



## Have You On Arrival

Signed In.
Checked The Notice boards.
Checked The Transmitter.
Checked Where You Can Award A Prize.

## After Ward Rounds

Recorded All Battery Sales & Donations.
Recorded All Faulty Radios.
Recorded All Prize winners.

## Departure

Switched Over To The Holding Service.
Turned Off All Consoles & Computer.
Tidied Up & Put All Records Away.
Signed The Studio Log.
Turn Off All Lights.
Close All Doors.
Secure Premises With All Locks Engaged.
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All These Functions Ensure We Offer A Better Class Of Service And Maintain The Security of These Premises.

Don't Let Your Colleagues Down: Follow The Guide





