POLYCONNECT Daily Tasks

DAY OF THE WEEK:	DATE:	

OPENING TASKS:		
Organize Chairs, Refill Supplies	PolyConnect Lab	Initials
Paper	PolyConnect Lab printers	Initials
Paper	Floor 1 Printers (in front of 111H)	Initials
Clean, Organize Desk	PolyConnect Office	Initials

WHEN DOUBLE STAFFED @ 8am	:	
Post Schedules, Organize Chairs	2 nd Floor Fishbowls (Student + Faculty)	Initials
Post Schedules	One Button Studio + Virtual Meeting Room	Initials
Paper	Printers in 111B, 216A, 216B, 217C, 217D	Initials
Paper	PolyCard Printers on Floors 2, 3, 4, 5	Initials
Paper	Grad Study (Room 301) printer	Initials

CLOSING TASKS:		
Inventory- 3-Hour + 3 Hour Equipment	Office	Initials
Put away charged camera batteries	Office	Initials
Empty trash cans	Office	Initials
Paper	PolyConnect Lab printers	Initials
Turn in Lost & Found items to Circ desk	Circulation Desk	Initials
Rooms locked, no missing equipment	VMR + OBS	Initials
Help Circ clear the library	2 nd floor	Initials

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

NOTES:		