

Jhan, 6:30PM to 10:00PM

10/13/2016

Task Type	Time	Building	Room	Special Instructions/Comments	Initial Here
Crestron Logout	1830	CC	208		
Crestron Logout	1830	CLH	110	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1830	CLH	I	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1830	SC	203		
Crestron Logout	1830	R	S201	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1900	BC	215		
Crestron Logout	1900	BC	230		
Crestron Logout	1900	BC	322		
Crestron Logout	1900	CB	120		
Crestron Logout	1900	CB	129		
Crestron Logout	1900	CC	108		
Crestron Logout	1900	CC	335		
Crestron Logout	1900	CLH	D	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1900	CLH	G	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1900	LAS	C	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1900	LSB	103	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1900	LSB	107	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1900	PSE	321		
Crestron Logout	1900	SC	216		
Crestron Logout	1900	SC	219		
AV Shutdown	1900	LSB	103	Make sure neck mic goes back to drawer and log off touchscreen.	
AV Shutdown	1900	LSB	105	Make sure neck mic goes back to drawer and log off touchscreen.	
AV Shutdown	1900	CLH	L	PLEASE MAKE SURE CRESTRON GETS LOGGED OFF. WE ARE HAVING PROBLEMS WITH THIS ROOM WHEN IT DOESN'T GET LOGGED OFF.	
Crestron Logout	1900	R	N102	Lock upper cinema doors (2) with allen key by releasing the crash bar. Pull side stage door shut from the inside. Make sure the stage lights at the front are off. Make sure the projector room is not open. Make sure the cinema lights are off, switched across from the projector room.	
Crestron Logout	1930	CB	121		
Crestron Logout	1930	SC	222		
Lockup	2030	CLH	K	PLEASE LOCK ROOM. ALLEN KEY (with yellow handle) and CLH key is on keyrack in Lassonde 1011 office. PLEASE LOCK ALL 4 DOORS.	
Crestron Logout	2100	SC	221		
Crestron Logout	2100	SC	223		