**Cold Start**

**Supervisory:**

Open office and lab doors

Update printer page count (Yoshiko)

Update walk-in hours on door (Yoshiko)

Approve Work-study Timesheets, College Assistant timesheets (Zara/Yoshiko)

Update staff schedule

**Lab Assistant:**

Turn on all computers in the lab

Printer test: Epson 1 & 2, tear off edges, hole punch pages & place in gray binder labelled “Printer Tests”

Check printer paper for ALL printers

Check staplers & dry erase markers in lab AND staplers in office

If you take a dry erase marker from the office to place in the lab you must update the lab inventory page!

Last updated: 09/27/2016