

**July 2016**

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<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>
<u>31</u>						

**August 2016**

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<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	
<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>				

**September 2016**

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<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	

- Busy
- Tentative
- 
- Out of Office
- Working Elsewhere
- Outside of Working Hours

**July 2016**

**▲ Fri, Jul 1**

- 
- 10:00 AM – 11:30 AM BIBS Organization: High 5 Actionable Behaviors
- 
- 12:00 PM – 1:00 PM Appt. -
- 1:30 PM – 3:30 PM BIBS Organizational Development doc
- 3:30 PM – 4:30 PM BIBS Budget
- 4:30 PM – 5:00 PM**
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▲ **Mon, Jul 4**

-  All Day Out of Office.
-  8:00 AM – 9:00 AM Check-in EAA
- 

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▲ **Tue, Jul 5**

-  [Blank]
-  [Blank]
-  [Blank]
-  10:00 AM – 11:00 AM OMF Leadership Team AM

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▲ **Wed, Jul 6**

-  [Blank]
-  [Blank]
-  [Blank]
-  8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
-  9:30 AM – 11:00 AM Joint Facilities Project Management Updates Meeting

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▲ **Thu, Jul 7**

-  11:30 AM – 1:00 PM Bureau Directors Meeting

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▲ **Fri, Jul 8**

-  2:00 PM – 3:00 PM Water Testing Contract Meeting
  -  [Blank]
  -  [Blank]
  -  [Blank]
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▲ **Mon, Jul 11**



**Before 8:00 AM**



8:00 AM – 9:00 AM Check-in EAA



9:00 AM – 10:00 AM Portland Building-Remote Locations



**10:00 AM – 11:30**

**AM**



**1:00 PM – 1:30 PM**



1:30 PM – 2:30 PM BIBS Check-in



2:30 PM – 3:00 PM SAP Enterprise Asset Management Update



3:00 PM – 4:00 PM Joint Office City Relationship



**4:00 PM – 5:00 PM**



**After 5:00 PM**

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▲ **Tue, Jul 12**



**Before 8:00 AM**



8:00 AM – 9:00 AM CityFleet Check-in (Bryant's Office)



9:00 AM – 10:00 AM : State of Emergency Meeting - Houseless



10:00 AM – 11:00 AM BIBS/CBO Monthly Meeting



11:00 AM – 12:00 PM BIBS Administrative and Technical Team Meeting



12:00 PM – 1:00 PM



1:00 PM – 2:00 PM Complete BEC Values



2:00 PM – 3:00 PM Facilities Check-in



3:00 PM – 3:30 PM Strategic Planning & Development Check - In



3:30 PM – 4:00 PM BIBS Code and policies



4:00 PM – 4:30 PM BIBS Values



**4:30 PM – 5:00 PM**



**After 5:00 PM**

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▲ **Wed, Jul 13**

- Before 8:00 AM**
  - 8:00 AM – 8:15 AM**
  - 8:15 AM – 9:15 AM** Portland Building Renovation Project:  
Project Planning
  - 9:15 AM – 9:30 AM**
  - 9:30 AM – 10:30 AM** Printing & Distribution Check-in
  - 10:30 AM – 11:30 AM**
  - 11:30 AM – 12:30 PM** High 5 Actionable Behaviors/BIBS Org.  
Check-in
  - 12:30 PM – 2:00 PM**
  - 2:00 PM – 4:00 PM** State of Emergency Debrief
  - 4:00 PM – 5:00 PM**
  - 5:00 PM – 6:00 PM**
  - 6:00 PM – 8:00 PM** TENTATIVE HOLD: The Gathering
  - After 8:00 PM**
- 

▲ **Thu, Jul 14**

- Before 7:00 AM**
  - 8:00 AM – 9:00 AM**
  - 9:00 AM – 9:30 AM** BEIC Check-in
  - 9:30 AM – 10:00 AM**
  - 10:00 AM – 11:00 AM** Contracts Manager Check-in
  - 11:00 AM – 12:00 PM** Re-Occurring Green Team mtg
  - 12:00 PM – 1:00 PM**
  - 1:00 PM – 1:30 PM** Check-in EAA
  - 1:30 PM – 2:00 PM**
  - 2:00 PM – 3:00 PM** City Risk Check-in
  - 3:00 PM – 3:30 PM**
  - 3:30 PM – 4:00 PM** FW: Fred/Bryant check-in
  - 4:00 PM – 5:00 PM**
  - After 5:00 PM**
- 

▲ **Fri, Jul 15**

- Before 8:00 AM**
- 8:00 AM – 9:00 AM**

- 9:00 AM – 10:00 AM BHR 2nd Monthly Check - In
  - 10:00 AM – 11:00 AM Oberon 3 Meeting
  - 11:00 AM – 12:00 PM SMA/Director Check-in
  - 11:15 AM – 11:45 AM Outside Community Management and Maintenance
  - 12:00 PM – 1:30 PM**
  - 1:30 PM – 2:00 PM Check In with Bryant
  - 2:00 PM – 5:00 PM**
  - After 5:00 PM**
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▲ **Mon, Jul 18**

- Before 8:00 AM**
  - 8:00 AM – 9:00 AM Check-in EAA
  - 8:00 AM – 9:00 AM
  - 9:00 AM – 11:00 AM OMF Leadership Team
  - 10:30 AM – 11:00 AM City Hall Clean Up
  - 11:00 AM – 11:30 AM**
  - 11:30 AM – 1:00 PM
  - 1:00 PM – 2:00 PM**
  - 2:00 PM – 3:00 PM Police/Facilities Meeting
  - 2:00 PM – 3:00 PM Police/Facilities Meeting
  - 3:00 PM – 4:00 PM**
  - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
  - 4:50 PM – 5:00 PM**
  - After 5:00 PM**
- 

▲ **Tue, Jul 19**

- Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
  - 9:30 AM – 10:30 AM City/County Fleet and Facilities Services - Quarterly meeting
  - 10:00 AM – 11:00 AM Portland Building Information Session
  - 10:30 AM – 12:00 PM FW: Risk Management Staff Meeting
  - 12:00 PM – 1:00 PM Portland Building OCIP/
  - 1:00 PM – 5:00 PM**
  - After 5:00 PM**
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▲ **Wed, Jul 20**

- - Before 7:30 AM**
  - 7:30 AM – 9:00 AM Safety in Motion
  - 
  - 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
  - 9:15 AM – 9:30 AM**
  - 9:30 AM – 10:30 AM Printing & Distribution Check-in
  - 10:30 AM – 11:00 AM Check-in
  - 11:00 AM – 12:00 PM SMA/Director Check-in
  - 12:00 PM – 1:00 PM
  - 1:00 PM – 2:30 PM**
  - 
  - 3:00 PM – 4:30 PM Project - Review SMA for Facilities
  - 3:00 PM – 5:00 PM BIBS Extended & Core Leadership Team Meeting
  - 4:30 PM – 5:00 PM Return to 1900 Bldg
  - After 5:00 PM**
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▲ **Thu, Jul 21**

- Before 8:00 AM**
- 8:00 AM – 10:00 AM
- 10:00 AM – 11:30 AM G4S Contract meeting

- 11:30 AM – 1:00 PM Organizational Development
  - 
  - 2:30 PM – 3:30 PM BIBS Budget
  - 3:30 PM – 4:00 PM FW: Fred/Bryant check-in
  - 4:00 PM – 5:00 PM City-Wide Lead Testing
  - **After 5:00 PM**
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▲ **Fri, Jul 22**

- All Day Out of Office
  - 8:00 AM – 9:00 AM
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▲ **Mon, Jul 25**

- - 8:00 AM – 9:00 AM Check-in EAA
  - 8:00 AM – 9:00 AM
  - 11:30 AM – 1:00 PM
  - ▨ 3:00 PM – 4:00 PM Springwater Post Clean-up Meeting
  - ▨ 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Tue, Jul 26**

- **Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
  - **9:30 AM – 11:00 AM**
  - 11:00 AM – 12:00 PM BIBS Administrative and Technical Team Meeting
  - 12:00 PM – 1:00 PM Check-in
  - 12:00 PM – 1:00 PM Elvis' & Fuchsia's Birthday Celebration
  - **1:00 PM – 1:30 PM**
  - 1:30 PM – 2:00 PM EAM Issue Resolution
  - 2:00 PM – 3:00 PM Facilities Check-in
  - **3:00 PM – 5:00 PM**
  - **After 5:00 PM**
-

▲ **Wed, Jul 27**

<input type="checkbox"/>	<b>Before 8:00 AM</b>	
<input type="checkbox"/>	8:00 AM – 9:00 AM	
<input checked="" type="checkbox"/>	8:15 AM – 9:15 AM	Portland Building Renovation Project: Project Planning
<input type="checkbox"/>	<b>9:15 AM – 10:00 AM</b>	
<input type="checkbox"/>	10:00 AM – 11:00 AM	Springwater Meeting AM
<input type="checkbox"/>	11:00 AM – 12:00 PM	City Council Meeting PM
<input type="checkbox"/>	12:00 PM – 1:00 PM	
<input type="checkbox"/>	1:00 PM – 2:00 PM	TPB Project Insurance
<input type="checkbox"/>	2:00 PM – 3:00 PM	Portland Oregon Sign meeting: Old Town Brewery
<input type="checkbox"/>	3:00 PM – 4:00 PM	Projects
<input type="checkbox"/>	4:00 PM – 4:30 PM	East Portland Service Center Check-in
<input checked="" type="checkbox"/>	4:00 PM – 5:00 PM	Google Fiber Team Meeting
<input type="checkbox"/>	<b>After 5:00 PM</b>	

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▲ **Thu, Jul 28**

<input type="checkbox"/>	<b>Before 7:00 AM</b>	
<input type="checkbox"/>	8:00 AM – 9:00 AM	
<input type="checkbox"/>	8:30 AM – 9:00 AM	Check-in Cinthia
<input type="checkbox"/>	9:00 AM – 9:30 AM	Check-in
<input type="checkbox"/>	<b>9:30 AM – 10:00 AM</b>	
<input type="checkbox"/>	10:00 AM – 11:00 AM	Contracts Manager Check-in AM
<input type="checkbox"/>	11:00 AM – 12:00 PM	FMT Check-in PM
<input type="checkbox"/>	<b>1:30 PM – 2:00 PM</b>	
<input type="checkbox"/>	2:00 PM – 3:00 PM	City Risk Check-in
<input type="checkbox"/>	<b>3:00 PM – 3:30 PM</b>	
<input type="checkbox"/>	3:30 PM – 4:00 PM	FW: Fred/Bryant check-in
<input type="checkbox"/>	<b>4:00 PM – 5:00 PM</b>	
<input type="checkbox"/>	<b>After 5:00 PM</b>	

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▲ **Fri, Jul 29**

- - 
  - Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 9:00 AM – 11:00 AM**
  - 11:00 AM – 12:00 PM Water testing Presentation to P&D Directors Aug 11th
  - 12:00 PM – 2:30 PM**
  - 2:30 PM – 3:30 PM Step 1: Pre - Assessment discussion/Table top
  - 3:00 PM – 4:00 PM BIBS Budget
  - 4:00 PM – 5:00 PM**
  - After 5:00 PM**
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August 2016

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▲ **Mon, Aug 1**

- - Before 6:30 AM**
  - 6:30 AM – 8:00 AM Step 2: Assessment/ walk-thru (Vulnerability Assessment before hours)
  - 8:00 AM – 9:00 AM Check-in EAA
  - 8:00 AM – 9:00 AM
  - 9:00 AM – 11:00 AM OMF Leadership Team
  - 11:00 AM – 11:30 AM**
  - 11:30 AM – 1:00 PM
  - 1:00 PM – 1:30 PM Additional Security
  - 1:30 PM – 3:00 PM**
  - 3:00 PM – 3:30 PM Portland Building Check-in Mtg
  - 3:30 PM – 4:00 PM**
  - 4:00 PM – 5:00 PM Campsite Meeting: Nascent Camps
  - 4:00 PM – 5:00 PM Meeting
  - After 5:00 PM**
- 

▲ **Tue, Aug 2**

<input type="checkbox"/>	<b>Before 8:00 AM</b>	
<input type="checkbox"/>	8:00 AM – 9:00 AM	
<input type="checkbox"/>	8:30 AM – 9:30 AM	CityFleet Check-in (Bryant's Office)
<input type="checkbox"/>	<b>9:30 AM – 11:30 AM</b>	
<input type="checkbox"/>	11:30 AM – 11:45 AM	FW: BRIEFING: Portland Oregon Sign
<input type="checkbox"/>	11:30 AM – 12:00 PM	Portland Oregon Sign Mtg - Commissioner Novick
<input type="checkbox"/>	<b>12:00 PM – 1:00 PM</b>	
<input type="checkbox"/>	1:00 PM – 2:00 PM	Photo Update- BATT
<input checked="" type="checkbox"/>	1:00 PM – 2:00 PM	PCC / 911 Mechanical HVAC needs
<input type="checkbox"/>	2:00 PM – 3:00 PM	Facilities Check-in
<input type="checkbox"/>	3:00 PM – 3:45 PM	Coffee
<input type="checkbox"/>	<b>3:45 PM – 4:00 PM</b>	
<input type="checkbox"/>	4:00 PM – 4:30 PM	Bryant Check-in
<input type="checkbox"/>	<b>4:30 PM – 5:00 PM</b>	
<input type="checkbox"/>	<b>After 5:00 PM</b>	

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▲ **Wed, Aug 3**

<input type="checkbox"/>	<b>Before 8:00 AM</b>	
<input type="checkbox"/>	8:00 AM – 9:00 AM	
<input type="checkbox"/>	<b>9:00 AM – 9:30 AM</b>	
<input type="checkbox"/>	9:30 AM – 10:30 AM	Printing & Distribution Check-in
<input type="checkbox"/>	9:30 AM – 11:00 AM	Joint Facilities Project Management Updates Meeting
<input type="checkbox"/>	11:00 AM – 11:30 AM	Travel time
<input type="checkbox"/>	11:30 AM – 12:30 PM	Meeting
<input type="checkbox"/>	12:30 PM – 1:00 PM	Return from Appt
<input type="checkbox"/>	<b>1:00 PM – 1:30 PM</b>	
<input type="checkbox"/>	1:30 PM – 2:30 PM	Facilities Reorganization
<input type="checkbox"/>	2:30 PM – 3:00 PM	Fuel Station Meeting
<input type="checkbox"/>	3:00 PM – 4:00 PM	HR Business Partner/BIBS Director Meeting
<input type="checkbox"/>	4:00 PM – 5:00 PM	SMA/Director Check-in
<input type="checkbox"/>	<b>After 5:00 PM</b>	

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▲ **Thu, Aug 4**

<input type="checkbox"/>	<b>Before 8:00 AM</b>	
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- 8:00 AM – 9:00 AM
  - 9:00 AM – 11:00 AM Hold: Old Town Brewery
  - 11:00 AM – 11:30 AM**
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 1:00 PM – 2:00 PM**
  - 2:00 PM – 3:00 PM City Risk Check-in
  - 3:00 PM – 3:30 PM**
  - 3:30 PM – 4:00 PM FW: Fred/Bryant check-in
  - 4:00 PM – 5:00 PM**
  - After 5:00 PM**
- 

▲ **Fri, Aug 5**

- - 
  - Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 9:00 AM – 1:30 PM**
  - 1:30 PM – 2:30 PM Additional Security
  - 2:30 PM – 5:00 PM**
  - After 5:00 PM**
- 

▲ **Mon, Aug 8**

- Before 8:00 AM**
- 8:00 AM – 9:00 AM Check-in EAA
- 8:00 AM – 9:00 AM
- 9:00 AM – 10:00 AM Security Program
- 9:00 AM – 11:00 AM BIBS Core Values Meeting
- 11:00 AM – 11:30 AM**
- 11:30 AM – 1:00 PM
- 1:00 PM – 2:30 PM BMP Kickoff - Bureau Invite
- 2:30 PM – 3:00 PM**
- 3:00 PM – 3:30 PM Portland Building Check-in Mtg
- 3:00 PM – 4:00 PM General Fund Set Aside meeting
- 4:00 PM – 5:00 PM**

**After 5:00 PM**

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▲ **Tue, Aug 9**

**Before 7:30 AM**

- 7:30 AM – 8:00 AM CityFleet Check-in (Bryant's Office)
- 8:00 AM – 9:00 AM Confirmed: Sasquatch Agency Meeting
- 8:00 AM – 9:00 AM
- 9:00 AM – 9:30 AM Security Staff Changes
- 9:30 AM – 10:30 AM City Water lead Testing
- 10:00 AM – 11:00 AM BIBS/CBO Monthly Meeting
- 10:30 AM – 11:00 AM Discussion - Major Maintenance Fund
- 11:00 AM – 12:00 PM BIBS Administrative and Technical Team Meeting
- 12:00 PM – 1:00 PM
- 1:00 PM – 2:00 PM BIBS Leadership Team Meeting (New Series)
- 2:00 PM – 3:00 PM Facilities Check-in
- 3:00 PM – 3:30 PM BHR-Quarterly Check-in
- 3:30 PM – 4:00 PM Portland Oregon Sign Update
- 4:00 PM – 4:30 PM Director's Meeting lead briefing

**4:30 PM – 5:00 PM**

**After 5:00 PM**

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▲ **Wed, Aug 10**

**Before 8:00 AM**

- 8:00 AM – 9:00 AM
- 9:00 AM – 9:30 AM**
- 9:30 AM – 10:30 AM Printing & Distribution Check-in
- 10:30 AM – 12:00 PM Projects: Selbie and P4 review.
- 12:00 PM – 1:00 PM
- 12:00 PM – 5:00 PM Out of Office

**After 5:00 PM**

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▲ **Thu, Aug 11**

All Day

-  All Day
  - All Day Matthew Spitulski OOO
  - 
  -  8:00 AM – 9:00 AM
  -  11:00 AM – 12:00 PM Re-Occurring Green Team mtg
- 

▲ **Fri, Aug 12**

- All Day
  -  All Day
  - All Day
  -  8:00 AM – 9:00 AM
- 
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▲ **Mon, Aug 15**

- All Day
  -  All Day
  -  8:00 AM – 9:00 AM Check-in EAA
  -  8:00 AM – 9:00 AM
  -  9:00 AM – 10:00 AM How can BTS and Facilities work best together
  -  9:00 AM – 11:00 AM OMF Leadership Team
  -  11:30 AM – 1:00 PM
  -  2:00 PM – 3:00 PM Police/Facilities Meeting
  -  4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Tue, Aug 16**

- All Day
  -  All Day
  -  8:00 AM – 9:00 AM
  -  1:30 PM – 2:00 PM Portland Building Access Meeting
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▲ **Wed, Aug 17**

- All Day
- Before 8:00 AM

- 8:00 AM – 9:00 AM
  - 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
  - 9:15 AM – 9:30 AM**
  - 9:30 AM – 10:30 AM Printing & Distribution Check-in
  - 10:30 AM – 10:45 AM quick touch-base on fall BMP & Lead testing
  - 10:45 AM – 11:30 AM**
  - 
  - 1:00 PM – 1:30 PM PSU Jasmine Block Discussion
  - 1:30 PM – 2:30 PM Discussion: Future Training Program (Safety Motion)
  - 2:00 PM – 3:00 PM Portland Building Information Session
  - 3:00 PM – 3:30 PM**
  - 3:30 PM – 4:00 PM Projects
  - 4:00 PM – 5:00 PM SMA/Director Check-in
  - After 5:00 PM**
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▲ **Thu, Aug 18**

- All Day
  - Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 9:00 AM – 9:05 AM**
  - 9:05 AM – 10:00 AM Vendor/Contracting Outreach and Tracking
  - 10:00 AM – 11:30 AM Internal Stakeholder Meeting - Active Shooter/Workplace Violence
  - 11:30 AM – 12:00 PM**
  - 12:00 PM – 1:00 PM Facilities Re-Organizational Meeting
  - 1:00 PM – 3:30 PM**
  - 3:30 PM – 4:00 PM Fred/Bryant check-in
  - 4:00 PM – 5:00 PM**
  - After 5:00 PM**
- 

▲ **Fri, Aug 19**

- All Day
- All Day
- All Day

- Before 8:00 AM**
  - 8:00 AM – 3:00 PM
  - 9:00 AM – 9:30 AM Meet with Bryant
  - 12:00 PM – 1:00 PM OMF General Information Session with Fred Miller
  - 3:00 PM – 4:00 PM Meeting: Mayor Elect Ted Wheeler
  - 4:00 PM – 5:00 PM City Risk Check-in
  - After 5:00 PM**
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▲ **Mon, Aug 22**

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  - Before 8:00 AM**
  - 8:00 AM – 9:00 AM Check-in EAA
  - 8:00 AM – 9:00 AM
  - 9:00 AM – 9:30 AM**
  - 9:30 AM – 10:00 AM Data Center Project Check-In
  - 10:00 AM – 10:30 AM**
  - 10:30 AM – 11:30 AM MM Fall BMP Meeting
  - 11:30 AM – 1:00 PM
  - 1:00 PM – 1:30 PM**
  - 1:30 PM – 3:00 PM Facilities/BDS recurring Check-In
  - 3:00 PM – 3:30 PM Portland Building Check-in Mtg
  - 3:30 PM – 4:00 PM**
  - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
  - 4:50 PM – 5:00 PM**
  - After 5:00 PM**
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▲ **Tue, Aug 23**

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- Before 8:00 AM**

- 8:00 AM – 9:00 AM
  - 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
  - **9:30 AM – 10:00 AM**
  - 10:00 AM – 11:30 AM Review PPT - BAAS
  - **11:30 AM – 12:00 PM**
  - 12:00 PM – 12:30 PM Travel to Appt
  - 12:30 PM – 1:30 PM with Philip Scott
  - 1:30 PM – 2:00 PM Return from Appt
  - 2:00 PM – 3:00 PM Facilities Check-in
  - 2:30 PM – 3:00 PM Facilities: BHR Check-in
  - **3:00 PM – 3:30 PM**
  - 3:30 PM – 4:00 PM Safety Committee Meeting
  - 4:00 PM – 5:00 PM review facilities Fall BMP decision packages
  - **5:00 PM – 6:00 PM**
  - 6:00 PM – 7:30 PM ECPC Meeting
  - **After 7:30 PM**
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▲ **Wed, Aug 24**

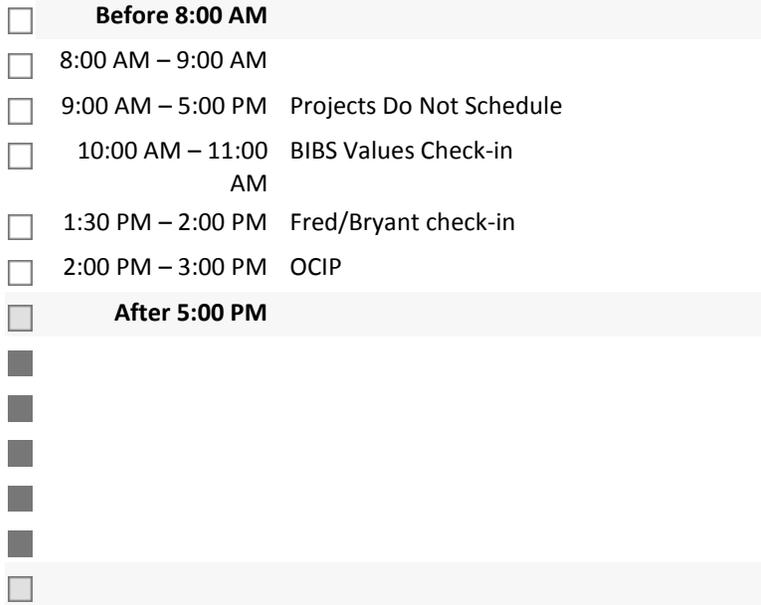
- - 
  - **Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 9:00 AM – 3:15 PM Update: BIBS Annual All Staff Meeting
  - **3:15 PM – 5:00 PM**
  - **After 5:00 PM**
- 

▲ **Thu, Aug 25**

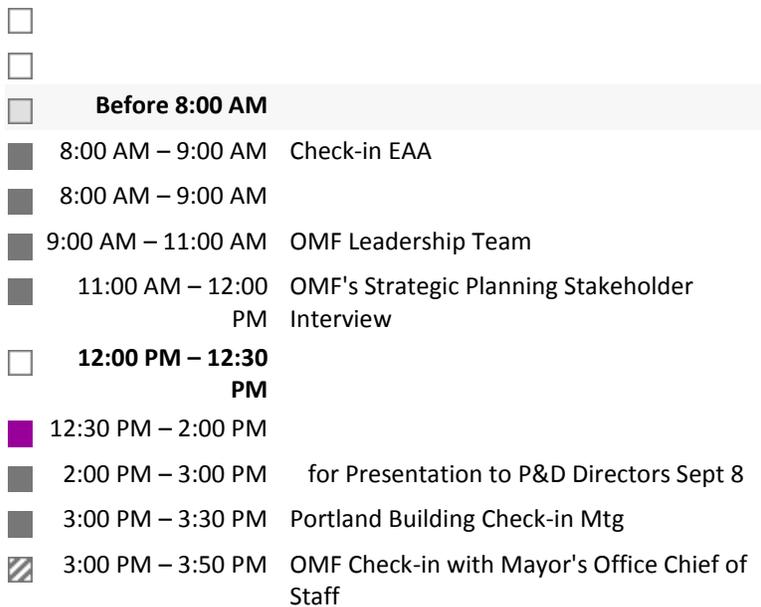
- 8:00 AM – 8:30 AM
- 8:30 AM – 4:00 PM TPB Reconstruction Project: Workplace Visioning and Goal Setting
- 3:30 PM – 4:00 PM final review facilities Fall BMP decision packages (placeholder - if needed)
- 4:00 PM – 5:00 PM SMA/Director Check-in
- **After 5:00 PM**
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▲ **Fri, Aug 26**



▲ **Mon, Aug 29**



- 3:30 PM – 3:50 PM Briefing Navigator Intervention Expanded  
Clean Start
  - 3:50 PM – 4:00 PM**
  - 4:00 PM – 5:00 PM Fall BMP
  - After 5:00 PM**
- 

▲ **Tue, Aug 30**

- Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
  - 9:30 AM – 10:30 AM**
  - 10:30 AM – 12:00 PM Active Shooter Working Group
  - 12:00 PM – 2:00 PM**
  - 2:00 PM – 3:00 PM Facilities Check-in
  - 3:00 PM – 3:30 PM**
  - 3:30 PM – 5:00 PM Out of Office
  - After 5:00 PM**
- 

▲ **Wed, Aug 31**

- Before 8:00 AM**
- 8:00 AM – 9:00 AM
- 8:15 AM – 9:15 AM Portland Building Renovation Project:  
Project Planning
- 8:30 AM – 9:00 AM CCC Clean Start Program Expansion
- 9:00 AM – 10:00 AM BIBS Values
- 10:00 AM – 11:00 AM**
- 11:00 AM – 11:30 AM SAP Enterprise Asset Management Check-in
- 11:30 AM – 1:00 PM Check-in EAA
- 1:00 PM – 2:00 PM**
- 2:00 PM – 3:00 PM Printing & Distribution Check-in
- 3:00 PM – 4:00 PM SMA/Director Check-in
- 4:00 PM – 5:00 PM**
- After 5:00 PM**
-

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September 2016

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▲ Thu, Sep 1

- 8:00 AM – 9:00 AM
- 10:00 AM – 11:30 AM Portland Property Management Team Meeting (Re-occurring)
- 11:30 AM – 1:00 PM Bureau Directors Meeting

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▲ Fri, Sep 2

- 
- 
- 8:00 AM – 9:00 AM

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▲ Mon, Sep 5

- 
- Before 8:00 AM**
- 8:00 AM – 9:00 AM Check-in EAA
- 8:00 AM – 9:00 AM
- 9:00 AM – 11:30 AM**
- 11:30 AM – 1:00 PM
- 1:00 PM – 3:00 PM**
- 3:00 PM – 3:30 PM Portland Building Check-in Mtg
- 3:30 PM – 5:00 PM**
- After 5:00 PM**

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▲ Tue, Sep 6

- - 
  - 8:00 AM – 9:00 AM
-

▲ **Wed, Sep 7**

- - Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
  - 9:00 AM – 9:30 AM Review Talking Points with Kelly Ball
  - 9:30 AM – 11:00 AM Joint Facilities Project Management Updates Meeting
  - 11:00 AM – 12:00 PM TPB Garage Vehicles
  - 12:00 PM – 12:30 PM**
  - 
  - 2:00 PM – 3:00 PM OMF Check-in with Mayor's Office Chief of Staff
  - 3:00 PM – 4:00 PM SMA/Director Check-in
  - 4:00 PM – 5:00 PM**
  - After 5:00 PM**
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▲ **Thu, Sep 8**

- - 
  - Before 7:00 AM**
  - 
  - 8:00 AM – 9:00 AM
  - 9:00 AM – 10:30 AM**
  - 10:30 AM – 12:00 PM FW: P&D Directors Meeting
  - 11:00 AM – 12:00 PM Re-Occurring Green Team mtg
  - 11:30 AM – 1:00 PM
  - 1:00 PM – 2:00 PM Printing & Distribution Check-in
  - 2:00 PM – 3:00 PM City Risk Check-in
  - 3:00 PM – 5:00 PM Facilities Project Manager Interviews
  - After 5:00 PM**
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▲ **Fri, Sep 9**

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<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	<b>Before 8:00 AM</b>
<input type="checkbox"/>	8:00 AM – 9:00 AM
<input type="checkbox"/>	9:00 AM – 9:30 AM Fred/Bryant check-in
<input type="checkbox"/>	9:30 AM – 10:00 AM Bryant/Tom Meeting
<input type="checkbox"/>	10:00 AM – 11:00 AM City Hall Atrium lighting AM
<input type="checkbox"/>	11:00 AM – 12:00 PM PTE Contracts - Insurance Limits / PM Requirements
<input type="checkbox"/>	12:00 PM – 1:00 PM
<input type="checkbox"/>	1:00 PM – 2:00 PM Greg's thoughts on moving forward
<input type="checkbox"/>	2:00 PM – 3:00 PM Contracts Manager Check-in
<input type="checkbox"/>	3:00 PM – 4:00 PM BIBS Budget
<input type="checkbox"/>	<b>4:00 PM – 5:00 PM</b>
<input type="checkbox"/>	<b>After 5:00 PM</b>

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▲ **Mon, Sep 12**

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	<b>Before 8:00 AM</b>
<input type="checkbox"/>	8:00 AM – 9:00 AM Check-in EAA
<input type="checkbox"/>	8:00 AM – 9:00 AM
<input type="checkbox"/>	9:00 AM – 11:00 AM OMF Leadership Team
<input checked="" type="checkbox"/>	11:00 AM – 12:00 PM City Charitable Campaign - support your PM Bureau's rep
<input type="checkbox"/>	12:00 PM – 1:00 PM Meeting
<input type="checkbox"/>	1:00 PM – 1:30 PM Return from Appt.
<input type="checkbox"/>	<b>1:30 PM – 2:00 PM</b>
<input type="checkbox"/>	2:00 PM – 3:00 PM Safety in Motion
<input type="checkbox"/>	3:00 PM – 3:30 PM Portland Building Check-in Mtg
<input type="checkbox"/>	3:30 PM – 4:30 PM BHR 2nd Monthly Check - In
<input type="checkbox"/>	<b>4:30 PM – 5:00 PM</b>
<input type="checkbox"/>	<b>5:00 PM – 7:30 PM</b>
<input type="checkbox"/>	7:30 PM – 8:30 PM New Event
<input type="checkbox"/>	<b>8:30 PM – 10:00 PM</b>

- 10:00 PM – 11:00 PM New Event
  - After 11:00 PM**
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▲ **Tue, Sep 13**

- - 
  - Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
  - 9:30 AM – 10:00 AM Check-in John Chandler
  - 10:00 AM – 11:00 AM Fleet Storage Options
  - 11:00 AM – 12:00 PM SMA/Director Check-in
  - 11:30 AM – 12:00 PM BEIC Updates
  - 
  - 12:00 PM – 1:00 PM BIBS/CBO Monthly Meeting
  - 1:00 PM – 2:00 PM BIBS Team Meeting (New Series)
  - 2:00 PM – 3:00 PM Facilities Check-in
  - 2:00 PM – 3:30 PM Budget Process Debrief
  - 3:30 PM – 4:30 PM OMF Advisory Committee - September Meeting
  - 4:30 PM – 5:00 PM**
  - After 5:00 PM**
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▲ **Wed, Sep 14**

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- Before 8:00 AM**
- 8:00 AM – 9:00 AM
- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
- 9:15 AM – 9:30 AM**
- 9:30 AM – 10:30 AM Printing & Distribution Check-in
- 10:30 AM – 11:00 AM**

- 11:00 AM – 12:00 PM Learning & Development Report
  - 12:00 PM – 1:00 PM R2D2 Construction Review
  - 12:00 PM – 1:00 PM OMF Speaker Series: Elisa Dozono, Miller Nash Attorneys at Law
  - 1:00 PM – 1:30 PM**
  - 1:30 PM – 5:00 PM BIBS/Risk-Discretionary Immunity Class
  - After 5:00 PM**
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▲ **Thu, Sep 15**

- - 
  - Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 9:00 AM – 10:00 AM Portland Oregon Sign Meeting
  - 10:00 AM – 11:00 AM**
  - 
  - 11:30 AM – 1:00 PM**
  - 1:00 PM – 2:00 PM Facilities FMT Check-in CJ Rachko
  - 2:00 PM – 3:30 PM**
  - 3:30 PM – 4:00 PM FW: Fred/Bryant check-in
  - 4:00 PM – 5:00 PM**
  - After 5:00 PM**
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▲ **Fri, Sep 16**

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- Before 8:00 AM**
- 8:00 AM – 9:00 AM
- 9:00 AM – 10:00 AM**
- 10:00 AM – 11:00 AM Out of Office
- 11:00 AM – 12:00 PM**
- 12:00 PM – 1:00 PM OMF General Information Session with Fred Miller
- 1:00 PM – 5:00 PM**

After 5:00 PM

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▲ **Mon, Sep 19**

Before 8:00 AM

8:00 AM – 9:00 AM Check-in EAA

8:00 AM – 9:00 AM

9:00 AM – 10:00 AM

10:00 AM – 10:50 AM Updated Invitation: Dan Zalkow/Bryant Engle: Quarterly Check In @ Mon Sep 19, 2016 10am - 10:50am (PDT) (zalkowd@pdx.edu)

10:50 AM – 11:30 AM

11:30 AM – 1:00 PM

1:00 PM – 2:00 PM G4S Security Contract Meeting

2:00 PM – 3:00 PM Police/Facilities Meeting

3:00 PM – 3:30 PM Portland Building Check-in Mtg

3:30 PM – 4:00 PM

4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff

4:50 PM – 5:00 PM

After 5:00 PM

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▲ **Tue, Sep 20**

All Day

All Day

Before 8:00 AM

8:00 AM – 9:00 AM

8:30 AM – 4:30 PM TPB Reconstruction Project: Workplace Programming Alignment

10:30 AM – 12:00 PM FW: Risk Management Staff Meeting

1:00 PM – 1:30 PM BIBS Check-in w/BHR Director

4:30 PM – 5:00 PM

After 5:00 PM

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▲ **Wed, Sep 21**

Before 8:00 AM

8:00 AM – 9:00 AM

8:15 AM – 9:15 AM Portland Building Renovation Project:  
Project Planning

9:15 AM – 9:30 AM

9:30 AM – 10:30 AM Printing & Distribution Check-in

10:30 AM – 3:00 PM

3:00 PM – 4:00 PM SMA/Director Check-in

3:00 PM – 4:00 PM Portland Building Information Session

4:00 PM – 5:00 PM BIBS Budget

After 5:00 PM

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▲ **Thu, Sep 22**

Before 7:00 AM

8:00 AM – 9:00 AM

8:30 AM – 10:00 AM 2016-17 Actuary Report

10:00 AM – 11:00  
AM

11:00 AM – 12:00 PM Oberon 3 Meeting - Matt Selbie

12:00 PM – 12:30 PM PSU Past Due Invoices

12:30 PM – 2:00 PM

2:00 PM – 3:00 PM Contracts Manager Check-in

3:00 PM – 3:30 PM

3:30 PM – 4:00 PM FW: Fred/Bryant check-in

4:00 PM – 5:00 PM

After 5:00 PM

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▲ **Fri, Sep 23**

- - 
  - Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 9:00 AM – 10:00 AM**
  - 10:00 AM – 10:30 AM Fred/Bryant
  - 10:30 AM – 11:00 AM**
  - 11:00 AM – 11:30 AM COnfirm: Ribbon Cutting: All User Restroom
  - 11:30 AM – 1:00 PM**
  - 1:00 PM – 4:00 PM BEIC Roadmap and Plan Meeting
  - 4:00 PM – 5:00 PM**
  - After 5:00 PM**
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▲ **Mon, Sep 26**

- All Day Matthew Spitulski OOO
  - Before 8:00 AM**
  - 8:00 AM – 9:00 AM Check-in EAA
  - 8:00 AM – 9:00 AM
  - 9:00 AM – 11:00 AM OMF Leadership Team
  - 11:00 AM – 11:30 AM**
  - 11:30 AM – 1:00 PM
  - 1:00 PM – 3:00 PM**
  - 3:00 PM – 3:30 PM Portland Building Check-in Mtg
  - 3:30 PM – 4:30 PM MSC Overview
  - 4:30 PM – 5:00 PM**
  - After 5:00 PM**
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▲ **Tue, Sep 27**

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- Before 8:00 AM**
- 8:00 AM – 9:00 AM
- 9:00 AM – 9:30 AM**

- 9:30 AM – 10:30 AM BIBS Leadership Team Meeting (2)
  - 10:30 AM – 11:00 AM Proposed amendments to 5.36.115 AM
  - 11:00 AM – 1:00 PM**
  - 1:00 PM – 2:00 PM Executive Equity Committee - Quarterly Meeting
  - 2:00 PM – 3:00 PM Facilities Check-in
  - 3:00 PM – 4:00 PM Strategies for Handling Protests
  - 4:00 PM – 5:00 PM**
  - After 5:00 PM**
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▲ **Wed, Sep 28**

- - Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 8:30 AM – 9:30 AM Jasmine Building and Eastside Service Center
  - 9:30 AM – 10:30 AM Printing & Distribution Check-in
  - 10:30 AM – 11:00 AM**
  - 11:00 AM – 12:00 PM HR Business Partner/BIBS Director Meeting
  - 12:00 PM – 1:00 PM**
  - 1:00 PM – 2:00 PM Campsite Program Check-In
  - 2:00 PM – 3:00 PM Introduction to Mckissack & McKissack - PBOT, BES, PWB, Parks, Procurement Services, Facilities
  - 3:00 PM – 4:00 PM Safety in Motion
  - 4:00 PM – 5:00 PM**
  - After 5:00 PM**
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▲ **Thu, Sep 29**

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- Before 8:00 AM**
- 8:00 AM – 9:00 AM
- 9:00 AM – 9:30 AM**
- 9:30 AM – 11:00 AM FY 15-16 4th Qtr. Campsite Cleanup Program Stakeholders Mtg
- 9:30 AM – 11:00 AM Updated: Fy 15-16 fourth quarter camps stakeholders mtg

- 11:00 AM – 11:30 AM**
  - 11:30 AM – 12:00 PM Portland Oregon Sign: Accepting Card payments Mtg
  - 12:00 PM – 1:00 PM OMF Speaker Series: Mike Day, Day CPM Services
  - 1:00 PM – 2:00 PM SMA/Director Check-in
  - 2:00 PM – 3:00 PM City Risk Check-in
  - 3:00 PM – 4:00 PM Execute Closing Documents - 2595 NW Skyline Acquisition AND 13012 SE Division #14
  - 4:00 PM – 4:30 PM**
  - 4:30 PM – 5:00 PM follow up to my voice mail message on city hall
  - After 5:00 PM**
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▲ **Fri, Sep 30**

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  - Before 8:00 AM**
  - 8:00 AM – 9:00 AM
  - 9:00 AM – 9:30 AM**
  - 9:30 AM – 10:00 AM Parks Meeting
  - 10:00 AM – 10:15 AM**
  - 10:15 AM – 11:00 AM BNC Meeting
  - 11:00 AM – 12:00 PM FW: Council Chiefs' of Staff Weekly Meeting 11 am-12 noon
  - 12:00 PM – 5:00 PM**
  - After 5:00 PM**
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