

BREAK PERIOD CHECKLIST

		POST SIGNS
		UPDATE HOURS ON FACEBOOK (HOPE LINEMAN)
		VACATION PACK FOR THE DERRICK?
		US MAIL AFFECTED?
		COURIER MAIL AFFECTED?
		UPS DELIVERIES AFFECTED?
		STUDENT PAYCHECKS
		STAFF PAYCHECKS
		DO STUDENT TIMESHEETS EARLY?
		DO STAFF TIMESHEETS EARLY?
		NEED TO ARRANGE FOR STUDENTS TO WORK?
		DO STUDENTS KNOW THEIR BREAK SCHEDULES?
		CHANGE VOICE-MAIL MESSAGES?
		TURN OFF OR UNPLUG COMPUTERS, COPIER, FAX?