

## **Morning Media Center Jobs Checklist**

Date: \_\_\_\_\_

| Completed                | Job Description     | By Whom |
|--------------------------|---------------------|---------|
| <input type="checkbox"/> | Chairs Down         |         |
| <input type="checkbox"/> | Computers On        |         |
| <input type="checkbox"/> | Check In Books      |         |
| <input type="checkbox"/> | Check Out Books (K) |         |
| <input type="checkbox"/> | Sharpen Pencils     |         |
| <input type="checkbox"/> | Pull Placeholders   |         |
| <input type="checkbox"/> |                     |         |