

FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, June 13, 2022

| | |
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| Kevin Cloos, Director Mike Metzger, VP Finance & Administration Mark Delcamp, Assistant Director Tim Lillie, Head Janitor Tim Bentham, Assistant Director | Rich Newton, Head Grounds Supervisor Jim Kuras, Structural Supervisor Nelson White, Plumbing Supervisor Gary Hardy, HVAC/R Supervisor |
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Kevin Cloos

- Hillside Painting will paint the RD Apartment at Disney Hall and Eisenhower Hall and continue office painting at Career Development Offices at Gregory Hall
- Hillside Painting continues painting student bedrooms at the residence halls and town houses
- Northeast Window Tint will install window film on many display cases at Reed Library
- SEG Construction continues working at Chautauqua Hall to demo the old drinking fountains along the hallways
- Tiede Zoeller continues to grout and clean the tile at the lap pool at the Natatorium
- Elevator testing will occur this week
- Old Main Drive will be closed on 6/15 from Temple Street to Starbucks for milling and paving. There will be no access to Lot 21 at LoGrasso Hall and Lot 22 at Kasling / Grissom Halls
- I will be leaving at 12 noon on 6/14 and off all day on 6/21
- The office will be closed on 6/20 for the Juneteenth Holiday

Michael Metzger

- Discussed fall enrollment target and budget
- Thank you to everyone and appreciate the effort provided each day to maintain the campus

Mark Delcamp

- Dan's Moving and Storage will be here Wednesday to remove old furniture from Kasling
- Grade 6's are working on finishing up the courtyards in the Kirkland Complex; have been shuffling around old furniture for us in Igoe, Kasling and Grissom when time permits in addition to working with Elizabeth at the townhouses to prepare student rooms
- We received a bid from Brooks Rigging after a long search to have the machine shop equipment relocated from Jewett basement into Houghton Hall. A PO will be issued July 1st with an expected move date during the week of July 11th
- Mattresses are slated to arrive June 22nd and will be delivered in 2 loads, one in the morning and one in the afternoon
- Working with Robyn Reger to move her and Moj Seyedian's office from Thompson to Maytum Hall 809
- Staff are working on relocating some inner office moves for Career Development this morning
- Park Place 521 is now empty as the visiting professor has moved out. We will be packing up items left behind and transferring them to Jacob Czelusta's office in Thompson Hall
- Colvin draperies will be here Friday this week to review damaged shades in RAC and to quote new shades for the EC Art Gallery

Tim Lillie

- Art is leaving at noon today
- I am leaving at 1:30 tomorrow
- We're taking care of the Career Development move this morning
- We moved items from Thompson to Maytum Friday night and will finish setting up the spaces tonight
- Staff are in the Natatorium working on detailing the space. We have started on the lightbulb replacement
- Staff is getting started on window washing at various buildings as the weather permits. Will remind supervisors to utilize the booking calendar for it

Tim Bentham

- Working with Facilities Planning on capital projects
- Working with JCI/Tyco on cameras and card access projects on campus
- All State Fire completed the annual sprinkler inspection. We are waiting on the Village of Fredonia to give us the OK to test/flush the fire hydrants
- JCI/Simplex continues the annual testing of the building fire alarm systems
- Working with ITS on future classroom improvement projects
- Working on future DIFR and MCM projects
- IEP Technologies and Flamex are scheduled to be onsite June 16th to inspect the dust collectors at Rockefeller Arts Center
- Electrical Unit
 - Working on townhouse work orders
 - Working on Disney and Eisenhower RD apartments
 - Working on route for washers and dryers in Village Center
 - Working in Mason 3140
 - Helping JCI with fire alarm testing
 - Working on LoGrasso outside lights
 - Working on a lot of projects campus wide
 - Working on other work orders and PM's

Rich Newton

- Will be working on mowing, trimming, and bed clean up
- We will be working to try to remove the blue sign for Erie Dining Hall
- Barricades and traffic control devices will be staged for the milling and paving work going on this week
- We will be looking to remove some large Yews growing along the parking area by the Schulz Hall loading dock for safety and maintenance reasons
- We will be planning to remove some smaller dead trees that we have found and compiling a list of large ones
- A new scrap metal contractor was found and a new dumpster has arrived. We will be disposing of some old metal equipment and abandoned property over the next couple of weeks
- The Grounds staff will be off Monday, 6/20 for the Juneteenth holiday and many will be taking off this Friday, 6/17 as well

Nelson White

- Grissom RD apartment has been completed
- The PM work in the RD apartments at Disney, Eisenhower and the townhouse have been completed
- Doing PM work and servicing hot water tanks in all of the townhouse apartments
- We will be starting plumbing rough-in for the new bottle fill station in Chautauqua this week
- Working on work orders as they come in

Jim Kuras

- Continue to work on door, lock and key issues and requests
- Continue to work on ARCR work orders
- Removing and adjusting the starting blocks and diving boards for light bulb replacement and diving camp
- Stanley Doors have repaired door 43 and will be back to repair door 40 at RAC lobby
- Plyler Doors have completed the fire inspections on the drop-down overhead doors and will be back to repair the door at UC, RA office
- White Terrace will continue to work in RD apartments, Reed library ceiling hatches, Eisenhower student showers and Chautauqua Hall bottle filling stations
- Fredonia Glass will order replacement glass for the Falcone greenhouse and help install panels for A/C units in various RD apartments

Gary Hardy

- Stanley Steemer finished cleaning ductwork at Chautauqua and Nixon Halls this week
- One circuit on the Houghton chiller is down. Waiting for contractor to come back out and address issues on it
- University Commons chiller #1 is out of service. #2 is working at this time
- Addressing cooling system issues
- Rockefeller generator is down. Cummins had to order parts
- There will be no Heating Plant coverage on Monday, June 20th to observe Juneteenth
- There will be no Heating Plant weekend coverage from now until June 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) |
| 10/6-10/7 | Fall Break (no classes) |

| Custodial Supervisor Schedule for 6/13-6/19 | | | | | | | | |
|---|----|-------------|-------------|-----------------|-------------|-------------|----------|--------|
| | # | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Tim Lillie | 65 | 8 a-4:30 p | 9 a-1:30 p | 12: 30 p-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-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 | 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 |

| Heating Services Schedule for 6/13-6/19 | | | | | | | | |
|---|--|--|--|--|--|--|----------------|----------------|
| Shift | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | |
| 1st 7 am-3:30 pm | 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 | 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 | 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 M. Hill | D. Halas M. Hill | D. Halas M. Hill | D. Halas M. Hill | 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 | 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 |
| 6/26-8/5 | Fredonia Upward Bound Program | Nixon (6/27-7/22) | 50 |
| 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) | | | |
| 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 | TBD | 3516 | 3515 |
| Eisenhower | B | TBD | 3518 | 3517 |
| Gregory | A | Fred DiLorenzo | N/A | 3491 |
| Grissom | B | TBD | 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 | TBD | 4981 | 4982 |

| Residence Hall Coverage Schedule | | |
|--|----------------------|----------|
| Monday, 6/13 from 9 am through Monday, 6/20 at 9 am | Adrian Vega Bautista | 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
Aaron Parkhurst

Kevin Hahn
Michael Metzger
Mark Suida
David Starrett