

Facilities Liaisons Notes

Meeting Date: July 23, 2018
 Meeting Time: 12:00 PM – 1:00PM
 Purpose: Information Sharing
 Membership: Facilities Liaisons Group
 Meeting Facilitator: Morgan Phillips
 Location: WA 210

Building	Issue	Outcome
FH	N/A	
HLC	Dott reports that everything is going well and thanks facilities for responding so quickly to the urgent request.	Nate stated that he is aware but cannot fix it until the weather starts to warm up. Nate asked Dott to please submit a work order as a reminder.
HLC/JW	N/A	
WA –Library	Deb states that the new test beds by the south entrance look really great and that people have been commenting on it. Signage on 117/118/119	Morgan will look into
Housing	N/A	
JM	Sarah states that Kandice has requested the human specimen room be cleaned. Sarah states that Siena Height’s workers are asking about their other office.	Morgan will get that information from Jim and forwarded it to Sarah.
BW – Dean/Faculty	Heather inquired about elevator (car 1) in BW and when it would be fixed. Heather reports that staff can hear flushing from BW 275 Conference Room and that paint chips from the ceiling are falling	Morgan stated that a sign is up and Schindler will be here soon to check out. Bob and Ken will look into this.

Building	Issue	Outcome
BW – Student Services	Cassidy requested that the fridge be looked at in student services due to the ice smelling weird.	Bob and Ken stated that they would look into this and requested a work order be submitted.
GP	Sandra inquired about the food waste/personal waste and if there is a set day those get picked up. Sandra inquired if they could have a deep vacuum completed	Veronica says Wednesday and she will double check with her staff to make sure it is getting done. Veronica requested a work order be submitted.
Hangar	Chas inquired about who is currently cleaning the Hangar. Chas states that the volleyball court is getting used and looks good. Chas inquired about the ceiling in the Hangar (falling pieces).	Veronica stated that grounds is currently cleaning the Hangar, CV2 and WA in the mornings. Morgan stated that the company who did the installation was called and should be coming out. She will keep Chas updated.
Updates:	JW – Bob and Ken are currently monitoring thermostats. JPEC- Kitlies Cleaning is the company currently doing the cleaning in JPEC. Veronica will be doing bi-weekly walk-thru. Bob and Ken will be wrapping a pipe under a sink in a classroom.	
Agenda Items	Summer Cleaning Projects – Veronica states that all classrooms will be getting deep cleaned (on deck: library, collab, breakout rooms, JM lobby, and some offices) Exterior Window Cleaning – Morgan stats that power washing the exterior windows will being on 8/20/2018. The company being used is FISH.	Was inquired if the bush by GP music classes would be trimmed, if the boxwoods in front of HLC would be looked at.

Building	Issue	Outcome
	Tree Removal/Trimming – Morgan states that tree removal/trimming will begin on 7/31/18.	Will the JW fountain be turned on this summer?

Attendance: Dott Zonosko, Morgan Phillips, Ken Risinger, Veronica Vandenburg, Sandra Phelan, Heather Wollet, Chas Lietaert, Sarah Ebersole, Dott Znosko, Bob Vandenburg, Deb Moyer, Cassidy Stepke.