Date and Day ____/____/____ _____ Director on Duty _____

**DIRECTOR ON DUTY (DOD) CHECKLIST**

- Duty from 8:30 am to 8:30 AM the following day
  - Monday: Garvine (Backup: Griffith)
  - Tuesday: Corbitt (Backup: Ross)
  - Wednesday: Boumis (Backup: Adkins)
  - Thursday: Adams (Backup: Duffy)
  - Friday: Duncan (Backup: Lavy)
- Talk with the previous DOD to get caught up on issues
- Forward duty phone to your personal cell for the day
  - Go into the duty phone (iPhone with blue case) located in Rod's Office in front of his computer monitor
  - DO NOT remove duty phone from Rod's desk or unplug charger
  - 4175 is phone password
  - Dial *72614XXXXXXX (The X's should be your personal cell phone number)
- Download the Ring app and log in to monitor Obetz Ring notifications. You should have received an invitation from Rod to create an account or—if you already have an account—to accept the invitation and link the Obetz Ring cameras (Admin, Police, and OCC)
  - If you already have an account with Ring:
    - Accept the invitation from the email
    - Then once in the app, at the top of your app screen click the drop down to switch to the Obetz account from your personal account
- Coronavirus Updates (self-directed or formal meetings)
- Update the message of the day on the internet through Rod/Mikaela (if directed & needed)
- Check to make sure all buildings are secure and not damaged (drive by)
- Check email: obetzadmin@obetz.oh.us; Password: ObetzAdmin4175!
- Staff wellness/productivity checks. Choose 5 Random employees to call. Employee phone numbers are listed in the employee schedule in the COVID19 Teams page.
- Elected official update

Turnover notes:

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