

Thursday**Jhan, 6:30PM to 10:00PM****Oct 20 2016**

| Task Type | Time | Building | Room | Special Instructions/Comments | Initial Here |
|----------------|------|----------|-------|--|--------------|
| Creston Logout | 1830 | CC | 208 | | |
| Creston Logout | 1830 | CLH | 110 | Ensure neck mic goes back to equipment drawer. | |
| Creston Logout | 1830 | CLH | I | Ensure neck mic goes back to equipment drawer. | |
| 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 | 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 | LSB | 103 | Make sure neck mic goes back to drawer and log off touchscreen. | |
| Creston Logout | 1900 | R | N102 | 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 | 1900 | SC | 216 | | |
| Creston Logout | 1900 | SC | 219 | | |
| Creston Logout | 1900 | VH | 1152A | Ensure neck mic goes back to equipment drawer. | |
| Other | 1900 | CLH | L | If client is using A/v -please tell them to log off when done with crestron. Show them how to log off with crestron. | |
| Creston Logout | 1930 | CB | 121 | | |
| 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 | 2030 | HNE | 037 | Ensure neck mic goes back to equipment drawer. | |
| Creston Logout | 2030 | OSG | 2001 | Ensure neck mic goes back to equipment drawer. | |
| Lockup | 2030 | CLH | K | PLEASE LOCK ROOM. ALLEN KEY (with yellow handle) and CLH key is on keyrack in Lassonde 1011 office. PLEASE LOCK ALL 4 DOORS. | |
| 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. | |