

NCC Student Services Opening/Closing Steps

Opening

1. Open safe and take out Petty Cash bag. Count bag (\$150) and lock money in desk drawer in Gaby's Office.
2. Turn on all 7 student computers.
3. Close doors to bathrooms.
4. Turn on copy machines.
5. Unlock break room, Gaby's office, and ELIC.
6. Unlock filing cabinet in Gaby's office and the one behind Sandra/Karen's desk.
7. Unlock both doors with allen key and flip automatic door open switch.
8. Restock all forms and schedules. Refill schedule bin just outside door.
9. Check all phone messages.
10. Turn on radio & remove from charger & complete a "radio check".

Closing

1. Lock doors with allen wrench and double-check from outside that door is locked.
2. Count petty cash bag (\$150) and drop in safe.
3. Turn off all 7 student computer AND monitors.
4. Make sure all staff computers are turned off.
5. Make sure coffee brewer is turned off.
6. Lock filing cabinet in Gaby's office and the one behind Sandra/Karen's desk.
7. Turn off copy machines.
8. Check payment box for payments, place in clear envelope, and drop in safe.
9. If time permits; restock all forms and schedules. Refill schedule bin just outside door
10. Make sure to place yellow folder with processed work on Gaby's desk. When empty leave as is.
11. Put any forms, petitions, documents waiting to be signed or processed in Gaby's office.
12. Lock break room, Gaby's office, and ELIC.
13. Complete a quick walk-thru to make sure all other empty offices are closed and doors are locked.
14. Turn off radio & place in charger.
15. When closing, attach rope across walkway & set out sign stand near rope.

Suggestions only/optional;

Rope off areas when needed depending on who is still in the building, i.e., Financial Aid, Counseling, and DSPS
Sign stand may be used in hallway just past the counseling area when needed depending on our hours for that day/week.

Updated 4/15/2013