Office Duties Weekly Checklist	F	rom/	/ to	·	
Daily Tasks	Mon	Tue	Wed	Thu	Fri
7am Take Mobile Phone off Call Divert.					
Check Navman see all guys are at their first jobs, log times on spreadsheet and email to Stew.					
Check the Fax for Work Orders.					
Read all Emails – checking for work orders.					
Listen to voice messages, action as required.					
Speak to plumber on after hours phone and the plumber on call – take all details.					
Print all work orders & online bookings filing one copy in monthly folder.					
Flag with tick when printed and move to Work Orders folder.					
Delete Spam mail – check for any work orders before deleting.					
Plan out the days schedule.					
Update Andrew with GPs.					
Update Office Manager on Days work.					
Book in outstanding work orders.					
Check Dr Drip Website, Plumber Bondi & Inner West					
Enter Invoices & Estimates in ServiceCEO required.					
Enter Reece Purchases into MYOB.					
Check through the pending jobs and book jobs in if possible, chase up with plumbers as needed.					
Enter Plumbing Inspection data.					
Enter Customer Surveys.					
Process Banking as required.					
Print handouts for the guys as required.					
3pm END OF DAY CUTOFF - Prepare for next day					
Change Server backup tape.					
Check all addresses for first up jobs.					
Send Navman first up jobs for DRIP2.					
Send Navman first up jobs for DRIP3.					
Send Navman first up jobs for DRIP4.					
Send Navman first up jobs for DRIP5.					
Send Navman first up jobs for DRIP6.					
Send Navman first up jobs for DRIP7.					
Send Navman first up jobs for DRIP8.					
New Employee Assigned to Tradesman					
Once work orders complete, place in specific plumbers tray to match with their paperwork.					
Email Andy with update on the day.					

Ensure Kitchen is clean.				
Fill all printers with paper.				
Total the EFTPOS machine.				
4:30pm Switch the Mobile Phone to AH.				
Remove any boxes or rubbish from office, make sure the Office looks clean.				
Turn off lights, airconditioner, radio and close blinds, push boardroom table chairs in.				
Check warehouse roller door is securely locked.				
Checked by Office Manager				
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Weekly Tasks	Mon	Tue	Wed	Thu	Fri
Check all Weekend C/Card payments.					
Book in all incomplete jobs from over weekend.					
Chase up tradesman regarding estimate reports.					
Print out GP and Start Times spreadsheets.					
Update Fleet Maintenance Spreadsheet.					
Give Carolyn Wednesday backup tape.					
Bring in Red bin from the curb and place in warehouse.					
Check the Skip Bin & Green bin to see if they need to be emptied.					
Check all toilets have paper & soap.					
Add any issues/info to meeting notes (Carolyn)					
Check outstanding jobs, locate paperwork from the tradesmen on Monday mornings.					
Collect garbage from the office bins and place in Red bin, place bin on curb outside.					
Check kitchen for food, cleaning products etc.					
Distribute Monday Checklists for tradesmen				-	
Collect Towels and Tea Towels for washing.					
Print pending estimates report for each tradesman and place in their tray for Monday.					
Turn off Konica printers over weekend.					

Monthly Tasks	Date
Call all of the 1800 numbers to check if working OK.	
Make sure stationary is all in stock - Stationary Check List.	
Close off the monthly work order folder by securing all work orders in folder with clip.	
Ensure all paperwork is finalised by the end of the month.	
Collect all of the Call Sheets and enter data for the month into spreadsheet	
Check all jobs in Service CEO for the month are complete.	
Generate reports for Monthly analysis.	
Enter Mobile Phone call statistics from Optus Bill.	

Enter all of the Reece dockets and check off against Statement, file all dockets for the month in manila folder.	