

MTC TH&F 20_6_17 Report No 1 Town Hall usage

Typical Overview Report for the Week Beginning Monday 15 June 2020 for Town Hall

	Monday (15/06)	Tuesday (16/06)	Wednesday (17/06)	Thursday (18/06)	Friday (19/06)	Saturday (20/06)	Sunday (21/06)
	[06:00 - 18:00]	[06:00 - 18:00]	[06:00 - 18:00]	[06:00 - 18:00]	[06:00 - 18:00]	[07:15 - 17:45]	[10:45 - 17:45]
Assembly Room			Lucy Tom - Curtains 08:00-16:00 Diary Notes: Take down AR curtains Day & time TBC				
Main Entrance - Foyer	Caretaker - Mike Hamblin 09:00-11:00 Diary Notes: Logo mat exchange Time TBC		Call centre volunteers 10:00-11:00 Diary Notes: Lanyard collection		Call centre volunteers 10:00-11:00 Diary Notes: Lanyard collection		
Heals Office	Heals Charity - Drop in 10:00-13:00						
Jackdaws Cafe	Jackdaws Cafe' 9:00-14:00	Jackdaws Cafe' 9:00-14:00	Jackdaws Cafe' 9:00-14:00	Jackdaws Cafe' 9:00-14:00	Jackdaws Cafe' 9:00-14:00	Jackdaws Cafe' 9:00-14:00	Jackdaws Cafe' 9:00-14:00
Cleaning	Daily Cleaning - Nigel 06:00-08:00 Daily Cleaning - Nigel 13:00-13:30	Daily Cleaning - Nigel 06:00-08:00 Daily Cleaning - Nigel 13:00-13:30	Daily Cleaning - Nigel 06:00-08:00 Daily Cleaning - Nigel 13:00-13:30	Daily Cleaning - Nigel 06:00-08:00 Daily Cleaning - Nigel 13:00-13:30	Daily Cleaning - Nigel 06:00-08:00 Daily Cleaning - Nigel 13:00-13:30	Daily Cleaning - Nigel 07:15-08:30	

Office / TiC / Museum	Claire Mann 16:00-17:00	Claire Mann 16:00-17:00	Claire Mann 16:00-17:00	Claire Mann 16:00-17:00	Wired for Networks server10:00-17:00		
	Diary Notes: Claire - Printing	Diary Notes: Claire - Printing	Diary Notes: Claire - Printing	Diary Notes: Claire - Printing	Diary Notes: Claire - Printing		

Wesleyan Room	S&K Decorators 08:00-16:00	S&K Decorators 08:00-16:00	S&K Decorators 08:00-16:00	S&K Decorators 08:00-16:00	S&K Decorators 08:00-16:00		
	Diary Notes: S&K decoration	Diary Notes: S&K decoration	Diary Notes: S&K decoration	Diary Notes: S&K decoration	Diary Notes: S&K decoration		