

Wednesday**Jhan, 3:30PM to 6:30PM****Oct 19 2016**

Task Type	Time	Building	Room	Special Instructions/Comments	Initial Here
Creston Logout	1600	LSB	106	Ensure neck mic goes back to equipment drawer.	
AV Shutdown	1600	LSB	106	Make sure neck mic goes back to drawer and log off touchscreen.	
Creston Logout	1630	SC	116		
Creston Logout	1630	SC	212		
Creston Logout	1630	SC	218		
Creston Logout	1630	VH	C	Ensure neck mic goes back to equipment drawer.	
Setup PC	1630	HNE	105	Equipment from HNES 003	
Creston Logout	1700	SC	302	Ensure neck mic goes back to equipment drawer.	
Pickup Skype Kit	1715	VH	1016	Pick up Skype camera with tripod and USB extension cable. Return to Vari 1019 storeroom. BE ON TIME - CRUCIAL.	
Creston Logout	1730	BC	214		
Creston Logout	1730	BC	225		
Creston Logout	1730	BC	228		
Creston Logout	1730	BC	323		
Creston Logout	1730	BC	325		
Creston Logout	1730	CC	106		
Creston Logout	1730	CC	109		
Creston Logout	1730	CC	211		
Creston Logout	1730	HNE	036		
Creston Logout	1730	HNE	038	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1730	HNE	304	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1730	HNE	401	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1730	R	N120		
Creston Logout	1730	R	N143		
Creston Logout	1730	SC	114		
Creston Logout	1730	SC	205		
Creston Logout	1730	SC	214		
Creston Logout	1730	SC	224		
Creston Logout	1730	SC	303	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1730	VH	3017		
AV Shutdown	1730	R	S203		
Pickup PC	1730	HNE	105	Return equipment to HNES 003	
Creston Logout	1800	CB	115	Ensure neck mic goes back to equipment drawer.	