

## DAILY WORK SCHEDULE- HOUSEKEEPING

Please Initial do not check \_\_\_\_\_

Open Close and Daily or for EVERYDAY	Monday	Tuesday	Thursday	Friday	Saturday	Sunday
<b>OPENING PROCEDURES</b>						
Turn on all lights						
Transfer currency from safe to cash box						
Check answering machine						
Place sandwich board sign outside						
Turn on Flashing Open sign						
Flip the will return sign to open						
Turn on monitor, push VGA1 button						
<b>DAILY PROCEDURES</b>						
Sweep outside						
Review sales procedures <i>check for artist name also</i>						
Update attendance log as guests arrive						
Call Artist if artwork is sold						
Make next day reminder phone calls						
Water plants outside						
Dust shelves and windows						
Monday before meeting, set up chairs						
Mop if needed with 1/16th vinegar solution						
Dust Mop gallery or vacuum						
Clean bathroom /refill soap/tissue & P towels						
Water plants outside						
Dust window ledges						
Sweep / vacume clean & straighten back room						
List needed supplies on bathroom door						
Report any light outages to Jim Reimer						
Dust &						
Vacuum rugs plug in charger when finished						
Clean refrigerator & microwave						
<b>CLOSING PROCEDURES</b>						
Clean and unplug coffee pot						
Turn off printer only <i>(not computer tower or screen)</i>						
Empty trash, <i>replace liner</i> & carry to outside						
Check completeness of sales slips						
Place currency, checks in safe						
Lock lockbox, place in armoire						
Log attendance into the summary section						
Bring in sandwich board sign						
Turn off Flashing Open Sign						
Turn off lights <i>except front window lights</i>						
Flip the open sign to will return						
Turn off music						
<i>Promise both front doors will be locked!</i>						
<b>*Review sales so you are confident when filling out sales receipt &amp; operating credit card machine.</b>						
<b>Note: Alarms are now on both entry doors. Both doors should be unlocked during open hours.</b>						
<b>Calendar changes please call Daryl 5019158456 All Credit Card Receipts staple to Yellow Copy</b>						

Suggestions for changes call Pati Trippel

915-0946