2/22/2016  
1. Set up racks.Chilo/Jason  
2. Clean up tool room. Chilo/Bryant/Jadon  
3. Move all material from projects room to tool room. - Chilo/Jason/Bryant  
4. Arrange lunch room chairs, refrigerator, microwave and the cupboard.- Jason & Bryant  
5. Set up conference room. - Jason & Bryant  
6.  Move filing cabinets from staff lobby area.  
7.  Chemicals from rack need the fire door between wholesale and WH to be moved in to a closed cabinet. - QA  
8. Empty the remaining  live rock in to raceway.- Enrique