Closing Procedure: Lab Monitors
(Put a check mark after you complete each task)
Date: _______ Name: ________________________________

3rd Floor:
Turn off all the computers
Fill the printer & stapler
Check the toner of the printer
Push in all the chairs at each computer station ___

2nd Floor:
Turn off the computers
Fill the printer & stapler
Check the toner of the printer
Leave the scrap paper in the tray
Push in all the chairs at each computer station ___

1st Floor:
Turn off the computers
Fill the printer & stapler
Check the toner of the printer
Leave the scrap paper in the tray
Push in all the chairs for each computer station ___

Basement:
Turn off all 6 computers
Fill the printer & stapler
Check the toner of the printer
Push in all the chairs at each computer station ___

Fill the large cabinet with paper.
Lock the large cabinet at your work station ___

Tell Tammy when there are only two cases of paper left in the paper cabinet on the 2nd floor.

Leave at the same time as everyone who works on the 1st floor at the front desk.