

Name	Sriram Vujjini	Building Manager Log
Date	09.19.2025	
Time	8:30 pm - 1:30 am	
ROOM	Notes:	
Ballroom A - 2100A		
Ballroom B - 2100B		
Ballroom C - 2100C		
Ballroom ABC - 2100		
The Oval Theater - 2500	Prefunction struck	
Legacy Room - 2702		
Honors Room - 2703	Set for Muslim Connection	
Big East Room - 2705		
Ybor Room - 2706		
Spirit Room - 2707	Set for Cornerstone Student Fellowship	
Plaza Room - 2708		
Hillsborough Room - 2709	Set for Nepalese Student Association	
Sabal Room - 3700		
Palm Conf. Room - 3701		
Orchid Room - 3702		
Tarpon Room - 3704		
Manatee Room - 3705		
Oak Room - 3707	Set for Middle Eastern and North African Legal Association	
Sandhill Crane Room - 3708		
Bob Room - 3709		
Egret Room - 3711		
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	Set for Panhellenic	Count all radios - notify E1 if any electronics are missing or broken
BM Cell Phone	1	
Crew		
Info Desk Staff	An Pham, Sumaia Ahmed Noor	
# of Set Up Keys	1	
Set-up Crew	Nelson, Jamie (Event staff); Moffett, Page (Event staff); Williams, Carolyn( Event staff); Zahin, Abrar (Event staff); Coll, Andres; Dey, Meghabwati; Nguyen, Loc; Raphael, Jeevon	
SNL Standby Tech	Akbari, Deep	
SNL Event Tech	Vo, Long; 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: 9:10 pm: The client in 3705 (CRAVE Adventist Christian Fellowship) overstayed their reservation by 25 minutes.		
9:15 pm: There was a group having a meeting in 2702 even though they did not have a reservation in there. They were asked to leave and did so soon after. When asked how they got in, the said the room was unlocked (there was also catering equipment and food in there from a previous event that ended at 6 pm).		
Setup crew informed the BM about a broken wooden piece that was falling from under the cabinet at the end of room 3709. It was put back in place but it seems to come out with a little push. A work order was put in for that. Picture attached to the email.		
The late mid BM told the current BM about a green ladder given to the client in ballroom during the white coat ceremony event. Since they were done with the event, the ladder was put back in 1302 (First floor outside SLT).		
11:20 pm: BM heard the fire panel going off. The acknowledge button was hit to stop it. Picture attached to email.		
Lights and fans were turned off the Amphitheatre during closing.		
Amazon gate was closed during closed because of the crashbar issue with the door leading out.		
BUILDING MANAGER CHECKLIST		
<input checked="" type="checkbox"/>	Checn in with your supervisor for additional notes on your shift	

<input checked="" type="checkbox"/>	Check that all set ups are complete from previous shift and what still needs to be completed
<input checked="" type="checkbox"/>	Check the white board and the previous BM's log for notes made on the shift
<input checked="" type="checkbox"/>	Ask What time the last rounds were made
<input checked="" type="checkbox"/>	Read over the current sheets and make and necessary notes
<input checked="" type="checkbox"/>	Complete building rounds every 45mins to and hours (5 per shifts)
<input checked="" type="checkbox"/>	Lock and unlock rooms according to reservation start and end times
CHECK ALL ROOMS CURRENT STATUS, INCLUDING STUDY ROOMS	
<input checked="" type="checkbox"/>	Set for today, or next day?
<input checked="" type="checkbox"/>	Garbage has been taken out?
<input checked="" type="checkbox"/>	Remove any extra furniture or AV equipment
<input checked="" type="checkbox"/>	Clocks are set the the correct time
<input checked="" type="checkbox"/>	Shades are even in the rooms
<input checked="" type="checkbox"/>	Overall maintenacnce of the room
<input checked="" type="checkbox"/>	SET UP SHEET FOR CREW
<input checked="" type="checkbox"/>	set up and strike times are listed on the Set Up Worksheet
<input checked="" type="checkbox"/>	Provide them with a copy of the set up sheet and Diagrams
<input checked="" type="checkbox"/>	Assign any additional tasks
GENERAL TASKS	
<input type="checkbox"/>	Fill out any discipline documents or Incident reports and add email them out at the end of your shift
<input checked="" type="checkbox"/>	Check behind set up crew to ensure rooms sets are correct and have everything they need
<input checked="" type="checkbox"/>	Strike any furniture in the rooms that is nto listed on the reservation
<input checked="" type="checkbox"/>	Leave any notes on the board for the next shift
<input checked="" type="checkbox"/>	Communicate anything important immediately. Call Jacqueline, if there is not a supervisor in the building.
OPENING/ CLOSING	
<input checked="" type="checkbox"/>	Unlock   Lock Stairwells
<input checked="" type="checkbox"/>	Unlock   Lock 813 Eats
<input checked="" type="checkbox"/>	CLOSING- Check Ballroom and Oval Theater, lights should be off and all doors including Oval stairwell should be locked
<input checked="" type="checkbox"/>	Ensure all outsid furniture is put away
<input checked="" type="checkbox"/>	Outdoor round is completed and Umbrellas are open each morning and closed each night
<input checked="" type="checkbox"/>	Remove all atrium furniture/ set for any 7am Atrium reservations
<input checked="" type="checkbox"/>	Ensure all light and fans in the AMP are off
<input checked="" type="checkbox"/>	Amazon Gate is closed and locked on days the building has alternate hours
<input checked="" type="checkbox"/>	CLOSING- Check all exterior doors that they are closed, locked and all ZIP ties are removed
<input checked="" type="checkbox"/>	Bull Pen Doors are locked and fully engaged ( CLOSING- Zip Ties are Removed)
<input checked="" type="checkbox"/>	Ensure all Patrons have left the Building
<input checked="" type="checkbox"/>	Remove all Zip ties from exterior doors
<input checked="" type="checkbox"/>	Finalize you log, and attach any Incident reports before sending it out