

Name	Sriram Vujjini		<h1>Building Manager Log</h1>
Date	09.14.2025		
Time	2:30 pm - 8 pm		
ROOM	Notes:		
Ballroom A - 2100A			
Ballroom B - 2100B			
Ballroom C - 2100C			
Ballroom ABC - 2100			
The Oval Theater - 2500	Prefunction struck		
Legacy Room - 2702			
Honors Room - 2703			
Big East Room - 2705	Set for Events and Meeting Services		
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 Delta Sigma Pi, Zeta Beta Tau		
Oak Room - 3707			
Sandhill Crane Room - 3708			
Bob Room - 3709			
Egret Room - 3711	Set for Sigma Chi		
Columbia Room - 3712			
Challenger Room - 3713			
The Chamber - 4200	Set for Presidents Office		
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)			
<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	Rahman, Fareeza; Gaskin, Naleena; Phan, Khang		
# of Set Up Keys	1		
Set-up Crew	Ahsan, Salman; Kitakata, Kae; Raphael, Jeevon; Wilcox, Brianna		
SNL Standby Tech	Hussain, Yasir; Pasumarthi, Daniel		
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: 3 pm: The light in front of the right side door of 3711 (facing the direction of entering the room), was turned off. BM put a maintenance request for it. Picture attached to email.			
3:50 pm: A guest from the recent event in 2709 informed the information desk that they forgot a water bottle in the room. BM opened the room for them to get it and locked it back up.			
3:55 pm: The client in 3711 requested for window coverings for the doors. The request was accomodated.			
5:30 pm: The client in 3709 asked for 2 extra banquet tables to the already existing theatre setup. BM asked if they were expecting a lot of people, to which he responded yes. Because they would probably going to maximum capacity, BM accomodated only extra banquet table to avoid getting the room too stuffy.			

6:50 pm: The client in 2708 requested for window coverings for the doors. The request was accomodated.
6:45 pm: The client in 3709 (Sigma Alpha Epsilon) requested the BM for an extension of their reservation by 30 minutes. BM told them that it wouldn't be possible to do that and that they would have to contact their event planner for any further modifications of their reservation. They asked if they can talk to any admin, so BM called L4 who explained them the same. At 7 pm, when going to straighten the room, they said they would need a few extra minutes to wrap up their event. BM told them that there is another client (Kappa Sigma) waiting to get in at 7:15 pm. One of the members of Sigma Alpha Epsilon talked to a member of Kappa Sigma to ask them if they could wait until 7:20 pm, to which they agreed. They agreed to straighten the room once they are done for Kappa Sigma. BM talked to Kappa Sigma just to confirm if they were okay with that, which they were.
The smoke control panel went off at around 3:30 pm and again around 7 pm. Lamp test switch was hit both times to stop it. Picture attached to email.

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 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