

Cristo Rey Student Daily Timeline

Time	Activity
8:30 - 9:00	Check with office services for conference room set up/clean up.
9:00 - 9:15	Clean up and restock copy rooms and small kitchen.
9:15 - 9:30	Route inner-office mail and pick up copy/scan jobs. Check in with Shawna to review job requests.
9:30 - 10:30	Work on copy/scan jobs.
10:30 - 10:40	Pick up FedEx and UPS deliveries from reception and route. Deliver copy/scan jobs and do second AM pick up.
10:40 - 10:50	Break
10:50 - 11:30	Work on copy jobs
11:30 - 11:45	Deliver copy jobs. Pick up mail downstairs.
12:00 - 1:00	Lunch
1:00 - 1:10	Route inner office mail and pick up copy/scan jobs. Check in with Shawna to review job requests.
1:10 - 3:30	Work on special projects, scan/copy jobs..
3:30 - 4:00	Route inner office mail and pick up copy/scan jobs. Check in with Shawna to review job requests. Clean up copy rooms and restock copiers with paper. Empty shredder. Check with office services for any conference rooms that need to be cleaned up. Take dishes from small kitchen at the end of the day and load them into the dishwasher.

Copy/Scan Job Runs

Pick Up	Drop Off
9:30 am	10:40 am
10:40 am	11:45 am
1:10 pm	3:30 pm*

* Please see office services for any copy/scan request after 3:30 pm.