

**EMPLOYEE HANDBOOK**  
**EVENING OFFICE SHUT DOWN PROCEDURE**

**NOTE: THIS PROCEDURE MUST BE PERFORMED EVERY EVENING AFTER THE LAST EMPLOYEE LEAVES THE OFFICE FOR THE DAY. THERE HAVE BEEN SEVERAL RECENT BREAK-INS IN THE BUILDING, SO LOOKING UP IS EXTREMELY CRUCIAL.**

**Doors and windows.** Before leaving, check that the back doors and windows are properly closed and locked. Take special care with the top lock on the front door. **TURN ON THE SECURITY ALARM.**

**Equipment.** Turn off the photocopier and the computers. You may log off the computer during the weekday but computers must be shut off during long weekends and holidays.

**Temperature.** Check temperature settings before leaving. Turn off the air conditioner or heater at the end of the day.

**Mail.** Check that the outgoing mail has the correct amount of postage before drop off at the post office.

**SET THE ANSWERING MACHINE.** Ensure that the evening tape is in the machine, and the lunch tape is placed in the case. **ON FRIDAYS,** use the weekend tape.

If there are concerns, leave an email with the supervisor of the **FOLLOWING WORK DAY**, or leave a memo on the message board in the staff kitchen area. Concerns include messenger parcel pick up, maintenance follow up for problems such as burnt out lights, or general Client Call Back. For other types of follow up, please see the Handbook section on shift exchange, vacation and sick leave.

**WORKING IN THE EVENINGS OR ON THE WEEKENDS**  
**NOTE for new employees**

Employees who work past 8:00 in the evenings or during the day on the weekends must inform the front desk. Be aware that building security will be checking in at regular intervals and may ask for employee identity cards, even if