



Working together to build a better future

<b>QF136</b>	<b>FRIDAY WEEK 1: 3-8PM DAILY CHECKLIST</b>
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<b>3PM</b>	Check <b>Services</b> email – action any allocated to you	
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<b>3:30PM</b>	Begin & Complete afterhours checklist	
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	General Service Delivery – only if checklist is complete	
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	Meet and Greet Board - only if checklist is complete	
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<b>7:45PM</b>	Ensure any phone calls you have promised are made	
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	Send to office chat of any handover required for other service delivery member to continue with if required	
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