**CCA AM/PM Checklist**

*You can print this or take a picture of it with your phone so you will always have it with you until you remember it all.*

***AM Check List:***

1. Clock In
2. Get keys for vehicle
3. Do vehicle inspection
4. Check Hot Case
5. Case route
6. Write up holds/forwards/accountable if needed
7. Fill in 3996 (for over time or hand offs) or 1571 (for rolling mail) if needed
8. Check holds
9. Sort/mark/case SPRS and parcels
10. Check Hot Case again
11. Pull down
12. Get arrow keys for route if needed
13. Wash up and get coats/boots/etc on
14. Get scanner and scan hotcase
15. Move to street on time clock
16. Grab DPS
17. Load up vehicle
18. Scan depart scan and enter mileage
19. Depart to route

***PM Check List:***

1. Switch scanner back to original zone if needed
2. Scan return scan and enter mileage
3. Empty all mail from vehicle and hang up yellow stop card on steering wheel
4. Return scanner to cradle
5. Return vehicle keys
6. File gas slip (if any)
7. Dump outgoing mail
8. Sort 3M mail (Mis-sort/mis-sent/mis-sequenced)
9. Sort CFS Mail (Letters/flats/parcels)
10. Stack empty equipment
11. Move to PM office on time clock
12. Back-ring on time clock for any hand offs (If any)
13. Return route keys to registry
14. Sort mark-ups into throw back case (UTF/ANK/VAC/REF etc..)
15. 5 min Wash-up time
16. Check with supervisor
17. Clock out