

FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, August 10, 2020

Meeting not held this week

Kevin Cloos

- All State Fire will perform the Ansul inspections at Children's Center, Lanford House and automotive garage fuel island on 8/10
- Swan Painting will paint one office at Reed on Thursday
- Wise Painting will paint one office at Thompson on Monday
- Village Locksmith will install new hardware on each stairwell door to the lobby at Hendrix
- Accent Stripe will paint the double yellow and white edge lines on the campus roadways
- Miracle Method continues with repairs to the coating at three McGinnies Hall student bathrooms, McGinnies lobby restroom small touch up on floor, Alumni Hall lobby restroom small touch up on wall and additional shower pans at a few Townhouses
- S.E.G. will abate and cleanup asbestos at Jewett Hall loading dock area starting 8/11
- Lot 9 back section along the soccer stadium and fields is closed off for Residence Hall move in
- Tents will be installed at Lot 9 on 8/14 for move in
- Lake Way Drive (Ring Road to Brigham Road) will be closed to all traffic 8am to 5pm for move-in each day from 8/15/2020 to 8/18/2020
- Reminder that all exterior doors at the Residence Halls must be closed 24/7 and not propped open
- All fire doors in the buildings must remain closed and not be propped open
- Residence Hall Move-In 8/15/2020 to 8/22/2020
 - The office will be open on Saturday, 8/15 and Sunday, 8/16 from 10:00 a.m. to 3:00 p.m.
 - The office will be open 8:00 a.m. to 5:00 p.m. on Monday, 8/17 and Tuesday, 8/18
 - The office will be open 8:00 a.m. to 4:00 p.m. on 8/19, 8/20, 8/21
 - The office will be open on Saturday, 8/22 from 10:00 a.m. to 3:00 p.m.
 - There will be limited Custodial and Trades staff working on each Saturday and Sunday
 - No Parking signs will be installed along Resident Row across from McGinnies
 - Signs directing traffic for move-in will be placed around campus on 8/14

Mark Delcamp

- Staff continues to work in buildings to set spaces up for social distancing
- Staff will be working to add additional hand sanitizers into academic spaces
- Blinds have started arriving for Residence Halls. Staff will be swapping them out as they are received
- Buildings are being detailed as we continue preparing for move in
- We will have limited staffing scheduled for move in weekend
- Staff is working to clean and prepare the Lanford house for Dr. Kolison's arrival on Friday

Orion Purslow

- Working on work orders and PM's

Tim Bentham

- Continue working on issues with the Campus Energy Metering project
- Working with Facilities Planning on Fuel Tank Replacement Project, Mason AHU Phase 5 Project, Houghton Fit Out, Solar Array, I.T. Emergency Power and UPS Replacement and Reed Library Exterior Rehab
- JCI/Simplex will install the new fire alarm panel in the Butler Building as soon as it arrives. Scheduled to arrive sometime in August
- JCI/Simplex have completed the deficiencies that were found during the annual fire alarm testing
- JCI/Simplex is scheduled to update the Mass Notification computer on Aug. 18th
- Continue working with National Fuel Gas to locate underground gas lines. They plan to be on campus sporadically locating underground gas lines
- Working with All State Fire and Sprinkler on repairing the sprinkler system fire department connection repairs
- All State Fire completed cleaning the kitchen hoods at the Child Care Center and Lanford House
- Working on repairs to the TEKWORX automation system in RAC Addition

Tim Lillie

- Staff continues to sanitize high touch points throughout campus
- We are moving through the academic buildings reducing seating as requested. Thompson, Jewett and Fenton are completed. Science Center is almost done, RAC is started and will move on to Mason next.
- Darlene is off all week
- We are working on the requested adjustments to Hendrix hall. The safety kits will be delivered this afternoon

Rich Newton

- Freshening up the grounds at the Lanford House
- Edging sidewalks around campus
- Moving picnic tables around to accommodate needs and requests
- Cleaning up various perennial beds around campus
- Setting up barricades and providing cones for move in procedures
- Setting out the in-street pedestrian signs at busy crosswalks around campus
- Staff will be working minimal 2-person shifts over the weekend for move-in
- I will be out of town Friday through the weekend. Please contact Gerald for any Grounds concerns, via the office at 3452

Nelson White

- Doing pm work at the Lanford House on 8/10/20
- Hemingway Hall-will be fixing roof leader that is cracked in the 304 hallway
- Grissom Hall- 3 of 4 hydration stations are installed. Hope to get last one installed in the next couple days
- Working with St George Enterprises cleaning out storm water catch basins behind mason hall 8/10/20-8/11/20
- Doing PM's and work orders

Jim Kuras

- Working on various Res Hall work orders
- White Terrace is working at Hemingway Hall
- Building a wall in the archives portion of Carnahan Jackson
- Patching and painting at the Lanford House

Gary Hardy

- Working on upgrading filters in buildings throughout campus
- Laying up 2 boilers in Fenton Hall now that Houghton Hall will have its own boilers
- Working with Feedwater Treatment Systems on cooling towers
- Continue cleaning refrigeration equipment for FSA. Have ice machines left to do
- PM's and work orders

Campus Calendar	
8/15	Res Halls and Townhouses open
8/24	First Day of Classes
9/7	Labor Day – Classes in session
11/20	Last day face-to-face instruction

Heating Services Schedule for 8/10-8/16							
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 K. Watrous S. Carutis A. Jagow K. Szklenski	G. Hardy G. Tucker H. Farner K. Watrous S. Carutis A. Jagow K. Szklenski	G. Hardy G. Tucker H. Farner K. Watrous S. Carutis K. Szklenski	G. Hardy H. Farner K. Watrous S. Carutis	H. Farner K. Watrous	G. Tucker
2nd 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
3rd 11 pm-7:30 am	No Coverage	No Coverage	No Coverage	No Coverage	K. Szklenski	A. Jagow	A. Jagow

Custodial Supervisor Schedule for 8/10-8/16								
	#	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
Darlene Miller	51	Off	Off	Off	6 a-2:30 p	6 a-2:30 p	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	3:30 p-12 a	3:30 p-7:30 p	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	3 p-11:30 p	3 p-11:30 p	Off	Off

Trades Coverage for Move In Saturday, 8/15 & Sunday, 8/16				
Office	Saturday	10 am-3 pm	Shannon McKoon	Base
	Sunday	10 am-3 pm	Shannon McKoon	3452
Electricians	Saturday	10 am-3 pm	Orion Purslow	76
			Chip Riewaldt	66
	Sunday	10 am-3 pm	Rodney Hayes	64
			Chip Riewaldt	66
Grounds	Saturday	9 am-1 pm	Gerald Polvino	96
			Steve Dyer	98
		1 pm-5 pm	Natalio Matias	91
	Sunday		Matt Walters	95
		11 am-3 pm	Gerald Polvino	96
			Steve Dyer	98
Lockshop	Saturday	10 am-3 pm	Pete Cortes	54
			Nick Polvino	25
	Sunday	10 am-3 pm	Pete Cortes	54
			Nick Polvino	25
Plumbers	Saturday	10 am-3 pm	Nelson White	71
			Steve Kosierb	79
	Sunday	10 am-3 pm	Nelson White	71
			Jeff Peterson	61
Structural	Saturday	10 am-3 pm	Don Dillenburg	67
			Rik MacKenzie	40
	Sunday	10 am-3 pm	Brian Hobbs	55
			Rik MacKenzie	40

Custodial Coverage for Move-In (Academic) Saturday, 8/15			
Supervisors	9 am-1 pm	Nick Valentine	32
	1 pm-5 pm	Rich Logan	62
Athletics & RAC	6 am-2:30 pm	Andrea Markham	16-06
	6 pm-2:30 am	Hannah Cleland	16-03
University Commons, Gregory & Science Center	8 am-12 pm	Jorge Rosa	24-01
	12 pm-4 pm	Iris Rosa	05-01
Williams Center, Mason & McEwen	8 am-12 pm	Barb Barreca	12-02
	12 pm-4 pm	Sue Michalak	08-02

Custodial Coverage for Move-In (Residential) Saturday, 8/15-Sunday, 8/16				
Saturday	Supervisor	9 am-1 pm (Saturday) 1 pm-5 pm (Saturday) 9 am-2 pm (Sunday)	Nick Valentine Rich Logan Darlene Miller	32 62 51
	Alumni	9 am-1 pm 1 pm-5 pm	Julie Echevarria Scott Pagano	08-01 20-01
	Chautauqua	9 am-1 pm 1 pm-5 pm	Linda Nixon Phil Collier	08-02 35-01
	Kasling	9 am-1 pm 1 pm-5 pm	Jeff Deering Rob Rivera	83-02 79-01
	Townhouses/Float	9 am-1 pm 1 pm-5 pm	Juliana Krauter Elizabeth Meadows	33-01 04-03
	University Commons, Gregory & Float	3:30 pm-12 am	Dan Schrader	74-03
Sunday	Nixon	7 am-3:30 pm	Brooks Glapa	20-02
	Grissom	7 am-3:30 pm	Carmen Vazquez-Ruiz	24-02
	Hemingway	7 am-3:30 pm	Elly Irizarry	24-02
	Townhouses/Float	7 am-3:30 pm	Jessica Brown	20-01

Residence Hall Coverage Schedule		
Monday, 8/10 from 9 am through Monday, 8/17 at 9 am	Areas A & B: Fatihath Assani	679-8524

Anniversaries—Thank you and Happy Anniversary!!	
Phil Collier has started his 4 th year Sara Jagoda will be starting her 9 th year Andrea Markham will be starting her 3 rd year Candy Nolan will be starting her 3 rd year Sheri Burlison will be starting her 4 th year Rik MacKenzie will be starting his 19 th year Donna Poncharik will be starting her 9 th year Zach Schober will be starting his 3 rd year Randy Grant will be starting his 11 th year	Robert Jank has started his 4 th year Jessica Brown will be starting her 3 rd year Peter Privitere will be starting his 3 rd year Brian Hobbs will be starting his 18 th year Brooks Glapa will be starting her 4 th year Lori Martin will be starting her 9 th year Fredrick Barbar will be starting his 3 rd year Jean Worosz will be starting her 3 rd year

cc:
Facilities Services Staff
Judy Langworthy
Katharine Bixby
Kevin Kearns
Brent Isaacson

Geoffrey Braun
Kathy Forster
Eric Hadley
Scott Martin
Brian Studley

Cedric Howard
Markus Kessler
Marc Levy
Jerry Fisk
Dan Goodwin

Sarah Laurie
Denise Szalkowski
Betty Gossett
Ben Miller
Don Scott

Stephen Rieks
Aaron Parkhurst
Kevin Hahn
Michael Metzger
Mark Suida