

FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, May 18, 2020

Meeting not held this week

Kevin Cloos

- Thank you to everyone for your continued great work on campus
- S.E.G. will abate the broken window at my office on Monday, 5/18
- Fredonia Glass will install the replacement window on Thursday, 5/21
- Please review the Policy on Lost or Abandoned Property at https://www.fredonia.edu/sites/default/files/section/about/offices/human-resources/_files/LostProperty.pdf
- Johnson Control (Simplex) will perform the annual fire alarm testing starting 5/26/2020; the alarms will sound between 7:00 a.m. and 8:00 a.m. in the academic/administrative buildings and between 8:00 a.m. and 9:00 a.m. in the residence hall buildings
- The office will be closed on Monday, 5/25 for the holiday; all trades and custodial staff will be off
- Parking lot lights will be turned off to save energy at Lot 16 (Chaut/Nixon), Lot 21 (LoGrasso) and Lot 26 (Igoe/Hendrix); lights continue to be off at Lots 7, 9, 19A & 27
- Work will begin for the Solar Array Project; parking lot lights will be removed at Lot 28 (baseball field) and along the NYS Thruway

Mark Delcamp

- Staff is working to prepare Mason for next phase of the AHU project. We were advised to relocate all dock items, our storage room and break room. Our break room and dry storage will now be located in 2140. Our carts and trash/recycling containers will be stationed between 1075 and 1080
- Staff continues cleaning and disinfecting high touch areas
- Move out cleanup will begin today
- Today is the official start date for the third shift staff to begin working the new 3 pm-11:30pm shift
- Working with the grounds crew to identify additional areas for low/no mow zones and reduced mowing schedules

Orion Purslow

- Working on work orders and PM's

Tim Lillie

- We continue to go through the buildings sanitizing high touch surfaces
- We have doubled back in the dorms to do an even more thorough cleaning and take advantage of this extra time we have been given
- We are starting on cleaning the Natatorium diving boards and surrounding areas

Tim Bentham

- Continue working on issues with the Campus Energy Metering project
- Trane has completed the repair to Maytum Hall Chiller. Trane is scheduled to test chiller Wednesday.
- Continue working on MCM projects
- Working with Facilities Planning on Mason AHU Phase 5 Project, Houghton Fit Out, Solar Array and Reed Library Exterior Rehab
- JCI/Simplex will install the new Fire alarm panel in the Butler building as soon as it arrives
- Working on repairing our sprinkler system deficiencies
- Working on installing washer and dryer in University Commons and Chautauqua Hall Resident Director apartments
- Working on scheduling contractors at Reed Library for the HVAC Upgrade Project
- JCI simplex fire alarm test will start May 26
- Working with ACE Elevator Co. to do elevator inspections in June

Rich Newton

- Grounds will be focusing on mowing due to the rapid growth with the current weather
- As time permits, weed spraying will be done around Erie Hall, baseball, softball, and other campus areas
- We will also assist with the relocation of the light poles that will be removed from Lots 8A and 28 for the solar project
- As time permits we will coordinate with the electricians to dig a trench by the Butler Building for fire alarm system rework at the warehouse next door to Grounds

Nelson White

- Still working on the Chautauqua and U.C directors apartment upgrades
- The Natatorium pools have been drained. We are doing some PM work and will schedule a cleaning at some point
- We will be replacing more supply line valves in laundry rooms in Igoe, Hendrix and Hemingway in the next couple of weeks
- Working on sump pump PM work and work orders as they come in

Jim Kuras

- Continue working in RD apartments of Chautauqua and UC
- Continue to paint stairwells in Thompson Hall Various work orders
- Painting bathroom ceiling in E119W Thompson
- Preparing and starting the ARCR report repairs
- Working on ADA bathrooms in LoGrasso Hall
- Installing fire place in the Williams Center
- Saw cut the pavement between warehouse and the Butler Building

Gary Hardy

- Shutting down any unused equipment to help save maintenance and energy costs
- Working with MLP shutting down heating and cooling systems in Mason for summer project
- Working with Feedwater Treatment Systems to start cooling towers

- PM's on cooling equipment to get it ready for the season
- Refrigerant monitor from Thompson Hall has been sent back to Trane for repair under warranty. Still waiting for it to be returned
- Working on PM's and WO's. Working on items that allow social distancing

Campus Calendar	
8/8 (revised)	Commencement
8/20	All Campus Meeting
8/21	Orientation & Registration
8/22	Res Halls open
8/24	First Day of Classes
9/7	Labor Day – No Classes

Custodial Supervisor Schedule for 5/18-5/24								
	#	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	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	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

Residence Hall Coverage Schedule		
Monday, 5/18 from 9 am through Monday, 5/25 at 9 am	Areas A & B: Jill Swanson	679-8524

Heating Services Schedule for 5/18-5/24							
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 A. Jagow K. Szklenski	G. Hardy G. Tucker H. Farner K. Watrous S. Carutis A. Jagow K. Szklenski	H. Farner K. Watrous	G. Tucker
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	No Coverage	No Coverage
3rd 11 pm-7:30 am	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage

Anniversaries—Thank you and Happy Anniversary!

Jorge Rosa will be starting his 28 th year	Cathy Walters will be starting her 24 th year
Art Franklin will be starting his 24 th year	Kirk Szklenski will be starting his 20 th year
Kevin Watrous will be starting his 20 th year	Dave Tarnowski will be starting his 19 th year
Lee Szalkowski will be starting his 19 th year	

cc:

Facilities Services Staff
 Paul Agle
 Judy Langworthy
 Katharine Bixby
 Kevin Kearns
 Dennis Hefner

Geoffrey Braun
 Kathy Forster
 Eric Hadley
 Scott Martin
 Brian Studley
 Brent Isaacson

Cedric Howard
 Markus Kessler
 Marc Levy
 Jerry Fisk
 Dan Goodwin
 Mark Suida

Christine Givner
 Sarah Laurie
 Denise Szalkowski
 Betty Gossett
 Ben Miller

Stephen Rieks
 Aaron Parkhurst
 Kevin Hahn
 Michael Metzger
 Don Scott