

Name	Sriram Vujjini	Building Manager Log
Date	09.14.2025	
Time	2:30 pm - 8 pm	
ROOM	<u>Notes:</u>	
Ballroom A - 2100A		
Ballroom B - 2100B		
Ballroom C - 2100C		
Ballroom ABC - 2100		
The Oval Theater - 2500	Prefunction struck	
Legacy Room - 2702		
Honors Room - 2703		
Big East Room - 2705	Set for Events and Meeting Services	
Ybor Room - 2706		
Spirit Room - 2707		
Plaza Room - 2708		
Hillsborough Room - 2709		
Sabal Room - 3700		
Palm Conf. Room - 3701		
Orchid Room - 3702		
Tarpon Room - 3704		
Manatee Room - 3705	Set for Delta Sigma Pi, Zeta Beta Tau	
Oak Room - 3707		
Sandhill Crane Room - 3708		
Bob Room - 3709		
Egret Room - 3711	Set for Sigma Chi	
Columbia Room - 3712		
Challenger Room - 3713		
The Chamber - 4200	Set for Presidents Office	
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)		

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	Rahman, Fareeza; Gaskin, Naleena; Phan, Khang
# of Set Up Keys	1
Set-up Crew	Ahsan, Salman; Kitakata, Kae; Raphael, Jeevon; Wilcox, Brianna
SNL Standby Tech	Hussain, Yasir; Pasumarthi, Daniel
SNL Event Tech	
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: 3 pm: The light in front of the right side door of 3711 (facing the direction of entering the room), was turned off. BM put a maintenance request for it. Picture attached to email.		
3:50 pm: A guest from the recent event in 2709 informed the information desk that they forgot a water bottle in the room. BM opened the room for them to get it and locked it back up.		
3:55 pm: The client in 3711 requested for window coverings for the doors. The request was accomodated.		
5:30 pm: The client in 3709 asked for 2 extra banquet tables to the already existing theatre setup. BM asked if they were expecting a lot of people, to which he responded yes. Because they would probably going to maximum capacity, BM accomodated only extra banquet table to avoid getting the room too stuffy.		

6:50 pm: The client in 2708 requested for window coverings for the doors. The request was accommodated.

6:45 pm: The client in 3709 (Sigma Alpha Epsilon) requested the BM for an extension of their reservation by 30 minutes. BM told them that it wouldn't be possible to do that and that they would have to contact their event planner for any further modifications of their reservation. They asked if they can talk to any admin, so BM called L4 who explained them the same. At 7 pm, when going to straighten the room, they said they would need a few extra minutes to wrap up their event. BM told them that there is another client (Kappa Sigma) waiting to get in at 7:15 pm. One of the members of Sigma Alpha Epsilon talked to a member of Kappa Sigma to ask them if they could wait until 7:20 pm, to which they agreed. They agreed to straighten the room once they are done for Kappa Sigma. BM talked to Kappa Sigma just to confirm if they were okay with that, which they were.

The smoke control panel went off at around 3:30 pm and again around 7 pm. Lamp test switch was hit both times to stop it. Picture attached to email.

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 according 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 to the correct time
- Shades are even in the rooms
- Overall maintenance 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 not 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 outside 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 lights 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 your log, and attach any Incident reports before sending it out