

EXAMPLE - ITP DAILY SCHEDULE

0600.....WAKE UP
0630.....INSPECTION
0700.....GROUNDS DETAIL
.....PREPARE FOR WARDEN
0730.....BREAKFAST
0830.....ADMINISTRATIVE INSPECTION
0900.....THE BASICS
1100.....LUNCH
1200.....COUNT
1230.....LIBRARY
1330.....PROJECT SCORE
1530.....RECREATION
1730.....DINNER
1800.....FREE TIME
2100.....LIGHTS OUT

RETENTION SCHEDULE: Attachment 2 of this SOP will be kept in a local holding area for six months past the date it becomes obsolete or replaced, then destroyed.