

Manual of Administration

TOPIC: Administration	SUBJECT: General Office Procedures	Code: AD060
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PURPOSE: This policy will clarify general office procedures of Avenue II and the use of its facilities and equipment.

1. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday with the exception of statutory holidays.
2. **OFFICE CLOSURE PROCEDURES:**
 - a) The last administration employee in the building is asked to ensure the following is done:
 - Washroom lights turned off (men and women's).
 - All windows closed in general office areas.
 - Lights inside turned off and outside light turned on.
 - Photocopier to be turned off.
 - Ensure that computers and printers in the staff lounge area, back office are shut down for the evening.
 - b) The last employee in the building will:
 - Close and lock all doors.
 - Ensure that front door is locked and closed securely.
 - Arm/set the alarm prior to leaving the building.
3. **USE OF TYPING SERVICES:** All typing should be submitted to Administration for typing, in order to maintain proper records. If you have an item that needs to be typed, please fill out a typing request form to attach to the item to be typed and put the form, together with the item, into the "Typing" box. The typing box is located on top of the central filing cabinet, with blank typing request forms. Emailing to reception is also acceptable. Please fill the form out completely so that the person that types the item knows when you need the typing completed and who the item needs to be returned to. Please ensure that the following items are returned to your Manager after they are typed: all meeting minutes, personal summaries, Personal Plans, and any external correspondence (i.e., letters that go to outside agencies).