

## ROMONA PTA 04-05 COPYING AND CUSTODIAN GUIDELINES

### **COPY Summary:**

In order to reduce our copy costs, please adhere to the following guidelines:

#### A. General:

- √ Copying should always be done either at Romona or MEC at @ 1/2 of the cost of a Kinko's
- √ Consider - copy a few "flyers" and post around the schools, post on the Romona website, put in Romona Reporter, and/or email to PTA Exec Bd., members, etc. rather than printing and backpacking 400 copies home
- √ Double-side documents.
- √ Use the "red dot" program: printing only copies necessary for the older siblings (not multiple copies to each family). Red dot charts with class numbers should be posted in early fall.

#### B. Romona Copiers located on 1<sup>st</sup> floor in the second grade hallway

#### C. MEC Copiers

- √ Use MEC for **Big**, **Color** and **Color-paper** jobs
- √ For Black / White use WC Pro 90 Group machine at .025 cents/page versus Doculcolor machine at 4 cents/page

### **CUSTODIAL Summary:**

MEC provides Romona PTA with **18 free hours** of custodian time outside of regular school hours of 6:30 a.m. – 9:30 p.m. After that, we are charged overtime at **\$39/hour with a 3-hour minimum.**

Our goal is to work smarter in order to reduce our custodial Overtime Charges. Please adhere to the following guidelines:

- √ Connect with Romona's head custodian, Betty Godeman, before an event to see how to set-up/tear-down and run events efficiently, including the possible need to recruit more PTA volunteer helpers to handle certain activities that custodians handled in the past.
- √ Hook in with your VP, committee or Budget Committee for ideas.
- √ Consider efficiency: for example, can we set-up Friday after school to minimize OT for a Sat/Sun event? If there is an evening event – the goal should be to out by 9:30 pm.

See following "*Standing Rule Guidelines*" for further detail.