

Cashier's File p/w

KING EDWARD TIMES

VOLUME II No. 50

1976 08 20

1) AUDIOVISUAL SERVICE - EVENING HOURS

1. The Equipment Room will be manned from 8:00 a.m. - 10:30 p.m.
In the evenings, i.e. after 4:00 p.m., the Program Assistant will do whatever production work is current in the Equipment Room.
2. In exception to the above, the Equipment Room will be closed:-
 - a) when the employee is at dinner, 4:45 - 5:45 p.m.
 - b) during coffee break, 7:30 - 7:45 p.m.
 - c) during check-up rounds, 10:15 - 10:30 p.m.
 - d) when the employee finds it necessary to leave on an errand.
The maximum time on errand would be 10 minutes. Should the errand require more than 10 minutes, the employee must inform the switchboard of his/her whereabouts.

J.D.B.

2) FIRE ALARM SYSTEM

ALL FACULTY, STAFF AND STUDENTS

As you no doubt have been aware, the fire alarm system has been under repair for some time. It has now been tested and is operational. If the fire alarm sounds, it should not be ignored.

Please note also that as soon as new instructions are prepared regarding procedures to be followed in case of a fire or a fire alarm, a series of fire drills will be held. You will be notified of the times and dates of the initial drills.

J.D.B.

3) CLOSURE OF LEARNING CENTRE

The Learning Centre will be closed after "business" on 08 24 until 09 07 when full operations will resume.

J.D.B.

4) COPIER MACHINE 901S

At the present time, we are running over 20,000 copies per month on the above machine. Unfortunately this machine is not designed to handle such a large volume, resulting in constant downtime. Until such time as our budget will allow us to rent a higher volume copier, please co-operate by making 1 to 5 copies only. Wherever possible, plan your work ahead and submit your job requests through the Duplicating Department. At this time, the Duplicating Department is fairly slack, so it would be a good time for instructors to submit work they may require for the Fall Term.

D.M.

5) BOOKSTORE HOURS - SEPTEMBER, 1976

September 7, 8, 9: 1:00 - 4:30 p.m.
 5:30 - 9:00 p.m.

September 10 1:00 - 4:00 p.m.

September 13-15 1:00 - 4:30 p.m.
 5:30 - 9:00 p.m.

Regular hours resume September 20, Mondays and Tuesdays 1:00 - 4:00 p.m.

R.F.

6) POSTINGS

Fraser Valley College has an opening for a College Counsellor. Applications to be submitted by August 31st. For details, please see posting on Faculty bulletin boards.

L.B.M.

7) NEW APPOINTMENT

Jenny Dharsee will be transferring from C.E.S. to Accounting on Monday, August 23, 1976. She will be responsible for Accounts Receivable, Billing, Collections and reconciliation of Cashiers' Deposits. She may be contacted on local 268.

J.D.B.