

Bureau of Development Services Director Paul Scarlett's Calendar

Week of June 16 - 22, 2014

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 9:45 Executive Assistant	7:30 – 8:30 Commercial Inspections Staff Meeting	8:30 – 9:00 Structural Mechanical staff	8:00 – 9:30 Development Review Advisory Committee	10:30 – 11:00 Customer Service & Communications Manager
10:00 – 11:00 HR Issue	10:30 – noon Senior Managers	10:00 to 11:30 PBOT Engineer and staff, Commercial Electrical staff, Inspection Services Manager	10:30 – 11:30 Executive Assistant	Noon – 12:30 Plan Review & Permitting Services Manager
11:15 – 12:15 Plan Review & Permitting Services Manager	2:40 – 3:00 HR Issue	11:30 – noon ITAP Manager, Finance Manager	11:30 – noon Administrative Services Manager, Citywide Equity Representatives	
2:15 – 3:15 Administrative Services Manager	3:00 – 3:15 Customer Service & Communications Manager	12:15 to 1:30 Parks Bureau Director	2:00 – 3:00 Travel	
	3:30 – 5:00 Administrative Services Manager, Admin Support Manager	2:00 – 3:30 Labor Relations, Leadership Team	3:00 – 4:00 State BCD Administrator and staff, Inspection Services Manager, Plan Review & Permitting Services Manager, Plan Review Manager	
		3:30 – 4:00 Enforcement Program Manager, Labor Relations, HR Business Partner	4:00 – 5:00 Travel	