

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

**Week of April 30 – May 6, 2012**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:30 Doughnuts for Diversity	9:00 – 10:00 Executive Assistant	2:00 – 2:30 BDS Labor Management Committee	9:00 – 10:00 Executive Assistant	9:00 – 9:20 ICC Welcome Group Committee
9:30 – 10:00 Administrative Services Manager and COD Manager	10:30 – 11:30 Senior Managers		10:00 – 11:00 Mayoral Candidate	11:30 – 12:30 Administrative Services Manager and staff
10:00 – 11:00 Inspection Services Manager	1:00 – 2:00 Commissioner of Public Affairs		11:30 – 1:00 Bureau Directors	
11:00 – noon Administrative Services	2:30 – 3:30 COD/ITAP Manager		1:30 – 2:00 Administrative Services Manager, COD Manager, and BHR Partner	
2:00 – 2:30 Administrative Services Manager, TRACs Manager and staff			2:00 – 3:30 OHSU Collaborative Life Science Building Job Site Tour	
3:30 – 4:00 Employee Departure				