

**Bureau of Development Services Director Paul Scarlett's Calendar**

**Week of March 31 – April 6, 2008**

Monday	Tuesday	Wednesday	Thursday	Friday
Out of the Office	8:30 – 9:00 Executive Assistant	8:00 – 9:00 Administrative Services Manager via phone	8:30 – 10:00 HR Issue	9:30 – 11:00 Principal Planner
	9:00 – 10:00 BDS LMC Subcommittee	9:00 – 10:00 Professional Development	11:30 – 12:30 Bureau Directors	3:00 – 3:30 Executive Assistant
	10:00 – 11:00 BDS Senior Managers	10:00 – 11:00 Plan Review & Permitting Services Manager	12:30 – 1:30 Commissioner of Public Safety	3:30 – 4:00 Plan Review Trainee
	11:00 – Noon BDS Senior Managers and Port of Portland	11:00 – 11:30 Land Use Services Staff	2:00 – 3:00 Building Officials	
	2:00 – 2:30 Commercial Inspections Manager	11:30 – Noon Administrative Services Staff	3:00 – 4:00 Executive Assistant	
	2:30 – 3:30 HR Issue	12:30 – 1:00 Executive Assistant	4:00 – 5:00 Special Projects Staff	
	3:30 – 4:00 Administrative Services Manager	1:00 – 2:00 Administrative Services Manager via phone		
		2:00 – 4:00 BDS Labor Management Committee		