

**Facilities Management Department
Policy Statement # 14**

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. Procedure

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 to be avoided due to cost except under the following circumstances:

- i. Individual does printing of a sensitive nature and there is no secure LaserJet printer in an enclosed office within 150 feet, or
- ii. 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, or
- iii. Individual performs duties that require a large amount of scanning of documents.

Requests 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. The respective unit's director must approve any other type of 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:

- i. Responsibility for printer maintenance resides with the shop/section where the printer is located.
- ii. Maintenance responsibility includes the replacement of paper and toner; it also includes the ordering and stocking of paper and toner. Each section is responsible for ensuring that supplies (i.e., toner, paper, etc.) are purchased and available for their printers.
- iii. Initial attempts to locate and remove jammed paper also fall under this guidance.
- iv. Maintenance and repair contracts for all printers and other technology will be managed by FIS.

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 original vendor or support contractor.

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