CHECKLIST

End of Shift
____ Fill out your Time Card

Closing
____ Issue verbal or "message send" warning that computer lab will close in 30 minutes.

____ Repeat warning every five minutes through 10 minutes before closing.

____ Make verbal announcement when automatic patron machine shutdown has launched at five minutes prior to closing. Remind patrons to save their data now.

____ Sign off of Polaris ILS and close all windows.

____ Shutdown MCLINC (check-in) computer. (On Thursday nights, leave MCLINC computer on for updates installed over night; turn monitor off.)

____ Tally questions, then staple completed Daily Logs and file.

____ Put out new Daily Logs on the clipboard.

____ Discard used Access Granted passes.

____ Clean according to instructions.

____ Count Cash Drawer

____ Logoff of Atlantis. Do not shutdown Atlantis.

____ Shutdown Challenger and Columbia computers. Always leave file server computer and content server on.

____ Turn off the fan (if applicable.)

____ Turn off light. (First light switch closest to the door.)

____ Leave the door open during winter months. Close door during summer months or whenever lab air conditioning is being utilized.