

<b>Mosman Park Men's Shed</b>	
<b>MS01 - Opening Up Procedure</b>	
<b>Author:</b>	<b>Approved By:</b>

Open the curtain on the Pedestrian Entrance door.

Open "Perrott Close" roller door (if not too windy), display any signage on street verge and shed entrance.

Mondays - Ensure names are correct on "Overseer on Duty" sign in office window & record same in the diary for the week.

Check that there is sufficient milk (Hilo & Full cream) / biscuits/ tea /coffee / sugar supplies for "smoko" - *well before "smoko" time*

Check any diary entries for THIS day and browse back 3 or 4 days.

Turn on office computer and check emails – forward specific messages to appropriate office bearer.

Check "Bus Bookings Record" file and check for any current activity.

Remove (drawer) Petty Cash tin from safe & keep \$50 in small denomination notes in it – the balance to be returned to the "safe tin".