

BUILDING SERVICES

DAILY ASSIGNMENT AND ON CALL-PERSONNEL REQUEST

MANAGER: ANDREW RIVERA



DATE REQUIRED: MONDAY 7-6-2020

PERSONNEL REQUIRED:

CALL TIME/END:

<u>2</u>	<u>6A-2:30P-FT</u>
<u>4</u>	<u>7:30A-4P-FT-ACF</u>
<u>1</u>	<u>8:30A-5P-FT</u>

WORK TO BE PERFORMED:

- CONTINUE CLEARING MTG RM CORRIDOR AND ROOMS FOR MAINT.
- 7:30A EMP TO WORK ACF.
- CONTINUE STORAGE/OFFICE MOVES.
- EQUIPMENT MAINTENANCE.

SAFETY FIRST!

EVENTS THIS DATE:

EVENT NAME	MOVE/IN TIMES	SHOW TIMES	MOVE OUT TIMES
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SPECIAL NOTES

BUILDING SERVICES
PERSONNEL REQUEST/DAILY ASSIGNMENTS
SMG

DATE REQUIRED: TUESDAY 7-7-2020

PERSONNEL REQUIRED:

CALL TIME/END:

<u>2</u>	<u>6A-2:30P-FT</u>
<u>4</u>	<u>7:30A-4P-FT-ACF</u>
<u>2</u>	<u>8:30A-5P-FT</u>

WORK TO BE PERFORMED:

-CONTINUE CLEARING MTG RM CORRIDOR AND ROOMS FOR MAINT.
-7:30A EMP TO WORK ACF.
-CONTINUE STORAGE/OFFICE MOVES.
-EQUIPMENT MAINTENANCE.

SAFETY FIRST!

EVENTS THIS DATE:

EVENT NAME	MOVE/IN TIMES	SHOW TIMES	MOVE OUT TIMES
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SPECIAL NOTES:

BUILDING SERVICES
PERSONNEL REQUEST/DAILY ASSIGNMENTS
SMG

DATE REQUIRED: WEDNESDAY 7-8-2020

PERSONNEL REQUIRED:

CALL TIME/END:

<u>2</u>	<u>6A-2:30P-FT</u>
<u>4</u>	<u>7:30A-4P-FT-ACF</u>
<u>2</u>	<u>8:30A-5P-FT</u>

WORK TO BE PERFORMED:

- CONTINUE CLEARING MTG RM CORRIDOR AND ROOMS FOR MAINT.
- 7:30A EMP TO WORK ACF.
- CONTINUE STORAGE/OFFICE MOVES.
- EQUIPMENT MAINTENANCE.

SAFETY FIRST!

EVENTS THIS DATE:

EVENT NAME	MOVE/IN TIMES	SHOW TIMES	MOVE/OUT TIMES
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SPECIAL NOTES:

**BUILDING SERVICES
PERSONNEL REQUEST/DAILY ASSIGNMENTS
SMG**

DATE REQUIRED: THURSDAY 7-9-2020

PERSONNEL REQUIRED:

CALL TIME/END:

<u>2</u>	<u>6A-2:30P-FT</u>
<u>4</u>	<u>7:30A-4P-FT-ACF</u>
<u>2</u>	<u>8:30A-5P-FT</u>

WORK TO BE PERFORMED:

- CONTINUE CLEARING MTG RM CORRIDOR AND ROOMS FOR MAINT.
- 7:30A EMP TO WORK ACF.

- CONTINUE STORAGE/OFFICE MOVES.
- EQUIPMENT MAINTENANCE.

SAFETY FIRST!

EVENTS THIS DATE:

EVENT NAME	MOVE/IN TIMES	SHOW TIMES	MOVE/OUT TIMES
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SPECIAL NOTES:

**BUILDING SERVICES
PERSONNEL REQUEST/DAILY ASSIGNMENTS
SMG**

DATE REQUIRED: FRIDAY 7-10-2020

PERSONNEL REQUIRED:

CALL TIME/END:

WORK TO BE PERFORMED:

- CONTINUE CLEARING MTG RM CORRIDOR AND ROOMS FOR MAINT.
- 7:30A EMP TO WORK ACF.
- CONTINUE STORAGE/OFFICE MOVES.
- EQUIPMENT MAINTENANCE.

SAFETY FIRST!

EVENTS THIS DATE:

EVENT NAME	MOVE/IN TIMES	SHOW TIMES	MOVE/OUT TIMES
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SPECIAL NOTES:

**BUILDING SERVICES
PERSONNEL REQUEST/DAILY ASSIGNMENTS
SMG**

DATE REQUIRED: SATURDAY 7-11-2020

PERSONNEL REQUIRED:

CALL TIME/END:

WORK TO BE PERFORMED:

SAFETY FIRST!

EVENTS THIS DATE:

EVENT	MOVE/IN	SHOW	MOVE/OUT
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NAME

TIMES

TIMES

TIMES

SPECIAL NOTES:

BUILDING SERVICES
PERSONNEL REQUEST/DAILY ASSIGNMENTS
SMG

DATE REQUIRED: SUNDAY 7-12-2020

PERSONNEL REQUIRED:

CALL TIME/END:

WORK TO BE PERFORMED:

SAFETY FIRST!

EVENTS THIS DATE:

EVENT
NAME

MOVE/IN
TIMES

SHOW
TIMES

MOVE/OUT
TIMES

SPECIAL NOTES:

BS ST= 160
BS OT=
BS PT/PB=
TEMPS=
AM/SUPS= 160
BS TOTAL= 320

DIST. LIST:
JA, JM, MB, KW
KB, RJ, MR, EN
BS, T/S, JH
DO, CPC