

Name	Sriram Vujjini	Building Manager Log
Date	21.03.2025	
Time	12 pm - 6:30 pm	
ROOM	<u>Notes:</u>	
Ballroom A - 2100A		
Ballroom B - 2100B		
Ballroom C - 2100C		
Ballroom ABC - 2100		
The Oval Theater - 2500		
Legacy Room - 2702		
Honors Room - 2703		
Big East Room - 2705		
Ybor Room - 2706		
Spirit Room - 2707		
Plaza Room - 2708	Set for Small Business Owners at USF	
Hillsborough Room - 2709		
Sabal Room - 3700		
Palm Conf. Room - 3701		
Orchid Room - 3702		
Tarpon Room - 3704		
Manatee Room - 3705		
Oak Room - 3707		
Sandhill Crane Room - 3708		
Bob Room - 3709		
Egret Room - 3711	Set to meeting block	
Columbia Room - 3712		
Challenger Room - 3713		
The Chamber - 4200		
1st Floor Student Life Tower		
2nd Floor Student Life Tower		
3rd Floor Student Life Tower		
4th Floor Student Life Tower		
Amphitheater	Struck	
Atrium		
North Entrance (Outside)		
East Entrance (Outside)		
SVC Breeze Way (Outside)		
Crescent Hill		
MSC/MLK Plaza (Outside)		
SKYPAD		
BullPen/S&L Area (Outside)		
Electronics		
BM/Set-up/Bull Market Radios	11	Count all radios - notify E1 if any electronics are missing or broken
BM Cell Phone	1	
Crew		
Info Desk Staff	Mercedes Alonso, Amarlia Bellot	
# of Set Up Keys	1	
Set-up Crew	Natacha Angheben, Malyka Griffith, An Pham	
SNL Standby Tech	Long Vo, Vamsi Ala	
SNL Event Tech	Mohammad Wasif Hossain	
Bull Market	Karan FNO, Divyanshu Pandya	
Additional Duties/Notes		
Maintenace issues:	Yes / No	work order submitted :
Conference wing CLOCK issues	RM#	yes/ no
Conference wing Light issues:	RM#	yes/no
Additional Notes: 12:30 pm: L2 asked the BM to give Kone A elevator reset key. BM accomodated the request.		
1:20 pm: The client in the Amphitheatre (The Muslim Connection) did not show up for their event. When BM called them to confirm, they said that they did not know that they had a reservation for today. They said they will call back in a few minutes to confirm whether they will show up or not. After not having received a call for 15 minutes, BM called them back upon which they said they would not be showing up. BM told them that from next time they have to notify at least 2 hours prior to the event start time if they are cancelling. The client acknowledged it. BM asked setup crew and SNL to strike the furniture and tech equipment.		
1:45 pm: A person from CLCE asked for caution tape from the BM office. He returned it back after some time.		

2:50 pm: Operations 2 notified BM that a person (who looked like he was in his 40s) who was reading a book in the commuter lounge in 4th floor was causing an issue when custodial was cleaning up around him. He was creating a disturbance over there and Admin 1 and Operations 1 went there and asked him to leave the building. Operations 2 informed the BM to call UPD in case he was seen again causing issues inside the building.

5 pm: The people that were working on repairs in the building bought the keys that they took from L1 back and signed off their name on the sheet that L1 gave. BM put the keys and sheet on L1's desk upon his request.

6 pm: East entrance breakers were turned off (The non - ADA doors were not locking).