Swank Daily **PM:** Dave Hakes **Number:** 808-357-7659

Checklist

Time		GET 'ER DONE
		1st Person In
		Call Operator to let them know Swank is In-House
		Print Copies of Today's & Tomorrow's Flows for all who are in today
		Check Flows On Board & Notes from night crew
		Check Phone Messages (4747 -> 123) - both phones
		Check In With Banquets (Radio/Phone/In-Person)
		Check Mail In Executive Offices
		BEO/Ops Meeting
		Check Receiving For Any Incoming Packages
		Check Phone Messages (4747 -> 123) - both phones
		Last Person In
		Check the Floor to make sure all is Good-To-Go as per the Flows
		Make sure Flows on board are signed off for today and the morning
		Make sure everything on this checklist is completed and checked
		Leave Notes for Morning Crew on the back of this sheet
		Print tomorrow's Flows for the board and put on the board
		Make sure all radios are charging
		Check Out with Banquets (Radio/Phone/In-Person)
		Check Phone Messages (4747 -> 123) - both phones
		Call Operator to let them know Swank is Out for the night

967GW **Day & Date:**