

Name: _____

Date: _____

Daily H.U.C. Tasks

G D R J S S B R E A K D O W N C H A R T S B L P
A Y J A N S W E R P H O N E S G N I H B F B H S
S A G A R O N M A Q A G A D P B Y H J O A Q X K
S Y I O Q G I A S V Q P W G Z K R J V L R X K X
I P W O U R X K G L Y P X D J J U J C E S H P V
G R V D F H L E T R O O M C H A N G E S L Z A J
N I S F V K S P T J M C L L A B E L I N G D B V
M N B T K W Y A E X E A Q X Z U Q U C E H I K W
E T A Q N N X C V H E L T A D M I T S R B I G L
N G Z B Z I I K O R I D G S X F L V Y F T S X U
T R L L F T V E Z O A C V E R I F Y H P L I S T
S O S P R I N T T R A Y T I C K E T S E W B Y G
H U U W L K C S X B J N A D A C O G Y Y I M D Y
E P T W U P D A T E P I N A N D C U B B Y S I F
E N G M D K R O N B H T T D K W Y B R D O O S T
T O I W H I D N Q Q T K X I F K D W U K W H C B
S T D T A Q T F U P D A T E E X C E L M V R H V
U E P Z W R S J G E T N E W S P A P E R L X A Q
B S A C C O M P L E T E C E N S U S B O O K R M
G I V E R E P O R T Y N B B N P A L O E D R G W
Y P R O C E S S L E G A L P A P E R W O R K E Z
U Y V V J D E L I V E R M A I L L U B T T G S W
F D T S P R I N T C E N S U S T X F I L I N G P
N P R I N T U R I N E R E P O R T Z V E V J N V

PROCESS LEGAL PAPERWORK
PRINT TRAY TICKETS
BREAK DOWN CHARTS
ANSWER PHONES
PRINT CENSUS
ROOM CHANGES
LABELING

UPDATE PIN AND CUBBYS
PRINT URINE REPORT
ASSIGNMENT SHEETS
GET NEWSPAPER
UPDATE EXCEL
GIVE REPORT
ADMITS

COMPLETE CENSUS BOOK
PRINT GROUP NOTES
VERIFY H&P LIST
MAKE PACKETS
DELIVER MAIL
DISCHARGES
FILING