

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

| Task Type | Time | Building | Room | Special Instructions/Comments | Initial Here |
|----------------|------|----------|-------|---|--------------|
| Creston Logout | 1830 | CC | 208 | | |
| Creston Logout | 1830 | SC | 203 | | |
| Creston Logout | 1900 | BC | 215 | | |
| Creston Logout | 1900 | BC | 230 | | |
| Creston Logout | 1900 | BC | 322 | | |
| Creston Logout | 1900 | CB | 129 | | |
| Creston Logout | 1900 | CC | 108 | | |
| Creston Logout | 1900 | LSB | 103 | Ensure neck mic goes back to equipment drawer. | |
| Creston Logout | 1900 | LSB | 107 | Ensure neck mic goes back to equipment drawer. | |
| Creston Logout | 1900 | R | N102 | | |
| Creston Logout | 1900 | R | N812 | | |
| Creston Logout | 1900 | SC | 216 | | |
| Creston Logout | 1900 | SC | 219 | | |
| Creston Logout | 1900 | VH | 1152A | Ensure neck mic goes back to equipment drawer. | |
| Creston Logout | 1900 | VH | 3006 | Ensure neck mic goes back to equipment drawer. | |
| AV Shutdown | 1900 | LSB | 103 | Make sure neck mic goes back to drawer and log off touchscreen. | |
| AV Shutdown | 1900 | LSB | 107 | Make sure neck mic goes back to drawer and log off touchscreen. | |
| AV Shutdown | 1900 | R | N102 | Nat Taylor Cinema. Lock cinema all doors after shutdown. 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. | |
| Creston Logout | 1930 | CB | 121 | | |
| Creston Logout | 1930 | OSG | 2010 | Ensure neck mic goes back to equipment drawer. | |
| Creston Logout | 1930 | SC | 222 | | |
| Creston Logout | 1930 | VH | 1154 | | |
| Creston Logout | 1930 | VH | 2016 | | |
| Creston Logout | 1930 | VH | 3004 | | |
| Creston Logout | 1930 | VH | 3005 | | |
| Creston Logout | 2000 | VH | 1020 | | |
| Creston Logout | 2030 | HNE | 037 | Ensure neck mic goes back to equipment drawer. | |
| Creston Logout | 2030 | OSG | 2001 | Ensure neck mic goes back to equipment drawer. | |
| Creston Logout | 2100 | HNE | 034 | Ensure neck mic goes back to equipment drawer. | |
| Creston Logout | 2100 | OSG | 2027 | Ensure neck mic goes back to equipment drawer. | |
| Creston Logout | 2100 | R | N201 | | |
| Creston Logout | 2100 | R | N814 | | |
| Creston Logout | 2100 | R | N836 | | |
| Creston Logout | 2100 | SC | 221 | | |
| Creston Logout | 2100 | SC | 223 | | |
| Creston Logout | 2100 | VH | 1018 | | |
| Creston Logout | 2100 | VH | 2000 | | |
| Creston Logout | 2100 | VH | 2005 | | |
| Creston Logout | 2100 | VH | 2009 | | |
| Creston Logout | 2130 | OSG | 2003 | Ensure neck mic goes back to equipment drawer. | |