End of Evening Quality Assurance Checklist (rev. 10/21/23)

This form is completed by the (acting) Lead Staff, or their designee. Complete this checklist and turn it into the Program Manager at the end of each shift. Initial in the appropriate cell.

	Sun	Mon	Tue.	Wed.	Thur.	Fri.	Sat.
All Daily Logs							
All Critical Incident Reports							
Damage Reports							
Health Watches							
Nightly Update Log							
Emergency Exit Paths Clear							
Dishwashers loaded							
Dorm Laundry completed							
Electronics Collected / Stored							
E I D E							
Food Request Form							
Money Request Form							
Van Request							
Cancel/Adjust Food Carriers							
Progress Reports							
Weekly Damage Tracking							
Weekly Dorm Report							
Staff Injury Forms							
Dorm Copies Needed:							