

LEARNING COMMONS – Daily Tasks and Stats

DAY OF THE WEEK:		DATE:	
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OPENING TASKS:		
Chairs, Supplies	Computer Labs (Floor 1 + 2)	Initials
Schedules, Supplies	Fishbowl Collab. Rooms (Floor 2)	Initials
Paper	LC Desk	Initials
Paper, Cleaning Wipes	LC Counter	Initials
Paper, Cleaning Wipes	Lab 216A	Initials
Paper, Cleaning Wipes	Lab 216B	Initials
Paper, Cleaning Wipes	Lab 217C	Initials
Paper, Cleaning Wipes	Lab 217D	Initials
Paper, Cleaning Wipes	301 Grad Study	Initials
Paper, Cleaning Wipes	Floor 3	Initials
Paper, Cleaning Wipes	Floor 4	Initials
Paper, Cleaning Wipes	Floor 5	Initials

CLOSING TASKS:		
Paper	LC Counter	Initials
Paper	Lab 216A	Initials
Paper	Lab 216B	Initials
Paper	Lab 217C	Initials
Paper	Lab 217D	Initials
Turn in Lost & Found items	Circulation Desk	Initials

# OF QUESTIONS ASKED:			
Technical: Total	Printing: Total	Research: Total	Other: Total
Tally	Tally	Tally	Tally

NOTES: