

FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, February 10, 2020

Kevin Cloos, Director Mike Metzger, VP for Finance & Administration Mark Delcamp, Assistant Director Orion Purslow, Supervising Electrician Tim Lillie, Head Janitor	Tim Bentham, Assistant Director Rich Newton, Head Grounds Supervisor Jim Kuras, Structural Supervisor Nelson White, Plumbing Supervisor Shannon McKoon, Office Assistant II
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Next Meeting: Monday, February 24, 2020 @ 9:45 a.m.

Kevin Cloos

- All State Fire will perform the semi-annual Ansul system inspections on 2/13 at the Children's Center kitchen, Garage Fuel Island and Lanford House kitchen
- I will be out of the office on Thursday, 2/13
- There will be limited trades and custodial staff working on the Monday, 2/17 holiday
- The office will be open normal hours on the Monday, 2/17 holiday

****View this website to see the current list of daily events scheduled on the campus: ****

<https://events.fredonia.edu/>

Mike Metzger

- The SHPO (State Historic Preservation Office) will be visiting the Fenner House
- Middle States will be here in March
- The search for a President is on schedule. The new President will start on 7/1. The Lanford House renovations will begin so off campus living arrangements will have to be made

Mark Delcamp

- Building inspections are at Schulz and Hemingway tomorrow and RAC on Wednesday
- Meeting with a new vendor on Thursday for flooring projects
- Working on assessing equipment needs. Repairs to some of the equipment is very costly
- We have had many staff members out sick for the last 2 weeks. We are doing our best to cover all areas especially high use areas
- I will be arriving to work late on Wednesday

Orion Purslow

- Finished basement lights in Disney and Eisenhower Halls
- Starting on the Kasling and Grissom stairwell lights this week
- Working on work orders and pm/s

Tim Lillie

- Art if off sick today
- Nick will be off on Friday
- Will be meeting with Janet Parsons for a clean-out in the Jewett basement
- Will have limited staff working on Monday for the holiday

Tim Bentham

- Continue working on issues with the Campus Energy Metering project.
- The leak in Thompson Boiler #2 was repaired and is back in service. The additional controls on both boilers are complete. Both boilers had combustion analyzing completed and are operating efficiently.
- Working on MCM projects.
- Working on repairs to Erie Dining Hall heating hot water pipe that we think is leaking below the floor.
- Working with IT on windows 10 upgrade on our desk top PC's and our EMS terminal servers

Rich Newton

- John Cole and I will be away this Wednesday and Thursday (2/12-2/13) for training and certification credits
- The Grounds crew will be addressing weather related needs as they come up this week and next
- The Grounds crew will be addressing plow damage and continuing with spring cleanup as the weather potentially shows warming up next week
- Some crew will be here on President's Day, updates will follow

Jim Kuras

- Working on Mason Hall's building inspection
- Painting the custodial break room and stairwell in Igoe Hall
- Repairing walls and installing hatches after plumbing issues corrected in the Res Halls
- A.W. Farrell's will be making various repairs on UC roof as weather permits
- We will be removing a ceiling in the men's room # 004 in Erie Dining Hall
- Frontier Glass will be in the Williams Center making repairs to the dividing wall in rooms S204 on Wed. the 12th
- Various work orders

Nelson White

- We have received 8 hydration stations that are slated to be installed in Kasling and Grissom Halls. I have to coordinate with other shops to determine install dates
- Science center D.I water- C-unit waiting on electronic float to repair unit. It is currently out of service
- Gregory Hall 400 House 2nd floor laundry room repairs to fix leak has been addressed and structural shop has repaired the wall. We hope to have new utility sink installed later today
- Rockefeller Arts Center Room P-73-- we have completed the insulation install on the 2 ½ inch domestic hot water line
- Science Center Room 320--we are about ¾ done with dishwasher install and hope to be done in the next couple of days
- Science Center Marletta Conference Room 244--leaks from insulation seem to be caused by condensation. Since the insulation was removed, we have not had any issues. We are going to try insulating again
- Letchworth 101--had to install new dryer. Letchworth 201--had to install new washing machine
- Trying to get some needed sump pump pm work done, and work orders

Gary Hardy (Absent)

- Addressing a leak under the concrete floor at Erie Hall
- There is a cooling unit compressor down for the dimmer room at Marvel Theater Finishing that this week
- Repairing water leak on walk in cooler Tim Horton's
- Have a burner motor order for Williams Center steam boiler
- Changing a fan motor on AHU-1 in the Science Center
- Working on heating issues as the come in
- Working on PM's and WO's

Campus Calendar	
2/13	Professional Development Day
3/16-3/20	Spring Break
4/13	Travel Day—no classes
5/8	Last Day of Classes
5/11-5/15	Final Exams
5/16	Commencement
8/20	All Campus Meeting

Building Inspection Schedule			
Tuesday	2/11	1:15 pm	Schulz & Hemingway
Wednesday	2/12	10 am	RAC
Tuesday	2/18	1:15 pm	Kasling & Grissom
Wednesday	2/19	11 am	Williams Center & Jewett
<i>The building that is listed first on the schedule each day is where the inspection will begin. Meet in the main office area of all buildings</i>			

Heating Services Schedule for 2/10-2/16							
Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st 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
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	K. Szklenski	K. Szklenski	K. Szklenski	K. Szklenski	K. Szklenski	OT	OT

Custodial Supervisor Schedule for 2/10-2/16								
	#	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tim Lillie	65	8 a-4:30 p	Off	8 a-4:30 p	8 a-4:30 p	8 a-4:30 p	Off	Off
Darlene Miller	51	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
Art Franklin	43	Off	Off	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	Off	Off	Off
Rich Logan	62	11 p-7:30 a	11 p-7:30 a	11 p-7:30 a	11 p-7:30 a	Off	Off	11 p-7:30 a

Custodial Weekend Coverage Friday, 2/14-Sunday, 2/16				
Athletics	Friday	8 pm-2 am	Rich Logan	62
	Saturday	6 am-2:30 pm	Andrea Markham	16-06
		2 pm-8 pm	Jeff Deering	83-02
	Sunday	8 pm-2 am	Elizabeth Goblirsch	74-01
		7 am-1 pm	Phil Collier	35-01
Mason & WC	Saturday	6 am-12 pm	Missy Mt. Pleasant	21-02
		2 pm-8 pm	Sara Jagoda	04-01
	Sunday	7 am-1 pm	Keshia McCloskey	09-01
UC & WC	Saturday	3:30 pm-12 am	Dan Schrader	74-03
Weekend Trash	Sunday	8 am-12 pm	Jorge Rosa, Iris Rosa, Bob DeGolier & Wayne Seabolt	

Custodial Coverage--President's Day Sunday, 2/16 from 11 pm-7:30 am Supervisor—Rich Logan #62		
Children's Center	Robert Rivera	79-01
Dods	Joel Rivera	16-04
	Joel Ross	16-05
Fenton	Matt Bishop	01-03
Mason	Candy Nolan	02-04
McEwen	Derek Case	13-02
RAC	Elizabeth Meadows	04-04
	Zach Schober	04-03
	MacKenzie DeLand	04-05
Reed	Rich Gugino	12-03
Science Center	Chris Brunecz	83-01
University Commons & Gregory	Jeff Deering	83-02
Williams Centers	Erin Ransom	09-03

Custodial Coverage--President's Day Monday, 2/17 Supervisor—Darlene Miller #51			
Academic	Athletics & RAC	Sara Jagoda	04-01
6 am-2:30 pm	Incubator	Bob Jank	78-01
	Reed & McEwen	Wayne Seabolt	13-01
	WC & Mason	Cathy Walters	30-01
	Townhouses	Darlene Miller	51
Residential	Alumni	Scott Pagano	20-01
7 am-3:30 pm	Chautauqua	Chuck Miller Julie Echevarria Linda Nixon	08-01
	McGinnies	Chuck Miller Tracy Lorenzo Sue Michalak	08-01
	Nixon	Scott Pagano Kevin McCarthy	20-01 20-02

Custodial Coverage--President's Day Monday, 2/17 from 3:30 pm-12 am		
Athletics, Mason & Williams Center	Sue Smith	16-02
Jewett & LoGrasso	Jack Anderson	14-01
Maytum, Thompson & Williams Center	Iris Rosa Tony Pagano	05-01 05-02
RAC & Reed	Barb Barreca	12-02
University Commons, Fenton & Science Center	Dan Schrader	74-03

Residence Director Staff				
Residence Hall	Area	RD	Apt.	Office
Alumni	A	Tracy Halloran	3262	3261
Chautauqua	A	Jalen Wright	3412	3411
Disney	B	Kyle Piscitelli	3516	3515
Eisenhower	B	Hayley Guild	3518	3517
Gregory	A	Patrick Toscano	N/A	3491
Grissom	B	Richard Sanders	3512	3511
Hemingway	B	Jill Swanson	3566	3565
Hendrix	B	Anissa Scharborough	3568	3567
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	Pilar Nelson	3564	3563
University Commons	A	Patrick Toscano	3679	3678
University Village	A	Dan Goodwin	4981	4982

Residence Hall Coverage Schedule		
Monday, 2/10 from 9 am through Monday, 2/17 at 9 am	Area A Richard Sanders	679-8524
Friday, 2/14 from 5 pm through Monday, 2/17 at 9 am	Area B Alyssa Stephens	673-5024

Anniversaries—Thank you and Happy Anniversary!	
Jeff Peterson will be starting his 31 st year	Bob Miller will be starting his 15 th year

Thought for the week: *“When we strive to become better than we are, everything around us becomes better too.” – Paulo Coelho*

cc:				
Facilities Services Staff	Geoffrey Braun	Cedric Howard	Christine Givner	Stephen Rieks
Paul Agle	Kathy Forster	Markus Kessler	Sarah Laurie	Aaron Parkhurst
Judy Langworthy	Eric Hadley	Marc Levy	Denise Szalkowski	Kevin Hahn
Katharine Bixby	Scott Martin	Jerry Fisk	Betty Gossett	Michael Metzger
Kevin Kearns	Brian Studley	Dan Goodwin	Ben Miller	Don Scott
Dennis Hefner	Brent Isaacson	Mark Suida		