

MY303.NET – 303 Computers Corporation

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016 – CLOSING SHOP

Closing up top 10:

- 1. Stop at 5:30** – Stopping a little earlier ensures enough time to complete closing duties.
- 2. Put tools away** – Any and all tools should be put back in their respective places.
- 3. Put jobs on in or out shelf** – If job is finished put on the outgoing shelf and make sure to communicate with client status of job. If job is unfinished put on the incoming shelf, this routine will help in overall cleanliness. If job is in a sensitive position (needs to stay plugged in for scanning or is in pieces) make sure there is a ‘Work Order’ explaining to other employees the status of job. Refer to Shop Policy: Rule #4.
- 4. Complete Job Notes** – Every tech absolutely must enter job notes into the system preferably when work is finished and not at the end of the day. Either way, make sure all notes are entered before you leave. This ensures accurate notes for the job, which is critical to make a complete, a sale-able product.
- 5. General Cleanup** – Make this a nice place for us to work and a nice place for customers to enter. It’s never easier than if you clean up after yourself as you work.
- 6. Write status of work on whiteboard** – Write Workorder # on board and jot down a simple status report of where you are at.
- 7. Lock front door** – pull door fully closed and turn lock clockwise until it stops. (this will be more than 360 degrees).
- 8. Turn off Lights** – Turn off OPEN sign at front of store and turn off all lights.
- 9. Arm Alarm** – dial the password on the keypad and hit “AWAY”. For example, if the password was 3456, you would make sure all doors were closed, and dial 3-4-5-6-AWAY. You now have 45 seconds until the alarm fully arms.
- 10. Lock the door on your way out** – Exit building and lock back door with both knob and deadbolt lock.