

SUBJECT	Date
STANDARD OPERATING PROCEDURES MANUAL OFFICE BROCHURE BOX	03-01-23

PURPOSE: To provide brochures when the office is closed.

REFERENCES: 7CFR 3560 – Handbook 2
Florida Statutes
Georgia Statutes
Procedure Memoranda

1. Located adjacent to the leasing office, usually mounted to or on the office door.
2. Brochures in it at all times
3. To be visible from the parking lot
4. If brochure box is deteriorating, request a new one by emailing a note to the Clearwater office.