

# FACILITIES LIAISONS MEETING MINUTES

Location: HLC 101  
Date: January 29, 2019  
Time: 12:00 PM – 1:00 PM  
Facilitator: Morgan Phillips

## Agenda Items

1. Building Updates
2. Winter Walking: Staying On Your Feet
3. Custodial Closets
4. Heating and Cooling in Offices
5. Project Updates

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Items	Issue	Outcome
Building Updates: BW – Karen Hocter	Karen states that the Potter Center art studio is extremely cold.	Ken explained that facilities is looking for solutions for the coldness in the art studio, but the HAVAC system that is currently there was not built for how the room is currently being utilized. Jim suggest that on cold days other room might be used, FED B for example. Jim asked for suggestion from Karen and Kimberly.
	Karen States that this is likely hood of slip and fall issues after facilities is closed for the day.	Jim stated that he will look into making salt available to building coordinators.
HLC – Becky Nicholson	Becky states that there is a continuously flushing toilet.	Morgan stated that the battery most likely needs to be replaced. Maintenance will change as soon as possible.
JW –	N/A	

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WA – Deb Moyer	<p>Deb wants to thank Ken and Bob for replacing the ceiling tile and noted that you can't even tell it was replaced. She also wanted to thank grounds for shoveling near the mailboxes.</p>	<p>Nate stated that the college has asked in the past; however plowing normally happens before the students even get up. It is not a viable option for the students.</p>
	<p>Deb inquired about if the college asks the students to move their cars so that facilities can plow around them.</p>	
	<p>Deb stated that the Nixel alert went out late.</p>	<p>Jim stated that Nixel is a security responsibility and that the call is supposed to go out at 5:30am.</p>
JM –	N/A	
GP – Sandra Phelan	<p>Sandra wanted to thank Ken for making sure the dressing rooms were up to 77 degrees for the performance.</p>	
	<p>Sandra stated that the President's Office is wondering if they can put trash in the closet instead of leaving it in the hall.</p>	<p>Veronica stated that she will let Jeremy know to change the process.</p>
	<p>Sandra inquired about getting extra brooms and dust pans for switchboard.</p>	<p>Veronica stated that she will be getting switchboard a supply bucket, broom and dust pan. She has given these out to the building coordinators.</p>
	<p>Sandra stated that the sidewalks are looking really good this year, that there is a noticeable difference.</p>	
FH – Katie Fall	<p>Katie inquired about walk-off mats for the FH lobby.</p>	<p>Veronica stated that getting the walk-off mats is on her list and that she will be getting some for other buildings as well.</p>
	<p>Katie stated that there is a car in front of the FH and that she is just waiting for security to tag it and tow it away.</p>	
	<p>Katie asked for an update on the ability to paint the weight room in the FH.</p>	<p>Ken and Morgan stated that it would be doable and that facilities will put it on their calendar.</p>

Items	Issue	Outcome
JETS – Chas Lietaert	Katie stated that the rear lobby restrooms have a leak.	Ken stated that there is currently a pump leaking and the isolations valves will not hold. There is a plan to fix it, waiting on time available and parts.
JETS – Chas Lietaert	Chas stated that things are looking good in the Hangar and that security is helping out with salting the entrance. He also wanted to thank Richard for doing a great job even with being pulled away for snow removal. Chas also thanks Amy and Evan for coming over so quickly to use the scrubber on the floor.	Veronica stated that is was broken, but has been fixed and returned. She stated that sometimes security uses it and forgets to put back.
Winter Walking:	Safety Video shown	Discussed video and the importance of paying attention and using common sense in the winter.
Custodial Closets	Veronica Vandenburg	Veronica explained the importance of not taking chemicals out of the custodial closets. There are some stronger chemicals in there that require PPE when used. Reminded staff of the supply buckets she has given the building coordinators and asked if anyone else needs one. Veronica also reminded staff that if they need re-fills for their supply bucket to please fill out a work order.
Heating and Cooling	Ken Risinger	Ken explained how the heating and cooling works for the offices including how some offices share thermostats. When an office is sharing thermostats it is important to note that if one office is using a space heater (which is not permitted) the HVAC will blow cold

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**Items****Issue****Outcome**

Project  
Updates

Jim Jones

air into the other office trying to  
match the set temperature.

Project update where not covered.  
Meeting time had ended.