

# Week of: 9/19/11

| <b>Mon 9-19</b>  | <b>Tue 9-20</b>  | <b>Wed 9-21</b>  | <b>Thu 9-22</b>   | <b>Fri 9-23</b>   | <b>Sat 9-24</b> | <b>Sun 9-25</b>  |
|--|--|--|---|---|-----------------|--|
| <p><b>12:00 AM - 12:00 AM</b> - Tom- Out of Office<br/>loc: (Sick)</p> | <p><b>1:00 PM - 2:00 PM</b> - MEET: Change Order Review Committee (CORC) with Carter MacNichol<br/>loc: (Tom's Office)</p> <p><b>2:00 PM - 2:30 PM</b> - MEET: Dan/ Dan/ Sarah RE: Bike Share prep<br/>loc: (Tom's Office)</p> <p><b>3:00 PM - 3:45 PM</b> - MEET: Ashforth Pacific Inc. RE: NE Holladay<br/>loc: (Tom's Office)</p> <p><b>4:00 PM - 5:00 PM</b> - MEET: PBOT/ Mayor's Office RE: Bike Share<br/>loc: (Tom's Office)</p> <p><b>5:00 PM - 5:00 PM</b> - End of day review</p> <p><b>7:00 PM - 9:00 PM</b> - ATTEND: Pedestrian Advisory committee<br/>loc: (City Hall Pettygrove Room, 2nd Floor)</p> | <p><b>8:30 AM - 9:00 AM</b> - TRAVEL TIME<br/>loc: (to Maintenance)</p> <p><b>9:00 AM - 10:00 AM</b> - ATTEND: Maintenance Operations Expanded Staff Meeting<br/>loc: (Corlett Training Room)</p> <p><b>10:00 AM - 11:00 AM</b> - MEET: Tom/ Suzanne/ Eric/ David/ Larry Re: Disaster Policy Council Exercise Prep<br/>loc: (Maintenance)</p> <p><b>11:00 AM - 11:30 AM</b> - TRAVEL TIME</p> <p><b>11:30 AM - 1:00 PM</b> - OFFICE TIME/ LUNCH</p> <p><b>1:00 PM - 3:00 PM</b> - ATTEND: PDOT LMC<br/>loc: (Rose Room)</p> <p><b>3:30 PM - 4:30 PM</b> - TRAVEL TIME</p> <p><b>4:30 PM - 6:00 PM</b> - ATTEND: Oregon Transportation Commission Reception<br/>loc: (Aloft Portland Airport at Cascade Station- 9920 NE Cascades Parkway, Portland, Oregon, 97220)</p> <p><b>6:00 PM - 7:00 PM</b> - TRAVEL TIME</p> | <p><b>8:30 AM - 9:30 AM</b> - OFFICE TIME</p> <p><b>9:30 AM - 10:00 AM</b> - MEET: Jody/ Greg/ Paul RE: HWY 43<br/>loc: (Tom's Office)</p> <p><b>10:15 AM - 10:45 AM</b> - ATTEND: Parking Enforcement Staff Meeting<br/>loc: (7th Floor)</p> <p><b>10:30 AM - 12:00 PM</b> - ATTEND: Planning &amp; Development Directors meeting<br/>loc: (Portland Building, 5th Floor, Water Bureau, Bull Run Conference Room)</p> <p><b>12:00 PM - 1:30 PM</b> - OFFICE TIME/ LUNCH</p> <p><b>1:30 PM - 3:30 PM</b> - ATTEND: Directors Work Session<br/>loc: (Broadway Room)</p> <p><b>3:30 PM - 4:30 PM</b> - MEET: Lavinia Gordon RE: Weekly Check-In<br/>loc: (Tom's Office)</p> <p><b>4:30 PM - 5:00 PM</b> - MEET: Dawn Jansen RE: HR Check-In<br/>loc: (Tom's Office)</p> <p><b>5:00 PM - 5:00 PM</b> - End of day review</p> | <p><b>8:30 AM - 9:30 AM</b> - OFFICE TIME</p> <p><b>9:30 AM - 10:00 AM</b> - TRAVEL TIME</p> <p><b>10:00 AM - 11:00 AM</b> - ATTEND: 2011-12 Snow &amp; Ice preplanning meeting for this coming winter operations<br/>loc: (BOM - Conf, Corlett Training Room)</p> <p><b>11:00 AM - 11:30 AM</b> - TRAVEL TIME</p> <p><b>11:30 AM - 1:30 PM</b> - LUNCH/ OFFICE TIME</p> <p><b>1:30 PM - 2:00 PM</b> - MEET: Christine Leon<br/>loc: (Christine's Office)</p> <p><b>2:00 PM - 3:00 PM</b> - MEET: Catherine RE: Weekly Check-In<br/>loc: (Catherine's Office)</p> |                 | <p><b>12:00 PM - 5:00 PM</b> - Sunday Parkways- NE</p> |