

## Closing Procedure: Lab Monitors

(Put a check mark after you complete each task)

Date: \_\_\_\_\_ Name: \_\_\_\_\_

### 3<sup>rd</sup> 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 \_\_\_\_\_

### 2<sup>nd</sup> 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 \_\_\_\_\_

### 1<sup>st</sup> 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 2<sup>nd</sup> floor.

**Leave at the same time as everyone who works on the 1<sup>st</sup> floor at the front desk.**

Put the sheet in the Library Aide & Lab Monitor – Opening & Closing sheet mailbox in room 103.