

Office Task Coverage Worksheet

Major Office Task:

Location of Instruction Files:

Primary Staff Assigned:

Office Phone:

Cell Phone:

Home Phone:

Email Address:

Back-up Staff Assigned:

Office Phone:

Cell Phone:

Home Phone:

Email Address:

Additional Notes:

Major Office Task:

Location of Instruction Files:

Primary Staff Assigned:

Office Phone:

Cell Phone:

Home Phone:

Email Address:

Back-up Staff Assigned:

Office Phone:

Cell Phone:

Home Phone:

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Additional Notes:

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Additional Notes:

Last Updated:

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