

Name	Sriram Vujjini		<h1>Building Manager Log</h1>
Date	09.10.2025		
Time	7:30 pm - 12:30 am		
ROOM	Notes:		
Ballroom A - 2100A			
Ballroom B - 2100B			
Ballroom C - 2100C			
Ballroom ABC - 2100	Prefunction struck and couches put back in prefunction		
The Oval Theater - 2500			
Legacy Room - 2702	Set for College of Education		
Honors Room - 2703	Set for Dominican American Student Association		
Big East Room - 2705			
Ybor Room - 2706			
Spirit Room - 2707			
Plaza Room - 2708	Set for Interfraternity Council		
Hillsborough Room - 2709			
Sabal Room - 3700			
Palm Conf. Room - 3701			
Orchid Room - 3702			
Tarpon Room - 3704			
Manatee Room - 3705	Set for Admissions office		
Oak Room - 3707			
Sandhill Crane Room - 3708			
Bob Room - 3709			
Egret Room - 3711			
Columbia Room - 3712	Set for Christians on Campus		
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	Struck		
North Entrance (Outside)			
East Entrance (Outside)			
SVC Breeze Way (Outside)			
Crescent Hill			
MSC/MLK Plaza (Outside)			
SKYPAD			
BullPen/S&L Area (Outside)			
<h2>Electronics</h2>			
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		
<h2>Crew</h2>			
Info Desk Staff	Alonso, Maria De Las Mercedes; Adlakha, Kashish		
# of Set Up Keys	1		
Set-up Crew	Williams, Carolyn; To, Kris; Medeiros de Campos, Luiza		
SNL Standby Tech	De Vicente Marquez, Miguel		
SNL Event Tech	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: 8 pm: Bollards were found to be open on the side of the bus loop so they were closed by setup crew.			
9 pm: The client in 3709 overstayed their reservation by 15 minutes, even after multiple reminders.			
8:55 pm: The client in 3711 overstayed their reservation by 10 minutes.			
10 pm: The couches, love seats and coffee tables that were previosuly stored in 2703 for an event have been put back in front of ballroom.			
L4 asked previous BM to have closing strike ballroom if they have time, but they did not have any after all the flips and stirkes. The next event for ballroom is at 6 pm the next day.			

The fire panel and smoke control panel were constantly going off no matter how many times acknowledge was hit. BM made sure to check the entire building thoroughly for any fire related incident but there weren't any. Pictures attached to the email.
The right side door of Oval theatre on 3rd floor was found unlocked with lights inside on during closing. The lights were turned off and it was locked.
12pm: During closing rounds, 3707 was being vaccumed by a custodial staff so BM did not lock it.

BUILDING MANAGER CHECKLIST	
<input 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 accorning 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 eveything 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