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| Form number | **57.004C** | Version | **2.0** |
| Title | **Reception Checklist** | | |

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| **DAILY TASK** | **COMPLETED (Sign, print & date)** | | | | | | | | | |
|  | **Mon AM** | **Mon PM** | **Tue AM** | **Tue PM** | **Wed AM** | **Wed PM** | **Thu AM** | **Thu PM** | **Fri AM** | **Fri PM** |
| Check for voicemails – all day |  |  |  |  |  |  |  |  |  |  |
| Check photocopier/printer for documents |  |  |  |  |  |  |  |  |  |  |
| Check paper levels – printer/fax/photocopier |  |  |  |  |  |  |  |  |  |  |
| Empty shredder (if required) |  |  |  |  |  |  |  |  |  |  |
| Wipe down chairs in reception area (twice daily) |  |  |  |  |  |  |  |  |  |  |
| General Admin tasks tray |  |  |  |  |  |  |  |  |  |  |
| Complete Room Bookings |  |  |  |  |  |  |  |  |  |  |
| Check Sample Tray after last pick up time (3pm)  **(If not picked up contact the Nurse Co-Ordinator at Site)** |  |  |  |  |  |  |  |  |  |  |
| Check Courier Sample Area for any packages/samples not uplifted (between 2.30pm-3pm)  **(If not picked up contact the Nurse Co-Ordinator at Site)** |  |  |  |  |  |  |  |  |  |  |
| **WEEKLY TASK** |  |  |  |  | **COMPLETED (signature, print & date)** | | | | |  |
| Check stock supplies – stationery (using checklist) |  |  |  |  |  | | | | |  |
| Tidy stationery cupboards |  |  |  |  |  | | | | |  |

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| **Managers Signature** | **Print** | **Date** |
|  |  |  |
| **Comments** | | |
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