

Teen Center

Date:

10/30/17

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	Hannah Hite	Stonardsville, VA	540-280-5516	13	6:05pm
2.	Stephan Borczyk	1605A Clifty Av Circle 22903	434 996 6332	11	7pm
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Teen Center

Date:

October 29, 2017

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	Shawien Michie	501B Mosley Dr	434823881	13	6:30
2.	William Taj	501B Mosley Dr	0130882881	15	1:45
3.	Marguen Michie	501B Mosley Dr	4347002881	12	8:00
4.	Hincy Burndt	2328 Glen Court	917-202-7540	11	1:56
5.	Elliott Plehn	1826 Fendall Av.	860-977-5675	12	1:56
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Teen Center Date: 10.29.17

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	William King	345 Benjamin rd	939 822 1618	15	1:08
2.	Josiah Zambrini	823 K Lady Dr	734 806 3513	12	1:47
3.	Jan Nienke DeLacru	823 A Lady Dr			1:47
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Teen Center Date: _____

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	SEAN WALBORS	2238 Brambley	716.067.3991	13	5:51
2.	Orlando Allen				
3.	James Gumbel	119 Rothwood	434.465.1800	15	5:58
4.	James VanHamer	BURDET ST 208	619.841.1242	12	6:02
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Teen Center

Date:

10-21-17

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	Timothy	2985 Rolling Rd Mosle drive	434-960-0284	12	4:45
2.	Marqueni		434-260-2935	12	4:47
3.	Kaiwon	garter Garter		12	
4.	Ngjun	4224 Garter St	540-256-9569	12	4:47
5.	Shadvein	Mosley Dr	484-260-2935	13	4:47
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Teen Center

Date:

10/19/17

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	Stephen Beattyton	1605A Cherry	834-996 6332	11	6:58
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Teen Center

Date:

10/18/17

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
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Teen Center Date: _____

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	Maria Brown	Prospect Ave Gap	674-986-4985	12	4:08
2.	Onvesty Brooks	North Berkshire	434-409-123	12	4:08
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Teen Center Date: _____

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	Michelle Smith	2121 51st St S	434 922 2000	14	4:30
2.	Ariyeh Holland	Ponders rd 68132	434 234 7707 434 805 1400	11	4:30
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Teen Center

Date:

10/16/17

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	Stephen Beatty	1605A Cherry Ave, Charlotte	434-996-6332	11	6:55
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Teen Center

Date: 10.10.17

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	Mabhin Carter	309 Valley Road	513 434-284-0114	12	5:52
2.	Dillon Watson	203 Palatine Ave	434-284-0114	14	5:52
3.	Dylan Waylor	1613 Meridian St	434-282-2331	13	5:53
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Teen Center

Date: _____

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	I. J.	_____	434-806-8089	12	5:30
2.	K. W.	_____	434-806-8089	12	3:53
3.	Carl Blane	_____	1111		3:33
4.	Tyler Finney	_____		15	3:52
5.	Case P	_____	1111	16	3:52
6.	Marlo Bryan	301A Robert	434-806-8089	15	4:59
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Teen Center

Date:

10/4/17

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	Stephan Boatman	1603A Quigg Rd. Cullen	434 996 6322 11	11	6:57p
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Teen Center

Date:

10-3-17

	First & Last Name	Complete Address	Emergency Phone Number	Age	Time
1.	Carol Bland		434-801-8029		5.00
2.	T. WELLS		" "	89	" "
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Teen Center

(Initial tasks when completed)

Day:		M	T	W	TH	F	SA	S
Date:	_____→							10/29
Tasks:		Opening						
Retrieve Teen Center keys from the safe.								JBD
Unlock the door to the Teen Center and leave it open.								JBD
Date the Sign-In book on the desk. (Make sure it's filled out completely by patrons.								JBD
Unlock the games cabinet and turn on the projector using the white remote (stand directly under the projector to make sure it turns on).								JBD
Turn on the input box using the black remote. This remote controls inputs and volume level. The silver remote controls the cable box.								JBD
Turn on game systems, televisions and computers.								JBD
Closing								
At the end of the shift return all chairs and ottomans to their original place.								JBD
Return all games to their cases and place them neatly in the games cabinet.								JBD
Turn off television, the projector, and input box. Return remotes to the games cabinet.								JBD
Use Clorox Wipes or Lysol to disinfect computers, game controllers, basketballs, chairs, table, ottomans and air hockey.								JBD
Lock up the Teen Center upon leaving.								JBD
Return Teen Center keys to the safe.								JBD
Check all doors at closing time								JBD
Make sure all patrons have exited the building at close								JBD



Teen Center

(Initial tasks when completed)

Day:		M	T	W	TH	F	SA	S
Date:	_____→							10 29
Tasks:		Opening						
Retrieve Teen Center keys from the safe.								KCC
Unlock the door to the Teen Center and leave it open.								KCC
Date the Sign-In book on the desk. (Make sure it's filled out completely by patrons.								KCC
Unlock the games cabinet and turn on the projector using the white remote (stand directly under the projector to make sure it turns on).								KCC
Turn on the input box using the black remote. This remote controls inputs and volume level. The silver remote controls the cable box.								KCC
Turn on game systems, televisions and computers.								KCC
		Closing						
At the end of the shift return all chairs and ottomans to their original place.								KCC
Return all games to their cases and place them neatly in the games cabinet.								KCC
Turn off television, the projector, and input box. Return remotes to the games cabinet.								KCC
Use Clorox Wipes or Lysol to disinfect computers, game controllers, basketballs, chairs, table, ottomans and air hockey.								KCC
Lock up the Teen Center upon leaving.								KCC
Return Teen Center keys to the safe.								KCC
Check all doors at closing time								
Make sure all patrons have exited the building at close								



Teen Center

(Initial tasks when completed)

Day:	M	T	W	TH	F	SA	S
Date:	10/16	10/17	10/18	10/19		10/21	
Tasks:	Opening						
Retrieve Teen Center keys from the safe.	JBD			JBD		CG	
Unlock the door to the Teen Center and leave it open.	SD			JBD		CG	
Date the Sign-In book on the desk. (Make sure it's filled out completely by patrons.)	SD			JBD		CG	
Unlock the games cabinet and turn on the projector using the white remote (stand directly under the projector to make sure it turns on).	SD			JBD		CG	
Turn on the input box using the black remote. This remote controls inputs and volume level. The silver remote controls the cable box.	SD			JBD		CG	
Turn on game systems, televisions and computers.				JBD		CG	
Closing							
At the end of the shift return all chairs and ottomans to their original place.	SD			SD		CG	
Return all games to their cases and place them neatly in the games cabinet.	SD			SD		CG	
Turn off television, the projector, and input box. Return remotes to the games cabinet.	SD			SD		CG	
Use Clorox Wipes or Lysol to disinfect computers, game controllers, basketballs, chairs, table, ottomans and air hockey.	SD			SD		CG	
Lock up the Teen Center upon leaving.	SD			SD		CG	
Return Teen Center keys to the safe. <i>on wall</i>	SD			SD		CG	
Check all doors at closing time							
Make sure all patrons have exited the building at close							



Teen Center

(Initial tasks when completed)

Day:	M	T	W	TH	F	SA	S
Date: →	10/9	10/10	10/11	10/12	10/13	10/14	10/15
Tasks:	Opening						
Retrieve Teen Center keys from the safe.	SD	KRG	JL	KG	CG		CG
Unlock the door to the Teen Center and leave it open.	SD	KRG	JL	KG	CG		CG
Date the Sign-in book on the desk. (Make sure it's filled out completely by patrons.)	SD	KRG	JL	KG	CG		CG
Unlock the games cabinet and turn on the projector using the white remote (stand directly under the projector to make sure it turns on).	SD	KRG	JL	KG	CG		CG
Turn on the input box using the black remote. This remote controls inputs and volume level. The silver remote controls the cable box.	SD	KRG	JL	KG	CG		CG
Turn on game systems, televisions and computers.	SD	KRG	JL	KG	CG		CG
Closing							
At the end of the shift return all chairs and ottomans to their original place.	SD	KRG	JL	KG	CG	CG	CG
Return all games to their cases and place them neatly in the games cabinet.	SD	KRG	JL	KG	CG	CG	CG
Turn off television, the projector, and input box. Return remotes to the games cabinet.	SD	KRG	JL	KG	CG	CG	CG
Use Clorox Wipes or Lysol to disinfect computers, game controllers, basketballs, chairs, table, ottomans and air hockey.	SD	KRG	JL	KG	CG	CG	CG
Lock up the Teen Center upon leaving.	SD	KRG	JL	KG	CG	CG	CG
Return Teen Center keys to the safe. <i>on hand</i>	SD	KRG	JL	KG	CG	CG	CG
Check all doors at closing time			JL		CG	CG	CG
Make sure all patrons have exited the building at close			JL		CG	CG	CG



Teen Center

(Initial tasks when completed)

Day:	M	T	W	TH	F	SA	S
Date: _____ →	10-2	10-3	10-4	10-5	10-6	10-7	10-8
Tasks:	Opening						
Retrieve Teen Center keys from the safe.	CG	CG	TC	KG			
Unlock the door to the Teen Center and leave it open.	CG	CG	TC	KG			
Date the Sign-In book on the desk. (Make sure it's filled out completely by patrons.	CG	CG	T	KG			
Unlock the games cabinet and turn on the projector using the white remote (stand directly under the projector to make sure it turns on).	CG	CG	TC	KG			
Turn on the input box using the black remote. This remote controls inputs and volume level. The silver remote controls the cable box.	CG	CG	TC	KG			
Turn on game systems, televisions and computers.	CG	CG	TC	KG			
Closing							
At the end of the shift return all chairs and ottomans to their original place.	CG	CG	TC	KG			
Return all games to their cases and place them neatly in the games cabinet.	CG	CG	TC	KG			
Turn off television, the projector, and input box. Return remotes to the games cabinet.	CG	CG	TC	KG			
games cabinet.	CG	CG	TC	KG			
Use Clorox Wipes or Lysol to disinfect computers, game controllers, basketballs, chairs, table, ottomans and air hockey.	CG	CG	TC	KG			
Lock up the Teen Center upon leaving.	CG	CG	TC	KG			
Return Teen Center keys to the safe.	CG	CG	TC	KG			
Check all doors at closing time	CG	CG	TC	KG			
Make sure all patrons have exited the building at close	CG	CG	TC	KG			

