

## Morning Office Setup

Upon completion of the following steps, the front office is open for daily business needs.

- Cash register drawers filled with currency
- Computers turned on and front counter computers signed on to RecTrac system
- Phone messages retrieved and night service button turned off
- Counter shade unlocked and opened
- Desk drawers unlocked and opened
- File cabinets unlocked
- Drop box emptied of contents

### Step One – Before Opening the Office

Once arriving at the building, you should do the following:

- Make sure the front door is unlocked and the sliding doors are set to the “on” position.
- Clock in at the NOVAtime reader located in the garage.
- Go directly to the office, punch in the door code, and enter.
- Turn on all three light switches on the north counter wall.

### Step Two – Office Setup

Complete following checklist of responsibilities:

- Retrieve keys to open the following:
  - Office desk drawers
  - Back file cabinet drawers labeled “Dog Park, Forms, Registrations & Birth Certificates, Signs”
  - Wall side cabinet doors marked “Dog Park, BAS/Camp Forms, and Splash Park”
- Open the office safe and remove the bags marked “drawer #1 and drawer #2 from the safe and take to the front counter. Leave the bags marked “cash journal” and “third bank” in the safe.
  - Open bag marked “drawer #1”, take bills from bag and place bills by denomination in front left cash register drawer.
  - Be sure #1 key remains in drawer #1 bag and zip bag closed.
  - Open bag marked “drawer #2”, take bills from bag and place bills by denomination in front right cash register drawer.
  - Be sure #2 key remains in drawer #2 bag and zip bag closed.
  - Place both empty drawer bags in the storage caddy by the front desk.
- Turn on both front counter computers and have ready to log in to RecTrac system.
- Check and distribute voicemail messages by logging in to the general mailbox using code 3524 and following the prompts.

### Step Three – Check the Outside Drop Box

The outside drop box should be emptied of any contents each morning before opening the office for business.

- Retrieve the office key ring from the front desk drawer and proceed outside to the drop box.
- Open the drop box, empty any contents, and take back into the office for handling.
  - Building keys should be checked in to the key log in/out book located in the center cabinet under the front counter. Place the returned key(s) in the first drawer of the front counter.

#### **Step Four – Ready to Open**

Prior to 9:00am office opening, check the following:

- Change main phone system by pushing “night service” button until “normal ringing” appears on phone screen.
- Unlock and open the front counter shade.
- Return the office key ring to the front desk drawer.