

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

**Week of February 24 – March 2, 2014**

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 10:00 Inspection Division Manager Interviews	9:00 – 10:00 Executive Assistant	8:30 – 9:00 ITAP Vendor Executive (via phone)	9:00 – 10:00 Labor Manager Committee Subcommittee	11:00 – 11:30 Interim Inspection Services Manager, Inspection Manager, Senior Electrical Inspector
10:00 – 10:30 Plan Review & Permitting Services Divisionwide Meeting	10:00 – 10:15 Principal Planner, LUS Manager	10:00 – 10:30 Enforcement Program Manager, Neighborhood Inspections staff	10:30 – noon Planning & Development Directors	11:30 – 11:45 Interim Inspection Services Manager, Interim Commercial Inspections Manager
10:30 – 11:30 Inspection Division Manager Interviews	10:30 – 11:30 Senior Managers	11:30 – noon ITAP Manager	Noon – 12:30 HR Issue	11:45 – noon Interim Inspection Services Manager, Residential Inspections Manager
Noon – 1:00 Inspection Division Manager Candidates, Senior Managers	11:30 – noon Senior Managers, BHR Director, BHR Assistant Director	2:30 – 3:20 Plan Review & Permitting Services Manager	3:15 – 3:45 BHR Business Partner	2:00 – 2:30 Administrative Services Manager
1:30 – 2:30 Commissioner of Public Utilities, Neighborhood Group	2:00 – 2:30 HR Issue		3:30 – 4:30 Executive Assistant	4:00 – 4:30 Customer Service Coordinator
2:30 – 3:30 Administrative Services Manager	3:00 – 4:00 Commissioner of Public Utilities, Building Owners Managers Association members			