

Copy Room Etiquette 2011-2012

- 50 or more copies use the RISO on the back wall (see diagram)
- When making class/grade level copies use the formula:
 $P+25(\#students)+5(\#of\ classes)$ Start
 Official class #'s and student #'s will be posted in the copy room next year
- 50 or less use the copier by the sink (see diagram)
- No children in the copy room
- When the green PTA paper is low, please let Joelle Hawkins, Stefanie Bragdon or Mary Kathryn know to order more
- The copy room aides don't come in until 9:00. So 8:00 to 9:00 a.m. is a great time to make copies
- TBA: best days and times throughout the week to make copies.
- Approval from Mrs. Hines must be given for all letters/fliers that are sent home
- A copy of all letters/fliers needs to be given to Mrs. Hines, Mrs. Brown, Mrs. Gries and secretaries to keep on file.

Copy Room Diagram

Door to Office

