

Name	Sriram Vujjini	Building Manager Log
Date	04.12.2025	
Time	4 pm - 1:30 am	
ROOM	Notes:	
Ballroom A - 2100A		
Ballroom B - 2100B		
Ballroom C - 2100C		
Ballroom ABC - 2100	Prefunction set for Phi Alpha Delta	
The Oval Theater - 2500	Set for Caribbean Cultural Exchange	
Legacy Room - 2702	Set for Alpha Kappa Alpha	
Honors Room - 2703		
Big East Room - 2705		
Ybor Room - 2706		
Spirit Room - 2707		
Plaza Room - 2708	Set for Phi Delta Epsilon	
Hillsborough Room - 2709	Set for Men's Lacrosse Club	
Sabal Room - 3700		
Palm Conf. Room - 3701		
Orchid Room - 3702		
Tarpon Room - 3704	Set for Cornerstone Christian Church	
Manatee Room - 3705	Set for Cornerstone Christian Church	
Oak Room - 3707	Set for Grad National Student Speech Lang Hearing Assoc	
Sandhill Crane Room - 3708	Set for Cornerstone Christian Church	
Bob Room - 3709		
Egret Room - 3711		
Columbia Room - 3712		
Challenger Room - 3713	Set for Cornerstone Christian Church	
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)	Set for Kappa Phi Lambda	
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	Sumaia Ahmed Noor, Jenny Tran, Amarlia Bellot	
# of Set Up Keys	1	
Set-up Crew	Kritin Kaul, Rustambek Kholmatov, Loc Nguyen, Madison Perez	
Event staff	An Pham, Abrar Zahin	
SNL Standby Tech	Rasmitha Chinthalapally, Vamsi Ala	
SNL Event Tech	Long Vo, Vatsal Kapoor, Mohammad Wasif Hossain, Dinh Sy Anh Nguyen	
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: 4 pm: Previous BM told the current BM that both the main elevators are now down (cart 1 has been down for a while cart 2 went down today at around 4 pm). Previous BM said she tried resetting it but it did not work. Current BM texted Operations 1 and Logistics 2 about it and tried resetting again but it did not work. The elevator was not responding to the buttons at all (it was in 4th floor). Maintenance 3 (Tony) assisted BM on facetime upon operations contacting him about it. He assisted BM in hitting a special reset button inside the elevator panel in 4th floor. After trying a couple of special reset buttons, the elevator started working again. BM communicated the same to operations 1, L2 and UPD. SLT elevators were used while cart 2 was being fixed, with zipties put around SLT door crashbars. BM removed the zipties and put the SLT elevator back in independent service after cart 2 was fixed.
Upon checking the setup for ballroom event at 6 pm, BM found that a podium was missing. BM and a setup crew member put it on the stage.
An pham from event staff had trouble clocking out after her shift as both the ipads were running into errors. She communicated to the BM that she would be clocking out on her phone as there was no other option. BM acknowledged it. BM also hit some buttons in settings in the ipad to get it working again.
The client in the amphitheatre overstayed their reservation by 15 minutes.
The client in ballroom (Phi Alpha Delta) asked for black table cloths on the banquet tables at the back and an extra banquet table. The request was accomodated.
There were people found in 3702 in one of the rounds. BM asked them to leave as they didn't have a reservation.
<u>Setup crew did not lock 3705 after their setup and a couple of people went in there and were hanging out. BM asked them to leave as they didn't have a reservation.</u>