Shift  DailyTasks

**ME 1030**
- **Early** Clean and wipe down the printer table, empty 3-hole punch
- **Early** Clean and wipe down the ME 365 lab benches and ME 365 meeting tables
- **Early** Clean and wipe down the ME 315 benches and ME 315 meeting tables
- **Early** Clean and wipe down the ME 475 benches and ME 475 meeting tables
- **Early** Clean and wipe down the ME 586 lab benches
- **Late** Clean and wipe down the 'aisle' computers
- **Late** Clean and wipe down the study tables/workbenches in the back of ME 140
- **Early** Wet Clean the chalkboards in ME 1030. (4 small + 1 large)
- **Early** Collect trash from behind/around ME 365, ME 315, ME 475 and ME 586 lab areas
- **Late** Collect trash from behind/around the computers in the 'aisle'
- **Early** Clean the sink in the 475 lab
- **Early** Clean the sink 365 lab area
- **Early** Clean both sinks in the 315 lab area
- **Early** Clean the sink in the 586 lab area
- **Early** Check the paper towel level at each sink
- **Early** Empty styrofoam trash can from the ME315 lab area into dumpster out back

**ME 2028**
- **Early** Fill paper cabinet
- **Late** Clean and wipe down printer table, empty 3-hole punch
- **Late** Clean and wipe down the computer tables
- **Late** Collect trash from behind/around /under the computer tables
- **Late** Wet Clean any writing on the whiteboards
ME 2038
late  Clean and wipe down printer table, empty 3-hole punch
late  Clean and wipe down the study tables
late  Clean and wipe down the computer tables
late  collect trash from behind/around /under the computer tables
late  Wet clean the whiteboards

ME 2130
both  Check inventory of equipment

ME 3021
early  Clean and wipe down printer table, empty 3-hole punch
early  Clean and wipe down the computer tables
early  collect trash from behind/around /under the computer tables
early  Wet clean any writing on the chalkboards

Daily
both  Take inventory of paper in paper cabinet, submit 'online trouble report' detailing this include notice of any lost and found items in the cabinet
both  Take status inventory of cleaning supplies in ME 140. Send 'online trouble report' detailing this

Closing Shift or 6AM during 24hour periods
Go through ME 1030, ME 2028, ME2038 and ME 3021. Take any pizza boxes or other trash that is not neatly in the trash cans to the dumpster
Ensure printers are full of paper, tables are clean and 1 ream of extra paper is next to each printer
1030 Closing
Arrange the wooden chairs neatly in ME 365
Arrange the stools neatly, 3 per bench in ME 365
Arrange the wooden chairs neatly in ME 315
Arrange the stools neatly, 3 per bench in ME 315 - new stools
Arrange the wooden chairs neatly in ME 475
Arrange the lab chairs, neatly 1 rolling chair per computer in the aisle of 140
Arrange the wooden chairs neatly around the study tables in the back of 140
Arrange the stools neatly around the workbenches in the back of 140
Arrange the lab chairs neatly in ME 586
Arrange the rolling lab chairs neatly at the ME 475 lab benches
Arrange the stools neatly in ME 315 around the double workbench, 3 per side
Ensure printers are full of paper, tables are clean and 1 ream of extra paper is next to each printer