

Opening

- clock in
- unlock the door
- make sure Berky is full
- make sure temperature is set between 70-72
- all lights are on including candles (replace batteries if needed)
- water inside/outside plants if necessary (bi-weekly or monthly for orchids)
- make sure dishes are washed and glasses stocked
- sheets and towels are stocked
- TP and hand towels in the bathroom,
- gel and cream bottles are full (if you have time, just to help out therapists)
- check appointment requests
- check the schedule for the day and week ahead for any potential issues (i.e. a couples that is scheduled with only one therapist)
- check comm. log
- check phone messages and texts
- count drawer (should start with \$200 cash every day)
- turn on lobby music

Sometime During the Day

- get the mail
- rolls sheets and towels
- check email