**Administrator Daily Checklist**

* Walk the building (on arrival)
* Check census within Bluestep
* Stand up with management team
* Review schedule of events (tours, activities, move-ins, etc.)
* Review timecards
* Community outreach (marketing one day out of the week)
* Check narcotic logs, follow up and confirm with Wellness Director
* Meet with Chef once a week, review temp logs, menus within state folder, truck order, and review food budgets and invoices
* Check nurse call monitor screen
* Help with dining at lunch, check in with residents
* Walk the building (midday)
* Log Zoho key entries, complete follow up calls
* Check Bluestep (charting, admin notes, maint. Notes)
* Walk building with maintenance, create weekly work checklist, review monthly fire drills, and state checklist/life safety
* Approve timecards
* Submit daily digest to Director of Operations
* Walk the building (end of day)