

FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, February 24, 2025

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| Camryn Collins, Director Tim Bentham, Assistant Director Mark Delcamp, Assistant Director John Schmidt, Automotive Garage Supervisor Rodney Hayes, Electrical Supervisor Tim Lillie, Head Janitor | Tim Lillie, Head Janitor Randy Grant, PUE I Rich Newton, Grounds Supervisor Jim Kuras, Structural Supervisor Shannon McKoon, Office Assistant II |
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Camryn Collins

- New VP -Thank you for extending a warm welcome to our new VP, Wayne Lynch. Individual group sessions will continue over the next few weeks to allow for more dedicated time and meaningful conversations.
- Fire inspections- Thank you for completing work orders, please continue to do so. The inspector will be back on campus the first week of March.
- Staffing Updates:
 - HVAC supervisor is with Title XI/HR for approval
 - Plumber is with Title XI/HR for approval
 - Central Stores is with Title XI/HR for approval
 - If anyone has openings within their departments that they need filled, please work with your Assistant Director who will then work with me on the approval process
- Ergonomic Snow Removal Assessment - The team has decided not to have assessment done at this time
- Line of sight - As we go about our work, it's important to keep "line of sight" in mind. Every area matters, and some spaces naturally have more traffic or visitors. Thank you for your continued dedication to creating a welcoming and safe environment for everyone.
- Workplace Culture – Respect and professionalism is the foundation of our culture, please be mindful of this as we go about our work.
- Building inspections - this week are Tuesday in Kasling & Grissom and Wednesday in the Williams Center and Jewett

Tim Bentham

- Thank you for working on Fire Inspection you all are making great progress
- All State Fire completed installing ITC's in Maytum Hall. All State is scheduled today 2/24/25 to work on miscellaneous repairs Maytum room 202 Backflow, Erie Hall 3" OS&Y replacement, Carnahan Jackson Penthouse Backflow, Rockefeller Backflow B-40 basement
- Doyle Security completed testing the Fire alarm in Lanford House. Alumni House
- Working on the repairs to air handler S2A heating hot water coil leaking in Reed Library

- Working with Markus, the construction fund and the engineers on the emergency generator replacement project, RAC Air handler replacement project
- Frey Electric will be testing the new emergency generator at Thompson Hall this Thursday 2/27/25
- Continue working on several MCM projects on campus
- I will be off 2/27 and 2/28

Mark Delcamp

- Working on an equipment review and order for custodial staff
- Working with LaBella on the Rosch stage replacement project
- Working on campus wide installation of menstrual products as per NYS LAW
- American Rock Salt is about a week behind in providing road salt, we should see a shipment today or tomorrow. Would like to take the opportunity to let everyone know that they should be moving around campus with caution. The current freeze thaw cycles can create areas of black ice.
- Completed orders for the NYSCSEA Partnership Grant, we were approved for about \$2600
- Beginning reviews for summer concrete and roadway work and other projects
- Working on various window shade/blind repairs and replacements
- Women's Lacrosse is planning to host a game this weekend and would like to use the outdoor stadium restrooms
- Building Inspections this week are Kasling & Grissom on Tuesday at 1:15pm and Williams Center/Jewett Hall on Wednesday at 11am.

John Schmidt

- We are working on updating the maintenance van shop numbers(id's ex. j2, s1) as they are coming in for service and inspections
- Currently performing repairs on ground's snow removal equipment as needed
- Quoting new snow box shoes to replace the damaged ones. pricing has increased dramatically.
- I am looking for a new vendor
- Servicing mowers as they are brought over for the upcoming season.
- General repairs as they come in
- Working on the new Explorer for University Police

Rodney Hayes

- Working on fire inspection work orders in house and with vendors to resolve them
- Working on work orders and PMs

Randy Grant

- Continue working on heating work orders
- A new space sensor has been installed at the Butler Building
- Working on getting the new generators online

Tim Lillie

- Rich will be off on Friday
- We are working on detailed work in Athletics, CCCC, Fenton, Mason, Eisenhower and Hemingway this week
- Continue working on furniture inventory in Igoe and Hendrix

Rich Newton

- As the weather warms a bit this week, we will be working hard to scrape up any remaining hard-packed snow and ice that may remain on walks and in parking lots
- We are in the process of removing piles that are in front of resident hall loading docks and dumpsters
- A pile was moved from in front of the above ground storage unit near Grounds for theatre department access
- A path was made to the Services Generator behind the Facilities Complex.
- Making sure all bus stops are clear
- Making sure all fire Hydrants are clear
- Collecting trash from outside containers
- Attending to washing up equipment and catching up on some well needed oil changes
- A load of salt is expected early this week, hopefully in time for the fluctuating temperatures this coming weekend and next week
- I will be leaving out of town after work on Thursday, 3/6, and will be gone until late Saturday, 3/8. John Cole will be taking calls in my absence

Jim Kuras

- Continue to complete fire inspection work orders
- Patch and paint various areas in Kirkland Complex
- Change out leaking door closers in Res Halls
- Patch and paint 2nd floor hallway in Fenton Hall
- Repairing broken furniture in Res Halls
- Repair outside stair nosings as needed (Mason and Maytum)
- Various work orders

Jim O'Conner

- All State Fire will be here doing some repair work in Maytum, Rockefeller and Erie
- Working on work orders

Click here to view upcoming events: <https://events.fredonia.edu/>

| Building Inspection Schedule | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|--------------------------|
| Tuesday | 2/25 | 1:15 pm | Kasling & Grissom |
| Wednesday | 2/26 | 11 am | Williams Center & Jewett |
| Tuesday | 3/4 | 1:15 pm | Chautauqua & McGinnies |
| Wednesday | 3/5 | 11 am | Thompson |
| <i>The building that is listed first on the schedule each day is where the inspection will begin. Meet in the main office area of all buildings where applicable</i> | | | |

| Campus Calendar 2025 | |
|----------------------|------------------------|
| 3/17-3/21 | Spring Break |
| 4/21 | Classes Not in Session |
| 5/9 | Last Day of Classes |
| 5/12-5/16 | Final Exams |
| 5/17 | Commencement |

| Custodial Supervisor Schedule for 2/24-3/2 | | | | | | | | |
|--------------------------------------------|----|-------------|-------------|-------------|-------------|-------------|----------|--------|
| | # | 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 | 8 a-4:30 p | 8 a-4:30 p | Off | Off |
| Vacant | 51 | 6 a-2:30 p | 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 | 3 p-11:30 p | 3 p-11:30 p | 3 p-11:30 p | 3 p-11:30 p | Off | Off | Off |

| Heating Services Schedule for 2/24-3/2 | | | | | | | |
|----------------------------------------|--------------------------------------|---------------------------------------------------|---------------------------------------------------|---------------------------------------------------|--------------------------------------|----------------|----------------|
| Shift | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 1st 7 am-3:30 pm | G. Tucker M. Hill C. Ackendorf | G. Tucker H. Farner M. Hill C. Ackendorf | G. Tucker H. Farner M. Hill C. Ackendorf | G. Tucker H. Farner M. Hill C. Ackendorf | H. Farner M. Hill C. Ackendorf | H. Farner | G. Tucker |
| 2nd 3 pm-11:30 pm | D. Halas | D. Halas R. Linnecke | D. Halas R. Linnecke | D. Halas R. Linnecke | R. Linnecke | R. Linnecke | D. Halas |
| 3rd 11 pm-7:30 am | | NO COVERAGE | NO COVERAGE | NO COVERAGE | NO COVERAGE | NO COVERAGE | NO COVERAGE |

| Custodial Weekend Coverage Saturday, 3/1-Sunday, 3/2 | | | | |
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| Academic Buildings | | | | |
| Saturday | Athletics | 6 am-3:30 pm | Jessica Santiago | 16-06 |
| | Mason | 6 am-2:30 pm | Aaron Milks | 02-04 |
| | RAC & WC | 6 am-2:30 pm | Rachel Bialaszewski | 04-04 |
| | Mason & CCCC | 6 am-2:30 pm | Mike McNaughton | 17-01 |
| | CCCC | 6 am-2:30 pm | Rob Rivera | 05-01 |
| | UC & WC | 3:30 pm-12 am | Dan Schrader | 74-03 |
| | Athletics | 5 pm-11 pm | Abby O'Brien | 04-05 |
| | Mason | 5 pm-11 pm | Hailey Rivera | 04-04 |
| Sunday | Athletics | 6 am-2:30 pm | Richelle Steward | 17-02 |
| | RAC & WC | 6 am-2:30 pm | Chris Fenton | 17-03 |
| | Mason & Sci Center | 6 am-2:30 pm | Mel Mazur | 02-01 |
| | Athletics | 3 pm-9 pm | Juliana Krauter | 74-02 |
| | Mason | 3 pm-9 pm | Dan Schrader | 74-03 |
| Residence Halls | | | | |
| Sunday | Alumni | 7 am-3:30 pm | Kristin Austin | 20-02 |
| | Chautauqua | 7 am-3:30 pm | Elizabeth Meadows | 08-02 |
| | Disney | 7 am-3:30 pm | Wade Austin | 24-03 |
| | Eisenhower | 7 am-3:30 pm | Carmen Vazquez-Ruiz | 24-02 |
| | Gregory | 7 am-1 pm | Aaron Milks | 02-04 |
| | Grissom & Kasling | 7 am-3:30 pm | Fred Babar | 21-01 |
| | McGinnies | 7 am-3:30 pm | Zach Schober | 08-02 |
| | Nixon & UC | 7 am-1 pm | Chuck Miller | 08-01 |

| Residence Director Staff | | | |
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| Residence Hall | RD | Office | Apt. |
| Alumni | Kassidy Kovac | 4056 | 4057 |
| Chautauqua | Donna Good | 4058 | 4059 |
| Disney | Aidan Ricotta | 4060 | 4061 |
| Eisenhower | Christian Taber | 4062 | 4063 |
| Gregory | Jacob Steinhoff | None | None |
| Grissom | Kyle Piscitelli | 4065 | 4066 |
| Kasling | Sabrina Sosa | 4073 | 4074 |
| McGinnies | Ronny Nissen | 4054 | 4055 |
| Nixon | Heather Williams | 4075 | 4076 |
| University Commons | Jacob Steinhoff | 4081 | 4082 |
| University Village | Jill Swanson | 4083 | 4084 |

cc:
Gordon Carpenter
Wayne Lynch

Markus Kessler
Sarah Laurie

Kathy Forster
Eric Hadley

Mark Suida
Darin Schulz