

FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, February 24, 2020

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

Kevin Cloos

- Will be working on the LoGrasso ADA restroom during Spring Break
- Discussed the department budget

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

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

Mike Metzger

- We are reviewing ADA accessibility to the buildings after receiving some complaints. Maytum Hall was one of them for example. Please share any ideas that you may have for any of the buildings
- Many applications were received for the Presidential search. Two committees have been formed, as there are 18 people on the search committee. The process will narrow down to three candidates. The new President will be announced at the Board of Directors meeting in June

Mark Delcamp

- Nick Valentine will be off Tuesday and Wednesday
- We would like to welcome Hannah Cleland to our Custodial Services team. She will be training over the next two days and officially begin her new position in Athletics on Wednesday evening. She will be working Tuesday through Saturday from 6p-2:30a
- Staff will be working on the McEwen Lobby floor outside the Sheldon Labs over the next couple of weeks. We are in the process of removing the finish and applying new. Our 3M representative will be here Wednesday, March 18th over spring Break to assist us with applying a new finish to the floor
- Staff is working to clean up the Hendrix TV studio. We will be working there on a more regular basis each week to maintain cleanliness
- Tim and I will be meeting with MCW staff to begin review of needs for the upcoming Multicultural weekend on March 27th and 28th
- Building Inspections this week are in Chautauqua/McGinnies tomorrow and Thompson Hall Wednesday

Orion Purslow

- Working on work orders and PM's

Tim Bentham

- Continue working on issues with the Campus Energy Metering project
- Working on MCM projects
- Investigating issues with water in our natural gas lines
- Continue Working with IT on windows 10 upgrade on our desk top PC's, EMS terminal servers and Siemens Electric computer

Rich Newton

- Working on cleaning up leaves, plow damage, etc.
- Preparing for the upcoming storm

Jim Kuras

- Working in Mason Hall's building inspection
- We will be installing a hatch in Nixon bathroom 132 where there was a plumbing leak
- Building a mailbox for the Business Department
- We will be installing a padded wall in the Performance Center
- Cleaning up graffiti in RAC stairwells
- Many key requests are still coming in
- Various work orders

Nelson White

- Waiting on washing machine to be delivered for Holland 101
- Waiting on parts to fix hot water tank at the Marche
- Still waiting on parts to fix D.I water at Science Center
- We installed a new hydration station at 4th floor of Carnahan Jackson
- The dishwasher we installed in room 320 is waiting on 1 D.I water faucet/filter connection to complete
- Working on PM's and work orders as they come in
- G-103 Williams Center-waiting on ceiling to be opened in bathroom to fix aav-vent that contractors buried in ceiling

Gary Hardy

- Addressing a leak under the concrete floor at Erie Hall. Waiting for ceiling and ACM removal
- There is a cooling unit compressor back online for the dimmer room at Marvel Theater
- Williams Center steam boiler has been repaired
- Changed a fan motor on AHU-1 in the Science Center
- Vacuum Pump #3 has a bad seal in the Science Center. Dunkirk Electric Motor will be repairing unit on site when the parts come in
- Refrigerant monitor from Thompson Hall has been sent back to Trane for repair under warranty
- Waiting for quotes to come in for cleaning duct work at Reed Library and Carnahan-Jackson
- Working on heating issues as the come in
- Working on PM's and WO's

Campus Calendar	
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
8/21	Orientation & Registration

Building Inspection Schedule			
Tuesday	2/25	1:15 pm	Chautauqua & McGinnies
Wednesday	2/26	11 am	Thompson
Tuesday	3/3	10:30 am	University Commons
Wednesday	3/4	11 am	Science Center
<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 2/24-3/1							
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	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	K. Szklenski	K. Szklenski	K. Szklenski	K. Szklenski	K. Szklenski	OT	OT

Custodial Supervisor Schedule for 2/24-3/1								
	#	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	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	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	Off	Off	3:30 p-12 a	3:30 p-12 a	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, 2/28-Sunday, 3/1				
Athletics	Friday	6 pm-2:30 am	Hannah Cleland	16-03
	Saturday	6 am-2:30 pm	Andrea Markham	16-05
		11 am-5 pm	Barb Barreca	12-02
		2 pm-8 pm	Jeff Deering	83-02
		6 pm-2:30 am	Hannah Cleland	16-03
	Sunday	8 pm-2 am	Elizabeth Goblirsch	74-01
7 am-1 pm		Phil Collier	35-01	
10 am-4 pm		Seth Wolnik	12-01	
Mason & WC	Saturday	7 am-1 pm	Sara Jagoda	04-01
	Sunday	3 pm-9 pm	Bryan Miller	02-02
		8 am-2 pm	Jorge Rosa	24-02
RAC	Saturday	4 pm-10 pm	Tony Pagano	05-02
	Sunday	10 am-4 pm	Iris Rosa	05-01
UC & WC	Saturday	3:30 pm-12 am	Dan Schrader	74-03
Weekend Trash	Sunday	8 am-12 pm	Bob DeGolier, Barb Barreca & Wayne Seabolt	

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, 2/24 from 9 am through Monday, 3/2 at 9 am	Area A Fatihath Assani	679-8524
Friday, 2/28 from 5 pm through Monday, 3/2 at 9 am	Area B Megan Hanrahan	673-5024

Anniversaries—Thank you and Happy Anniversary!	
Nick Polvino will be starting his 9 th year Melissa Buchanan will be starting her 13 th year	Sue Smith will be starting her 20 th year

*Thought for the week: "If you hit the every time, it's too near or too big."
– Tom Hirschfield*

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		