

OPENING & CLOSING SHIFT PROCEDURES

LAB LOCKED?

If the computer lab is locked, you will need to contact:

- **Grove 106/108:** Deb Booz (GRH 124 or ext. 1435)
- **Shippen 240:** Contact Teacher Education Office (SPH 214 or ext. 1688)
- **MCT 158:** Open 24 hours per day; If locked, contact the Microlab Office (MCT 074 or ext. 1413)
- **ELL 112 (Library):** Opened by the Library Staff

If no one is available to open any of these labs, please contact the Microlab Office to have the lab(s) opened.

OPENING PROCEDURES

To open a lab, complete the following duties:

- Unlock the door and turn on all lights
- Check all equipment (printers, computers, print-release stations, instructor stations) to make sure it is all on and operating properly.
 - If issues arise, please complete the “Report a Problem” form and explain the issue(s)
 - Put an “Out of Order” sign on the machine
 - For printers and print release station issues, contact the Microlab Office (ext. 1413) immediately for assistance
- Push in all the chairs
- Throw away any trash
- Collect any items or ID’s and put into “Lost and Found” basket
- Fill the printers with paper
- Open the doors to the labs and prop open, if necessary
- *Monday mornings:* Be sure to print out a copy of the weekly lab reservation schedule

CLOSING PROCEDURES

To close a lab, complete the following duties:

- Announce the closing of the lab, 15 minutes before the lab closes (**Shippen and Grove**) and be sure that all patrons exit the lab by closing time
- Push in all the chairs and throw away any trash
- Fill the printers with paper
- Collect any items or ID’s and put into “Lost and Found” basket
- Turn off all the lights (**Shippen and Grove**)
- Check that all windows are shut and locked
- Pull the doors shut and be sure the room is secure BEFORE leaving