

## **FACILITIES SERVICES MEETING MINUTES**

Facilities Services Conference Room

Monday, May 22, 2023

\*Meeting not held\*

### **Kevin Cloos**

- Thank you to everyone involved with preparing the campus for Commencement
- The Annual Facilities Services Department meeting is scheduled for Thursday, May 25th at Williams Center 204 from 1:00 p.m. to 2:30 p.m. All staff must attend
- Baughman will paint crosswalks and parking lot lines on campus as the weather permits
- I will be out of the office on Friday, 5/26
- Office hours are now 8:00 a.m. to 4:00 p.m. for the summer
- Johnson Control (Simplex) will perform the annual fire alarm testing starting 5/22. The alarms will sound between **7:00 a.m. and 8:00 a.m.** in the academic/administrative buildings and between **8:00 a.m. and 9:00 a.m.** in the residence hall buildings
- The office will be closed on Monday, 5/29 for the holiday; all trades and custodial staff will be off
- Please review the updated Lost and Abandoned Policy  
<https://fredonia-edu.atlassian.net/wiki/spaces/POL/pages/67698844/Policy+on+Lost+or+Abandoned+Property>

### **Mark Delcamp**

- Wayfinder moving Co. will be on campus to complete the removal of the items in LoGrasso basement. The office relocations for the Counseling Center and Health Services group went smooth and is completed
- We continue to tear down and clean up after another successful Commencement
- Continue planning summer projects
- Rural Ministries will be on campus this week and next clearing donations from all Res. Hall Lobbies
- We are in the process of completing our cleaner search to backfill for Mitch Laurie's resignation
- We will be completing our interviews for the HEO position Thursday, May 25th
- The posting for our Grade 6 FOA , Grounds and Landscaping position closes on 5/31. We are prepared to begin our search immediately following
- I will be out of the office this Friday 5/26 for Dr. apt and Monday 5/29 for the Holiday

### **Rodney Hayes**

- Working on Rooms 1051 and 2140 Mason Hall smart class room upgrades
- Working on work orders and PM's

### **Tim Lillie**

- Nick is off on Thursday and Friday
- Working on a full detail cleaning in the Fitness Center this week and next
- Working on washing windows as the weather allows
- A few equipment transfers to address this week
- Tear down after Commencement

### **Tim Bentham**

- Working with JCI/Tyco on cameras and card access projects. Joe is scheduled for the week of 5/22/23 to replace Lot-09 Steele outdoor camera
- Working on future DIFR and MCM projects
- Working with Facilities Planning on capital projects

### **Randy Grant**

- No new updates

### **Nelson White**

- We will be installing new bottle fill stations in 249, 247, 112 and 109 McGinnies
- We will address a leak that is temporarily patched in the Hemingway RD apartment sometime next week
- We will be draining the dive pool for annual summer maintenance next week
- We anticipate starting our annual summer maintenance next week in the townhouses
- Working on work orders and PM's as they come in

### **Rich Newton**

- Working on picking up all of remaining traffic control devices from Commencement weekend. We will also begin to remove all student reserved signs that are in various areas around resident halls
- Continue to clean and freshen up planting beds and maintaining lawn areas
- I will be out of office on Friday, 5/26, and staffing will be light both Friday and Tuesday
- Interviews have been completed for the Highway Equipment Operator position. A determination will be made soon as to the appropriate candidate for the position

### **Jim Kuras**

- Door, key and lock issues
- Various WO's
- Tearing down from Commencement
- Installing technical items in 1051 Mason
- Working in the Res Halls
- Installing a TV in 307 RAC

**Gary Hardy**

- Trane is coming in to look at Williams Center Chiller this week. It is currently out of service
- Replacing the exhaust hood over the stove in the Nixon Hall rec room
- Replacing evaporator coil in attic AC unit in the Alumni House
- Checking cooling equipment
- S-5 Igoe chilled water coil needs replaced ordered
- There will be no Heating Plant coverage on Thursday afternoon this week or on weekends until mid-June and there will be not overnight coverage until mid-August
- Working on PM's and work orders as they come in

| Campus Calendar 2023 |   |
|----------------------|---|
| 8/16                 | All Campus Meeting                                |
| 8/17                 | New Student Orientation<br>Move In (New Students) |
| 8/19                 | Move In (Returning Students)                      |
| 8/21                 | First Day of Classes                              |

| Custodial Supervisor Schedule for 5/22-5/28 |    |             |             |             |             |             |          |        |
|---|----|-------------|-------------|-------------|-------------|-------------|----------|--------|
|   | #  | Monday      | Tuesday     | Wednesday   | Thursday    | Friday      | Saturday | Sunday |
| Tim Lillie                                  | 65 | 8 a-4:30 p  | 8 a-4:30 p  | 8 a-4:30 p  | 11 a-4:30 p | 8 a-4:30 p  | Off      | Off    |
| Darlene Miller                              | 51 | 6 a-10 a    | 6 a-2:30 p  | 6 a-2:30 p  | 6 a-2:30 p  | 6 a-2:30 p  | Off      | Off    |
| Art Franklin                                | 43 | 7 a-3:30 p  | 7 a-3:30 p  | 7 a-3:30 p  | 7 a-3:30 p  | 7 a-3:30 p  | Off      | Off    |
| Nick Valentine                              | 32 | 3:30 p-12 a | 3:30 p-12 a | 3:30 p-12 a | 3:30 p-12 a | 3:30 p-12 a | Off      | Off    |
| Rich Logan                                  | 62 | 4 p-11:30 a | 3 p-11:30 a | 3 p-11:30 a | 3 p-11:30 a | 3 p-11:30 a | Off      | Off    |

| Heating Services Schedule for 5/22-5/28 |  |  |  |  |  |                |                |
|---|--|--|--|--|--|----------------|----------------|
| Shift                                   | Monday   | Tuesday  | Wednesday  | Thursday   | Friday   | Saturday       | Sunday         |
| 1st<br>7 am-3:30 pm                     | G. Hardy<br>G. Tucker<br>M. Hill<br>K. Szklenski<br>A. Jagow | G. Hardy<br>G. Tucker<br>H. Farner<br>R. Linnecke<br>M. Hill<br>K. Szklenski<br>A. Jagow | G. Hardy<br>G. Tucker<br>H. Farner<br>R. Linnecke<br>M. Hill<br>K. Szklenski<br>A. Jagow | G. Hardy<br>G. Tucker<br>H. Farner<br>R. Linnecke<br>M. Hill<br>K. Szklenski<br>A. Jagow | G. Hardy<br>G. Tucker<br>H. Farner<br>R. Linnecke<br>M. Hill<br>K. Szklenski<br>A. Jagow | NO<br>COVERAGE | NO<br>COVERAGE |
| 2nd<br>3 pm-11:30 pm                    | D. Halas   | D. Halas   | D. Halas   | D. Halas   | D. Halas   | NO<br>COVERAGE | NO<br>COVERAGE |
| 3rd<br>11 pm-7:30 am                    | NO<br>COVERAGE   | NO<br>COVERAGE   | NO<br>COVERAGE   | NO<br>COVERAGE   | NO<br>COVERAGE   | NO<br>COVERAGE | NO<br>COVERAGE |

| Custodial Weekend Coverage<br>Saturday, 5/27-Sunday, 5/28 |                      |                              |                                      |                |
|---|----------------------|------------------------------|--------------------------------------|----------------|
| <b>Saturday</b>   | UC & WC              | 3:30 pm-12 am                | Dan Schrader                         | 74-03          |
| <b>Residence Halls</b>                                    |                      |                              |                                      |                |
| <b>Sunday</b>   | Disney<br>Eisenhower | 7 am-3:30 pm<br>7 am-3:30 pm | Elly Irizarry<br>Carmen Vazquez-Ruiz | 24-02<br>24-03 |

| Summer Residential Program Schedule |   |                  |         |
|-------------------------------------|---|------------------|---------|
| DATES                               | EVENT   | BUILDING         | GUESTS  |
|                                     | Summer School Housing                         | Disney           |         |
| 6/4-7/23                            | Castleman Quartet Program                     | Kasling          | 40/week |
| 6/18-6/24                           | Fredonia School of Music Academy              | UC or Chautauqua |         |
| 6/25-7/1                            | Fredonia Summer Music Festival                | Alumni           | 120     |
| 6/26-7/21                           | Fredonia Upward Bound Program                 | Nixon            | 50      |
| 7/9-7/22 (Tentative)                | Kanda Summer Students (SKYUS)                 |                  | 10-15   |
| 7/9-7/14                            | Fredonia Dive Camp                            | McGinnies        | 45      |
| 7/23-7/29                           | Fredonia Summer Music Festival                | Alumni           | 30      |
| 7/23-8/16                           | EDP   | Schulz           | 40      |
| 7/31-8/5                            | Team CK Instructors                           | UC (tentative)   |         |
| 8/6-8/16                            | BRIDGE Program                                | Schulz           | 40      |
| Day Programs (No Lodging)           |   |                  |         |
| 5/27-6/3                            | DANZA (Dance recital in Marvel)               |                  |         |
| 6/4-6/10                            | COLLAGE (Dance recital in Marvel)             |                  |         |
| 6/10                                | Dunkirk High School Prom (Williams Center)    |                  |         |
| 6/13-6/17                           | McKENNA (Dance recital in Marvel)             |                  |         |
| 6/13                                | BOCES CTE Recognition Ceremony (King)         |                  |         |
| 6/25                                | Fredonia High School Graduation King)         |                  |         |
| 7/5-8/11                            | Fredonia CCCC Summer Camp (Thompson)          |                  |         |
| 7/7, 7/10, 7/12 & 7/14              | Summer Jump-Start/FREDReady Days (11 am-4 pm) |                  |         |
| 8/8-8/11 (Tentative)                | Fredonia Math Camp (COMETS)                   |                  |         |

| <b>Residence Director Staff</b> |                      |               |             |
|---------------------------------|----------------------|---------------|-------------|
| <b>Residence Hall</b>           | <b>RD</b>            | <b>Office</b> | <b>Apt.</b> |
| Alumni                          | Kayla Makosiej       | 4056          | 4057        |
| Chautauqua                      | Donna Good           | 4058          | 4059        |
| Disney                          | Luca Vukelic         | 4060          | 4061        |
| Eisenhower                      | Autumn Hobel-Furrer  | 4062          | 4063        |
| Gregory                         | Jacob Steinhoff      | None          | None        |
| Grissom                         | Kyle Piscitelli      | 4065          | 4066        |
| Hemingway                       | Adrian Vega Bautista | 4067          | 4068        |
| Kasling                         | Natalie Rivera       | 4073          | 4074        |
| McGinnies                       | Ronny Nissen         | 4054          | 4055        |
| Nixon                           | Heather Williams     | 4075          | 4076        |
| Schulz                          | Grace Breen          | 4077          | 4078        |
| University Commons              | Jacob Steinhoff      | 4081          | 4082        |
| University Village              | Jill Swanson         | 4981          | 4084        |

**Anniversaries—Thank you and Happy Anniversary!!**

Kirk Szklenski will be starting his 23<sup>rd</sup> year

cc:  
Facilities Services Staff  
Judy Langworthy  
Katharine Bixby  
Brent Isaacson  
Ken Schmitz

Geoffrey Braun  
Kathy Forster  
Eric Hadley  
Scott Martin  
Brian Studley

Naomi Baldwin  
Markus Kessler  
Marc Levy  
Jerry Fisk  
Kevin Hahn

Sarah Laurie  
Ben Miller  
Don Scott  
Michael Kelly  
Mark Suida

David Starrett