

Name	Sriram Vujjini	<h1>Building Manager Log</h1>
Date	09.10.2025	
Time	7:30 pm - 12:30 am	
<u>ROOM</u>	<u>Notes:</u>	
Ballroom A - 2100A		
Ballroom B - 2100B		
Ballroom C - 2100C		
Ballroom ABC - 2100	Prefunction struck and couches put back in prefunction	
The Oval Theater - 2500		
Legacy Room - 2702	Set for College of Education	
Honors Room - 2703	Set for Dominican American Student Association	
Big East Room - 2705		
Ybor Room - 2706		
Spirit Room - 2707		
Plaza Room - 2708	Set for Interfraternity Council	
Hillsborough Room - 2709		
Sabal Room - 3700		
Palm Conf. Room - 3701		
Orchid Room - 3702		
Tarpon Room - 3704		
Manatee Room - 3705	Set for Admissions office	
Oak Room - 3707		
Sandhill Crane Room - 3708		
Bob Room - 3709		
Egret Room - 3711		
Columbia Room - 3712	Set for Christians on Campus	
Challenger Room - 3713		
The Chamber - 4200	Set for Compass group USA	
1st Floor Student Life Tower		
2nd Floor Student Life Tower		
3rd Floor Student Life Tower		
4th Floor Student Life Tower		
Amphitheater		
Atrium	Struck	
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	Set for Panhellenic	Count all radios - notify E1 if any electronics are missing or broken
BM Cell Phone	1	

Crew

Info Desk Staff	Alonso, Maria De Las Mercedes; Adlakha, Kashish	
# of Set Up Keys	1	
Set-up Crew	Williams, Carolyn; To, Kris; Medeiros de Campos, Luiza	
SNL Standby Tech	De Vicente Marquez, Miguel	
SNL Event Tech	Pasumarthi, Daniel	
Bull Market		

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: 8 pm: Bollards were found to be open on the side of the bus loop so they were closed by setup crew.

9 pm: The client in 3709 overstayed their reservation by 15 minutes, even after multiple reminders.

8:55 pm: The client in 3711 overstayed their reservation by 10 minutes.

10 pm: The couches, love seats and coffee tables that were previously stored in 2703 for an event have been put back in front of ballroom.

L4 asked previous BM to have closing strike ballroom if they have time, but they did not have any after all the flips and stirkes. The next event for ballroom is at 6 pm the next day.

The fire panel and smoke control panel were constantly going off no matter how many times acknowledge was hit. BM made sure to check the entire building thoroughly for any fire related incident but there weren't any. Pictures attached to the email.

The right side door of Oval theatre on 3rd floor was found unlocked with lights inside on during closing. The lights were turned off and it was locked.

12pm: During closing rounds, 3707 was being vacummed by a custodial staff so BM did not lock it.

BUILDING MANAGER CHECKLIST

- Check in with your supervisor for additional notes on your shift
- Check that all set ups are complete from previous shift and what still needs to be completed
- Check the white board and the previous BM's log for notes made on the shift
- Ask What time the last rounds were made
- Read over the current sheets and make and necessary notes
- Complete building rounds every 45mins to and hours (5 per shifts)
- Lock and unlock rooms accorning to reservation start and end times

CHECK ALL ROOMS CURRENT STATUS, INCLUDING STUDY ROOMS

- Set for today, or next day?
- Garbage has been taken out?
- Remove any extra furniture or AV equipment
- Clocks are set the the correct time
- Shades are even in the rooms
- Overall maintenacnce of the room
- SET UP SHEET FOR CREW
- set up and strike times are listed on the Set Up Worksheet
- Provide them with a copy of the set up sheet and Diagrams
- Assign any additional tasks

GENERAL TASKS

- Fill out any discipline documents or Incident reports and add email them out at the end of your shift
- Check behind set up crew to ensure rooms sets are correct and have everything they need
- Strike any furniture in the rooms that is nto listed on the reservation
- Leave any notes on the board for the next shift
- Communicate anything important immediately. Call Jacqueline, if there is not a supervisor in the building.

OPENING/ CLOSING

- Unlock | Lock Stairwells
- Unlock | Lock 813 Eats
- CLOSING- Check Ballroom and Oval Theater, lights should be off and all doors including Oval stairwell should be locked
- Ensure all outsid furniture is put away
- Outdoor round is completed and Umbrellas are open each morning and closed each night
- Remove all atrium furniture/ set for any 7am Atrium reservations
- Ensure all light and fans in the AMP are off
- Amazon Gate is closed and locked on days the building has alternate hours
- CLOSING- Check all exterior doors that they are closed, locked and all ZIP ties are removed
- Bull Pen Doors are locked and fully engaged (CLOSING- Zip Ties are Removed)
- Ensure all Patrons have left the Building
- Remove all Zip ties from exterior doors
- Finalize you log, and attach any Incident reports before sending it out