

BM: Basement
LR: Laundry Room
K: Kitchen
LB: Main Lobby

Residence Life - Resident Assistant (RA) Duty Log

On Duty Schedule:

Monday—Friday RA's are on duty from **6pm - 8am** and at the **front desk** from **6:30pm—12am**
Saturday & Sunday RA's are on duty **ALL DAY** and at the **front desk** from **2 pm-4pm, 7pm-12am**

Day & Date: _____ R.A.: _____

Quiet: Doors Shut/ No noise
Light Activity: Murmuring/ Quiet music
Active: Residents in the bathroom/hall/open doors/ active but not disruptive
Loud: Disruptive – Residents asked to quiet down
Male: Males present in the room (Room number & Who)

Time of 1st Round: _____ **Overall Dorm**
Description: _____

1S:	1N:	Lobby:	
2S:	2N:	Classrooms:	
3S:	3N:	BM & LR:	K:
4S:	4N:	4th fl. Lounge	

Time of 2nd Round: _____ **Overall Dorm Description:** _____

1S:	1N:	Lobby:	
2S:	2N:	Classroom:	
3S:	3N:	BM & LR:	K:
4S:	4N:	4th fl. Lounge	

Time of 3rd Round: _____ **Overall Dorm**
Description: _____

1S:	1N:	Lobby:	
2S:	2N:	Classroom:	
3S:	3N:	BM & LR:	K:
4S:	4N:	4th fl. Lounge	

Lights out by 11:00PM Yes/No

Time of 4th Round: _____ **Overall Dorm**
Description: _____

1S:	1N:	Lobby:	
2S:	2N:	Classroom:	
3S:	3N:	BM & LR:	K:
4S:	4N:	4th fl. Lounge:	

Desk Proctor Name: _____ **Time:** _____
 (If Desk Proctor does not show, please call the Desk Proctor Manager, Marco Pazmiño)

After 12:00 AM – Remember 5th Round!

- | | |
|---------------------------------|--------|
| Males Out of classroom at 11PM? | Yes/No |
| Males Out at Midnight? | Yes/No |
| Laundry Room Locked @ 12AM? | Yes/No |
| Kitchen Stove/Oven off? | Yes/No |
| Kitchen Locked? | Yes/No |
| All Exits Closed? | Yes/No |

Time of 5th Round: _____ **Overall Dorm**
Description: _____

1S:	1N:	Lobby:	
2S:	2N:	Classroom:	
3S:	3N:	BM & LR:	K:
4S:	4N:	4th fl. Lounge:	