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## MOD Checklist

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Manager		ON DUTY	
Date		OFF DUTY	

COMING ON DUTY			
	Sign out MOD keys		Count MOD bank
	Change MOD sign		Read front desk logs
	Check to see if all employees are in uniform with nametags on		Read van driver logs

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<b>FOOD &amp; BEVERAGE</b>			
	Back door alarm on		Gate locked
	Lights off		Return liquor to liquor room
	Turn café music on		Trash removed from café and gazebo
	Make sure café is vacuumed		

<b>MEETING ROOMS</b>			
	Lights off		Coffee urns are shut off
	Doors locked		

<b>FIRST FLOOR ATRIUM</b>			
	North closets locked		West exit alarm on
	Northeast stairwell alarm on		North doors locked at 10:00 p.m.
	Elevator room locked		Read van driver logs

<b>SECOND FLOOR</b>			
	Whirlpool locked at 10:00 p.m.		Exercise room locked at 10:00 p.m.
	Phone room locked		Liquor room double locked
	South stairwell alarm on		South doors locked at 10:00 p.m.

<b>ENGINEERING</b>			
	Maintenance shop lights off		Maintenance shop door locked
	Electrical room locked		Boiler room locked


