


Exercise 1: Choosing Workplace Documents Worksheet

Items for purchase each month

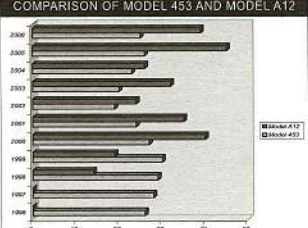
- *A4 paper, 12 packs
- *10 binders
- *pack of pens
- *pack of black or blue ink pens
- *4 packs of coloured copy paper - green, blue, yellow, purple, pink
- *file folders, legal
- *pack of dry erase markers (gray with white end)

On the last Thursday of each month, check the supplies. May change the amount ordered each month as needed.

Strengths of this document	Weaknesses of this document
<ul style="list-style-type: none"> • content is not technical • 	<ul style="list-style-type: none"> • content seems personal, not occupation specific •

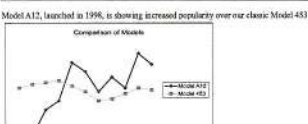
 Sales over the past decade

COMPARISON OF MODEL 453 AND MODEL A12



Model A12, launched in 1996, is showing increased popularity over our classic Model 453.

Comparison of Models



Strengths of this document	Weaknesses of this document
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

EMPLOYEE HANDBOOK
EVENING OFFICE SHUT-DOWN PROCEDURES

NOTE: THIS PROCEDURE MUST BE PERFORMED EVERY EVENING AFTER THE LAST EMPLOYEE LEAVES THE OFFICE FOR THE DAY. THERE HAVE BEEN SEVERAL ACCIDENT BREAK-INS IN THE BUILDING, SO LOCKING UP IS EXTREMELY CRUCIAL.

Doors and windows. Before leaving, check that the back doors and windows are properly closed and locked. Take special care with the top lock on the front door. **TURN ON THE SECURITY ALARM.**

Equipment. Turn off the photocopier and the computers. You may log off the computer during the weekday but computers must be shut off during long weekends and holidays.

Temperature. Check temperature settings before leaving. Turn off the air conditioner or heater at the end of the day.

Mail. Check that the outgoing mail has the correct amount of postage before drop off at the post office.

SET THE ANSWERING MACHINES. Ensure that the evening tape is in the machine, and the lunch tape is placed in the one. **ON FRIDAYS,** use the weekend tape.

If there are concerns, leave an email with the supervisor of the FOLLOWING WORK DAY or leave a memo on the message board in the staff kitchen area. Concerns include messenger parcel pick up, maintenance follow up for problems such as burnt out lights, or general Client Call Back. For other types of follow up, please see the Handbook section on shift exchange, vacation and sick leave.

WORKING IN THE EVENINGS OR ON THE WEEKENDS
NOTE for new employees

Employees who work past 5:00 in the evenings or during the day on the weekends must inform the front desk. Be aware that building security will be checking in at regular intervals and may ask for employee identity cards, even if

Page 10

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<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •