

Name	Sriram Vujjini	Building Manager Log
Date	10.15.2025	
Time	7:30 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	Set for Trans+ Student Union	
Honors Room - 2703	Set for Korean Language Club; Set for Student Affairs Conferencing	
Big East Room - 2705	Set for Christians on Campus	
Ybor Room - 2706		
Spirit Room - 2707		
Plaza Room - 2708		
Hillsborough Room - 2709	Set for Golden Bulls Dance	
Sabal Room - 3700		
Palm Conf. Room - 3701		
Orchid Room - 3702		
Tarpon Room - 3704	Set for Creative Writers club	
Manatee Room - 3705		
Oak Room - 3707		
Sandhill Crane Room - 3708		
Bob Room - 3709		
Egret Room - 3711	Set for YoungLife Club	
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	Struck	
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		Count all radios - notify E1 if any electronics are missing or broken
BM Cell Phone	1	
Crew		
Info Desk Staff	Kahshish Adhlaka, Mercedes Alonso	
# of Set Up Keys	1	
Event staff	Jonathan Glasgow Ferdinand Stevenson	
Set-up Crew	Perez, Madison; Nelson, Jamie; Maliha, Nazifa; Bruna Chitto; Bennett, Makayla	
SNL Standby Tech	Akbari, Deep	
SNL Event Tech	Nguyen, Anh; Saxena, Shaunak; Nathani, Ronit; De Vicente Marquez, Miguel	
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: 8:30 pm: During rounds, BM noticed that the client in 2703 (Korean Language club) posted their flyers on the door and the wall in front of 2703 using a transparent tape. BM gave them the blue tape from information desk and told them to use that instead.		
The setup for 2703 for an event on 10.16.2025 for the Student Affairs Conferencing client said it needs 7 school tables and 21 chairs and mentioned "U-shape" under setup type. BM informed the setup crew to go ahead and use the diagram for 3704 (of the Creative writers club event on the same day) which had the same furnishings and the same U - shape setup.		
8:45 pm: A catering truck called the information desk to open the loading dock gate, but their button (number 9) wasn't working so BM went to the loading dock to open it with his card.		
8:55 pm: The client in 3711 (First amendement forum) overstayed their reservation by 10 minutes even after setup crew reminded them they had to leave. When the setup crew were finally able to get in to straigten the room for the next event (Young life at USF client) that starts at 9 pm, they found that the previous client stacked and moved all the chairs to the walls (picture attached to the email). The crew informed BM, who then talked to the person in charge of that event, who were right outside the room, to tell them that they were not supposed to make changes to their reservation and that there is another event about to start in a couple of minutes. They offered to help set everything back to what it was to which BM accepted because it was already 9 pm and the reservation for the next client started. After the room was setup, a person from the previous client's group came up to the BM to ask if BM lied to them about there being a next event because he saw the crew lock the room (they did that on accident) and there was no one from the next group present yet. BM responded to that person and the person in charge by saying there actually is a new event and that they should not move the furniture around on such a big scale regardless of whether there is a subsequent event going on or not without getting approval from their event planner or atleast without talking to the building manager. They said that MSC staff said it was okay when they had the same event previously and moved the furniture. BM apologized for the misinformation they may have recieved previously.		
9:10 pm: The Bulls water fountain was turned off		
Center gallery was struck		

Amphitheatre lights and fans were turned off after the furniture was struck.

12:15 pm: After the building closed, a person called the information desk to ask if he can look for his missing car + home keys in the chick fil a area and the 4th floor. BM helped him look and found the keys and gave them to him.

During an outdoor round in the shift, BM found two outdoor white chairs in the Plaza right beside the bookstore. They were put back in outdoor storage.

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 according 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