|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AM** | **MON** | **TUE** | **WED** | **THUR** | **FRI** | **SAT** |
| Check fax machine |  |  |  |  |  |  |
| Spot check exam rooms, reception area, front lobby |  |  |  |  |  |  |
| Check phone messages |  |  |  |  |  |  |
| Unforward phones |  |  |  |  |  |  |
| Check hospital email |  |  |  |  |  |  |
| Count drawer and record |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Noon** | **MON** | **TUE** | **WED** | **THUR** | **FRI** | **SAT** |
| Next day appointment reminders |  |  |  |  |  |  |
| One month appointment reminders |  |  |  |  |  |  |
| Print next day groom schedule for Chris |  |  |  |  |  |  |
| Print grooming/surgery paperwork |  |  |  |  |  |  |
| SATURDAY ONLY-Print rabies vaccine report for the week, print any missing certificates, prepare all certificates in envelope to be mailed on Monday |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PM** | **MON** | **TUE** | **WED** | **THUR** | **FRI** | **SAT** |
| Straighten product shelves  |  |  |  |  |  |  |
| Empty trash in reception |  |  |  |  |  |  |
| Dust/wipe down computers and counters |  |  |  |  |  |  |
| Clean scale |  |  |  |  |  |  |
| Sweep and mop  |  |  |  |  |  |  |
| Emails for clients that saw a Dr. |  |  |  |  |  |  |
| Sympathy cards |  |  |  |  |  |  |
| Lock front door  |  |  |  |  |  |  |
| Forward phones |  |  |  |  |  |  |
| Print end of day reports and put in Brittany’s bin |  |  |  |  |  |  |
| Prepare deposit and put away |  |  |  |  |  |  |
| Count drawer  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |