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| DATE | SERVICE/ACTIVITY | TIME/HOURS | MILEAGE |
| 3/1/2024 | Schedule Mobile FSO Pre-Licensing inspection for Gertz Culinary – email | 0.25 |  |
| 3/5/2024 | Scheduling and planning for month of March with Sue; BOH reporting of activities | 0.50 |  |
| 3/5/2024 | Scheduling Mobile FSO inspection/instructions for Gertz Culinary - email | 0.25 |  |
| 3/6/2024 | Scheduling Mobile FSO inspection for Gertz Culinary - emails | 0.25 |  |
| 3/7/2024 | Planning/Scheduling of what needs completed; reports, records, documentation/updating of animal bites, food facilities/complaints – HealthSpace; Temporary FSO’s; phone call/emails – Parrot Head; application and plan reviews – Save A Lot and Weber’s; Annual Financial Report (AFR) reporting requirements w/ Sue – ODH Gateway | 6.00 | 32.00  to and from office  113 Harding Way E. Galion, to 43 W. Main St. Shelby |
| 3/8/2024 | Temporary FSO – Maria’s at the Little Shops of Shelby; email and scheduling, and information requests – establishing a fee and permit in HealthSpace. | 1.00 |  |
| 3/9/2024 | Temporary FSO – Maria’s inspection and licensing at the Little Shops of Shelby | 2.00 | 34.00  to and from office 113 Harding Way E. Galion to Little Shops of Shelby, 40 E. Main St. Shelby |
| 3/13/24 | Reports/records, prepare Mobile FSO license for Gertz Culinary, pre-licensing/standard inspection of Gertz Culinary mobile FSO, update animal bite records/files/HealthSpace – Marli Patton, vet/rabies vaccination verification, emails, temporary FSO paperwork, and planning/scheduling | 5.00 | 32.00  to and from office  113 Harding Way E. Galion, to 43 W. Main St. Shelby  4.00  from 43 W. Main St. to 3921 OH 39 and back to 43 W. Main St. |
| 3/18/2024 | Q complaint consult | 0.25 |  |
| 3/20/2024 | Parrot Head update HealthSapce, dog bite paperwork, update, Liberty Ink plan review info. request, call/consult Managers Food Certification, planning, generate lists Inspection/Investigation – Standard/CCP/Complaint for the Q | 3.50 | 32.00  to and from office  113 Harding Way E. Galion, to 43 W. Main St. Shelby |
| 3/22/2024 | Complaint report – Legends | 0.25 |  |
| 3/26/2024 | Call – Maria’ s Temporary FSO, questions/info request, emails, Lead Grant, Clean-Up Days, Liberty Ink – tattoo plan approval and site visit, reports/records update in HealthSpace, Legends Standard/CCP/Complaint | 4.50 | 32.00  to and from office  113 Harding Way E. Galion, to 43 W. Main St. Shelby |
| 3/27/2024 | Consult – monthly activities for BOH report, AFR submission questions | 0.25 |  |
|  |  | **TOTAL HOURS:**  **24.00** | **TOTAL MILES:**  **166** |