Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Issued:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Category | Instructed | Sign Off |
| *DRADIS* |  |  |
| Adding Students |  |  |
| Checkout |  |  |
| Item Return |  |  |
|  |  |  |
| *Labs* |  |  |
| Cleaning |  |  |
| Food / Drinks |  |  |
| Rooms |  |  |
| Open VS Classes Only |  |  |
|  |  |  |
| *Ghost* |  |  |
| Imaging |  |  |
|  |  |  |
| *Basics* |  |  |
| Time Clock |  |  |
| Green Vests |  |  |
| Lab Usability |  |  |
|  |  |  |
| *Cage* |  |  |
| Lab Printing |  |  |
|  |  |  |
| *Opening / Closing* |  |  |
| Door Locks |  |  |
| Labs to Open |  |  |
| Class Preparation |  |  |
| Trash |  |  |
| Students |  |  |
| Pods / Benches |  |  |
| Lights |  |  |
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