

PolyConnect - ToDo List

Day of the Week _____

Date _____

Inquiries

Technical/Printing

Other

Research

Everyday	
First Thing:	
Print & Post Collab. Room Sched.	
Chairs, Supplies PolyConnect	Print Name
Paper PolyConnect	Print Name
Paper Reference	Print Name
Paper 111B	Print Name
Lost & Found to Circulation	Print Name
1:00 - 2:00	
Paper PolyConnect	Print Name

45 Min Prior to Closing	
Inventory (3-hour equip)	Print Name
Empty office trash (4 cans)	Print Name
Paper PolyConnect	Print Name

FRIDAY	
45 Min Prior to Closing	
Inventory (3-hour equip)	Print Name
Inventory (3-day equip)	Print Name
Empty office trash (4 cans)	Print Name
Paper PolyConnect	Print Name

Saturday and Sunday	
First Thing:	
Print Collab. Room Sched.	Print Name
and post at rooms	Print Name
Chairs, Supplies PolyConnect	Print Name
Paper PolyConnect	Print Name
Paper Reference	Print Name
Paper 111B	Print Name
Paper 217 (counter)	Print Name
Paper 216A	Print Name
Paper 216B	Print Name
Paper 217C	Print Name
Paper 217D	Print Name
Paper 301 Grad	Print Name
Paper 3rd Floor Elev.	Print Name
Paper 4th Floor Elev.	Print Name
Paper 5th Floor Elev.	Print Name
Lost & Found to Circulation	Print Name
45 Min Prior to Closing	
Inventory (3-hour equip)	Print Name
Empty office trash (4 cans)	Print Name
Paper PolyConnect	Print Name

Daily Notes

