

MO-22-27 OFFICE HOURS PROCEDURE FORM

One of these forms must be displayed in the closest window to the office entrance door, as per the Office Procedures section of the Management Handbook.

Your percentage of occupied units will determine your office hours. On Monday determine the office hours, i.e. if you are 93% occupied you will be working through the week and on Saturday and Sunday. So you will use either MO-26 or MO-27, depending on the time of year, i.e. if it is July 16th you will use MO-26 – M-F, Sat-Sun Hours Summer. Once the office hours are determined, insure that the proper sign is used.