

# Plan Room Rules & Regulations

## *General*

- Plan room hours are 7:30 a.m. to 4:30 p.m. , Monday through Thursday, and 7:30 a.m. to 4:00 p.m. , Friday.
- This is a tobacco free building.
- All persons using the Plan Room must register at the front desk with their membership card.
- Ringers on cell phones must be turned off upon entering the plan room.
- If you desire to receive or send a fax transmittal, contact a staff employee.
- Conversation in the Plan Room should be held to a minimum. Use the entry area as a spot for conversation.
- Coffee is available in the Plan Room kitchen. Soda or water may be purchased for 50 cents.

## *Plan Room Procedures*

- The location of plans and specs on file will be indicated on the daily listing sheet.
- Plans and specs are not to be marked in any manner. Any member found guilty of marking on or removing sections of plans may be suspended from further use of the Plan Room.
- Plans are available on a first come, first serve basis. Only one set of plans may be at each table at one time. Plans are not to be left on the table if you are leaving the Plan Room for more than 10 minutes.
- Plans and specs found in need of repair should be brought to the attention of the staff employee.
- Plan Room areas occupied or used will be neat and clean upon departing .
- Unauthorized removal of plans and specs from the Plan Room during working hours is not permitted.

## *Copy services*

- Use of the copy machine is \$.15 per each 8 ½ x 11” sheet and \$.30 per each 11 x 17” sheet of paper.
- Use of the plan copy machine is \$3.50 for each single page print.
- Members whose copying charges are 2 months in arrears will be restricted from charging further copies until payment is made in full.

## *Reserving Projects*

- Plans reserved overnight or over the weekend must be picked up between 4:00 p.m. and 4:30 p.m. and returned no later than 7:30 a.m. the following business day. For your convenience, there is an “after hours” pickup and return box outside the Plan Room main entrance. You may not continue to use the “overnight” plan the following morning if a fellow member would like to use it.
- Failure to return the projects on time will be in violation of the rules and will result in suspension of check-out privileges for the remainder of your membership term.
- Plans cannot be reserved or taken from the Plan Room the night before bid opening.
- Plans and specs should be completely and properly reassembled before being returned after overnight use.

Thank you for your cooperation and we welcome any suggestions to improve our services.