

College Avenue Supervisor Shift Checklist:

Spring 2011

Opening Duties:

1. Check Sakai; review closing update from previous night.
2. Check for coverage issues
 - Coverage page
 - Excused shift tracking spreadsheet
 - RN Dispatch availability should be updated on the Support Center Page
3. Verify that remote sites are open
4. Check and refill supplies at all sites. Notify managers if we are low on supplies.
5. Check that front doors are set to "Auto" and all lights are turned on

Every Shift:

1. Log in to sc-staff
2. Check and respond to email
3. Tour the lab, interact with consultants
4. Check shift scheduler & Sakai – know who is scheduled to work
5. Check PTS for pending incidents that can be resolved. Check coverage emails for merits that need to be assigned.
6. Return any keys to manager office
7. Update weekly report with daily activities
8. Keep Sakai and sc-internal outage box up-to-date with current issues
9. Other duties as assigned
10. Clean up supervisor area after eating or leaving for the day

If you are the last person on duty:

1. Check coverage, ensuring that shifts occurring until the next supervisor comes in are covered. If coverage is needed before the next supervisor is in, find it.
2. Check and refill supplies at sites that remain open after supervisor hours
3. Update Sakai page with current status (printer status, coverage issues, etc.)
4. Take out garbage cans.
5. Lock the door to the supervisor's office.