Daily Checklist

Initials	
	Generate OTP / MOTP / Confirm engineer
	Check store e-mail
	Call leads
	Repair queue WO's updated / in correct status
	Restock accessory wall
	Receive parts
	Contact customers if parts arrived
	Contact Update Todays
	Empty trash cans (Mon, Wed, Fri, Sun)
	Take out trash (Tues, Thurs, Sat)
	Clean, Sweep, Mop FOH (Mon, Wed, Fri, Sun)
	Clean, Sweep, Mop BOH (Tues, Thurs, Sat)
	Complete bathroom checklist
	Mail out devices to Lansing

This is in addition to Portal BOD / EOD checklists.