
EQUIPMENT RESERVATIONS – HR-XII-5

POLICY:

The Human Resources and Training Advisor shall ensure presenters/speakers/instructors have access to required audio-visual, stationary and other supplies deemed necessary for a scheduled presentation.

PURPOSE:

To ensure presentation equipment and supplies are available and in working order for scheduled presentations.

PROCEDURE:

1. Equipment shall be reserved through the OPTIONS NORTHWEST Human Resources and Training Advisor. Reservations are accepted on a "first come - first served" basis.
2. Employees reserving/using equipment will return the equipment to its storage area after use and advise the Human Resources and Training Advisor of any equipment malfunction or need for repair/replacement.
3. When equipment is not available, an attempt to obtain the required equipment from a community resource will be the responsibility of the Human Resources and Training Advisor.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: June 1994

AUTHORIZED BY: Executive Director

SIGNATURE:

