**Name:**

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action to be carried out** | **09.00** | **13.00**  | **16.00**  | **21.30** |
| Open blinds (unless it is a bright sunny day with glare on the screens) | \* |  |  |  |
| Close blinds at dusk |  |  | \* | \* |
| Log on to a computer and print a blank page from Microsoft Word to test both the computer and the printer.Open Internet Explorer type in [www.speedtest.net](http://www.speedtest.net) and test the broadband speed (this also proves that the internet is working).Download speed Upload speedLog off the computer to check that the “restart on log off” is working! | \* |  |  |  |
| Check that all equipment and chairs are tidy and in their correct position.  | \* | \* | \* | \* |
| Check “Any comments” sheets for issues that have been noted down | \* | \* | \* | \* |
| Check paper level in printer |  |  |  | \* |

**Any comments for the Computer Sharing Centre Manager?**

**Problem solving**

If there is a problem with the internet connection, turn off the broadband wireless router - wait at least a minute then switch it back on. (You may need to switch the printer off then on after this to refresh its connection to the network).