

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

**Week of December 1 - 7, 2008**

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00 Executive Assistant	9:00 – 9:30 LUS Staff	8:50 – 9:20 Administrative Services Manager	8:30 – 9:30 Neighborhood Inspections Section Meeting	10:00 – 10:30 Customer Service Manager & staff
10:00 – 10:30 Site Services Manager & Compliance Services Manager	10:30 – Noon Senior Managers	10:00 – 11:00 Residential Inspections Manager	10:15 – 10:45 Compliance Services Manager, Planning Director & staff	10:30 – 11:00 Customer Service Manager
10:30 – 11:00 Site Services Manager	1:30 – 2:30 Commercial Inspections Manager	11:00 – Noon Follow-up HR Issue	10:45 – 11:15 Planning Director	4:30 – 5:00 Diversity Liaison
11:00 – Noon Administrative Services Manager	3:30 – 4:00 Commissioner of Public Safety	2:00 – 4:00 BDS Labor Management Committee	11:30 – 1:00 Bureau Directors	
3:00 – 4:00 Commissioner of Public Safety & Administrative Services Staff	4:00 – 4:30 Development Issue	4:00 – 5:00 Commissioner of Public Safety & Home Builder Association Staff	1:45 – 2:00 Permitting Services Manager	
		5:30 – 6:00 Diversity Liaison	2:00 – 3:00 Building Officials	
		6:00 – 6:30 North Reach Plan Open House	3:00 – 3:15 Process Management Manager & staff	
		6:30 – 7:30 Administrative Services Manager	3:15 – 4:15 Executive Assistant	