

# Facilities Liaisons Notes

Meeting Date: October 29, 2018  
 Meeting Time: 10:00 AM – 11:00AM  
 Purpose: Information Sharing  
 Membership: Facilities Liaisons Group  
 Meeting Facilitator: Morgan Phillips  
 Location: BW 275

Building	Issue	Outcome
FH	Katie states that soccer season's over with and that youth soccer games are scheduled for November (within the next couple of weeks)	
HLC	N/A	
JW	N/A	
WA –Library	IT did a great job for Spooktacular.  Deb states that the South doors to WA are getting difficult to lock	Ken will look into this. Work order requested.
Housing	N/A	
JM	Sarah states that there are no current concerns and that staff/faculty love the bottle filers that were installed.	
BW – Dean/Faculty	Karen states that there are no issues or concerns.  Heather states that there are no issues or concerns.	
BW – Student Services	Cassidy states student services is requesting a file cabinet	Please submit a work request.
GP	Sandra inquired about the weekly food trash pick-up. Can someone be notified when custodial worker is out?  Sandra would like diaper changing stations in the mens GP restrooms.	Veronica will talk with her staff.
Hangar	Chas inquired about removing the roll-off from behind the building	Nate state there is nowhere else for it.

Building	Issue	Outcome
	<p>Chas states that he wants to confirm when the recycling is being picked up.</p> <p>Chas inquired about the volleyball net and when it would be taken down.</p> <p>Chas inquired about how often trash is picked up in the parking lot.</p>	<p>Morgan and Nate stated that is every other Friday and being picked up by Richard. Should listed in outlook calendar via JC Facilities Service Center.</p> <p>Chas was asked to submit a work order.</p> <p>Nate stated that trash is picked up on a daily basis.</p>
<b>Project Updates:</b>	N/A	

Attendance: Morgan Phillips, , Veronica Vandenburg, Heather Wollet, Chas Lietaert, Sarah Ebersole, Jim Jones, Jordan Miko, Cassidy Stepke, Karen Hocter, Nate Schweizer, Katie Fall, Deb Moyer, Ken Risinger, Bob Vandenburg