CL112 Daily Checklist

Date: __/__/_____

Opening Checklist		
Task	***Time Completed***	***Initials***
Check paper and toner levels in printers		
Recycle all unclaimed print jobs		
Verify all computers are booted and working		
Wipe down tables and monitors in appropriate section of lab.		
Sweep main hall and appropriate section of lab		
Record any hardware issues in log and notify Help Desk		

Closing Checklist		
Task	***Time Completed***	***Initials***
Check paper and toner levels in printers		
Take any broken chairs to dumpster		
Change trash/recycle bin liners, set bags outside CL112		
***** Trash: Black Liners -- Recycle: Clear Liners *****		
Sweep / Mop appropriate section of lab.		
Notify Help Desk of any cleaning supplies running low		
(Fridays Only) Clean Whiteboards		
(Fridays Only) Lost & Found items to Help Desk (DL895)		

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