

OFFICE CHECKLIST OPENING & CLOSING

Opening:

1. Arrive at 12:30 PM
2. Get the keys from the front office and greet the staff.
3. Unlock Plant Clinic and turn on lights.
4. Return key to front office.
5. Check for messages on the board and specimens or other items on the filing cabinet in the Extension office.
6. Go back to Clinic office and turn on the computer and enter password. This is in the red folder above the computer. Check for email questions.
7. Check for, and retrieve phone messages. The procedures for doing this are posted on the bulletin board. DO NOT delete messages until they have been returned and resolved. Then be sure to delete the message.
8. Review the log book for any FOLLOW UP calls (yellow sheets) and return them now. Make sure to document any attempt to call. Even if you don't actually speak to the client we must document 3 attempts. PLEASE SIGN YOUR NAME AND ENTER DATE EACH TIME.
9. At 1:00PM put the Clinic sign in the hallway.
10. Now start having fun!!!

Before Closing:

1. Call MGs for the next day.
2. Be sure all resolved phone and computer messages have been deleted.
3. Turn off the computer, fans, coffee pot, microscope light, and overhead light.
4. Bring in the sign from the hallway.
5. Put pens and pencils away. Sharpen pencils if needed.
6. Empty trash cans and scrap paper.

REMEMER ALWAYS BE RESPECTFUL, KIND, AND COURTEOUS.

NO SWEARING.

NO POLITICS.

NO CELL PHONES.