

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

Task Type	Time	Building	Room	Special Instructions/Comments	Initial Here
Crestron Logout	1600	ACE	237		
Crestron Logout	1600	SSB	N201		
CLOSE ACE017	1600	ACE	017	Keys are in ACE 015 storeroom. Make sure all workstations have a keyboard and a mouse, shut down the lights and lock the door.If the room is already locked please report on your log.	
Crestron Logout	1630	ACE	004	Ensure neck mic goes back to equipment drawer.	
Pickup Skype Kit	1630	ACE	004	Return to ACE 015	
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.	
Crestron Logout	1730	ACE	013	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	ACE	244	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	CFA	312	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	DB	3069		
Crestron Logout	1730	DB	3072		
Crestron Logout	1730	SSB	E111	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	SSB	S125		
Crestron Logout	1730	SSB	S127		
Crestron Logout	1730	SSB	S129		
Crestron Logout	1730	SSB	W132	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	SSB	W255		
Crestron Logout	1730	SSB	W256		
Crestron Logout	1730	SSB	W356		
Crestron Logout	1730	SSB	W357		
Crestron Logout	1730	HNE	401	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	R	N143		
Crestron Logout	1730	VH	3017		
Crestron Logout	1800	ACE	231		
Crestron Logout	1800	DB	0010	Ensure neck mic goes back to equipment drawer.	