**NIGHTLY REPORTS SHOULD INCLUDE**

1. ROOM SEARCHES FOR CONTRABAND (drug stuff, cleaning poisons, appliances)

2. ROOM SEARCHES FOR CLEANLINESS (bed made, dresser neat, closet not overstuffed, floors)

3. REPAIRS NEEDED

4. CONVERSATIONS WITH GUESTS (Good and bad...we want to hear it ALL)

5. COMMUNICATIONS WITH ASSISTANT, UNDERWOOD, PETER

6. SUPPLIES NEEDED

7. PROJECTS YOU ARE WORKING ON - A TO DO LIST

9. PERSONAL INFO (days off, how are you feeling- we care and love you all!)

 COMMUNICATE...STAY ORGANIZED.. KNOW YOUR PRIORITIES.

**DAILY REPORTS SHOULD INCLUDE**

1. ROOM SEARCHES FOR CONTRABAND (drug stuff, cleaning poisons, appliances)

2. ROOM SEARCHES FOR CLEANLINESS (bed made, dresser neat, closet not overstuffed, floors)

3. REPAIRS NEEDED

4. CONVERSATIONS WITH GUESTS (Good and bad...we want to hear it ALL)

5. COMMUNICATIONS WITH ASSISTANT

6. SUPPLIES NEEDED

7. PROJECTS YOU ARE WORKING ON - A TO-DO LIST

9. PERSONAL INFO (days off, how are you feeling- we care and love you all!)

 COMMUNICATE...STAY ORGANIZED.. KNOW YOUR PRIORITIES.