

FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, May 23, 2022

Kevin Cloos, Director Mike Metzger, VP Finance & Administration Mark Delcamp, Assistant Director Orion Purslow, Electrical Supervisor Tim Lillie, Head Janitor	Tim Bentham, Assistant Director Rich Newton, Head Grounds Supervisor Jim Kuras, Structural Supervisor Gary Hardy, Heating Services Supervisor Shannon McKoon, Office Assistant II
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Kevin Cloos

- Thank you to everyone involved with preparing the campus for Commencement
- Chenango Sports will groom the Fieldturf Field this week
- Hillside Painting will be painting student bedrooms at the residence halls and town houses
- Olsen will paint crosswalks and parking lot lines on campus as the weather permits
- SEG Construction will be working at Chautauqua Hall to demo and abate the drinking fountains along the hallways
- I will be out of the office on Tuesday, 5/24
- 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 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 5/23; 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 25th at Williams Center 204 from 8:30 a.m. to 11:55 a.m. All staff must attend
- The office will be closed on Monday, 5/30 for the holiday; all trades and custodial staff will be off

Mike Metzger

- I can't thank all of you enough for the great Commencement!

Mark Delcamp

- Special thank you to all of our staff that worked OT to prepare for Commencement and worked Commencement day or move-out weekend to prepare us for the upcoming Summer Camps. I also want to thank everyone for a successful semester. While always challenged with staffing shortages, many of you were covering multiple locations and constantly shuffling around to keep things moving in the right direction. Your efforts have not gone unnoticed. THANK YOU again for your commitment to ensuring that the health and safety of the students, faculty and staff remains your top priority!!
- Rural Ministries will begin collecting donations/containers from the residence halls this week. This will be completed by the end of the month
- Working to finalize PO's for many necessities prior to the Accounting/Purchasing shutdown on June 6th
- We are planning to move the bed from Alumni House to Park Place 511 this week, pending review of 511 to ensure it's sufficient for the new CIO of IT
- (3) FOA1 Summer Grade 6 positions were awarded to Fred Babar, Robert Rivera and Matt Plaister. They will begin those positions Thursday, May 26th and end on August 3rd

- This week we will begin maintaining/cleaning the Alumni House
- 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
- The McEwen Stair treads project on hold due to material defects. Estimated return will be June 6th
- I met with Larry from Brooks Rigging to review the machine shop relocation. I'm now waiting on an estimate
- Quotes have been updated and 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

- Working with Simplex (JCI) with Summer fire alarm testing
- Setting up summer jobs and working with contractors
- Helping with sprinkler testing (fire alarm systems)
- Working on work orders and PM's

Tim Lillie

- I appreciate all of our staff's efforts!
- Rich Logan is off today and only here during training on Wednesday
- Darlene will be off one more month
- Working on many floor machines and extractors
- Returning Commencement items today and tomorrow
- Second shift staff will be on days for the training on Wednesday

Tim Bentham

- Working with Facilities Planning on capital projects
- Working with JCI/Tyco on cameras and card access projects on campus
- All State Fire is on campus today to start the annual sprinkler and fire hydrant testing
- All State Fire completed the kitchen hood cleaning at the Child Care Center
- JCI/Simplex is on campus today to start the annual testing of the building fire alarm systems
- Working with ITS on future classroom improvement projects
- Working on future DIFR and MCM projects

Rich Newton

- Picking up the remaining traffic control devices from Commencement parking
- Policing for litter after the weekend activities
- Working on planting beds, mowing and weed eating
- Tennis/Basketball court clean up
- Staff will be attending training on Wednesday morning
- Assisting in the removal of "Thundercloud" art sculpture in front of the RAC connector.
- Many staff, including myself, will be off on Friday, 5/27 for the long Memorial Day weekend. John Jakubowicz will be the senior staff member on Friday for any emergency calls. Over the weekend no staff is scheduled, and I will be out of cell range, so please contact Gerald Polvino for any emergencies

Nelson White

- The coolers have been removed from the old fountains and new water line valves were cut in at Chautauqua Hall. Ready for SEG Construction
- Started the plumbing rough in for the laundry install in Grissom Hall
- Will be starting PM work in the Kasling Hall bathroom before the June 3rd group arrives
- We are draining the lap pool as of today for annual PM work

Jim Kuras

- Taking down items from Commencement
- Working on door and lock issues
- Will be doing PM work on student doors starting in Kasling
- White Terrace will be starting work in the Grissom RD apartment on Wednesday
- Working on various work orders
- Starting ARCR's in the residence halls next week

Gary Hardy

- Stanley Steemer will be cleaning ductwork at Chautauqua and Nixon Halls this week
- Addressing cooling system issues
- There will be no Heating Plant weekend coverage from now until June 25th
- There will be no overnight Heating Plant coverage from now until mid-August
- There will be no afternoon coverage Wednesday, May 25th
- Working on PM's and work orders as they come in

Campus Calendar 2022	
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
9/5	Labor Day (no classes)

Custodial Supervisor Schedule for 5/23-5/29								
	#	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	Off	Off	Off	Off	Off	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	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	Off	3 p-12:30 a	8 am-12 pm	3 p-12:30 a	3 p-12:30 a	Off	Off

Heating Services Schedule for 5/23-5/29							
Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st 7 am-3:30 pm	G. Hardy G. Tucker S. Carutis A. Jagow K. Szklenski	G. Hardy G. Tucker H. Farner S. Carutis R. Linnechke A. Jagow K. Szklenski	G. Hardy G. Tucker H. Farner S. Carutis R. Linnechke A. Jagow K. Szklenski D. Halas M. Hill	G. Hardy G. Tucker H. Farner S. Carutis R. Linnechke A. Jagow K. Szklenski	G. Hardy G. Tucker H. Farner S. Carutis R. Linnechke A. Jagow K. Szklenski	NO COVERAGE	NO COVERAGE
2nd 3 pm-11:30 pm	D. Halas	D. Halas M. Hill	NO COVERAGE	D. Halas M. Hill	D. Halas M. Hill	NO COVERAGE	NO COVERAGE
3rd 11 pm-7:30 am	NO COVERAGE	NO COVERAGE	NO COVERAGE	NO COVERAGE	NO COVERAGE	NO COVERAGE	NO COVERAGE

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)		

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, 5/23 from 9 am through Monday, 5/30 at 9 am	TBD	679-8524

Anniversaries—Thank you and Happy Anniversary!!

Kirk Szklenski will be starting his 22nd 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