

FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, December 19, 2022

Kevin Cloos, Director	Tim Bentham, Assistant Director
Mike Metzger, VP	Rich Newton, Grounds Supervisor
Mark Delcamp, Assistant Director	Jim Kuras, Structural Supervisor
Orion Purslow, Electrical Supervisor	Nelson White, Plumbing Supervisor
Tim Lillie, Head Janitor	Gary Hardy, PUE II
Randy Grant, PUE I	Shannon McKoon, Office Assistant II

Kevin Cloos

- Bob Wise will paint walls at Fenton for the new Honors Program space
- White Terrace Carpentry will remove the partition wall and wall mount cabinets at Fenton for the new Honors Program space
- SEG Construction will abate counter top benches at two locations in Thompson Hall
- Facilities Services office hours are 8:00 am to 4:00 pm from 12/19/22 to 1/23/23
- JCI (Simplex) will test fire alarm at the Children's Center on 12/28/22
- I will be out of the office 12/24/22 through 1/2/23 during winter break
- Please ensure all windows are closed in unoccupied classrooms, practice rooms, offices and student rooms during the semester break
- Facilities Services will have minimal maintenance and custodial staff during the winter break. There will be limited snow plowing of parking lots and walkways as well as limited snow shoveling at building entrances. Non-essential parking lots will not be plowed during the evenings and nights. In emergencies, please contact University Police (716-673-3333)
- Request for maintenance; the online work requests will be monitored daily; submit online work requests at: <https://www.fredonia.edu/about/offices/facilities/workrequest>
- The heat will be reduced during the winter break
 - Academic and Admin Buildings will be reduced starting Friday, 12/23/22 (COB) until Monday, 1/2/23
 - Heat in the Residence Halls will not be lowered during the winter break
 - Heat will be provided for Dods and Steele as needed for events and team practices
 - Heat will not be reduced at the Incubator
 - Mason Hall heat and humidity control will be maintained
- Lighting in the following parking lots will be shut off starting Friday night 12/23/22
 - Lot 7 – Double Tier Lot
 - Lot 9 – Along Ring Road
 - Lot 27 – Near the Stadium
 - Lot 30 – Children's Center
 - Symphony Circle – bollard lights along the walkways to the clock tower
 - Williams Center Patio

Mike Metzger

- Thank you for a great year! Wishing Happy Holidays to you and your families
- I will be retiring sometime in January

Mark Delcamp

- Relocating the Native American Consortium from Thompson Hall to WC G108 on Dec. 20th
- Updated pricing was received and a PO was issued for new carpet/installation for ITS in Thompson Hall
- Working with Eric Hadley and GP Flooring/WNY Flooring to plan the repairs and recoating of the King Concert Hall staging over winter break. The plan is to begin this project on 12/27
- Working to get a quote/vendor lined up to relocate the extensometer from Jewett to Houghton Hall. Waiting to hear back from the vendor
- Working with Health Services/Debbie Dibble, Campus Life, SA to begin planning the relocation of Health Services items from LoGrasso in preparation of HVAC upgrades this summer. Some items being moved into surplus, others being moved to new locations within the building
- Working with Natalie Gerber to remove and repurpose surplus furniture to and from Jewett for the soon to be Honors Suite in Fenton Hall
- Working with Pucci's to order and install window treatments for various campus locations
- Sending 3 floor scrubbers out to Dobmeier for repairs this week
- Reviewing carpet repair options for the honors suite in Fenton Hall
- At the conclusion of our recent search, Kevin Pacos has been hired and will be starting his new HEO position on 12/22 /22. Kevin was a former student employee for the grounds dept. After graduation he went on to further his grounds and maintenance experience while working for S ST. George enterprises, NYS DOT and most recently the Village of Fredonia Dept. of Public Works

Orion Purslow:

- Working in Thompson Hall for the IT move. Helping AS Electric with data pulling and electrical work for the new offices
- Will start new track lighting in the Emmitt Christian art gallery this week
- Simplex testing fire alarm in some townhouses today
- Helping JCI with power for doors in McEwen Hall
- Will be trying to get as many little projects done as possible during break. Fenton display case, Fenton Honors Program room, Fenton 2164, and RAC 323
- Normal daily work orders and PM's
- This is the last meeting for me!!!!!! Thank you all for a wonderful 13 years here at Fredonia. I do wish the very best for this campus and hope things really bounce back and get on track for the institution

Tim Lillie

- Rich is off all week
- Darlene is off today
- Art is leaving at 10 today. Please call me with any custodial needs
- We completed the sealing of the first floor bathroom floors in Steele over the weekend
- Staff are working to remove snow
- There are many rooms that we will be cleaning within the residence halls over the next two weeks

Randy Grant

- Preparing for shut down during winter break

Tim Bentham

- Working with Facilities Planning on capital projects
- Working with JCI/Tyco on cameras and card access projects
- Working on cost estimates for a new fiber cable to the Lanford house
- AW Farrell Roofing continues the installation of the new ductwork for ITS offices in Thompson Hall
- Working on quotes for new domestic hot water boilers at Chautauqua Hall
- JCI/Simplex is onsite today to check the audio quality at the Townhouses
- JCI/Simplex is scheduled 12/28/22 to test the fire alarm in the Child Care Center. They are also scheduled to be onsite 1/5/23 to repair routine fire alarm issues
- Ahlstrom Schaeffer is scheduled 12/22/22 to install the electrical power for the machine shop in Houghton Hall Basement
- Working on cost estimates for Houghton Hall A/V project
- Working on future DIFR and MCM projects

Nelson White

- Making repairs to the drain line in the wall at the Gregory 400 House 1st floor bathroom
- Making repairs to the storm line in the wall at 102D Hemingway Hall
- We will be making repairs to 2 water lines in the Gregory Hall mechanical room in the basement that will require some water to be shut off during repairs
- We have to make a change to the plumbing in order to install a new unit in the Grissom Hall lobby
- Working on work orders and PM's
- Working on the Alumni House sanitary line repair

Rich Newton

- Working on cleaning up snow and ice from the weekend storms. Also preparing for the storms and winds that are expected this upcoming holiday weekend. On Friday, 12/23/2022, there is expected to be very high winds, as well as a rapid temperature drop and freeze-over. We will make every effort to control the icing situation as best as possible, but we ask that everyone use caution due to the extensive size and scope of the campus that needs to be treated, the speed at which it will be freezing, as well as to avoid being under trees which may shed limbs or become uprooted or fall due to the excessive winds they are calling for
- Former Grounds Student Worker, Kevin Pacos, will be starting on Thursday, 12/22 as a Grade 7 Highway Equipment Operator
- Phil DiFrancisco will be leaving us for retirement on Friday, 12/30, and will be "working from home" in a warmer climate until his official date in March

- I will be out of the office on Tuesday and Wednesday afternoons to take care of some personal business before the storm and holiday weekend
- Grounds staff wishes everyone a safe and happy holiday weekend, and a Happy New Year

Jim Kuras

- Continue working on door and lock issues
- Putting drywall up in ITS at Thompson Hall
- Working with the plumbers at the Gregory 400 House
- Working in 102D Hemingway on the roof leaders and shower pan repair
- Working with Craig in the Lockshop
- Huber continues to working on emergency door lock hardware
- Continue working the residence Halls
- Working in the Williams center
- Working in Hemingway 206/207 areas that need TLC. Students will be moving in next month

Gary Hardy

- We will be doing PM work on all FSA refrigeration equipment over break
- Trane serviced the rooftop units on RAC last week
- Transfer fan #3 at Steele Hall has bad bearings that are being replaced
- Addressing heating issues on campus
- Working on PM's, filter changes and work orders as they come in

Campus Calendar 2022-2023	
1/19/23	All Campus Meeting
1/19 & 1/21	Move In
1/20	Orientation & Registration
1/23	First Day of Classes
3/13-3/17	Spring Break
5/12	Last Day of Classes
5/15-5/19	Final Exams
5/20	Commencement

Custodial Supervisor Schedule for 12/19-12/25								
	#	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
Darlene Miller	51	8 a-2:30 p	8 a-2:30 p	8 a-2:30 p	8 a-2:30 p	Off	Off	Off
Art Franklin	43	7 a-10 a	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	Off	Off	Off	Off	Off	Off	Off

Custodial Supervisor Schedule for 12/26-1/1								
	#	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tim Lillie	65	Holiday	8 a-4:30 p	8 a-4:30 p	8 a-4:30 p	8 a-4:30 p	Off	Off
Darlene Miller	51	Holiday	Off	Off	Off	Off	Off	Off
Art Franklin	43	Holiday	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	Holiday	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	Holiday	Off	3 p-11:30 p	3 p-11:30 p	3 p-11:30 p	Off	Off

Heating Services Schedule for 12/19-12/25							
Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st 7 am-3:30 pm	G. Tucker	G. Hardy G. Tucker H. Farner R. Linnechke M. Hill	G. Hardy G. Tucker H. Farner R. Linnechke M. Hill	G. Hardy G. Tucker H. Farner R. Linnechke M. Hill	G. Hardy H. Farner R. Linnechke M. Hill	H. Farner R. Linnechke	Holiday
2nd 3 pm-11:30 pm	D. Halas	D. Halas	D. Halas	D. Halas			Holiday
3rd 11 pm-7:30 am	K. Szklenski	K. Szklenski	K. Szklenski	K. Szklenski	K. Szklenski		Holiday

Heating Services Schedule for 12/26-1/1							
Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st 7 am-3:30 pm		G. Hardy G. Tucker H. Farner R. Linnechke M. Hill	G. Hardy G. Tucker H. Farner R. Linnechke M. Hill	G. Hardy G. Tucker H. Farner R. Linnechke M. Hill	G. Hardy H. Farner R. Linnechke M. Hill	H. Farner	Holiday
2nd 3 pm-11:30 pm		D. Halas	D. Halas	D. Halas			Holiday
3rd 11 pm-7:30 am		K. Szklenski	K. Szklenski	K. Szklenski			Holiday

Custodial Weekend Coverage Saturday, 12/24			
Saturday	Athletics & Maytum Athletics	6 am-2:30 pm 6 pm-2:30 am	Bryan Miller Derek Case 05-01 16-03

Custodial Weekend Coverage Friday, 12/30 – Saturday, 12/31				
Friday	Athletics	6 pm-2:30 am	Derek Case	16-03
Saturday	Athletics	7 am-1 pm	TBD	
		2 pm-8 pm	TBD	

Residence Director Staff			
Residence Hall	RD	Office	Apt.
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

Residence Hall Coverage Schedule		
Monday, 12/19 through Sunday, 12/25	Kyle Piscitelli	679-8524
Monday, 12/26 through Sunday, 1/1	Jake Steinhoff	679-8524

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

Sarah Laurie
Betty Gossett
Ben Miller
Don Scott

Kevin Hahn
Michael Metzger
Mark Suida
David Starrett