

# Facilities Liaisons Agenda



Meeting Date: **January 25, 2018**  
 Meeting Time: **12:00PM – 1:00PM**  
 Purpose: **Information Sharing**  
 Membership: **Facilities Liaisons Group**  
 Meeting Facilitator: **Lisa Taylor**  
 Location: **BW216**

Item	Who/How	Outcome
<b>Area Updates</b>	All / 30 min.	Facility issues and questions.
<b>Notes:</b>		
<b>Call Processing Line</b>	M. Phillips / 5 min.	Facilities Service Center telephone process.
<b>Snow Removal</b>	J. Jones, N. Schweizer / 5 min.	Review process.
<b>Notes:</b>		
<b>Cleaning &amp; Staffing</b>	V. Vandenburg / 5 min.	Update on staffing.
<b>Notes:</b>		
<b>Facilities Projects</b>	J. Jones / 10 min.	Project updates.
<b>Notes:</b>		
		Q & A