

# Jhan, 3:30PM to 6:30PM

10/13/2016

Task Type	Time	Building	Room	Special Instructions/Comments	Initial Here
Crestron Logout	1530	MC	111		
Crestron Logout	1530	MC	213		
Pickup Mic	1600	VC	001 -JCR	Pick up 3 desk mics, all cables and clips and NECK MIC ALSO. Return to Van 040 basement storeroom.	
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.	
Crestron Logout	1730	MC	050A		
Crestron Logout	1730	MC	101		
Crestron Logout	1730	MC	109		
Crestron Logout	1730	MC	112		
Crestron Logout	1730	MC	157A	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	MC	211		
Crestron Logout	1730	MC	212		
Crestron Logout	1730	SLH	107		
Crestron 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.	
Crestron Logout	1800	MC	113		
Crestron Logout	1800	MC	114		