SMRO Opening Setup Checklists

* Key inventories (including special and master keys) **[BOTH]**
  + Prepare blank key inventory forms
  + Identify any missing keys
  + Identify differences between inventory and key codes
    - Report master and special key differences to your RD
    - Report room key differences to your building SMRO for verification
    - Building SMROs check keys differences
      * If the key works, change the paper inventory
      * If the key doesn’t work, submit a request for additional keys
* Common area inventories **[BLDG]**
  + List all furniture in your common areas and save under your hall office folder
* Punch lists and key packets for EA rooms **[BOTH]**
* Clean your hall/area office and set up logs and paperwork **[BOTH]**
  + Talk with your supervisor about finding and making copies of logs
  + Email a copy of the log forms to halldmgs by:
* Create info staff bulletin board **[BOTH]**
* Review and practice arrival software **[OFFICE]**
  + log two test packages to your RD, one scanned, one barcode created
* Review and practice scheduling software **[BOTH]**
  + Set up templates for office and night desk coverage
  + Set up your DA accounts
* Set up office’s and night desk’s logs and binders **[BOTH]**
* Decorate internet office bulletin boards with schedules; CA contact; processes and DA instructions; alarm procedures **[OFFICE]**
* Come up with a DA task schedule **[BOTH]**
  + When should the office be cleaned? Mail run? Packages tidied and organized? Binders be checked? Other tasks?
* Do building walk through and request building signage **[BLDG]**
  + What signs need to be hanging?
    - Emergency exit; quiet hours; kitchen; convection oven; office hours; policies; how to access mailboxes; building orientation (high side/low side, etc.); work orders
* RCR training and punch lists **[BLDG]**
  + Walk through 10-15 rooms and identify a room that showcases some problems and a room in good condition
    - Do an RCR in a few rooms with your staff to establish some criteria
    - Teach your staff to use appropriate and consistent language
    - Have them submit information electronically
    - Sort through electronic submissions to identify as work orders or condition reports
* Test and assign mailboxes **[BOTH]**
  + Count residents and mailboxes
  + Have your DAs test and check combos
  + DAs should compile a list of broken boxes and incorrect combos and skip those boxes if possible
    - Test the bad boxes a few times to see if you can get them to work
    - Save the list to your hall office folder
  + Assign students to a box and label with the roster
* Label key packets and key cards **[BOTH]**
* Fill key packets with keys for opening **[OFFICE]**
* Post directional signs for opening **[BLDG]**
* Create hall/building duty schedules with your CAs **[BOTH]**
* Schedule a 1:1 with your RD **[BOTH]**
* Work with RD to set up check in tables **[BOTH]**
* Organize your shared Hall Office folder [**BOTH]**