

Corporate and Engagement Services

Daily Tasks and Checks

MORNING

0845 Receptionist (am)

- Members' floor (4th and 5th Floors):
 1. Put coffee pot and kettle on
 2. Empty dishwasher
 3. Milk - distribute and check (throw away if out of date)
 4. Dirty dishes in the dishwasher
 5. Check post tray and Mr Speaker's tray for any work to be brought down
 6. Check area is tidy
- At reception;
 - Put lights and display screen on
 - Take out Visitors Book and passes etc. from bottom drawer
- Log on and check the What's On

0845 Corporate Services AO x 2

Monday / Wednesday / Friday: bring milk in from outside - leave in 2nd floor kitchen.
Take the relevant number to the relevant kitchens (there is a notice on the cupboard).

0845 Engagement Services EO/CS Manager/Head of C&S

Take till from safe; open till.

0900 Corporate Services EO/Corporate Services AO

- Walk around building and Chambers
- Open doors at **9.00am**
- Put flags out
- Return keys to key safe

MIDDLE OF DAY

1230 to 1315 Receptionist (pm)

- Daily: 15-minute handover with Receptionist (am)
- Daily: Replenish all photocopiers across building
- Daily: Straighten library books in Welcome Area
- Daily: Check coffee station – report anything needed to RSS Team
- Daily: Check Committee Rooms, Millennium Room and Members' Room – report anything needed to RSS Team
- Daily: Check Barrool Suite
- Daily: Check TV wires in CR1 and CR2 to ensure ready and set up for next room user
- Monday (and Wednesday in the summer): switch lights on and open doors in Chambers ready for 2.00pm tour
- Thursday: Banking
- Once per week: Check and replenish shop stock

- Each area once per week: Water all plants around building (these don't all have to be done on the same – spread out over the week)
- When time available: Clean shop shelves
- When required: Set-up for wellbeing event

END OF DAY

1630-1645 Corporate Services AO

- Turn off coffee machines on the 4th floor
- Check no cups are left in any meeting rooms
- Check no private information has been left on any printers/photocopiers around building
- Members' Room: Check lights are off and room is tidy
- Committee Rooms:
 1. Check lights are off and room is tidy
 2. Check wires are tidy by TVs
- Millennium Room: Check room is vacant - check lights are off and room is tidy
- Members' Floor:
 1. Check lights in the sitting and photocopy areas are switched off
 2. Shut all fire doors
 3. In the kitchen, switch off coffee machine and put all dirty items in the dishwasher and switch on
 4. Collect any post or work to be completed
- 5th Floor:
 1. Check lights are switched off in the Barrool Suite and the 5th floor toilets
 2. Check the two cupboards and balcony doors are locked
 3. Check kitchen is tidy
- Shut all fire doors
- Switch off all lights:
 1. Corridors
 2. Disabled toilets
 3. Welcome area

1645 Engagement Services EO/Corporate Services AO

- Close till and reconcile days' takings.

1645 Corporate Services EO

- Check with Reception to establish which visitors are still in the building. Liaise with visitors/Members if visit will continue once doors have closed.
- Final walk-round to check all outside doors are secure

1650 Receptionist (pm)

- Sign off computer
- Lock away visitor's book, parking passes etc.
- Switch off heaters at desk
- Switch off door heater
- Switch off TV
- Unplug printer
- Change date on date stamp
- Main reception lights off and then set to Number 2 setting

- Put Reception Cabinet Key in Key Safe

1655 Corporate Services EO/Corporate Services AO

- All visitors not with a Member or member of staff to leave the building.
- Bring in the flags
- Lock doors at **5.00pm**
- Return master keys to key cabinet