets, colour jobs and _____ are checked by a person before printing. The copy room may hold a job and ask a question; held jobs print once the question is answered.

COLOUR AND PAPER

Colour is for _____. Everything else prints in black and white, double-sided, unless the request says otherwise.

TESTS AND CONFIDENTIAL DOCUMENTS

Tests, exams and anything with student information are printed face down, kept out of sight and handed over in person, never left on an open shelf.

COPYRIGHT

Copy only material the school is allowed to copy. If you are not sure, ask _____ before sending the request.

PICKUP

Finished copies go on a numbered shelf and the teacher is told which one. Copies not collected within _____ school days are _____.

AT THE SELF-SERVE COPIER

- [ ] Take your originals with you when you finish.
- [ ] Clear any jam you cause, or report it straight away.
- [ ] Refill the paper tray if you empty it.
- [ ] Report a broken machine or low toner to _____.
- [ ] Do not leave copies with student information in the output tray.

Free to copy, change and share.