



Have You On Arrival ?

- Signed In.**
- Checked The Team Tray & Notice-boards.**
- Checked The Transmitter.**
- Checked Where You Can Award A Prize.**

After Ward Rounds

- Recorded All Requests And Donations, And**
- Logged Them in the Studio Log.**
- Changed Ward Cards for The Following Night.**

Departure

- Switched Over To Rhapsody Service.**
- Turned Off All Consoles & Computers.**
- Tidied Up & Put All Records Away.**
- Signed Out & Completed The Studio Log.**
- Turn Off All Lights & Power Switches.**
- Close All Doors & Curtains.**
- Washed Up All Your Dirty Dishes.**
- Secure Premises With All Locks Engaged.**
