

## **Front Desk Opening**

**Turn on all lights.**

**Turn on all Computers.**

- Open Platinum on all computers
- Open sign-in screen at check-in
- Open Platinum on the check-in computer
- Open email

**Turn on TVs and slideshows.**

**Count Cash Box & initial.**

**Turn on music.**

**Check messages and text messages.**

**Prepare handouts/reading material.**

**Be sure Front Desk/ Office is clean & clear of clutter.**

**Review schedule & PRES.**

**Huddle.**

**Check Heat/AC or windows.**

