

UC Night Report

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Date: November 8, 2019

Managers

Manager on Duty

Time on

Time off

Setups Completed

Room

Setup (including tech if set)

Time Set (Initials)

Setups Checked

Room

Sponsor

Contact

Time Checked

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Setups Not Checked

Room

Reason

N/A	
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No Shows

Room

Sponsor

Last time checked

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Rooms Cleaned

Room

Time Cleaned

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Custodial/Maintenance Issues

Room

Issue

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Audio/Video Issues

Room

Issue

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Phone Calls

Person

Request/Solution

Time

UC Night Report

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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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