

## TASK SHEET – 2<sup>nd</sup> FLOOR

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

TIME	NAME	Basement Printer	Basement Stapler	1 <sup>st</sup> Floor Printer	1 <sup>st</sup> Floor Staplers	2 <sup>nd</sup> Floor Printer	2 <sup>nd</sup> Floor Staplers	3 <sup>rd</sup> Floor Printer	3 <sup>rd</sup> Floor Stapler	Toner Replacement – put floor location
8:00 a.m.										
9:00 am										
10:00 am										
11:00 am										
12:00 pm										
1:00 pm										
2:00 pm										
3:00 pm										
4:00 pm										
5:00 pm										
6:00 pm										
7:00 pm										
8:00 pm										
9:00 pm										
10:00 pm										
11:00 pm										
11:50pm										

**Printers** – Check & replace paper in all the printers on the Basement, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Floor. The paper is located in the black cabinet behind the desk on the 2<sup>nd</sup> floor. The key is located in the lab monitor desk. If you run short of paper, extra paper is stored in the wooden cabinets under the printer on the 2<sup>nd</sup> floor. Please see a circulation staff member to help you. **Place a check mark once you have checked the paper & stapler(s) on each floor.**

**Toner-** when you check the paper, you should also check the toner. The 2<sup>nd</sup> floor printer toner is located in the black cabinet behind the desk on the 2<sup>nd</sup> floor. The key is in the in the lab monitor desk. The toner for all other printers is located in the paper cabinets on the 1<sup>st</sup> floor. The key to the 1<sup>st</sup> floor cabinets is located in the circulation office. **When replacing the toner please write in the floor location of the printer.**