

MC # 16, s. 1971

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND STAFFS; SPECIAL PROJECT MANAGERS; REGIONAL, PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS; OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS; CHIEFS OF DIVISIONS AND SECTIONS AND ALL OTHERS CONCERNED
This Agency

SUBJECT : Care and Maintenance of Office Machines and Equipment

Hereunder is a brief and simple guide to all users of NIA office machines and equipment. By following the prescribed practices, all concerned will help substantially in minimizing our operational costs.

I. Care of typewriters

A. Daily Care (last five minutes of the day)

1. Clean the typewriter

Use a short straight brush. Jab on the types. Then wipe the types with a piece of soft cloth.

2. Clean the machine

Use a long-handled brush to remove dust and eraser bits on the type bars and underneath the carriage. Brush away from the machine.

3. Clean the work surface

Tip the typewriter up, holding firmly. Wipe the part of the desk or table on which the typewriter stands.

4. Cover the typewriter

Cover the typewriter before leaving the office and even during the day if it will not be used for several hours. This is especially important during summer days.

Before covering the machine, center the carriage and release the paper release lever. Also, set the tabulator stop at two-inch intervals to protect the escapement mechanism.

B. Weekly Care (Monday morning or Friday Afternoon)

1. Clean the platen

Clean the platen at least once a week; more often if you cut stencils.

This is how you should clean the platen: Rub the platen with a clean piece of cloth and alcohol. Turn the platen to reach the whole surface. Pull away the feed rollers by depressing the paper release lever. Wipe the platen again.

After returning the paper release to normal, insert a sheet of mimeograph paper several times through the typewriter to absorb the alcohol.

Do not oil any part of the typewriter. This is the job of a mechanic.

Before lifting a typewriter, center the carriage. Move margin stops to center to lock the carriage in position. The back of the typewriter should be toward you, and your hands should be under the bottom frame between the front.

Helpful Hints

1. Keep your typewriter away from sunlight.
Heat dries out the ribbon and makes the platen hard.
2. Do not place heavy objects, like books, on top of a typewriter.
You may damage some parts of the typewriter.
3. Don't strike typewriter keys without paper in the machine.
4. Use at least two sheets of paper every time you type.
This will save wear and tear of types and platen.
5. Always erase with the carriage extended to either side.
This way the eraser bits will fall on the side of the typewriter, not on the type bars.
6. Don't lean on the typewriter keys.
7. Do not pull out paper from a typewriter.
To remove it, release the paper release lever and raise the paper bail.
8. Never use a pin to remove dirt from types.
You are liable to break a type that way. A short straight brush should be used for cleaning the types.
Take care of a government typewriter as if it were your own.
Remember you have partly paid for it through your tax money.

II CARE OF OTHER OFFICE MACHINES AND EQUIPMENT

There are other office machines, besides typewriters, and office equipment which need regular care and attention. These are the calculating machines, mimeograph machines, electric fans, tables, chairs, and file cabinets.

Calculating Machines

1. Clean machine regularly.
2. Do not place machine on defective stand, table or desk platform.
3. Report defective electrical cords and outlets immediately.
4. Cover machine when not in use.
5. Remove electrical plug when machine is not in use.

Mimeograph Machines

1. Only a trained operator should be allowed to run a mimeograph machine.
2. Clean machine regularly
3. After using the machine, wipe off paper dust.

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4. Cover machine when not in use.
 5. Remove electric plug when machine is not in use.

Electric Fans

1. Place electric fan on a stable and steady platform. It is better to screw base of electric fan to platform.
2. The base of the electric fan should always have felt or rubber padding for protection.
3. Protect electric fan from rain and roof leaks.
4. Clean electric fans once a week: wipe blades, blade guarding and base with a soft cloth.
5. Remove electrical plug before leaving the Office.
6. Start electric fan at maximum speed until it gains full velocity and gradually reduce to the desired speed.

Tables

1. Polish tables with furniture polish once a month.
2. Wipe off spilled ink and other liquids immediately.
3. Wet glasses and bottles of soft drinks should not be placed on bare table tops.
4. Do not place lighted cigarettes on the edge of tables.
5. Prevent scratches and other abuse from shoes, ash trays, paper weights, pencils, etc.
6. Do not sit or lie down on glass tops.
7. Defective drawers should be repaired immediately.
8. Do not place your feet on top of desks or tables.

Chairs

1. Polish wooden chairs with furniture polish once a month.
2. Do not step on rattan weave of chairs.
3. While sitting on a straight-back chair, do not tilt it and place your weight on its two rear legs.
4. Lubricate swivel chair mechanisms.
5. Remove defective chairs and have them repaired immediately.

File Cabinets

1. Do not overload file cabinets or remove slide compressor.
2. Do not keep loaded cabinet drawers pulled out several at a time.
3. Remove heavy contents from file cabinets before moving.
4. Dust file cabinets every day.

III CARE AND MAINTENANCE PROGRAM

It shall be the responsibility of every chief of office to adopt and carry out a year-round care and maintenance program. This program should include the training of employees on care and maintenance, and the adoption of a standard operating procedure in the repair of office machines and equipment.

Supplies to be Purchased

For each typewriter

1. A short straight brush for cleaning the type.
2. A long-handled brush for cleaning other parts of the typewriter.

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3. A typewriter cover.

For use of janitors

1. Furniture polish.
2. Furniture oil.
3. A few carpenter's tools like hammer and screw driver.

Training

All NIA employees, especially those placed in charge of office machines and equipment, should be trained in their care.

The training program should be planned for two groups:

1. For employees in the service.
This is the responsibility of the Chief of office.
2. For each new employee.
This is the responsibility of the supervisor of the employee. If several employees enter the service at the same time, group training should be conducted by the training officer.

This circular may be used as the basis for the training. Each employee should be given a copy of this circular.

Repair of Office Machines and Equipment

Employees in charge of office machines and equipment should report immediately and in writing whenever a machine or equipment is in need of repair. An appropriate form may be designed by this Agency's Administrative Officer or Engineering Administrative Officer and adopted for the purpose of such reporting. (See attached sample) ✓


Do not wait until the machine or equipment has fallen to pieces before making a report.

The report should be sent to the Administrative Officer or Engineering Administrative Officer of the office/Region for immediate action.

Responsibilities of the Administrative Officer/Engineering Administrative Officer:

1. Prepare a schedule of periodic servicing of machines (say, once a month) for the office mechanic (or contractor) to follow through-out the year, and have him report condition of machines, stating which show good, fair, or poor care.
2. Make sure that all machines and equipment which have been reported as in need of repair are attended to by a mechanic or a carpenter.
3. Adopt safety measures against hazards of accidents, fires or other dangers that may affect: (1) the life or limb of your personnel which is a most valuable element of our organization or, (2) the security and proper care and maintenance of your office equipment and machines which are equally valuable for the efficiency of your operations.

Strict compliance hereon is enjoined and the same may be included among the factors being used in rating the performance of the employees concerned.


ALFREDO L. JUINIO
Administrator

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