## Procedure Title: HSB Building Copy Center

### Procedure Number: DHS-030-001-01  Version: 1.0  Effective Date: 02/15/2002

DHS Chief Administrative Officer  02/15/2002

Approved By: (Authorized Signer Name)  Date Approved

### Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Requestor         | Complete the Digital Print Order Form.  
      |                   | Keep Goldenrod copy for records.  
      |                   | Attach 3 copies to sample document being copied.  
      |                   | Indicate if you wish to be notified to pick up copies from Copy Center when ready.  
      |                   | Place copy job request in bin marked "Copy Center" located in the Supply/Mail Room at the north and south ends on each floor of the HSB Building.  
      |                   | For missed pick up times, or Rush Order, bring the forms to the Mail Room, R 156 on the 1st Floor. |
| 2.   | Central Services  | Pick-up print requests and deliver to HSB Building Copy Center. Pick-up and delivery times are:  
      |                   | • 7:30 a.m.  
      |                   | • 9:30 a.m.  
      |                   | • 11:00 a.m.  
      |                   | • 1:30 p.m.  
      |                   | • 3:00 p.m.  
      |                   | • 4:00 p.m. |
| 3.   | Copy Center       | Call the requestor to resolve questions.  
      |                   | Complete the copy order.  
      |                   | Place completed copy job in the bucket for delivery.  
      |                   | If requested on the Digital Print Order Job Request form, call the requestor for personal pickup. |
4. Central Services

- Pick up completed copy jobs from the Mail Room on the First Floor.
- Deliver small print jobs to the mail bins located in the Supply/Mail rooms at the north and south ends on each floor of the HSB Building during regularly scheduled mail runs.
- Deliver large print jobs directly to the requestor.

**Policy that applies:**
DHS-030-001, HSB Building Copy Center Policy

**Form(s) that apply:**
DAS Digital Print Order Form (Stocked at the HSB Building Copy Center, reception desks and mail rooms on each floor)

**Contact(s):**
Name: HSB Building Manager; Phone: 503-945-6658; Email: hsbmgr@state.or.us

**Procedure History:**
- **Version 1.0:**
  02/15/2002 Initial Release

**Keywords:**
(List keywords here that might be used by someone to search for this policy on the internet)