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]**