

Shift Checklists

Program Specialist



Start of Shift

Task	Complete	Comments
Check office door lock		
Unlock filing cabinet		
Review previous shift notes		
Check lobby for dishes, trash		
Check lobby cupboards		
Check availability of communication forms in the lobby		

End of Shift

Task	Complete	Comments
Complete shift notes		
Lock filing cabinet		
Check lobby for dishes, trash		
Check lobby cupboards		
Check availability of communication forms in the lobby		