

|      |                    |  |
|------|--------------------|--|
| Name | Sriram Vujjini     |  |
| Date | 10.15.2025         |  |
| Time | 7:30 pm - 12:30 am |  |

# Building Manager Log

| ROOM                         | Notes:   |
|------------------------------|--|
| Ballroom A - 2100A           |  |
| Ballroom B - 2100B           |  |
| Ballroom C - 2100C           |  |
| Ballroom ABC - 2100          |  |
| The Oval Theater - 2500      |  |
| Legacy Room - 2702           | Set for Trans+ Student Union                                       |
| Honors Room - 2703           | Set for Korean Language Club; Set for Student Affairs Conferencing |
| Big East Room - 2705         | Set for Christians on Campus                                       |
| Ybor Room - 2706             |  |
| Spirit Room - 2707           |  |
| Plaza Room - 2708            |  |
| Hillsborough Room - 2709     | Set for Golden Bulls Dance   |
| Sabal Room - 3700            |  |
| Palm Conf. Room - 3701       |  |
| Orchid Room - 3702           |  |
| Tarpon Room - 3704           | Set for Creative Writers club                                      |
| Manatee Room - 3705          |  |
| Oak Room - 3707              |  |
| Sandhill Crane Room - 3708   |  |
| Bob Room - 3709              |  |
| Egret Room - 3711            | Set for YoungLife Club   |
| 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 |   | Count all radios - notify E1 if any electronics are missing or broken |
| BM Cell Phone                | 1 |   |

## Crew

|                  |   |
|------------------|---|
| Info Desk Staff  | Kahshish Adhlaka, Mercedes Alonso   |
| # of Set Up Keys | 1   |
| Event staff      | Jonathan Glasgow Ferdinand Stevenson  |
| Set-up Crew      | Perez, Madison; Nelson, Jamie; Maliha, Nazifa; Bruna Chitto; Bennett, Makayla |
| SNL Standby Tech | Akbari, Deep  |
| SNL Event Tech   | Nguyen, Anh; Saxena, Shaunik; Nathani, Ronit; De Vicente Marquez, Miguel      |
| 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: 8:30 pm: During rounds, BM noticed that the client in 2703 (Korean Language club) posted their flyers on the door and the wall in front of 2703 using a transparent tape. BM gave them the blue tape from information desk and told them to use that instead.

The setup for 2703 for an event on 10.16.2025 for the Student Affairs Conferencing client said it needs 7 school tables and 21 chairs and mentioned "U-shape" under setup type. BM informed the setup crew to go ahead and use the diagram for 3704 (of the Creative writers club event on the same day) which had the same furnishings and the same U - shape setup.

8:45 pm: A catering truck called the information desk to open the loading dock gate, but their button (number 9) wasn't working so BM went to the loading dock to open it with his card.

8:55 pm: The client in 3711 (First amendment forum) overstayed their reservation by 10 minutes even after setup crew reminded them they had to leave. When the setup crew were finally able to get in to straighten the room for the next event (Young life at USF client) that starts at 9 pm, they found that the previous client stacked and moved all the chairs to the walls (picture attached to the email). The crew informed BM, who then talked to the person in charge of that event, who were right outside the room, to tell them that they were not supposed to make changes to their reservation and that there is another event about to start in a couple of minutes. They offered to help set everything back to what it was to which BM accepted because it was already 9 pm and the reservation for the next client started. After the room was setup, a person from the previous client's group came up to the BM to ask if BM lied to them about there being a next event because he saw the crew lock the room (they did that on accident) and there was no one from the next group present yet. BM responded to that person and the person in charge by saying there actually is a new event and that they should not move the furniture around on such a big scale regardless of whether there is a subsequent event going on or not without getting approval from their event planner or atleast without talking to the building manager. They said that MSC staff said it was okay when they had the same event previously and moved the furniture. BM apologized for the misinformation they may have received previously.

9:10 pm: The Bulls water fountain was turned off

Center gallery was struck

Amphitheatre lights and fans were turned off after the furniture was striked.

12:15 pm: After the building closed, a person called the information desk to ask if he can look for his missing car + home keys in the chick fil a area and the 4th floor. BM helped him look and found the keys and gave them to him.

During an outdoor round in the shift, BM found two outdoor white chairs in the Plaza right beside the bookstore. They were put back in outdoor storage.

| BUILDING MANAGER CHECKLIST   |  |
|--|--|
| <input checked="" type="checkbox"/> Check in with your supervisor for additional notes on your shift<br><input checked="" type="checkbox"/> Check that all set ups are complete from previous shift and what still needs to be completed<br><input checked="" type="checkbox"/> Check the white board and the previous BM's log for notes made on the shift<br><input checked="" type="checkbox"/> Ask What time the last rounds were made<br><input checked="" type="checkbox"/> Read over the current sheets and make and necessary notes<br><input checked="" type="checkbox"/> Complete building rounds every 45mins to and hours (5 per shifts)<br><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?<br><input checked="" type="checkbox"/> Garbage has been taken out?<br><input checked="" type="checkbox"/> Remove any extra furniture or AV equipment<br><input checked="" type="checkbox"/> Clocks are set to the correct time<br><input checked="" type="checkbox"/> Shades are even in the rooms<br><input checked="" type="checkbox"/> Overall maintenance of the room<br><input checked="" type="checkbox"/> SET UP SHEET FOR CREW<br><input checked="" type="checkbox"/> Set up and strike times are listed on the Set Up Worksheet<br><input checked="" type="checkbox"/> Provide them with a copy of the set up sheet and Diagrams<br><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<br><input checked="" type="checkbox"/> Check behind set up crew to ensure rooms sets are correct and have everything they need<br><input checked="" type="checkbox"/> Strike any furniture in the rooms that is not listed on the reservation<br><input checked="" type="checkbox"/> Leave any notes on the board for the next shift<br><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<br><input checked="" type="checkbox"/> Unlock   Lock 813 Eats<br><input checked="" type="checkbox"/> CLOSING- Check Ballroom and Oval Theater, lights should be off and all doors including Oval stairwell should be locked<br><input checked="" type="checkbox"/> Ensure all outside furniture is put away<br><input checked="" type="checkbox"/> Outdoor round is completed and Umbrellas are open each morning and closed each night<br><input checked="" type="checkbox"/> Remove all atrium furniture/ set for any 7am Atrium reservations<br><input checked="" type="checkbox"/> Ensure all lights and fans in the AMP are off<br><input checked="" type="checkbox"/> Amazon Gate is closed and locked on days the building has alternate hours<br><input checked="" type="checkbox"/> CLOSING- Check all exterior doors that they are closed, locked and all ZIP ties are removed<br><input checked="" type="checkbox"/> Bull Pen Doors are locked and fully engaged (CLOSING- Zip Ties are Removed)<br><input checked="" type="checkbox"/> Ensure all Patrons have left the Building<br><input checked="" type="checkbox"/> Remove all Zip ties from exterior doors<br><input checked="" type="checkbox"/> Finalize your log, and attach any incident reports before sending it out |  |