

Jhan, 3:30PM to 6:30PM

10/13/2016

Task Type	Time	Building	Room	Special Instructions/Comments	Initial Here
Creston Logout	1530	MC	111		
Creston Logout	1530	MC	213		
Pickup Small PA	1600	VC	001-JCR	Pick up 2 small speakers and speaker cables, all matts and AC cords. Return to Van 040 storeroom.	
Pickup PC	1600	VC	001-JCR	Pick up roll in PC and Projector carts. Return to Vanier 040 basement storeroom. Key is in Founders 164 storeroom.	
Creston Logout	1630	SLH	A	Ensure neck mic goes back to equipment drawer.	
AV Shutdown	1700	FC	305	LEAVE EQUIPMENT IN ROOM. Just log off PC and turn off projector. Lock room. Key for room in Founders 164 storeroom.	
Creston Logout	1730	FC	203	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1730	MC	050A		
Creston Logout	1730	MC	101		
Creston Logout	1730	MC	109		
Creston Logout	1730	MC	112		
Creston Logout	1730	MC	157A	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1730	MC	211		
Creston Logout	1730	MC	212		
Creston Logout	1730	SLH	107		
Creston Logout	1730	SLH	F	Ensure neck mic goes back to equipment drawer.	
Setup Skype Kit	1730	WC	117	Set up Skype camera with tripod with built in PC in room. Skype camera is in Founders 164 storeroom. Tell prof. to stay with equipment until picked up. Tell Masi when end time is.	
Creston Logout	1800	MC	113		
Creston Logout	1800	MC	114		