

## AASL End of Day Checklist - Valrico

Each therapist is responsible to assist with closing down the office. Each of you will be assigned a task to complete. The rooms will be paired together similar to a buddy system. If your colleague has to leave early or is out of the office, the other therapist is responsible for picking up their partner's duties.

Room responsibilities:

- ☐ Rooms 1-2
  - ☐ Waiting room
    - ☐ Shut blinds
    - ☐ Put chairs back in order
    - ☐ Shut down bathroom
    - ☐ Turn off lights
- ☐ Rooms 3-4
  - ☐ Turn up thermostat
  - ☐ Turn off employee bathroom light
  - ☐ Close blinds in the kitchen
  - ☐ Make sure back door is locked
  - ☐ Turn off kitchen lights
- ☐ Rooms 5-6
  - ☐ Close group room blinds
  - ☐ Make sure no food is left in group room
  - ☐ Turn up thermostat
  - ☐ Turn off hallway light
- ☐ Rooms 7-8
  - ☐ Make sure the back door is locked
  - ☐ Turn off kitchen and hallway light
  - ☐ Close kitchen blinds