



## RA Duty Log Worksheet

RA ON DUTY: \_\_\_\_\_

DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

RESIDENCE HALL: \_\_\_\_\_

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What time did you do your 1st round? (3:00PM)

Task to be completed:

- Changed duty signs;  Pick up duty phone;  Check the mail;  Checkin w/ HD
- Reset Common spaces

Duty Phone tested and working:  YES;  NO

Was the desk assistant at the desk:  YES;  NO; Who?

Were there any interactions or incidents?

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What time did you do your 2nd round? (6:00PM)

Task to be completed:

- Reset Common spaces
- New signs posted/Old Removed
- Complete a community building; explain.

Was the desk assistant at the desk:  YES;  NO; Who?

Were there any interactions or incidents?

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What time did you do your 3rd round? (9:00PM)

Task to be completed:

- Reset Common spaces
  - Check Kitchen;  Check Bathroom;  Check Landry Room;  Check vending
- explain any issues:

Was the desk assistant at the desk:  YES;  NO;

Were there any interactions or incidents?

What time did you do your 4th round? (12:00AM)

Task to be completed:

Reset Common spaces

Close down the front desk;  Make sure exterior doors are locking:

Was the desk assistant at the desk:  YES;  NO; Who?

Were there any interactions or incidents?

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What time did you do your 5th round? (3:00AM-weekend only)

Task to be completed:

Reset Common spaces

Close down the front desk;  Make sure exterior doors are locking:

Was the desk assistant at the desk:  YES;  NO; Who?

Were there any interactions or incidents?

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Desk Coverage (any issues)?

Please provide a brief description of any policy confrontations:

Did you enter any incidents into Maxient?  YES;  NO

Did you call University Police called at any time?  YES;  NO

Were there any fire alarms?  YES;  NO

Were there any facility concerns or housekeeping issues we should be aware of INSIDE your building?

Were there any facility concerns or grounds issues we should be aware of OUTSIDE of your building? (This includes the yard and parking lot)

Are the video display boards operational?  YES;  NO

Are the video display boards updated?  YES;  NO

Did you enter in any work orders?  YES;  NO

Did you have any door unlocks / if so how many?  YES;  NO; \_\_\_\_\_

Safety Issues?

What did you learn about your residents tonight? Have you helped any students this week?

Climate of the Building?

Quite and peaceful;  Ready to party;  Studious serious and focused;  
 Total dead and little creepy;  Out of control

How are you doing? What's going on in your life? What are you up to? How are classes going? Do you have any stories, quotes or complaints to share with us?