

# FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, June 29, 2020

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

## Kevin Cloos

- Hillside Painting continues painting at the Town Houses; they expect to complete all areas this week
- I will be out of the office on Tuesday, 6/30

## Mark Delcamp

- Staff continue working to clean and detail Residence Halls and rooms following move out. Great progress has been made
- Daily cleaning and disinfecting high touch/use areas continues
- Staff continues to distribute hand sanitizer and wipes to departments

## Orion Purslow

- Working on work orders and PM's

## Tim Lillie

- We continue to sanitize high touch areas within the buildings
- We continue to use the JLG cleaning windows and overhangs as weather permits
- The window screen installation at the Lanford House was completed this morning
- Art is off all week
- I will be leaving at 11:30 am on Tuesday

## 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 July
- JCI/Simplex is continuing the annual fire alarm testing on campus
- ACE Elevator Co. and Schindler Elevator completed the annual elevator inspections
- Cummins technician repaired Nixon Hall Generator. We are waiting on parts for the Natatorium generator to complete this repair
- MLP Plumbing and Mechanical Installed the replacement heating hot water coil in the north air handler for Reed Library. The pipes will be insulated as soon as the materials arrive
- Working with National Fuel Gas to locate underground gas lines. They plan to be on campus sporadically locating underground gas lines
- Working on scheduling All State Fire to clean kitchen hoods in Lanford House and Childcare Center

**Rich Newton**

- This week the crew will be working on mowing and weed eating as needed
- Putting finishing touches on remaining Res Hall courtyards. All have been weed whacked, weed sprayed or both
- Digging out and setting millings for a new pad behind the Fieldhouse for new storage units
- Working on detailing perennial beds at the main entrance and Lanford House
- I will be off today in the afternoon. I will also be off from 11 am Thursday, July 2 and will return next Tuesday, July 7
- I anticipate that staffing will be low on Friday and Monday as staff splits up for a long holiday weekend

**Nelson White**

- Townhouses have been PM'd. Just waiting on some dishwasher rack replacement wheels
- We have scheduled Hemingway Hall for a shutdown of water service on July 1st to repair some faulty valves
- University Commons-we have scheduled a shutdown of hot water to dorm side to make a needed repair that will require 2 days to fix on July 6th and 7th
- Finishing up sump pump PM
- Hemingway Hall- we should be installing new shower control valves in RD apartment this week

**Jim Kuras**

- LoGrasso ADA bathrooms
- Working on ARCR's in Chautauqua, McGinnies and Igoe Halls
- Pucci's should be here this week to install flooring in Chautauqua Hall RD apartment
- Various campus work orders

**Gary Hardy**

- Working with MLP on Mason air handler project
- Working with Feedwater Treatment System on cooling towers
- Cleaning refrigeration equipment
- Parts are on order for University Commons Chiller #1
- Chilled water valves have been replaced in Schulz Hall
- PM's and work orders

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 6/29-7/5								
	#	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tim Lillie	65	8 a-4:30 p	8 a-11:30 a	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	Off	Off	Off	Off	Off
Nick Valentine	32	3:30 p-12 a	Off	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

Heating Services Schedule for 6/29-7/5							
Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>1st</b> 7 am-3:30 pm	G. Tucker S. Carutis A. Jagow K. Szklenski	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 H. Farner K. Watrous S. Carutis A. Jagow K. Szklenski	HOLIDAY	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	HOLIDAY	D. Halas
<b>3rd</b> 11 pm-7:30 am	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage

Residence Hall Coverage Schedule		
Monday, 6/29 from 9 am through Monday, 7/6 at 9 am	Areas A & B: Richard Sanders	679-8524

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