

General Information

1. First Arrival

1.1 Open Hangar Doors

Completed By

Completed On

1.2 Turn on Lights

Completed By

Completed On

1.3 Turn on overhead fans

Completed By

Completed On

2. Office Duties

2.1 Start pot of coffee

Completed By

Completed On

2.2 Turn on AC

Completed By

Completed On

2.3 Check phone messages

Completed By

Completed On

Signature

Completed On

Completed By

Completed By Signature