

EXAMPLE - ITP WEEKEND/HOLIDAY SCHEDULE

0700.....WAKE UP
0730.....INSPECTION
0800.....DETAILS
0830.....FEED OFF
0900.....FREE TIME
1030.....RECREATION
1100.....COUNT/OUT COUNT GYM
1130.....FREE TIME
1700.....FEED OFF
2100.....LOCK DOWN
LOCK DOWN FOR WINNING DORM

RETENTION SCHEDULE:

Attachment 3 of this SOP will be kept in a local holding area for six months past the date it becomes obsolete or replaced, then destroyed.