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☒ **Office Manager Morning Routine**

1. Facility & Workspace Readiness

- Conduct quick walk-through of office/print areas for cleanliness and organization
- Check climate and lighting in tech areas (e.g., server rooms, printer rooms)
- Confirm cleaning staff cleared waste near printers and copiers overnight

2. IT Infrastructure Check (in coordination with IT team)

- Review overnight alerts/logs for any system or network disruptions
- Confirm all key servers are online (email, file sharing, print servers)
- Verify Wi-Fi and LAN connections are operational in key work zones

3. Document Imaging & Finishing Equipment

- Power cycle high-volume copiers/printers if needed
- Check for paper jams, empty trays, or maintenance codes on:
 - Multifunction printers (MFPs)
 - Scanners
 - Document finishers (e.g., binders, laminators, staplers)
- Confirm sufficient supply of paper, toner, staples, and finishing supplies
- Clear document feeders and glass surfaces of debris or dust

4. Help Desk & User Support Readiness

- Review overnight help desk tickets; prioritize any urgent ones
- Assign tickets to appropriate support staff
- Prepare to escalate unresolved hardware or imaging issues to vendors
- Ensure any open tickets for print/imaging issues are being addressed promptly