**Daily / weekly shop procedure-**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assigned to:** | **End of Day Mon - Fri** | **Done** |  | **Assigned to:** | **End of week ( Friday afternoon)** | **Done** |
|  |  |  |  |  |  |  |
| varies | Close work orders that have been returned to customer. Make copy of check |  |  | Shop student employees | Inventory and replenish Tool trays |  |
| varies | Check Audix for messages |  |  | Shop student employees | Clean up work benches – (put tools away, CDs back into kits) |  |
|  |  |  |  |  |  |  |
| varies | Close / examine Kayako work orders |  |  | varies | Ensure van is in parking lot and not left out on campus |  |
|  |  |  |  |  |  |  |
| varies | Settle credit card machine for both repair and surplus payments. |  |  |  |  |  |
| Tom | Order any parts that need to be ordered. Enter parts ordered into PCARD spreadsheet and work order system. |  |  |  |  |  |
| varies | Remove any surplus-sold items from GLPI surplus database. |  |  |  |  |  |
|  |  |  |  |  |  |  |
| varies | Match number of physical computers ready for pickup to quantity in work order system. |  |  |  |  |  |
| varies | Ensure rear door to shop and surplus / storage room door are closed and locked |  |  |  |  |  |
| Varies | Ensure room 001 door is secure and lights in hallway outside of 001 are turned off |  |  |  |  |  |
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Filename: \forms\end of day procedures revised 1.30.2018