

# FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, November 13, 2017

Kevin Cloos, Director Michael Metzger, VP of Finance & Administration Mark Delcamp, Assistant Director Orion Purslow, Supervising Electrician Tim Lillie, Head Janitor Tim Bentham, BAS Coordinator	Rich Newton, Head Grounds Supervisor Jim Kuras, Structural Supervisor Gary Hardy, PUE II Bob Lawson, Assistant Director Shannon McKoon, Office Assistant II
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**Next Meeting: Monday, November 27, 2017 @ 9:45 a.m.**

## **Kevin Cloos**

- Susquehanna Sheet Metal rescheduled the installation of the toilet partitions and accessories at the Gregory lobby restrooms to Tuesday, 11/14
- Testing of the Mass Notification System will occur during the Thanksgiving break
- Office hours will be 8:00 a.m. to 4:00 p.m. on 11/20 & 11/21 and 8:00 a.m. to 12:00 p.m. on 11/22 during the Thanksgiving break
- The office will be closed on 11/23 and 11/24 for the Thanksgiving holiday
- Heating Services will be closed on 11/23 for the Thanksgiving holiday
- I will be out of the office Wednesday – Friday the week of Thanksgiving
- Walkway closed signs and chains will be installed at the Reed stairs and fan steps during the Thanksgiving break

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

**<http://www.fredonia.edu/Calendar/BrowseEvents.aspx>**

## **Mike Metzger**

- Starbucks, Cranston Marche and the C-Store are open next week except for Thanksgiving day

## **Mark Delcamp**

- Pucci's completed the carpet installation at Gregory Hall-Marketing and Communications and the near stairwell flooring
- All bids have been received Alumni Hall and Igoe and are being reviewed so a PO can be issued. Corporate Floors was the low bidder for the Gregory Hall stair tread replacement project and I'm awaiting support documents to issue a PO.
- Reminder to staff that we are selling raffle tickets for the \$100 Tuscany gift card, proceeds are to benefit our Facilities Christmas party.
- Building Inspections this week are: Tuesday Science Center and Houghton, Wednesday Fenner House and Incubator
- I'll be off Thursday and Friday next week

### **Orion Purslow**

- Will be adding duct detector in Market and Communications to finalize the project
- Working on adding lights in McEwen Hall by cafe
- Working on adding lights second floor Williams Center (spline end)
- Working on work orders and PM's

### **Tim Lillie**

- Rich is off this week. Darlene and Nick are working over to cover his shift
- Continue to work in Houghton
- I will be leaving at 2:30 tomorrow
- Two people have been hired and will start on 11/27

### **Tim Bentham**

- HVAC controls for Gregory Hall HVAC Upgrades Project is complete
- Controls for the Gregory ADA Bathroom project are complete
- Continue working on issues at the RAC Addition
- Working on heating/cooling issues at the north end of Reed Library
- Addressing heating issues on campus

### **Rich Newton**

- Great Lakes will be here to remove stumps this week
- Working on cleaning up the leaves
- Natalio is off all week
- John and I will be attending training in Rochester on Wednesday and Thursday
- Working on work orders

### **Jim Kuras**

- Installing the press box at the Stadium
- Fire stopping the mechanical room in Marketing and Communication office
- We are working in Thompson Hall 3rd floor
- Repairing walls and stair treads around the basement hallway of RAC
- Working with HVAC to repair a leak in Shultz Hall room 102c
- Finishing office areas in CJC on the 4th floor
- Working with the plumbers to install a drinking fountain in Steele Hall on the 1st floor
- Painting the back hallway of University Police
- A.W. Farrell will be installing AC covers in various locations of Dods Hall next week
- We will be building and sound proofing a wall in Mason Hall room 2168 next week
- Room 1045 in Mason Hall will be painted next week as well
- Training from Sherwin Williams on paint products will be given to our SUNY Campus workers next Tuesday
- Various work orders

**Gary Hardy**

- Repairing heating line leak Schultz 102C
- Capping duct work in Marketing and Communication
- Working on install of new condenser and evaporator in Commissary cooler still
- We drained cooling towers and starting to clean them
- Still waiting on reposting for item in HVAC-R
- Working on PM's and WO's as they come in

**Bob Lawson**

- MLP will be completing the 102 Schulz repairs. Date TBD
- The Gregory roof drain is plugged. May be digging next week
- Testing of the Mass Notification System may take place on Tuesday of next week

Campus Calendar	
11/20-11/24	Thanksgiving Break
12/8	Last day of classes
12/11-12/15	Final Exams
1/18/18	All Campus Meeting
1/19/18	New Student Orientation
1/22/18	1 <sup>st</sup> Day of Classes
2/7	Prof. Dev. Day-no classes

Building Inspection Schedule		
Tuesday	11/14	Science Center & Houghton
Wednesday	11/15	Fenner & Incubator
Tuesday	11/28	Schulz & Hemingway
<i>Residence Hall inspections begin at 1:15 pm in the lobby. Academic inspections begin at 11:00 am in the main office</i>		

Custodial Supervisor Schedule for 11/13-11/19								
	#	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Tim Lillie</b>	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
<b>Darlene Miller</b>	51	4 a-3:30 p	4 a-2:30 p	4 a-2:30 p	4 a-2:30 p	4 a-2:30 p	Off	Off
<b>Art Franklin</b>	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
<b>Nick Valentine</b>	32	3:30 p-2 a	3:30 p-2 a	3:30 p-2 a	3:30 p-2 a	3:30 p-2 a	Off	Off
<b>Rich Logan</b>	62	Vacation	Vacation	Vacation	Vacation	Off	Off	11 p-7:30 a

Custodial Weekend Coverage Friday, 11/17-Sunday, 11/19				
<b>Athletics</b>	Friday	4 pm-2:30 am	Derek Case	16-03
	Saturday	7 am-5:30 pm	Lisa Boardman	16-01
		7 am-12 pm	Sara Jagoda	33-02
		12 pm-5 pm	Sal Lorenzo	78-01
Sunday	4 pm-2:30 am	Derek Case	16-03	
	7 am-5:30 pm	Lisa Boardman	16-01	
<b>Mason &amp; Williams Center</b>	Saturday	7 am-12 pm	Dan Schrader	30-02
		2 pm-7 pm	Phil Collier	16-01
	Sunday	8 am-12 pm	Bob DeGolier	61-01
<b>RAC &amp; McEwen</b>	Saturday	7 am-1 pm	Bob Jank	78-01
		1 pm-7 pm	Gerardo Lorenzo	04-03

Heating Services Schedule for 11/13-11/19							
Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st 7 am-3:30 pm	G. Hardy G. Tucker	G. Hardy G. Tucker H. Farner	G. Hardy G. Tucker H. Farner	G. Hardy G. Tucker H. Farner	G. Hardy H. Farner	G. Hardy	G. Hardy
2nd 3 pm-11:30 pm	D. Halas	D. Halas L. Pelz	D. Halas L. Pelz	D. Halas L. Pelz	L. Pelz	L. Pelz	D. Halas
3rd 11 pm-7:30 am	K. Watrous	K. Szklenski K. Watrous	K. Szklenski K. Watrous	K. Szklenski K. Watrous	K. Watrous		K. Watrous

Residence Director Staff				
Residence Hall	Area	RD	Apt.	Office
Alumni	A	Kristen Brignone	3262	3261
Chautauqua	A	Billy Hernandez	3412	3411
Disney	B	Kenneth Starr	3516	3515
Eisenhower	B	Jacquelynn Akins	3518	3517
Gregory	A	Kara Corlett	N/A	3491
Grissom	B	Joanna Kaufman	3512	3511
Hemingway	B	Amara May	3566	3565
Igoe	B	Patrick Toscano	3562	3561
Kasling	B	Amanda Scranton	3514	3513
McGinnies	A	Kaitlyn Piatek	3352	3351
Nixon	A	Adrienne Sader	3432	3431
Schulz	B	Jill Swanson	3564	3563
University Commons	A	Kara Corlett	3679	3678
University Village	A	Dan Goodwin	4981	4982

Residence Hall Coverage Schedule		
Monday, 11/13 from 9 am through Monday, 11/20 at 9 am	Billy Hernandez	673-5024
Friday, 11/17 from 5 pm through Monday, 11/20 at 9 am	Area B: Billy Hernandez	679-8524

Anniversaries—Thank you and Happy Anniversary!!	
Sonia Kuilan has started her 21 <sup>st</sup> year Bob Lawson will be starting his 24 <sup>th</sup> year Richard Gugino will be starting his 12 <sup>th</sup> year Kitty Pencek will be starting her 9 <sup>th</sup> year	Liz Kujawa has started her 21 <sup>st</sup> year Julie Echevarria will be starting her 13 <sup>th</sup> year Rich Logan will be starting his 9 <sup>th</sup> year Jeff Jakse will be starting his 8 <sup>th</sup> year

***Thought for the week:*** “Don’t count the days, make the days count.”  
 ~ ~ Muhammad Ali

cc:  
 Facilities Services Staff  
 Paul Agle  
 Judy Langworthy  
 Katharine Bixby  
 Kevin Kearns  
 Don Scott

Geoffrey Braun  
 Ann Burns  
 Kathy Forster  
 Eric Hadley  
 Megan Valentine  
 Brian Studley

Virginia Horvath  
 Cedric Howard  
 Markus Kessler  
 Michael Lemieux  
 Marc Levy  
 Ralph Blasting

Christine Givner  
 Sarah Laurie  
 Denise Szalkowski  
 Betty Gossett  
 Ben Miller  
 Mark Kinney

Stephen Rieks  
 Ronald Wasik  
 Aaron Parkhurst  
 Kevin Hahn  
 Michael Metzger  
 Scott Martin