

Name	Sriram Vujjini	Building Manager Log
Date	09.14.2025	
Time	8 pm - 12:30 am	
ROOM	Notes:	
Ballroom A - 2100A		
Ballroom B - 2100B		
Ballroom C - 2100C		
Ballroom ABC - 2100		
The Oval Theater - 2500		
Legacy Room - 2702		
Honors Room - 2703		
Big East Room - 2705		
Ybor Room - 2706		
Spirit Room - 2707		
Plaza Room - 2708		
Hillsborough Room - 2709		
Sabal Room - 3700		
Palm Conf. Room - 3701		
Orchid Room - 3702		
Tarpon Room - 3704		
Manatee Room - 3705	Set for Lifelong Learners of USF	
Oak Room - 3707		
Sandhill Crane Room - 3708		
Bob Room - 3709		
Egret Room - 3711		
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		
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	Adlakha, Kashish	
# of Set Up Keys	1	
Set-up Crew	Raphael, Jeevon; Maliha, Nazifa; Dey, Meghabwati; Angheben, Natacha	
SNL Standby Tech	Nguyen, Anh	
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 client in 3709 (Kappa Sigma) overstayed their reservation for 10 minutes.		
11:10 pm: The smoke control panel started beeping. BM stopped it by hitting the lamp test switch. Picture attached to email.		
During closing, the north entrance ADA switch wasn't flicking off (it flicks back to on). So it was left at on. The door was locked with crashbars pushed in though.		

BUILDING MANAGER CHECKLIST	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Checn in with your supervisor for additional notes on your shift Check that all set ups are complete from previous shift and what still needs to be completed Check the white board and the previous BM's log for notes made on the shift Ask What time the last rounds were made Read over the current sheets and make and necessary notes Complete building rounds every 45mins to and hours (5 per shifts) Lock and unlock rooms accorning to reservation start and end times
CHECK ALL ROOMS CURRENT STATUS, INCLUDING STUDY ROOMS	
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Set for today, or next day? Garbage has been taken out? Remove any extra furniture or AV equipment Clocks are set the the correct time Shades are even in the rooms Overall maintenacnce of the room SET UP SHEET FOR CREW set up and strike times are listed on the Set Up Worksheet Provide them with a copy of the set up sheet and Diagrams Assign any additional tasks
GENERAL TASKS	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Fill out any discipline documents or Incident reports and add email them out at the end of your shift Check behind set up crew to ensure rooms sets are correct and have evevthing they need Strike any furniture in the rooms that is nto listed on the reservation Leave any notes on the board for the next shift Communicate anything important immediately. Call Jacqueline, if there is not a supervisor in the building.
OPENING/ CLOSING	
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Unlock Lock Stairwells Unlock Lock 813 Eats CLOSING- Check Ballroom and Oval Theater, lights should be off and all doors including Oval stairwell should be locked Ensure all outsid furniture is put away Outdoor round is completed and Umbrellas are open each morning and closed each night Remove all atrium furniture/ set for any 7am Atrium reservations Ensure all light and fans in the AMP are off Amazon Gate is closed and locked on days the building has alternate hours CLOSING- Check all exterior doors that they are closed, locked and all ZIP ties are removed Bull Pen Doors are locked and fully engaged (CLOSING- Zip Ties are Removed) Ensure all Patrons have left the Building Remove all Zip ties from exterior doors Finalize you log, and attach any Incident reports before sending it out