

# UC Night Report

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**Date: November 8, 2019**

Managers

<b>Manager on Duty</b>	<b>Time on</b>	<b>Time off</b>

Setups Completed

<b>Room</b>	<b>Setup (including tech if set)</b>	<b>Time Set (Initials)</b>

Setups Checked

<b>Room</b>	<b>Sponsor</b>	<b>Contact</b>	<b>Time Checked</b>

Setups Not Checked

<b>Room</b>	<b>Reason</b>
N/A	

No Shows

<b>Room</b>	<b>Sponsor</b>	<b>Last time checked</b>

Rooms Cleaned

<b>Room</b>	<b>Time Cleaned</b>

Custodial/Maintenance Issues

<b>Room</b>	<b>Issue</b>

Audio/Video Issues

<b>Room</b>	<b>Issue</b>

Phone Calls

<b>Person</b>	<b>Request/Solution</b>	<b>Time</b>

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## Other

At 4:30pm I went over the Operations Report with .
At 5:00pm I checked tech, took out garbage and locked rooms not in use
At 7:00pm I checked tech, took out garbage and locked rooms.
At 12:20am I took out the trash of the rest of the rooms.
At 12:30am I placed all door cards. (CO)
At 12:45am I notified all remaining patrons that the building was closing. (CO)
At 1:00am I locked the building doors. (CO)
At 1:08am I turned off the lights. (CO)
At 1:20am I exited the building. (CO)

## Building

**Opened**      **Closed**

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