

**Wednesday****Jhan, 6:30PM to 10:00PM****Oct 19 2016**

Task Type	Time	Building	Room	Special Instructions/Comments	Initial Here
Crestron Logout	1830	VC	135	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1830	R	S201	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1830	VH	B	Ensure neck mic goes back to equipment drawer.	
Pickup Mic	1850	LAS	C	Pick up 2 wireless mics on stands with cart. Move all equipment on cart - cart has 2 wireless mic receivers and mixer and mic cables. Pick up 2 mic stands - return all equipment to Lassonde 1011 storeroom (across the hall from Lassonde A). PLEASE PUT 2 WIRELESS MICS IN BAGS PROVIDED IN MILK CARTON ON CART. Very expensive mics - please go early and treat mics with care.	
Other	1850	LAS	C	Turn off wireless microphones by pressing "MUTE" button on mics.	
Other	1850	LAS	C	Turn off wireless microphone receivers by pressing "POWER" button and not "SYNC" button.	
Other	1850	LAS	C	PLEASE BE ON TIME - Prof upset last week when no one came till 7:05 pm and other class was starting.	
Crestron Logout	1900	LAS	C	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1900	MC	111		
Crestron Logout	1900	MC	216		
Crestron Logout	1900	PSE	321		
Crestron Logout	1900	R	N836A		
Crestron Logout	1900	VH	3009	Ensure neck mic goes back to equipment drawer.	
AV Shutdown	1900	R	N203		
Crestron Logout	2000	MC	110		
Crestron Logout	2000	VC	107		
Crestron Logout	2000	VH	1022		
Crestron Logout	2030	MC	050C		
Crestron Logout	2030	WC	117		
Crestron Logout	2030	VH	D	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	2100	SLH	B	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	2100	VC	107A		
Crestron Logout	2100	R	S137	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	2100	VH	3003		
Crestron Logout	2130	MC	109		