

BQLT Time Sheet (6/11 - 6/24)

Staff Name: *Domica Roberts*

Period Start: *June 11, 2019*

Date	Time In	Break Start	Break End	Time Out	Total hours	What I did
Tuesday (6/11)	10:00 AM			5:15 PM	7	appointment w/ plumber at JTB; reconfirmed time of arrival w/ Nastasi and scope; appointment w/ DEP at Heaven's Gate to install electronic meter reading adapter to RPZ box; Heaven's Gate site visit and check in w/ gardeners; organized bqlt folders into main drive folder; responded to emails; checked voicemail; follow up call to DEP regarding systems; correspondence w/ NYRP on water system issues; updated bqlt rep info & google group membership
Wednesday (6/12)					4	follow up w/ gardeners on couple of outstanding items; scheduled DEP visits @ remaining vital Bklyn gardens
Thursday (6/13)	12:00 PM			6:00 PM	6	brief mtg w/ Jackie & Terry for Westbrook updates + GT registration; correspondence w/ several gardeners about issues in the gardens; checked voicemail; updated website; updated drive documents;
Friday (6/14)					4	(out of office) developed jazz concert flyer; drafted mc notice about jazz concerts; updated social media for upcoming garden events;
Saturday (6/15)						
Sunday (6/16)						
Monday (6/17)						
Tuesday (6/18)	2:00 PM			8:30 PM	7	checked w/ DEP for missing vital bklyn account numbers; reconfirmed contact number for site visits; attended communications mtg; worked on draft for July newsletter; updated website events/posts
Wednesday (6/19)						reconfirmed DEP appointments at the 6 vital bklyn gardens
Thursday (6/20)	11:00 AM			6:30 PM	7.5	coordinated DEP site visits to 6 vital bklyn gardens for satellite reader installation; developed poster for woodbine jazz performance; updated website events; updated facebook events;
Friday (6/21)	6:30 PM			7:30 PM	1	attended and documented jazz event at Woodbine
Saturday (6/22)						
Sunday (6/23)	7:00 PM			9:00 PM	2	attended and documented hcx event at Westbrook
Monday (6/24)						
					38.25	

Staff Signature: *Domica Roberts*

Supervisor Signature: