

Section/Number: General Administration - 006	Approval Date: (DD/MM/YY)
Subject: Office Equipment	Amendment Dates:
<p>Policy</p> <p>The Administrative Assistant is responsible for the maintenance and operation of all office equipment including computers, fax machines, photocopiers and telecommunications equipment.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Administrative Assistant is responsible for the maintenance for all general office equipment including computers, fax machines, photocopiers and telecommunications equipment.</li> <li>2. All problems associated with general office equipment must be reported to the Administrative Assistant.</li> <li>3. The Administrative Assistant will arrange for repairs to the office equipment and/or order new equipment with the proper authorization.</li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	