

BQLT Time Sheet (7/9 - 7/22)

Staff Name: *Domica Roberts*

Period Start: *July 9, 2019*

Date	Time In	Break Start	Break End	Time Out	Total hours	
Tuesday (7/9)	11:00 AM			8:00 PM	9.00	reached out to lola for RTV x HCX event photos for documentation + posting; updated social media; developed and published ops mtg mailchimp notice; developed and submitted July staff report; documented gazebo issue @ Dunton + notified ops; updated bqlt calendar; turned on water @ Classon; caught up to emails left over the weekend;
Wednesday (7/10)						
Thursday (7/11)	12:00 PM			7:30 PM	7.5	organized and filed all violations cases (that were in office) + requested remaining docs from Irene; documented and organized incoming checks from ioby & gardeners; organized june fund form folder; scheduling sit down w/ gardener from Greene Garden about compost; updated rep info; reconfirmed several room reservations; updated drive access as needed; updated personnel info for DR's file; prepped documents for board mtg;
Friday (7/12)						
Saturday (7/13)						
Sunday (7/14)						
Monday (7/15)						
Tuesday (7/16)	12:00 PM	4:15 PM	4:45 PM	8:00 PM	8	organized fund form folder for june & july; updated google drive docs; updated bqlt calendar; exterminator appt at Heaven's Gate (1 hr); updated website; responded to emails from over the weekend; communications mtg (2 hr); dropped off 50-ft hose for Classon;
Wednesday (7/17)	6:30 PM			8:30 PM	2	finance mtg w/ Steve Jorgensen
Thursday (7/18)	12:00 PM			3:00 PM	3	(out of office) updated newsletter draft; updated social media; updated event listing on website; began draft of event notice for jazz;
Friday (7/19)						
Saturday (7/20)						
Sunday (7/21)						
Monday (7/22)						
					29.00	

Staff Signature: *Domica Roberts*

Supervisor Signature: