

SuperLab Late Night Closing Checklist

*Place this checklist in the "black" paper bin located at the SSLM station.
Managers, will be collect all forms weekly.*

Reboot all 4 print release stations, by holding in power button until computer shuts down and then turn back on and leaving at the Pharos login screen

Make sure 4 printers are all on

Does printer toner need changing (write Yes or No) ?_____

Are SuperLab general use computers shut down?

Are all chairs pushed in?

Have you picked up any trash lying around?

Have all forgotten printouts been put in the recycle bin?

Are the printer trays filled, but not overfilled?

Have you emptied the blue recycling bin that's at Printer-C into one of the large green recycling bins?

Have you noted/reported any problems in the lab?

Did you send an end-of-shift status to Veronica & Stacey before leaving the SuperLab?

Is everyone gone?

Is orange sign out on front consultant desk (blue desk)?
This sign is usually hanging at the SSLM partition

Are the lights turned off?

Is the SuperLab door locked from the inside?
Please exit the SuperLab through the back gray partition door.

Date: _____

Time: _____

Lab Consultant Name (print): _____

Lab Consultant Name (signature): _____