

Name	Sriram Vujjini	<h1>Building Manager Log</h1>
Date	09.07.2025	
Time	6:30 pm - 12:30 am	
<u>ROOM</u>	<u>Notes:</u>	
Ballroom A - 2100A		
Ballroom B - 2100B		
Ballroom C - 2100C		
Ballroom ABC - 2100		
The Oval Theater - 2500	Set for Admissions Office	
Legacy Room - 2702	Set for Chinese Culture and Language Club	
Honors Room - 2703		
Big East Room - 2705		
Ybor Room - 2706		
Spirit Room - 2707		
Plaza Room - 2708		
Hillsborough Room - 2709	Set for Sigma Kappa	
Sabal Room - 3700	Set for Event and Meeting Services	
Palm Conf. Room - 3701	Set for Crochet Club	
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 Dean of Students	
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)		
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	Set for Panhellenic	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	
Set-up Crew	Ferdinand, Stevenson; Kholmatov, Rustam; Perez, Madison	
SNL Standby Tech	Saxena, Shaunak	
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: The smoke control panel has been continually going off even after hitting the lamp test switch. Picture attached to the email.

12 pm: Amazon gate has been closed because of the issue with the retail area door (Left door crashbar staying locked in).

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 accorncing 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 maintenancne 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