

BQLT Time Sheet (5/14 - 5/27)						
Staff Name: Domica Roberts						
Period Start: May 14, 2019						
Date	Time In	Break Start	Break End	Time Out	Total hours	
Tuesday (5/14)	11:45 AM			3:00 PM	3.25	updated BQLT calendar; mini mtg w/ Irene; updated address w/ WB Mason for office supplies; follow up w/ gardeners on jazz concert scheduling; follow up on emails; organized fund form folder; updating gardeners on water turn on schedule changes;
Wednesday (5/15)						
Thursday (5/16)	2:00 PM	2:30 PM	4:00 PM	6:00 PM	2.5	(home) short phone mtg w/ Linda from DEED volunteer app w/ walkthrough and q&a; provided access to Mission Continues w/ Kofi @ Malcolm X for site visit and discussion on volunteer opportunity; informal ops mtg w/ Kofi
Friday (5/17)	11:00 AM			6:00 PM	7	water turn on at Clifton Pl; attempted turn on at Hollenback; troubleshooting @ Clifton Pl system; site visit to Classon to assess water system area; updating gardens on water turn on scheduling; coordinated meet up for water turn on w/ Iris from Cent. Bainbridge; (office) followed up on several emails; reconfirmed jazz concert schedules w/ RTV & Woodbine; updated BQLT calendar
Saturday (5/18)	8:30 AM			4:00 PM	7.5	water turn on at Cent. Bainbridge, RTV, La Finca, Ralph Lincoln, Peoples w/ Iris from Cent. Bainbridge; CB8 Urban Ag event w/ Moriba
Sunday (5/19)	8:30 AM			2:30 PM	6	water turn on at JTB, Hollenback, Euclid/Pine, St. Marks, Mama Dees, GoA, Woodbine w/ Iris from Cent. Bainbridge
Monday (5/20)						
Tuesday (5/21)						
Wednesday (5/22)						
Thursday (5/23)						
Friday (5/24)	10:30 AM			4:15 PM	5.75	(home) follow up on emails; forwarded resources to garden reps; reserved conference room for comms mtg 5/28; removed outgoing board members emails from g suite; started removing drive access for outgoing member personal emails; (wework) staff mtg w/ Sawdayah
Saturday (5/25)	11:00 AM			2:45 PM	3.75	updated website w/ some bqlt events; reviewed and followed up on emails; correspondence with Irene about adobe receipts; updated interest docs; added emails to mailing list and appropriate garden membership google groups; updated bqlt calendar w/ HCX events; followed up via email w/ trees ny and ccny for workshop opportunities;
Sunday (5/26)						
Monday (5/27)						
					35.75	
Staff Signature: Domica Roberts						
Supervisor Signature:						