

# FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, August 24, 2020

*\*\*Meeting not held this week\*\**

## Kevin Cloos

- Thank you to everyone for the great work to prepare the campus for the return of students and the start of the fall semester
- Facilities Services office hours are now 8:00 a.m. to 4:30 p.m., Monday – Friday for the semester
- 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

## Mark Delcamp

- I would like to acknowledge all staff that worked very hard to prepare buildings and grounds for the start of the semester. It's been very challenging at times and I'm grateful for your efforts
- More window blinds have been received and will be installed over the next few days
- Staff continues to distribute sanitizer and wipes where needed
- I will be out of the office until Thursday this week

## Orion Purslow

- Fire Alarm work is done in the Butler Building
- Testing of Mason Hall fire alarm is done
- We made some temporary computer classrooms to make space due to Covid restrictions
- Move in went well for the electrical end
- Working on work orders/ 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 have installed the new fire alarm panel in the Butler Building. The system has been tested and is now complete. This completed the campus fire alarm panel upgrade project
- JCI/Simplex update the Mass Notification computer. They will be onsite this week to finish some loose ends
- JCI/Simplex completed the annual fire alarm testing at Mason Hall
- Working with All State Fire and Sprinkler on repairing the sprinkler system fire department connection repairs
- Working on repairs to the TEKWORX automation system in RAC Addition
- Bison Elevator Co. is scheduled to maintain our campus elevators starting Sept. 1st, 2020

### **Tim Lillie**

- Darlene is off today and tomorrow
- I am off Thursday
- We continue to store and move furniture for various departments across campus.
- We continue to go through the buildings sanitizing high touch areas across campus
- We completed the install of over 100 additional Hand Sanitizer stations in the Academic buildings
- The tubs of wipes that came in Friday have all been delivered according to the list we received
- We're completing many work orders. A number of which are bunking/raising/lowering beds

### **Rich Newton**

- This week the grounds crew will be working on the following:
  - Collecting all cones and barricades from lots affected by move-in and storing them back in their usual locations
  - General campus mowing and maintenance
  - Working on any work orders that come in
  - I will be off Tuesday, 8/25, and possibly Wednesday 8/26 for family medical reasons

### **Nelson White**

- The D.I. water leak is fixed in Room 242 of the Science Center. The system is back on-line
- Grissom Hall- still need to finish install of 1 hydration station
- Getting quotes for the storm drain repairs in Lot 7 and Lot 9D
- Working on work orders and PM work
- Dods and Steele Hall drinking fountains-we have a few left to isolate bubblers on to comply with the gyms reopening

### **Jim Kuras**

- Working on various Res Hall work orders
- Installing partition walls in Carnahan Jackson
- Will be installing plexiglass sneeze guards throughout the campus this week
- Will be installing banners on light poles throughout the campus
- Processing many key requests and changing out cores in Res Hall mailboxes

### **Gary Hardy**

- Working with Feedwater Treatment Systems on cooling towers
- Completed cleaning refrigeration equipment for FSA
- Addressing cooling issues on campus
- PM's and work orders

Campus Calendar	
9/7	Labor Day – Classes in session
11/20	Last day Face-to-Face instruction
11/23-11/27	November break
11/30	Classes begin-remote instruction
12/4	Last day of classes

Heating Services Schedule for 8/24-8/30							
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 K. Watrous S. Carutis	G. Hardy G. Tucker H. Farner K. Watrous S. Carutis	G. Hardy G. Tucker H. Farner K. Watrous S. Carutis	H. Farner K. Watrous S. Carutis	H. Farner K. Watrous	G. Tucker
<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	A. Jagow K. Szklenski	A. Jagow K. Szklenski	K. Szklenski	K. Szklenski	A. Jagow	A. Jagow

Custodial Supervisor Schedule for 8/24-8/30								
	#	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	Off	8 a-4:30 p	Off	Off
Darlene Miller	51	Off	6 a-2:30 p	6 a-2:30 p	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-12 a	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	Off	Off	Off

Residence Director Staff—Fall 2020				
Residence Hall	Area	RD	Apt.	Office
Alumni	A	Tracy Halloran	3262	3261
Chautauqua	A	Anissa Scharborough	3412	3411
Disney	B	Leanna Hess	3516	3515
Eisenhower	B	Christopher Shirley-Brown	3518	3517
Gregory	A	Patrick Toscano	N/A	3491
Grissom	B	Richard Sanders	3512	3511
Hemingway	B	Adrian Vega Bautista	3566	3565
Igoe	B	Megan Hanrahan	3562	3561
Kasling	B	Alyssa Stephens	3514	3513
McGinnies	A	Ally Sievers	3352	3351
Nixon	A	Fatihath Assani	3432	3431
Schulz	B	Terron Brown	3564	3563
University Commons	A	Patrick Toscano	3679	3678
University Village	A	Dan Goodwin	4981	4982

Residence Hall Coverage Schedule		
Monday, 8/24 from 9 am through Monday, 8/31 at 9 am	Area A Tracy Halloran	679-8524
Friday, 8/28 from 5 pm through Monday, 8/31 at 9 am	Area B Chris Shirley-Brown	673-5024

**Anniversaries— Thank you and Happy Anniversary!!**

Mark Delcamp has started his 15<sup>th</sup> 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