

Jhan, 6:30PM to 10:00PM

10/12/2016

Task Type	Time	Building	Room	Special Instructions/Comments	Initial Here
Creston Logout	1830	CC	208		
Creston Logout	1830	SC	203		
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.	
Creston Logout	1900	BC	215		
Creston Logout	1900	BC	230		
Creston Logout	1900	BC	322		
Creston Logout	1900	CB	120		
Creston Logout	1900	CB	129		
Creston Logout	1900	CC	108		
Creston Logout	1900	CC	335		
Creston Logout	1900	CLH	D	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1900	CLH	G	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1900	LAS	C	Ensure neck mic goes back to equipment drawer.	
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	MC	216		
Creston Logout	1900	PSE	321		
Creston Logout	1900	SC	216		
Creston 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	107	Make sure neck mic goes back to drawer and log off touchscreen.	
Creston Logout	1930	CB	121		
Creston Logout	1930	SC	222		
Creston Logout	2000	MC	110		
Creston Logout	2030	MC	050C		
Creston Logout	2100	MC	214		
Creston Logout	2100	SC	221		
Creston Logout	2100	SC	223		
Creston Logout	2100	SLH	B	Ensure neck mic goes back to equipment drawer.	