

<b>Name</b>	Sriram Vujjini		<h1>Building Manager Log</h1>
<b>Date</b>	04.22.2025		
<b>Time</b>	11 am - 3:30 pm		
<b>ROOM</b>	<b>Notes:</b>		
Ballroom A - 2100A			
Ballroom B - 2100B			
Ballroom C - 2100C			
Ballroom ABC - 2100			
The Oval Theater - 2500	Prefunction set for national society of leadership and success		
Legacy Room - 2702			
Honors Room - 2703			
Big East Room - 2705			
Ybor Room - 2706			
Spirit Room - 2707			
Plaza Room - 2708			
Hillsborough Room - 2709			
Sabal Room - 3700			
Palm Conf. Room - 3701	Set for National Council of Negro women Assoication @ USF		
Orchid Room - 3702			
Tarpon Room - 3704	Set for Muslim students association		
Manatee Room - 3705			
Oak Room - 3707			
Sandhill Crane Room - 3708	Set for My perspective		
Bob Room - 3709			
Egret Room - 3711	Set for Association of computing machinery		
Columbia Room - 3712	Set for chess club at USF		
Challenger Room - 3713	Set for Florida PIRG students at USF		
The Chamber - 4200			
1st Floor Student Life Tower			
2nd Floor Student Life Tower			
3rd Floor Student Life Tower			
4th Floor Student Life Tower			
Amphitheater			
Atrium			
North Entrance (Outside)			
East Entrance (Outside)			
SVC Breeze Way (Outside)			
Crescent Hill			
MSC/MLK Plaza (Outside)			
SKYPAD			
BullPen/S&L Area (Outside)			
<b>Electronics</b>			
BM/Set-up/Bull Market Radios	11	Count all radios - notify E1 if any electronics are missing or broken	
BM Cell Phone	1		
<b>Crew</b>			
Info Desk Staff	Fareeza Rahman, Livia Guimaraes de Oliveira, Abhipsa Dass		
# of Set Up Keys	1		
Set-up Crew	Julia Da Silva, Makayla Bennett, Brandi Ortega, Khang Phan, Loc Nguyen		
SNL Standby Tech	Zackary Mannheimer		
SNL Event Tech			
Bull Market	Karan FNO, Natalia Lima, Sofia Chamat Vergara		
<b>Additional Duties/Notes</b>			
Maintenace issues:	Yes / No	work order submitted :	
Conference wing CLOCK issues	RM#	yes/ no	
Conference wing Light issues:	RM#	yes/no	
Additional Notes: 11 am: Previous BM informed that 2707 was being used by USF catering (aramark) to store food in there for the event in ballroom even though there was no reservation in the room and no notes about it being on the sheets. She said that she already talked to the catering representative about it, who was figuring out which room they were supposed to have as there has been a mistake on their sheets. The catering representative told L2 that the room was supposed to be 2705 who conveyed the same to BM. BM locked 2707 after they moved their food out.			

11:30 am: Operations 2 asked the BM to put doors not in service signs on the doors with caution tapes at chick fil a, bullpen and the north entrance. BM borrowed the sign holders from Operations 1's office and carried out the request .

12:26 pm: L1 called the BM to give a ladder from first floor mechanical storage in front of SLT to the camera repair guys. BM carried out the request. BM said that they can come to information desk to put the ladder back.

Two people from Campus activities board (CAB) from 2nd floor SLT came by the information desk to inform about a missing package that they were supposed to receive. They said that they package was delivered by USPS to the loading dock and that someone by the name of Tram picked it up and signed off for it and they did not receive it. BM went to loading dock to inquire C2 about it. She said that they did not receive any such package nor there is any person by the name of Tram working there. She also said that custodial or maintenance never take packages that are not delivered to them and will call BMs to sign off any package not delivered to them.


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