

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30 AM						
8:00 AM						
8:30 AM						
9:00 AM						
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9:00 PM						
9:30 PM						
Daily AM						
Daily PM						

**Please initial at the time of completion**

**Every 30min walk around the lab and make sure:**

- That each machine's desktop is ready to use. If necessary, restart the computer.
- The keyboard, mouse and monitor are organized and comfortable to use. Also, make sure that the chair is pushed in.
- In the multimedia lab, especially, all the equipment is ready for use.
- If a patron has any food or drink, politely remind them that we do not allow them in the lab and make sure that it is put away.
- If somebody looks like they are struggling with the computer, kindly offer them help.
- The printers' paper trays are filled.
- Trash cans are not overflowing. If they are, please empty them into the trash bin behind the building.

**During opening, closing hours and downtime:**

- Arrange the chairs keyboards and mice so they are ready to go for the day.
- Dust the screens and computer with microfiber cloth.
- Clean the glass of the scanners and photocopier.
- Make sure that the printers are stocked full with paper.
- Glass on the desks of the E/F lab should be cleaned with glass cleaner.
- Make sure all the books for the library have been checked in and shelved.
- Dust the multimedia equipment (e.g. DVD/VCRS, adapters) and make sure that their respective remote controls are by them.
- With a cloth and some cleaner wipe down all the desks around the lab.

**Weekly :**

- The office supply equipment is stocked and organized. If we are low on any particular item, please email the director
- Dust behind computers.