

Office Closing Method

At the end of business hours, the following steps should be completed.

- Counter shade closed and locked
- Window shades drawn closed
- Phone voicemail night service button turned on
- Cash register drawers emptied
- Daily cash balanced and recorded
- Office desk computers and front counter computers logged off
- Desk drawers locked
- File cabinets locked
- All printers checked for paper
- Recycle bins emptied
- Office lights turned off

Checklist of Responsibilities

- Make sure counter shade is closed and locked. Retrieve office key ring from the front desk drawer to lock shade and return key ring to the drawer.
- Change main phone system by pushing “night service” button and “night ringing” will appear on phone screen.
- Remove money from front counter register drawers to prepare end of shift cash out and closing packet (see cash balancing method).
- Retrieve desk and safe keys to lock the following:
 - Office desk drawers
 - Back file cabinet drawers labeled “Dog Park, Forms, Registrations & Birth Certificates, Signs”
 - Wall side cabinet doors marked “Dog Park, BAS /Camp Forms, and Splash Park”
- Log off front counter computers and make sure all office computers are logged off by staff. At the close of business on Saturday, all computers should be completely shut down and will be restarted prior to Monday office opening.
- The front register printer, and the Cannon printer should be refilled with paper if needed.
- The blue office recycle bin and hallway bin should be emptied into the large brown recycle container located in the hallway.
- Turn off all three light switches on the north counter wall, close the office door, and punch out on your time card.
- If no one else is in the building (be sure to check the bathrooms), turn off the lobby lights, and lock the outside front door.