

Cristo Rey Student Daily Checklist

AM	Activity	PM
<input type="checkbox"/>	Check and clean both copy rooms throughout the day. Make sure both upper and lower cabinets are organized and stocked with supplies.	<input type="checkbox"/>
<input type="checkbox"/>	Refill copy paper first thing in the morning at all copiers throughout the office. When the paper supply gets low please notify Shawna.	<input type="checkbox"/>
<input type="checkbox"/>	Clean both kitchens, put away clean dishes and load dirty dishes. Restock both kitchens as needed with sugar, coffee, mugs, napkins, eating utensils, plates, cups, paper towels, and tea.	<input type="checkbox"/>
<input type="checkbox"/>	Check supplies in conference rooms, replenish blue cups, white Seyfarth coffee mugs, napkins, eating utensils, plates, sugar, pens and note pads.	<input type="checkbox"/>
<input type="checkbox"/>	Clean conference rooms, make sure tables are clean, white boards are wiped down, chairs are pushed in, and blue cups are stocked.	<input type="checkbox"/>
<input type="checkbox"/>	Empty the shredder in the back copy room and in the library as needed.	<input type="checkbox"/>
<input type="checkbox"/>	Replenish tabs next to Jean and Shawna's desk.	<input type="checkbox"/>
<input type="checkbox"/>	Double check with all the secretaries to see if they need your assistance on any projects.	<input type="checkbox"/>
<input type="checkbox"/>	Check with Francis for filling.	<input type="checkbox"/>

Time	Routing Schedule	
9:15 AM	Route inner-office mail, pick up out box and pick up copy/scan jobs. Check in with Shawna to review job requests	<input type="checkbox"/>
10:30 AM	Route inner-office mail, pick up out box and pick up copy/scan jobs. Check in with Shawna to review job requests	<input type="checkbox"/>
1:00 PM	Route inner-office mail, pick up out box and pick up copy/scan jobs. Check in with Shawna to review job requests	<input type="checkbox"/>
3:30 PM	Route inner-office mail, pick up out box and pick up copy/scan jobs. Check in with Shawna to review job requests	<input type="checkbox"/>

Comments:

Note: By checking off these items each day, you are saying that each item has been completed. If it is found that you have checked off an item without completing it, you will receive a lower rating the next day you are here.

Name

Date