

Minutes of the Facilities Council Meeting – 11 December 2019

Members Present: Al Parmentier, Joe Hardy, Lisa Turano, Jan Mathrani, Kim McIntyre, Kristy McNeal, Bob Schroeder, Woody Sutton

Members Absent: Jack Siplak, Jack Quinn

Guests Attending: Ken Kline Board Liaison, Gerry Roseberry, Security Committee

Check-In: Chairman, Al Parmentier Conducted a Check-in

Minutes of 13 November 2019 Meeting were approved with no revisions.

Unfinished Business Proceedings: These comments pertain to Projects open prior to this meeting. Status of Projects without comment did not change during the meeting.

- A. Building Interior – 1 Item Closed; 2 Items Updated; 2 Items On-Hold
- B. Building Exterior –; No Items Closed; No Item Updated
- C. Landscaping and Grounds – No Items Closed; 1 Items Updated
- D. Equipment – 1 Item Closed; 1 Item Updated
- E. Bridges – No Items Closed; No Items Updated.
- F. Sexton House – No Items Closed; No Items Updated.
- G. Other – No Items Closed; No Items Updated.

New Business: These comments pertain to Projects opened during this meeting or discovered before the Minutes were prepared. Five new items were added.

- A. Building Interior – 3 Items Added
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – No Items Added
- D. Equipment – No Items Added
- E. Bridges – 1 Item Added
- F. Sexton House – No Items Added
- G. Other – Item No Items Added
- H. **Number of Projects Reviewed:** 15 Projects were reviewed this meeting. There are currently 11 open projects and two projects on-hold.

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Any Other Business: A new Project Type is added titled “Security” to highlight security issues that require attention. There are currently three open Security Projects.

Items Approved by Member Vote:

1. Funds were approved in amount \$1,775.00 to replace carpet with tile in the Bridges 2-YO room. See Item E.215.

Adjourn: The meeting adjourned at 11:05am.

Next Meeting: The next meeting is 8 January 2020 at 10:00.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Five Attachments:

- Project Status Report 30 December 2019, 6 Pages, 15 Projects
- Open Projects Assignments 30 December 2019, 1 Page, 11 Projects
- Project Summary Report 30 December 2019, 1 Page, 15 Projects
- TLC Quotation for Repair Duct Detectors, 19 November 2019, 1 Page
- Indian River Flooring Quotation to Install Bridges Flooring, 10 December 2019, 1 Page

Facilities Council Minutes - Addendum

Project Status Report Information: The project status report presented here is prepared using Microsoft Access. The Access database allows us to record and report Facilities Council projects and status in one place year after year.

The Project Index in Column 1 is a database assigned identifier used for each project record. The letter left of the decimal (A-G) corresponds to the seven project categories shown in Old and New Business. The number right of the decimal is the record identifier for that project. These numbers are not sequential in a category, but are sorted numerically for the specific project category.

Status of each project is highlighted in the last column. The Project status identifiers are described in the Notes at end of the report. Closed projects will not be shown in subsequent Minutes. The value under the status represents the number of days this project has been open. The “Days Open” value counts from the date the project was opened to the Facilities Council Meeting date reported here. For closed projects the value is the number of days from project open to project closed.

For upcoming Meetings, the status report attached to the Agenda will be only the open projects. However, other reports are available from the Secretary upon request.

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, December 11, 2019

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.132 Building Interior Cleaning	Many pews are dirty and stained especially near the crease at the seat back. The requirement is to clean the entire pew not just the stains.	Work complete. Excellent company. Excellent job. We will use them again.	18-Jul-18 11-Dec-19	Kim McIntyre Regal Services LLC	Closed 512 Days
A.156 Building Interior Replace	Two Sanctuary ceiling lights out. Center at base of stage steps. East at top of balcony steps.	A lift is needed to reach the center stage light; however, reaching the east balcony stairs is more difficult. Al Parmentier found a pole device that goes up to 25 feet. He will determine if it is suitable.	08-Jan-19	Al Parmentier Self Help	Open-Hold 337 Days
A.190 Building Interior Repair	The Chancel Parquet flooring requires refinishing. Decision reached to refinish with a stained color to allow scratches to more easily repaired.	Woody Sutton Moved to approve \$1,450 to refinish the Chancel flooring. Jan Mathrani Seconded. There was some discussion of scheduling. The Motion carried unanimously. Work is on hold until April 2020.	12-Jun-19	Al Parmentier TBD	Open-Hold 182 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, December 11, 2019

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.212 Building Interior Repair	<p>Kim reported TLC inspected the alarm system and found 13 of 16 HVAC Duct Detectors not working. The TLC estimate to repair 13 duct detectors is \$6,933.00.</p> <p>However, Smith Systems reports that only five of our HVAC systems require duct detectors by Code. A copy of the estimate is attached to the 11 December 2019 FC Minutes.</p>	Kim will require Smith Systems to describe which of the HVAC systems require duct detectors and review these with TLC to confirm these are operational.	13-Nov-19	Kim McIntyre Total Life Safety Corp	Open-Mod 29 Days
A.214 Building Interior Replace	The old fluorescent bulbs in the stained glass s panel are failing and some do not work.	AI Contact Cliff Ruff for quotation to replace the fluorescent tubes with LED bulbs.	09-Dec-19	AI Parmentier Cliff Ruff	Open-Mod 3 Days
A.216 Building Interior Security	There is concern that the Office Door Street Entrance can only be viewed from the Volunteer Desk. When the Volunteer Desk is not staffed, persons at the Street Door are not visible from the interior rooms. A Method is needed to better secure and view the Street Door.	Several options were discussed including electric door locks and cameras. Further investigation is needed.	11-Dec-19	Kim McIntyre TBD	Open-New 0 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, December 11, 2019

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.217 Building Interior Security	There is concern that during Emerson Events unknown persons can loiter in the Building; hide in open rooms and closets; and even remain concealed after the Building is closed and locked.	Al Parmentier will discuss with Steve Becker and Laura Matson tasking Event Managers to coordinate with Kristy and check the Building before events to confirm all class rooms; closets, Fellowship Hall and the Kitchen are closed and locked. After events the Building will be checked again to confirm no persons remain in the Building before it is secured.	11-Dec-19	Al Parmentier Self Help	Open-New 0 Days
A.218 Building Interior Security	On several occasions Building thermostats were found changed to very low settings by unknown persons and the AC systems were left running after hours and long unneeded periods. This increases our utility cost and our "carbon footprint".	Kristy is tasked with confirming each thermostat is set to the proper level at the end of each day and especially after Emerson and Rental events. Kristy will report findings at FC meetings to determine if specific AC room areas or specific tenants require further discussion.	11-Dec-19	Kristy O'Neil Self Help	Open-New 0 Days
8 Project(s) Reviewed for Building Interior					
B.202 Building Exterior Repair	Gutter on at west side of building loose and falling off.	Estimate received from Gutter King that seems excessive for the work requested. Al will verify the work and estimate. Kim will arrange for the gutter repair. Gutter King did not return calls	11-Sep-19	Kim McIntyre Gutter King	Open-NC 91 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date **Wednesday, December 11, 2019**

Index

Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

1 Project(s) Reviewed for Building Exterior

C.157	Several sidewalk transition sections are uneven by one-half to over an inch. This poses a trip hazard to persons walking on the sidewalks.	There are six sidewalk edges need grinding. All will discuss with Jim McIntyre to grind the raised sidewalk edges. This work must be complete before the Emerson Center events begin, as the raised sidewalk edges poses trip hazard, especially at night.	08-Jan-19	Al Parmentier	Open-NC
Landscaping and Grounds Repair				Jim McIntyre	337 Days

C.203	Several trees on the property require trimming.	Bid received for \$1,700.00 to trim trees. Al will discuss with the Can-Do-Crew to determine which trees the CDC can trim and which must be referred to tree contractor.	11-Sep-19	Al Parmentier	Open-Mod
Landscaping and Grounds Service				Can-Do-Crew	91 Days

2 Project(s) Reviewed for Landscaping and Grounds

D.208	One Library chair seat is stained with a red substance. Cleaning has not removed the stain.	Jan Mathrani will arrange to have the chair reupholstered. Al will transport the chair.	09-Oct-19	Jan Mathrani	Open-Mod
Equipment Repair				TBD	64 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, December 11, 2019

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.211 Equipment Replace	The AV laptop failed during an Emerson Event 9 November 2019.	Laptop received and configured for the AV Team to use. Entire cost of the laptop charged to the Ministries Council.	13-Nov-19 11-Dec-19	Joe Hardy Self Help	Closed 29 Days
D.213 Equipment Replace	The Ethernet Switch in the Fellowship Hall AV closet failed. A temporary repair was made, but the new switch is hanging from the wires.	Joe and Al must permanently mount the new switch and remove the old switch.	09-Dec-19	Joe Hardy Self Help	Open-NC 3 Days

3 Project(s) Reviewed for Equipment

E.215 Bridges Facility Replace	Bridges requested the carpet in the 2-YO Room be replaced with tile.	An estimate was received Indian River Flooring for \$1,775.00 to remove the carpet and replace with colorful tile. Jan Mathrani Moved to accept the estimate. Bob Schroder Seconded. The Motion Carried. A copy of the estimate is attached to the Meeting Minutes of 11 December 2019.	11-Dec-19	Al Parmentier Indian River Flooring	Open-New 0 Days
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1 Project(s) Reviewed for Bridges Facility

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date **Wednesday, December 11, 2019**

Index

Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

Minutes Notes

Total Reviewed	15
Open-NC	3
Open-Mod	4
Open-New	4
Open-Hold	2
Closed	2

Project Status Explanation

There are five Project Status Levels used in this Minutes report

1. Open-NC: Project previously opened but there is no change in this report
2. Open-Mod: Some Project information changed in this report from last Minutes report.
3. Open-New: New Project opened not previously reported.
4. Open-Hold: No action planned for this project; it remains open for now.
5. Closed: Project information updated and closed this report period.

Facilities Council - Project Assignments

Meeting Date **Wednesday, December 11, 2019**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.156	Building Interior	Replace	08-Jan-19	337
Al Parmentier	A.190	Building Interior	Repair	12-Jun-19	182
Al Parmentier	A.214	Building Interior	Replace	09-Dec-19	3
Al Parmentier	A.217	Building Interior	Security	11-Dec-19	0
Al Parmentier	C.157	Landscaping and Grounds	Repair	08-Jan-19	337
Al Parmentier	C.203	Landscaping and Grounds	Service	11-Sep-19	91
Al Parmentier	E.215	Bridges Facility	Replace	11-Dec-19	0

7 Projects for Al Parmentier

Kristy O'Neil	A.218	Building Interior	Security	11-Dec-19	0
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1 Projects for Kristy O'Neil

Jan Mathrani	D.208	Equipment	Repair	09-Oct-19	64
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1 Projects for Jan Mathrani

Joe Hardy	D.213	Equipment	Replace	09-Dec-19	3
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1 Projects for Joe Hardy

Kim McIntyre	A.212	Building Interior	Repair	13-Nov-19	29
Kim McIntyre	A.216	Building Interior	Security	11-Dec-19	0
Kim McIntyre	B.202	Building Exterior	Repair	11-Sep-19	91

3 Projects for Kim McIntyre

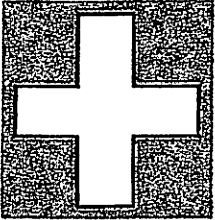
13 Projects This Report

Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, December 11, 2019**

Index	Project Category	Open Date	Status	Close Date
A.132	Building Interior	18-Jul-18	Closed	11-Dec-19
A.156	Building Interior	08-Jan-19	Open-Hold	
A.190	Building Interior	12-Jun-19	Open-Hold	
A.212	Building Interior	13-Nov-19	Open-Mod	
A.214	Building Interior	09-Dec-19	Open-Mod	
A.216	Building Interior	11-Dec-19	Open-New	
A.217	Building Interior	11-Dec-19	Open-New	
A.218	Building Interior	11-Dec-19	Open-New	
8 Project(s) This Category				
B.202	Building Exterior	11-Sep-19	Open-NC	
1 Project(s) This Category				
C.157	Landscaping and Grounds	08-Jan-19	Open-NC	
C.203	Landscaping and Grounds	11-Sep-19	Open-Mod	
2 Project(s) This Category				
D.213	Equipment	09-Dec-19	Open-NC	
D.211	Equipment	13-Nov-19	Closed	11-Dec-19
D.208	Equipment	09-Oct-19	Open-Mod	
3 Project(s) This Category				
E.215	Bridges Facility	11-Dec-19	Open-New	
1 Project(s) This Category				

15 Projects This Actions Report



Total LifeSafety Corporation

PO Box 100
Palm City, FL 34991
772-334-0577
772-334-0576

Estimate

Date	Estimate #
11/19/2019	6385

Name / Address
Unitarian Universalist Fellowship 1590 27th Avenue Vero Beach FL 32960

Ship To
Unitarian Universalist Fellowship 1590 27th Avenue Vero Beach, FL 32960

Project

Description	Qty	Rate	Total
Thirteen out of the sixteen duct smoke detectors need to be replaced. This includes parts and labor.	13	305.00	3,965.00T
Sixteen intelligent addressable relay modules need to be added. This includes parts and labor.	16	185.50	2,968.00T
Sales Tax Tax Exempt		0.00%	0.00

Signature _____

Total	\$6,933.00
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INDIAN RIVER FLOORING 2017

1171 COMMERCE AVE
 VERO BEACH, FL 32960
 772-569-5068

Estimate

Date	Estimate #
12/10/2019	ESTIMATE

Name / Address
UNITARIAN UNIVERSALIST FELLOWSHIP 1590 27TH AVE VERO BEACH FL 32960

Project
2 YR OLD ROOM ...

Description	Qty	Rate	Total
2YR OLD ROOM SUPPLY & INSTALL ARMSTRONG VCT COLOR: CARNIVAL WHITE FIELD TILE WITH ACCENT COLORS: SEA GREEN, CHERRY RED, MARINE BLUE AND LEMON LICK TO BE PLACED AT RANDOM. INCLUDES TAKEUP OF EXISTING CARPET. **DOES NOT INCLUDE MOVING CONTENTS** **DOES NOT INCLUDE BASE BOARD OR QUARTER ROUND** **EXTRA PREP/LEVELING TO SUBFLOOR, IF NEEDED**		1,775.00	1,775.00

50% DEPOSIT. BALANCE DUE UPON COMPLETION.	Subtotal	\$1,775.00
	Sales Tax (0.0%)	\$0.00
	Total	\$1,775.00