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| <b>TWP PROCEDURE:</b> | <b>CLOSING TWP OFFICE</b> | <b>PRO(TWPPO)-041.001</b>     |
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## **Closing TWP Office**

### **I. Purpose:**

The purpose of this procedure is to describe the steps to close the TWP Office.

### **II. Cautions and Hazards:**

None.

### **III. Requirements:**

None.

### **IV. Procedure:**

#### **A. Lock all 3 doors in bldgs. 80, 81 & 82 at 5:00 pm.**

1. The front doors in buildings 80 and 81 should remain locked all day, so just make sure they are closed.
2. Lock the front door in building 82.

#### **B. Turn off all three coolers and turn down thermostats to 68 degrees (winter) and 70 degrees (summer).**

1. Hallway near room #105.
2. Hallway near the women's restroom.
3. Hallway near room #135.

#### **C. Fill fax machine with yellow paper.**

1. Paper is in a wooden box on top of the second set of mailboxes; more paper can be found in the bottom drawer of the filing cabinets on the right side.
2. Pull the paper tray out bottom right side.
3. Put paper in tray.
4. Never overload.
5. Slide paper tray back into fax machine.

#### **D. Turn off all lights.**

1. Hallway light switch by room #113.
2. Hallway light switch by room #106.

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3. Kitchen light switch by microwave.
  4. Restroom lights.
  5. Fax room lights room #108.
  6. Store room lights room # 116.
  7. Xerox room lights, room #126.
- E. Forward phone to the answering service.**
1. Pick up line 7-1186.
  2. Dial \*84.
  3. Hang up phone.
- F. Lock the personnel drawer in room 102 (key is located in TWP Administrator's top drawer).**
- G. Turn the Xerox machine off in room #126.**
1. Grey button on the front of copier under screen.
- H. Turn the copier off in room #108.**
1. Grey button on the right hand side of the machine.
- I. Shut off all appliances.**
1. Coffee pot (it has an automatic timer, but check it anyway).
  2. Space heaters (everyone is responsible for checking their own).
- J. Close all windows.**
1. Conference room windows, room #120.
  2. Xerox room window, room #105.
  3. Everyone is responsible for checking their own office windows.
- V. References:**
- None.