

Facilities Liaisons Notes

Meeting Date: May 22, 2108
 Meeting Time: 1:30 PM –
 2:30PM Purpose: Information
 Sharing Membership: Facilities
 Liaisons Group Meeting
 Facilitator: Morgan Phillips
 Location: WA210

Building	Issue	Outcome
FH	<p>Katie states that the FH will be having some equipment donated to the weight room. It needs to be picked up and delivered to weight room.</p> <p>Katie also states that there is some old equipment in the weight room that will need to be moved into storage.</p> <p>Katie states that FH 111 needs a deep clean</p>	<p>Nate asks that a work order be put in with the details and facilities will coordinate the pickup and delivery.</p> <p>Nate asks that a work order be put in and the equipment that needs to be placed in storage to be labeled.</p> <p>Veronica asks her to put in a work order and that she will coordinate the completion with Johnny. Veronica states that Johnny wants to get started on the locker room first.</p>
HLC	<p>Dott states that the Brightsigns are down (signs that advertise news/events on campus)</p> <p>Dott has asked to do a walkthrough of her building due to several lights being out.</p>	<p>Jim states that IT/Marketing are completing and upgrade on the system.</p> <p>Morgan states that she will let Bob know and he will be in contact with her.</p>
HLC/JW	Jordan had no concerns at this time.	

WA –Library	<p>Deb wanted to let facilities staff know that there was a leak in the first floor breakout rooms when there was a heavy rain fall a couple of weeks ago.</p> <p>Deb asked what the summer cleaning plans were for the library area. She would like to do a deep carpet clean where the computers are. Offered for the library staff to help move furniture if needed.</p>	<p>A facilities team member will look into this.</p> <p>Veronica let Deb know that the computer tables cannot be moved due to the computer equipment that is installed. She will let staff know to try and get any debris by the table legs to the best of their ability.</p>
WA - IT	Keegan states that she has no concerns.	
CV	Absent	
JM	Absent	
BW	Absent	
GP	Absent	
Hangar – Student Life	Absent	
Hangar - Security	Jeff states that he has no concerns.	
Project Updates	Beltway	<p>Beltway project will be completed by the end of the month.</p> <p>Plans to upgrade the south corner beltway up to the main intersection. The curb and gutter will be worked on, the underground draining system will be updated.</p>
Facilities Updates	<p>Centralized Trash</p> <p>Building Coordinators/Cleaning Supplies</p>	<p>Facilities department will be implementing a centralized trash system. Larger trash bins will be placed in breakrooms and central areas in buildings on central campus. Facilities encourages employees to use these for food waste. Centralized waste bins will be emptied daily, office waste bins will be emptied weekly.</p> <p>Building Coordinators will be getting basic cleaning supplies to help maintain the lobby areas during the day and to clean up any spills that may occur.</p>

