Name	Sriram Vujjini
Date	09.05.2025
Time	8:30 pm - 1:30 am

Building Manager Log

ROOM	Notes:
Ballroom A - 2100A	
Ballroom B - 2100B	
Ballroom C - 2100C	
Ballroom ABC - 2100	Set for Admissions Office
The Oval Theater - 2500	Set for Admissions Office
Legacy Room - 2702	
Honors Room - 2703	Set for Admissions Office
Big East Room - 2705	
Ybor Room - 2706	Set for Uzbek Students Community
Spirit Room - 2707	Set for Admissions Office
Plaza Room - 2708	Set for Admissions Office
Hillsborough Room - 2709	Set for Admissions Office
Sabal Room - 3700	
Palm Conf. Room - 3701	Set for Admissions Office
Orchid Room - 3702	
Tarpon Room - 3704	
Manatee Room - 3705	
Oak Room - 3707	
Sandhill Crane Room - 3708	
Bob Room - 3709	
Egret Room - 3711	
Columbia Room - 3712	
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	Set for Admissions Office
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	Pham, An; Admed Noor, Sumaia
# of Set Up Keys	1
Set-up Crew	Ahsan, Salman; Angheben, Natacha; Glow, Elena; Ivy Williams, Addison, Medeiros de Campos, Luiza; Perez, Madison; Williams, Carolyn
SNL Standby Tech	Akbari, Deep
SNL Event Tech	Nguyen, Anh; Vo, Long; Hossain, Wasif
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 pm: In the previous shift, CSI decided to use their ranisite (ballroom) for movies on the lawn so BM talked to the person in charge of the event if the furniture at the plaza can be struck since they moved indoors anyways, upon which she replied saying that they were using those tables so they can't be struck until the event ends.

10:50 pm: Custodial on second floor asked BM to unlock two rooms in the FSL office for taking the trash out. The request was accomodated.

1 am: Amazon gate closed because of the left crashbar (of the retail area doors) that wasn't locking in at closing.

BUILDING MANAGER CHECKLIST	
☑	Checn 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 eveything 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