1. LA 2203 has a 2 sided sign: **After 10pm M-F and all day on the weekends** it should say that “Quiet Study is Now Open.”

2. **Head count** – every hour starting at 12am, walk the floor and count how many people are there. Post the numbers on the Blog using the After Hours Log category. Also, make a note of the Security Guard’s name and any problems that may have come up.

3. Collect any unused books laying on tables, Check them IN and put in the Book Return Bin.

4. **Fill the printers with paper.**

5. Do not hold valuables for students who want to run to the store or something.

6. **Find all the computer chairs and straighten up the area**
   Every morning between 1am and 3am move extra chairs back to study carrels. Extra chairs are more than 4 chairs at one table. Just move chairs at tables not being used. Basically we just want to straighten up and "reset" the area each morning. We do a similar thing in the SCC at closing. **Check Study Rooms to see if they have "extra" chairs in them.**

7. Make sure the Affiliated Use Policy is being enforced. Refer people to the sign posted, which explains that during certain times, only SDSU affiliated people can use the area.

8. **If PC Reservation stops working**, refer to the procedure posted on the Blog: [http://scc.sdsu.edu/blog/?p=7428](http://scc.sdsu.edu/blog/?p=7428)

9. Everyday: clean area – see the Cleaning Checklist on the wall.

10. Walk around and clean up any messes. See if the keyboards need to be cleaned (**refer to instructions on the wall in break room**).

**9PM SHIFT**

Maintain classrooms – checklists are downstairs, keys in lockbox. *(Mon & Thurs)* Some classes go to 9:30 so start with LL–430.