7AM – Morning routine and notes:

1. Check with overnight shift for any problems/updates.
2. Unlock the dome gate.
3. Make sure comfy furniture is arranged properly.
4. Verify that all computers are working. Fix if they’re not or put on the Dead List if you can’t fix them.
   • Common issues you will see–there might be more;
     • 1. User Profile Service cannot be loaded:
         o Write down machine number(s) and call the SCC so it can be fixed ASAP
     • 2. Blue Screen:
         o Hold down power button 10 seconds to turn off and then turn back on.
5. Make sure that at least one of the copy machines is turned on. They automatically turn off after 4 hours of non-use.
6. Check staplers (refill them if needed), clean 3-bunch holes and pencil sharpeners, and refill paper clip boxes if needed.
7. Check Book Return Bin and "24/7" cart for any books, DVDs, magazines, etc. Collect them and take them down to the Circulation Desk (or Reference Desk if there are books clearly labeled as such). Also, take the Lost and Found basket along. Return DVDs to the Media Center.
8. LA 2203 has a 2 sided sign, While class is in session, M-F 7am to 10pm it should say, “Room LA2203 is now a classroom.” Sat and Sun, turn it around.

DAILY Shift routine:

1. Read the Blog and respond to any with “Please Respond” so we know you’ve read it. (scc.sdsu.edu/blog) Respond to other blogs as well, but “Please Respond” is priority.
2. Check paper level in printers. Fill with paper if needed.
3. Walk the floor every 15 minutes to see if there’s food at computers, see if anyone needs help, etc.
4. Clean up messes that you come across. Keep TFS neat and tidy.