

STOREFRONT CHECKLIST

- Check out appointment calendar
- Check out urgent messages board
- Check out staff board
- Sort and file mail
- Clean out and update job files
- Straighten job files
- Follow-up
- Update community resources board
- Update events clipboard
- Update Living Arrangements Board
- Straighten information files
- Straighten education files
- Straighten brochure tables
- Take out trash as needed
- Replenish forms supply as needed