

# CMB - Proctor Open and Closing Checklist

<b>Proctor Arrival for Shift OPENING CHECKLIST</b>
Put on Radio and Turn on
<b>Sign in with Tech Staff that you are on Duty and Checking In - If the weekend text Susanne 512-517-1387</b>
Unlock the following rooms and turn on all the standing lamps and or fluorescent overhead lights.
<b>CMB 4.114 RTF Computer Classroom</b>
Clean up trash
Erase Whiteboards
Test Surround Sound - Go to this wiki <a href="#">Surround Sound Test File</a>
<b>CMB 4.116 4A</b>
Turn on the LASER PROJECTORS test Image and Surround Sound using Surround Sound Disk. Go to this wiki <a href="https://wikis.utexas.edu/display/comm/Surround+Sound+Test+File">https://wikis.utexas.edu/display/comm/Surround+Sound+Test+File</a> - download the mp4 and play it. Notify Tech Staff with any problems - TURN OFF Projectors after testing
Setup chairs - Neatly arrange 3 rows of about 8-10 chairs
Clean up trash
Erase Whiteboards make sure we have dry erase markers
<b>CMB 4.118 4B</b>
Turn on the LASER PROJECTORS test Image and Surround Sound using Surround Sound Disk. Go to this wiki <a href="https://wikis.utexas.edu/display/comm/Surround+Sound+Test+File">https://wikis.utexas.edu/display/comm/Surround+Sound+Test+File</a> - download the mp4 and play it. Notify Tech Staff with any problems - TURN OFF Projectors after testing
Setup chairs - Neatly arrange 3 rows of about 8-10 chairs
Clean up trash
Erase Whiteboards make sure we have dry erase markers
<b>CMB 4.120A UG EDIT SUITE (Prop open door)</b>
Clean up trash
Push chairs under desk - make sure we have appropriate # of chairs
Make sure every station has a remote for the TV's
<b>CMB 4.122 4C</b>
Turn on the LASER PROJECTORS test Image and Surround Sound using Surround Sound Disk. Go to this wiki <a href="https://wikis.utexas.edu/display/comm/Surround+Sound+Test+File">https://wikis.utexas.edu/display/comm/Surround+Sound+Test+File</a> - download the mp4 and play it. Notify Tech Staff with any problems - TURN OFF Projectors after testing
Setup chairs - Neatly arrange 3 rows of about 8-10 chairs
Clean up trash
Erase Whiteboards make sure we have dry erase markers
<b>CMB 4.126 4D</b>
Turn on the LASER PROJECTORS test Image and Surround Sound using Surround Sound Disk. Go to this wiki <a href="https://wikis.utexas.edu/display/comm/Surround+Sound+Test+File">https://wikis.utexas.edu/display/comm/Surround+Sound+Test+File</a> - download the mp4 and play it. Notify Tech Staff with any problems - TURN OFF Projectors after testing
Setup chairs - Neatly arrange 3 rows of about 8-10 chairs
Clean up trash
Erase Whiteboards make sure we have dry erase markers
<b>Sit back at the Proctor Desk and begin your shift</b>
Display your proctor photo on the desk

Open proctor Keybox with code to have ready to open our cabinet with the headphones in case anyone needs to check one out
Begin your shift at the proctor desk

## **CLOSING CHECKLIST**

Make sure the following rooms are locked and projector and lights are turned off.

CMB 4.114

CMB 4.116

CMB 4.118

CMB 4.120

CMB 4.122

CMB 4.126

CMB 4.128

CMB 4.130

**Lock up the headphone and accessory drawer lock key back in box**

**Turn Walkie Radio Off and Put back on charger**