

Name	Sriram Vujjini	<h1>Building Manager Log</h1>
Date	09.13.2025	
Time	9 pm - 1:30 am	
<u>ROOM</u>	<u>Notes:</u>	
Ballroom A - 2100A		
Ballroom B - 2100B		
Ballroom C - 2100C		
Ballroom ABC - 2100	Prefunction struck	
The Oval Theater - 2500	Prefunction set for Cornerstone Christian Church	
Legacy Room - 2702		
Honors Room - 2703		
Big East Room - 2705		
Ybor Room - 2706		
Spirit Room - 2707		
Plaza Room - 2708		
Hillsborough Room - 2709	Set for Alpha Omega	
Sabal Room - 3700		
Palm Conf. Room - 3701		
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		
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	Galib, M M Tasin Ferdaous	
# of Set Up Keys	1	
Set-up Crew	Coll, Andres; Glasgow, Jonathan; Nguyen, Loc	
SNL Standby Tech	Vo, Long	
SNL Event Tech	De Vicente Marquez, Miguel; Hossain, Wasif	
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: 9:30 pm: The client in 2709 (Pakistani Student Association) informed the BM that their trash cans have filled up. BM tried calling custodial on the radio multiple times but they didn't respond. For the time being, BM handed them extra trash bags from the catering staff on second floor, and tried to find custodial in the building. Once they were found, BM informed them about the situation and they helped the client.

10:40 pm: The client in 3707 overstayed their reservation for 10 minutes (to load out their things).

11:08 pm: The smoke control panel was beeping. BM hit the lamp test switch to stop it and it did. Picture attached to the email.

12:25 am: The client in ballroom were wrapping up their event, so BM removed the concave sign used for SLT elevator directions for the event.

12:35 am: Late mid BM told the current BM to check on loading dock gate to see if its locked or not as it was not locking in his shift. BM checked it and it was locked.

While doing closing rounds, BM found a sticker on the womens bathroom door in 4th floor. It was removed and trashed. Picture attached to email.

During closing, the ADA switch on the north entrance door was not flicking towards off. The door was locked with the carshbars out but the switch was stuck at "on".

BUILDING MANAGER CHECKLIST

- Check 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

- 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

- 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 everything 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

- 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