|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  32.00to and from office113 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 | 34.00to 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 | 32.00to and from office113 Harding Way E. Galion, to 43 W. Main St. Shelby4.00from 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 | 32.00to and from office113 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 | 32.00to and from office113 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** |