

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	LSB	107	Ensure neck mic goes back to equipment drawer.	
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	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.	
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.	
AV Shutdown	1900	LSB	105	Make sure neck mic goes back to drawer and log off touchscreen.	
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		
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	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	2130	OSG	2003	Ensure neck mic goes back to equipment drawer.	