

## Daily Tasks

- Phone Messages:** Check phone messages in the morning and afternoon.
- Copiers:** Make sure the copiers are filled with paper in the morning and at closing.
- Fax:** Make sure fax machine has paper and is working properly (paper jams). Distribute faxes to appropriate personnel. Check regularly throughout the day.
- Mail:** Sort outgoing mail and process incoming mail in the morning and afternoon.
- Packages/Express Mail:** Log incoming packages and schedule pick ups for outgoing packages. Outgoing packages must be logged in the Express mail log as indicated below.

### Maintain/update the following daily logs every day:

#### Express Mail

**Log** Record all outgoing express mail shipments in the “Express Mail Log.” This spreadsheet can be found in ChemAdmin/Front Office/Logs/Express Mail Log.xls.

**Paper Consumption** The completed paper request forms are located in the “Chemistry Office Request Binder” under the blue tab labeled “Paper Req. Forms”

The electronic version is saved within ChemAdmin/Front Office/Logs /Office paper Log\_daily.xls. At the end of each month the amount of paper that faculty/staff received is recorded on *Chemistrypaperconsumption.xls* spreadsheet. The spreadsheet is saved within ChemAdmin/Front Office file and emailed to the Chair and DBA.

#### Department Mail

**Log** Maintain daily tally of outgoing metered mail for the Dept. This spreadsheet can be found within ChemAdmin/Front Office/Logs /Department Mail Cards\_Daily.xls. There are several speed type tabs on this spreadsheet, the front office uses 35000 but depending on the type of mail going out, this may change and will be indicated by sender. Generally all outgoing mail is charged to sp ty 35000.