

FAUQUIER COUNTY PARKS & RECREATION
POLICY

TITLE: Office Equipment
FILE #: H 8
DATE PROPOSED: 4/3/85
DATE APPROVED/REVISED: 4/3/85, 12/5/90, 9/5/00

PURPOSE: Office equipment is acquired to enable the staff of the Department to perform at optimum levels and to generate quality services. The use and care of all office equipment is therefore very critical to the work of the staff since staff is dependent upon equipment performance and availability. Given these facts, the following become necessary.

(Procedure): General maintenance and training in use of all office equipment shall be coordinated by each Region/Section Manager. All users shall receive adequate training prior to use and on an ongoing basis of any office equipment.