
DOCUMENT CONTROL – FINISHED PRINT PROCESS

TEC-P504

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This process outlines requirements for finished print processing utilizing assets within the Wenatchee School District

**The online version of
this procedure is official;
therefore, all printed
versions are unofficial.**

2.0 RESPONSIBILITY:

- 2.1 Web Design/Electronic Document Control Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Operational Technology

4.0 DEFINITIONS:

- 4.1 Light Printing –Print orders of under 1000 copies
- 4.2 NCR Forms –Multipart forms
- 4.3 WD/EDCS -Web Design/Electronic Document Control Specialist

5.0 PROCEDURE:

5.1 Finish Work

5.1.1 Finish work is the costly side of contract printing. If at all possible, finish work should be completed using staff and equipment located within the district.

5.1.2 Available equipment for folding, drilling, and cutting are located in the former District Office Print Shop (currently the WD/EDCS office). This equipment is serviced regularly and maintained in good working order to ensure safety.

5.2 Training

5.2.1 Building staff desiring to utilize this equipment must be trained and registered for use of this equipment. A roster of trained users will be maintained at the District Office and no staff member absent from the roster will be allowed equipment usage.

5.2.2 Training of building staff desiring to utilize the finishing equipment will be made on an appointment basis. No staff will be trained without prior arrangement and appointment.

5.2.3 Manuals: The following manuals are available online and with the equipment for the following devices.

5.2.3.1 MBM Folder 352

5.2.3.2 Baum D3 Drill

5.2.3.3 Powerline Electric Cutter

5.2.4 Assistance with all equipment is offered from trained District Office Staff located within the main District Office building. Equipment access must be coordinated with

DOCUMENT CONTROL – FINISHED PRINT PROCESS

TEC-P504

WENATCHEE SCHOOL DISTRICT

either the District Office receptionist or the Web Design/Electronic Document Control Specialist.

6.0 ASSOCIATED DOCUMENTS:

6.1 N/A

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
13-JUL-07	A	Original Release
20-FEB-08	B	5.1.2 deletion of collating

*** * E n d o f p r o c e d u r e * * ***