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| --- | --- | --- | --- |
| **Daily Time Study** | | | |
| **Code** | **Time** | **Activity** | **Client** |
|  | 12:00 |  |  |
|  | 12:15 |  |  |
|  | 12:30 |  |  |
|  | 12:45 |  |  |
|  | 1:00 | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | 1:15 |  |  |
|  | 1:30 |  |  |
|  | 1:45 |  |  |
|  | 2:00 |  |  |
|  | 2:15 |  |  |
|  | 2:30 |  |  |
|  | 2:45 |  |  |
|  | 3:00 |  |  |
|  | 3:15 |  |  |
|  | 3:30 |  |  |
|  | 3:45 |  |  |
|  | 4:00 |  |  |
|  | 4:15 |  |  |
|  | 4:30 |  |  |
|  | 4:45 |  |  |
|  | 5:00 |  |  |
|  | 5:15 |  |  |
|  | 5:30 |  |  |
|  | 5:45 |  |  |
|  | 6:00 |  |  |
|  | 6:15 |  |  |
|  | 6:30 |  |  |
|  | 6:45 |  |  |
|  | 7:00 |  |  |
|  | 7:15 |  |  |
|  | 7:30 |  |  |
|  | 7:45 |  |  |

**Codes: AD**: Admin/General, **FSM**: Fiscal Management, **BPM**: Business Prep/Meeting, **SR**: Service Reports, **SC**: System Change, **A**: Advocacy, **IR**: Info/Referral, **O**: Oversight, **OSC**: Outreach/Shelter Coverage, **CM**: Case Management, **CP**: Crisis Phone, **CS**: Counseling Support, **ER**: Emergency Response, **EF**: Events/Fundraising, **PE**: Public Education, **SM**: Staff Meeting, **ST**: Staff Training, **T:** Travel, **D:** Donations

**Daily Checklist:**

**Upon arrival:**

* Walk through
  + Collect unit book and complete bed count
  + Check all windows and entrances
  + Pick up things not in their place
  + Tidy up
  + Sanitize all frequently touched surfaces (door knobs, light switches, banisters, appliance handles)
  + Complete walk through sheet
* Bring back phones by 8am
  + Line 1, \*73
* Read communication log and sign off
* Review chore log
* Check email/talk with staff for updates
* Unlock file cabinet

**Throughout your shift:**

* Chore for the day (see chore book) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Empty garbage when full
* Sanitize all frequently touched surfaces (door knobs, light switches, banisters, appliance handles, washer and dryer, refrigerator handles and doors, etc)
* Tidy up (if something is on the floor, if there’s a spill, a cobweb, etc – take care of it)
* Clean dishes and silverware you use during your shift and put away
* Complete units for clients you have contact with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Document in unit book – including date, time, instant support, and unit hours
  + Complete a case note
* Write in communication binder any significant things you wish to communicate with other staff
* Donations – sorted, put away, filled out donation slip and left in Katie’s mailbox
* Garage – walk through, ensure tidiness
* Grounds – ensure there is no garbage or items on the yard, assess yard work that needs to be done and do it if necessary

**Upon departure:**

* Complete a walk through
  + Check all windows and entrances
  + Pick up things not in their place
  + Tidy up
  + Sanitize all frequently touched surfaces (door knobs, light switches, banisters, appliance handles)
  + Complete walk through sheet
* Take out trash if before dark
* Let staff know you are leaving
* If final shift, see close up checklist