

# FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, May 16, 2022

\*Meeting not held this week\*

## Kevin Cloos

- Commencement is on Saturday. Barricades will be placed on Friday at several parking lots for use on Saturday
- The pipe and drape for commencement will be delivered this week
- Please ensure all campus flags are in good condition this week
- The Senior Picnic is on Friday. We will setup fence and picnic tables near the Williams Center patio and gazebo area
- Olsen will paint crosswalks on campus as the weather permits
- Please review the Policy on Lost or Abandoned Property at <https://www.fredonia.edu/sites/default/files/section/about/offices/human-resources/files/LostProperty.pdf>
- Office hours will be 8:00 a.m. to 4:00 p.m. starting Monday, 5/23
- Johnson Control (Simplex) will perform the annual fire alarm testing starting 5/23. 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 Annual Facilities Services Department meeting is scheduled for Wednesday, May 25<sup>th</sup> at Williams Center 204 from 8:30 a.m. to 11:55 a.m. All staff must attend

## Mark Delcamp

- We are working to prepare for Commencement and all adjoining activities
- Custodial and Grounds staffing continues to be problematic for us. Retirements, unscheduled absences and long-term medical leaves have us operating at a +/- 30% reduction in staffing
- Rural Ministries Give and Go recycling initiative collections will run through the end of May
- McEwen stair treads project on hold due to material defects. Estimated return will be June 6th
- I continue ordering supplies for summer floorcare and misc. cleaning projects
- Kasling, Grissom and Igoe furniture review continues. We will repurpose good items from Kasling and Grissom in Igoe
- I met with Larry from Brooks Rigging to review the machine shop relocation. I'm now waiting on an estimate
- Quotes have been updated, waiting on final approval and PO's to be issued. This includes Steele Hall restrooms, stair treads (glass block stairwell) and King Concert Hall stage repairs
- Waiting for Colvin Draperies to schedule repairs to blinds in RAC

## Orion Purslow

- Fixed lighting in the Fieldhouse for Commencement
- Working on outside light deficiencies
- Working on replacement pole and light by the Science Center
- Preparing for summer projects and maintenance items
- Working on work orders and PM's

### **Tim Lillie**

- Darlene continues to be off
- Much of our time is being spent preparing for Commencement
- WC and Bartlett chairs are being borrowed today and will be returned on Monday
- I will be leaving at 10 a.m. on Friday
- Most of our staff that have a weekend day as part of their normal schedule will be working Monday - Friday shifts starting next week Thursday and ending August 4th

### **Randy Grant**

- No new updates

### **Tim Bentham**

- Working with Facilities Planning on capital projects
- Working with JCI/Tyco on cameras and card access projects on campus
- Husky Enterprise completed the ground restoration where 3 hydrants were repaired/replaced
- Working with ITS on future classroom improvement projects
- Working on future DIFR and MCM projects

### **Rich Newton**

- This week Grounds will be working on numerous tasks related to cleaning up before Commencement
  - Mowing and weed eating the campus. Probably a couple of times because of the rain we got
  - Bed clean up and mulching in high profile areas
  - Planting of flowers in a few designated areas
  - Picking up flowers for round planters to decorate areas for Commencement
  - Straightening crooked, and replacing faded or damaged traffic and parking signs
  - Installing fence and providing picnic tables and trash cans for Senior Picnic at the Gazebo area by the William's Center
  - Setting out barricades and cones for traffic control and event coordination for Commencement
  - Picking up liter
  - Anything else that comes up that needs immediate attention
  - Most staff will be in Saturday for at least a portion of the day. I will be here from 7am until the 2nd ceremony starts

### **Nelson White**

- Doing PM work on the plumbing fixtures today through Wednesday this week in Dods and Steele
- Getting the outdoor fountain outside of the Williams Center going before this Thursday
- Checking on order status for project supplies that were ordered for Summer projects
- Doing PM work on the hot water tanks in Dods

### **Jim Kuras**

- Preparing for Commencement
- Working on lock and door issues as well as various work orders

**Gary Hardy**

- Addressing cooling system issues
- Getting ready for Commencement
- Working on PM's and work orders as they come in

Campus Calendar 2022	
5/16-5/20	Final exams
5/21	Commencement
8/17	All Campus Meeting
8/18-8/19	Orientation and Registration
8/18 and 8/20	Res Halls open
8/22	First day of classes

Summer Residential Program Schedule			
DATES	EVENT	BUILDING	GUESTS
6/5-7/24	Castleman Quartet Program	Kasling	40/week
6/26-7/2	Fredonia Summer Music Festival	Schulz	120
7/11-7/15	Fredonia Dive Camp	McGinnies	45
7/12-7/16	LAX	Hemingway	50
7/24-7/30	Fredonia Summer Music Festival	Schulz	30
7/25-7/30	UFVA (up to 400 attendees, 200 in residence)	UC, Alumni & Chautauqua	200
7/31-8/5	Music for People	UC	30
8/7-8/17	BRIDGE Program	Igoe	40
8/14-8/17	EDP	Igoe	25
Day Programs (No Lodging)			
5/28-6/4	Danza Dance Recital		
6/5-6/11	Collage Dance Recital		
6/14-6/18	McKenna Dance Recital		
6/20-6/25	E. DA. Co. Dance Recital		
6/26	Fredonia High School Graduation		
7/8, 7/11, 7/13 & 7/15	Summer Jump-Start/FREDReady Days (11 am-4 pm, 250 per session)		

Custodial Supervisor Schedule for 5/16-5/22								
	#	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-10 a	Off	Off
Darlene Miller	51	Off	Off	Off	Off	Off	Off	Off
Art Franklin	43	7 a-3:30 p	7 a-3:30 p	7 a-10 a	7 a-3:30 p	7 a-3:30 p	Off	Off
Nick Valentine	32	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
Rich Logan	62	3 p-12:30 a	3 p-12:30 a	3 p-12:30 a	3 p-12:30 a	3 p-12:30 a	Off	Off

Custodial Weekend Coverage Friday, 5/20 – Sunday, 5/22				
<b>Friday</b>	Athletics	6 pm-2:30 am	Derek Case	16-03
<b>Saturday</b>	<b>Supervisor</b> Athletics	<b>7 am-3:30 pm</b>	<b>Rich Logan</b>	<b>62</b>
		6 am-2:30 pm	Richelle Steward	16-06
		7 am-3:30 pm	Elizabeth Goblirsch	09-04
		8 am-4:30 pm	Bob Miller	16-01
		8 am-8 pm	Phil Collier	35-01
		6 pm-2:30 am	Derek Case	16-03
	Fenton, Thompson, McEwen & SC Mason, WC & UC	6 am-2:30 pm	Pete Privitere	04-04
		6 am-2:30 pm	Donna Poncharik	02-02
	2 pm-8 pm	Iris Rosa	05-01	
	University Commons	3:30 pm-12 am	Dan Schrader	74-02
<b>Sunday</b>	<b>Supervisor</b> Athletics	<b>8 am-4:30 pm</b> 6 am-2:30 pm	<b>Art Franklin</b> Andrea Markham Candy Nolan	<b>43</b> 17-02 17-01
Residence Halls				
<b>Sunday</b>	<b>Supervisor</b> Alumni Chautauqua Disney Grissom Hemingway Igoe Kasling Nixon Schulz University Commons	8 am-4:30 pm	<b>Art Franklin</b> Scott Pagano Iris Rosa Terry Sysol Elizabeth Goblirsch Deb Kujawa Keshia McCloskey Bob DeGolier Jeff Deering Juliana Krauter Kim Burlison	<b>43</b> 20-01 05-01 24-01 09-04 33-02 09-01 21-01 20-02 33-01 74-02

Heating Services Schedule for 5/16-5/22							
Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>1st</b> 7 am-3:30 pm	G. Hardy G. Tucker S. Carutis	G. Hardy G. Tucker H. Farner S. Carutis R. Linnechke	G. Hardy G. Tucker H. Farner S. Carutis R. Linnechke	G. Hardy G. Tucker H. Farner S. Carutis R. Linnechke	G. Hardy H. Farner S. Carutis R. Linnechke	H. Farner R. Linnechke A. Jagow	G. Tucker A. Jagow
<b>2nd</b> 3 pm-11:30 pm	D. Halas	D. Halas M. Hill	D. Halas M. Hill	D. Halas M. Hill	M. Hill	M. Hill	D. Halas
<b>3rd</b> 11 pm-7:30 am	K. Szklenski A. Jagow	K. Szklenski A. Jagow	K. Szklenski A. Jagow	K. Szklenski	K. Szklenski	NO COVERAGE	NO COVERAGE

Residence Director Staff				
Residence Hall	Area	RD	Apt.	Office
Alumni	A	Seme Andrew	3262	3261
Chautauqua	A	Kyle Piscitelli	3412	3411
Disney	B	Leanna Hess	3516	3515
Eisenhower	B	Christopher Shirley-Brown	3518	3517
Gregory	A	Fred DiLorenzo	N/A	3491
Grissom	B	Richard Sanders	3512	3511
Hemingway	B	Adrian Vega Bautista	3566	3565
Igoe	B	Adrian Vega Bautista	3562	3561
Kasling	B	Natalie Rivera	3514	3513
McGinnies	A	Ronny Nissen	3352	3351
Nixon	A	Fatihath Assani	3432	3431
Schulz	B	Grace Breen	3564	3563
University Commons	A	Fred DiLorenzo	3679	3678
University Village	A	Dan Goodwin	4981	4982

Residence Hall Coverage Schedule		
Monday, 5/16 from 9 am through Monday, 5/23 at 9 am	Richard Sanders	679-8524

Anniversaries—Thank you and Happy Anniversary!!	
Art Franklin will be starting his 26 <sup>th</sup> year	Cathy Walters will be starting her 26 <sup>th</sup> year
Lee Szalkowski will be starting his 21 <sup>st</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 Dan Goodwin	Sarah Laurie Betty Gossett Ben Miller Don Scott Aaron Parkhurst	Kevin Hahn Michael Metzger Mark Suida David Starrett
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