

Minutes of the Facilities Council Meeting – 8 January 2020

Members Present: Al Parmentier, Joe Hardy, Lisa Turano, Kim McIntyre, Kristy McNeal, Bob Schroeder, Woody Sutton, Jack Siplak, Jack Quinn

Members Absent: Jan Mathrani

Guests Attending: Ken Klein Board Liaison

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

Minutes of 11 December 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 – No Items Closed; 3 Items Updated; 2 Items On-Hold; 2 Items No Change
- B. Building Exterior –; No Items Closed; No Item Updated
- C. Landscaping and Grounds – No Items Closed; No Items Updated; 2 Items No Change
- D. Equipment – No Items Closed; No Items Updated; 2 Items No Change
- E. Bridges – No Items Closed; No Items Updated; 1 Item No Change
- 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 – 1 Item Added
- C. Landscaping and Grounds – No Items Added
- D. Equipment – No Items Added
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – Item No Items Added
- H. **Number of Projects Reviewed:** 17 Projects were reviewed this meeting. There are currently 15 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 \$1,100.00 to strip and refinish Fellowship Hall flooring. See Item A.220.

Adjourn: The meeting adjourned at 11:15am.

Next Meeting: The next meeting is 12 February 2020 at 10:00.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Five Attachments:

- Project Status Report 8 January 2020, 6 Pages, 16 Projects
- Open Projects Assignments 8 January 2020, 2 Pages, 17 Projects
- Project Summary Report 8 January 2020, 2 Pages, 16 Projects

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, January 8, 2020

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
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 365 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 210 Days
A.212 Building Interior Repair	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. 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.	Kristy has the list of five duct detectors that are required in our HVAC systems. Kim will require TLC to test these only and provide a revised estimate for repairs if needed.	13-Nov-19	Kim McIntyre Total Life Safety Corp	Open-Mod 57 Days

UUFVB Facilities Council - Minutes Project Status Report

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Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

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 31 Days
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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.	Joe will investigate the feasibility of installing a Ring Video Doorbell and the portico office door.	11-Dec-19	Kim McIntyre TBD	Open-Mod 29 Days
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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.	AI 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	AI Parmentier Self Help	Open-NC 29 Days
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Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

A.218	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-NC
Building Interior Security					29 Days

A.219	Second floor and Library carpeting requires cleaning, including hallways, classrooms and offices	Kim will solicit estimate from the same firm that cleaned the sanctuary carpet.	08-Jan-20	Kim McIntyre TBD	Open-New
Building Interior Cleaning					0 Days

A.220	Fellowship Hall flooring requires stripping and refinishing.	Bid received from Regal Services LLC in amount \$1,100 to perform the work. Jack Siplak Moved to approve the bid. Woody Sutton Seconded. The Motion Carried unanimously.	08-Jan-20	Kristy O'Neil Regal Services LLC	Open-New
Building Interior Cleaning					0 Days

A.221	Sanctuary electrical upgrades are required to support the new sound system.	Al will solicit bid from Cliff Ruff for the work. Due to the urgency, the work will be performed ASAP and approved at the next FC Meeting.	08-Jan-20	Al Parmentier Cliff Ruff	Open-New
Building Interior Upgrade					0 Days

10 Project(s) Reviewed for Building Interior

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
B.202 Building Exterior Repair	Gutter on at west side of building loose and falling off.	Gutter King will repair the gutter based on previous estimate. Estimate is to repair gutters only. No cleaning.	11-Sep-19	Kim McIntyre Gutter King	Open-Mod 119 Days
B.222 Building Exterior Repair	When the parking area was sealed and restriped, five Handicap Parking spaces were not lined and painted. Handicap parking signs are also missing.	Kim will request a quotation to install the signs and paint the surfaces.	08-Jan-20	Al Parmentier Duraseal Asphalt Service	Open-New 0 Days
2 Project(s) Reviewed for Building Exterior					
C.157 Landscaping and Grounds Repair	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 Jim McIntyre	Open-NC 365 Days
C.203 Landscaping and Grounds Service	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 Can-Do-Crew	Open-NC 119 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open

2 Project(s) Reviewed for Landscaping and Grounds

D.208 Equipment Repair	One Library chair seat is stained with a red substance. Cleaning will not remove the stain.	Jan Mathrani will arrange to have the chair reupholstered. Al will transport the chair.	09-Oct-19	Jan Mathrani TBD	Open-NC 92 Days
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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 31 Days
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2 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-NC 29 Days
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1 Project(s) Reviewed for Bridges Facility

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Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

Minutes Notes

Total Reviewed	17
Open-NC	7
Open-Mod	4
Open-New	4
Open-Hold	2
Closed	0

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, January 8, 2020**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.156	Building Interior	Replace	08-Jan-19	365 Days
Al Parmentier	A.190	Building Interior	Repair	12-Jun-19	210 Days
Al Parmentier	A.214	Building Interior	Replace	09-Dec-19	31 Days
Al Parmentier	A.217	Building Interior	Security	11-Dec-19	29 Days
Al Parmentier	A.221	Building Interior	Upgrade	08-Jan-20	0 Days
Al Parmentier	B.222	Building Exterior	Repair	08-Jan-20	0 Days
Al Parmentier	C.157	Landscaping and Grounds	Repair	08-Jan-19	365 Days
Al Parmentier	C.203	Landscaping and Grounds	Service	11-Sep-19	119 Days
Al Parmentier	E.215	Bridges Facility	Replace	11-Dec-19	29 Days

9 Projects for Al Parmentier

Kristy O'Neil	A.218	Building Interior	Security	11-Dec-19	29 Days
Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	0 Days

2 Projects for Kristy O'Neil

Jan Mathrani	D.208	Equipment	Repair	09-Oct-19	92 Days
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1 Projects for Jan Mathrani

Joe Hardy	D.213	Equipment	Replace	09-Dec-19	31 Days
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1 Projects for Joe Hardy

Kim McIntyre	A.212	Building Interior	Repair	13-Nov-19	57 Days
Kim McIntyre	A.216	Building Interior	Security	11-Dec-19	29 Days
Kim McIntyre	A.219	Building Interior	Cleaning	08-Jan-20	0 Days
Kim McIntyre	B.202	Building Exterior	Repair	11-Sep-19	119 Days

4 Projects for Kim McIntyre

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Assigned

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Project Category

Project Type

Open Date

Days Open

17 Projects This Report

Facilities Council Minutes - Project Summary

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A.217	Building Interior	11-Dec-19	Open-NC	
A.218	Building Interior	11-Dec-19	Open-NC	
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-Mod	
A.219	Building Interior	08-Jan-20	Open-New	
A.220	Building Interior	08-Jan-20	Open-New	
A.221	Building Interior	08-Jan-20	Open-New	
10	Project(s) This Category			
B.202	Building Exterior	11-Sep-19	Open-Mod	
B.222	Building Exterior	08-Jan-20	Open-New	
2	Project(s) This Category			
C.157	Landscaping and Grounds	08-Jan-19	Open-NC	
C.203	Landscaping and Grounds	11-Sep-19	Open-NC	
2	Project(s) This Category			
D.208	Equipment	09-Oct-19	Open-NC	
D.213	Equipment	09-Dec-19	Open-NC	
2	Project(s) This Category			

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Index	Project Category	Open Date	Status	Close Date
E.215	Bridges Facility	11-Dec-19	Open-NC	
1	Project(s) This Category			

17 Projects This Actions Report