| DAS Construction Services Daily Out-of-Office Log |
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|

| Date: |       | Completed By: |       |
| --- | --- | --- | --- |
| Unit:(check one) | [ ]  | ODC (Office of Design & Construction) - Teams |
| [ ]  | ODC - Process Management & Technical Services |
| [ ]  | OSCG (Office of School Construction Grants) |
| [ ]  | OEDM (Office of Education and Data Management) |
| [ ]  | OSBI (Office of State Building Inspector) |
| [ ]  | OSFM (Office of State Fire Marshal) |
| [ ]  | Legal Unit |
| [ ]  | Senior Management |

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|  |  |  |
| --- | --- | --- |
| Name | Type of Leave | **Duration** |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |
|       |       | [ ]  | AM | [ ]  | PM | [ ]  | All Day |