

Name	Sriram Vujjini	<h1>Building Manager Log</h1>
Date	04.24.2025	
Time	10:30 am - 3 pm	
<u>ROOM</u>	<u>Notes:</u>	
Ballroom A - 2100A		
Ballroom B - 2100B		
Ballroom C - 2100C		
Ballroom ABC - 2100		
The Oval Theater - 2500		
Legacy Room - 2702	Set for Crochet 4 Charity	
Honors Room - 2703		
Big East Room - 2705		
Ybor Room - 2706		
Spirit Room - 2707	Set for Black Women in Law	
Plaza Room - 2708		
Hillsborough Room - 2709		
Sabal Room - 3700		
Palm Conf. Room - 3701		
Orchid Room - 3702		
Tarpon Room - 3704	Set for Public Relations Student Society of Am	
Manatee Room - 3705		
Oak Room - 3707		
Sandhill Crane Room - 3708	Set for Pre-Veterinary Society	
Bob Room - 3709	Set for Let's Integrate Mingle and Entertain	
Egret Room - 3711	Set for ColorStack	
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	Set for Acts of Kindness Club	
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	11	Count all radios - notify E1 if any electronics are missing or broken
BM Cell Phone	1	

Crew

Info Desk Staff	Fareeza Rahman, Kashish Adlakha, Mercedes Alonso
# of Set Up Keys	1
Set-up Crew	Aidin Ozubekov, Khang Phan, Kyle Willcox, Natacha Angheben
Event staff	Valentina Gandolfo, Brianna Willcox
SNL Standby Tech	Rasmitha Chinthalapally
SNL Event Tech	Matheus Moreno De Sousa, Dinh Sy Anh Nguyen
Bull Market	Divyanshu Pandya, Natalia Lima, Sofia Chamat Vergara

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: 11 am: The client in room 3709 (latinos in action) requested for 20 extra chairs. BM accomodated the request after ensuring that it is well within max capacity. They also asked if the food on their tables could be wiped down. Custodial on third floor accomodated the request.

12 pm: The person in charge of Latinos in action event in ballroom complained at the information desk that there catering order had not arrived yet and that their point of contact for catering was not responding to their call. BM communicated to their event planner Darci (Events 2) about it, upon which she said that she will relay this information to the catering office.

12 pm: A person from CLCE asked if they can have two concave sign holders and said they will inform L2 that they borrowed the concaves. BM accommodated the request.

1:15 pm: BM hasn't seen room 2707 being used for a while by the Admissions office Latinos in action event. BM asked the person from admissions office that was overseeing the event if they will be using the room until their reservation end or not so that setup crew can flip the room for next event. The person told the BM that the room won't be used anymore so setup crew started flipping the room.

1:30 pm: Bollards were removed in the fire lane (both sides) for the load out for admissions office Latinos in action event.