



ERC Daily Check List

At the Start

- Arrive 15 minutes early**
- Prep the Computer**
 - Open Membership File
 - Open Calendar / Email
- Process together**
 - any news to pass along
 - emails
 - behaviors to watch for
 - patron updates

During

- Open doors, warmly welcome, and check people in**
- Monitor behavior**
 - reward and encourage the good
 - discipline and guide the bad
 - fill out incident/accident forms as needed
- Stay engaged (play, create, talk, etc...)**
- Spread out**
 - 1 staff must always be behind the desk
 - 1 staff in the gym if there are patrons
 - 1 staff must stay in the game room / not behind the desk
 - 1 staff must float and be aware of where they are needed (especially the gym)
- Be a role model, big brother/sister, cop, friend, teacher, etc...**

The Wrap-Up

- Cleaning duties**
 - Vacuum carpets
 - Flush toilets/check bathrooms
 - Dry mop gym
 - Clean counters
 - Check kitchen
 - Organize desk, toys, and games
- Closing “finishing touches”**
 - Give a “closing soon” announcement
 - Bid everyone a fond farewell
 - Complete log on the intranet
 - Lock and check all doors in the building
 - Turn off all lights and leave together