

# FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, March 10, 2025

Camryn Collins, Director	Tim Lillie, Head Janitor
Tim Bentham, Assistant Director	Randy Grant, Energy Management
John Schmidt, Automotive Garage Supervisor	Rich Newton, Grounds Supervisor
Rodney Hayes, Electrical Supervisor	Jim Kuras, Structural Supervisor
Jim O'Connor, Plumbing Supervisor	Shannon McKoon, Office Assistant II

## Camryn Collins

- Please be mindful of safety this week – OSHA reports injuries on the job go up almost 6% the week of day light savings
- Open overtime is ending. It is understood that our work requires OT at times, supervisors and AD's will communicate needs and coordinate OT offers as needed.
- We are starting to interview for our open plumbing position
- HVAC supervisor and Central Store positions are with Title XI for approval
- Thank you for your continued work responding to the fire inspection work orders!
- Mark D. will be relocating his office to Facilities services, Rich's office is relocating upstairs
- Print Initiative – reviewed of what we have in facilities services and what we need
- Currently working on finalizing summer work plans for Res Halls and Academic buildings
- Building inspections are continuing - the buildings look great! Thank you for your continued work
- The weather forecast looks beautiful – please be mindful as we drive on campus to avoid the grass with the trucks. Thank you.

## 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

### **John Schmidt**

- We are currently servicing mowing equipment for the upcoming season
- Washing and servicing fleet vans upon return from use
- Performing NYSI on fleet and maintenance vehicles that are due this month
- Finished replacing the curbside steps on one of the Park and Ride busses
- We started updating our current parts inventory
- We are working on general repairs as they come in

### **Rodney Hayes**

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

### **Randy Grant**

- Working on the humidity issue at Rosch. The system is humidifying when it shouldn't be
- Noise in the ductwork at the Science Center. May add a couple of speed drives which would also save energy

### **Tim Lillie**

- Art is off at noon today - Call me with any custodial needs
- Nick is off tomorrow
- Rich is off Thursday and Friday
- Continuing to work on detail cleaning within the buildings
- Staff will get the perimeter of the buildings as we get some better days this week
- 19 vacuums came in and will be distributed within the next couple of days, The other half of Marks order is still to come

### **Rich Newton**

- Clean up and repair of lawn damage from plows
- Trimming back of perennials
- Cleaning up of leaves from lawns near buildings and entrances
- Cleaning up of flower beds
- Removing snow stakes from curbs and sidewalk edges
- removing barriers from library steps
- assisting the track coach with removal of items from the track area and storage building, and transporting them to designated areas
- assisting the theatre department in receiving a new above-ground storage unit near our grounds buildings, and getting it leveled out.
- I will be off campus for possibly a couple of weeks starting 3/21-4/4. John Cole and Mark Delcamp will be taking calls and directing staff in my absence

**Jim Kuras**

- Continue to patch and paint 2nd floor hallway in Fenton
- Continue to patch and paint various areas in the Kirkland Complex
- Repairing furniture in Nixon and Chautauqua
- Cleaning up two offices in services
- Painting the floor in the paint booth at the garage
- Painting the custodial break room in the Williams Center
- Working on roof PM's on the Res Halls
- Various key or lock requests
- Various work orders

**Jim O'Conner**

- Working on work orders

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

Building Inspection Schedule			
Tuesday	3/11	1:15 pm	Igoe and Hendrix
Wednesday	3/12	11 am	LoGrasso
Tuesday	3/18		No Inspection
Wednesday	3/19		No Inspection
<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 3/10-3/16								
	#	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-12 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	Off	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	Off	Off	Off	Off
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Custodial Weekend Coverage Saturday, 3/14-Sunday, 3/16				
Academic Buildings				
<b>Saturday</b>	Athletics	6 am-2:30 pm	Jessica Santiago	16-06
	CCCC	6 am-2:30 pm	Mike McNaughton	17-01
		6 am-2:30 pm	Rob Rivera	05-01
	RAC & WC	6 am-2:30 pm	Rachel Bialaszewski	04-04
	UC & Mason	3:30 pm-12 am	Dan Schrader	74-03
	Athletics	5 pm-11 pm	Hailey Rivera	04-04
<b>Sunday</b>	Athletics	6 am-2:30 pm	Richelle Steward	17-02
	Mason	6 am-2:30 pm	Melanie Mazur	02-01
	RAC & WC	6 am-2:30 pm	Chris Fenton	17-03
Residence Halls				
<b>Sunday</b>	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	Mary Ann Wykstra	06-01
	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	Julilana Krauter	74-02

Residence Director Staff			
Residence Hall	RD	Office	Apt.
Alumni	Kassidy Kovac	4056	4057
Chautauqua	Donna Good-West	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

**Heating Services Schedule for 3/10-3/16**

<b>Shift</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>1st 7 am-3:30 pm</b>	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
<b>2nd 3 pm-11:30 pm</b>	D. Halas	D. Halas R. Linnecke	D. Halas R. Linnecke	D. Halas R. Linnecke	R. Linnecke	R. Linnecke	D. Halas
<b>3rd 11 pm-7:30 am</b>		NO COVERAGE	NO COVERAGE	NO COVERAGE	NO COVERAGE	NO COVERAGE	NO COVERAGE

cc:

Facilities Services Staff  
Judy Langworthy  
Gordon Carpenter  
Wayne Lynch

Geoffrey Braun  
Kathy Forster  
Eric Hadley

Markus Kessler  
Marc Levy  
Kevin Hahn

Sarah Laurie  
Mark Suida  
Darin Schulz