**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 speed  Log 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).