

Name	Sriram Vujjini	Building Manager Log
Date	11.12.2025	
Time	7:30 pm - 12:30 am	
ROOM	Notes:	
Ballroom A - 2100A		
Ballroom B - 2100B		
Ballroom C - 2100C		
Ballroom ABC - 2100	Prefunction set for Human Resources	
The Oval Theater - 2500		
Legacy Room - 2702		
Honors Room - 2703	Set for Human Resources	
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 Crochet Club	
Orchid Room - 3702		
Tarpon Room - 3704		
Manatee Room - 3705	Set for Lifelong Learners of USF	
Oak Room - 3707		
Sandhill Crane Room - 3708	Set for Entomology Society at USF	
Bob Room - 3709		
Egret Room - 3711		
Columbia Room - 3712	Set for GenCLEO at USF	
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		
Atrium		
North Entrance (Outside)	Furniture bought down for Human Resources setup Monday Morning	
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		Count all radios - notify E1 if any electronics are missing or broken
BM Cell Phone	1	
Crew		
Info Desk Staff	Phan, Khang	
# of Set Up Keys	1	
Event staff		
Set-up Crew	Williams, Carolyn; Maliha, Nazifa; Kholmatov, Rustam	
SNL Standby Tech	Moreno De Sousa, Matheus	
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: 7:45 pm: When the chick - fil - a delivery truck called information desk to have the loading dock gate opened, info desk's button (number 9) did not work so BM went to the gate and opened with his card.		
8:20 pm: The client in 3713 (Graduate and Professional Student Council) did not show up for their event, so BM locked the room.		
8:55 pm: The client in 3705 (Zeta Beta Tau) overstayed their reservation by 10 minutes.		
While setting up the ballroom prefunction, the setup sheet and the diagram mentioned that 2 of the banquet tables required white cloth and black skirts without mentioning which tables they are needed on. BM decided to have them put on the check in tables between ballroom A and B as they would've looked odd on any other tables.		
11:30 pm: BM noticed that the bulls water fountain was turned on despite there being a note on the whiteboard that it was supposed to be off for the whole weekend. So BM turned it off.		

BUILDING MANAGER CHECKLIST		
<input checked="" type="checkbox"/>		Check 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