

## Minutes of the Facilities Council Meeting – 12 January 2022

**Meeting Location:** This Meeting was conducted via Zoom at 10:00am

**Members Present:** Al Parmentier, Joe Hardy, Jan Mathrani, Woody Sutton, Larry Phillips, Jack Siplak, Jim Brewer

**Staff Present:** Administrator Kim McIntyre, Sexton Kristy O’Neal

**Members Absent:** Paul Gleaves

**Guests Attending:** Kathy Cossa UUFVB President

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

**Previous Meeting Minutes:** Minutes were approved for 8 December 2021 Meeting.

### **Unfinished Business:**

- A. The Facilities Council reviewed 25 projects using seven categories:
  - 1) Building Interior
  - 2) Building Exterior
  - 3) Landscaping and Grounds
  - 4) Equipment
  - 5) Bridges
  - 6) Sexton House
  - 7) Other
- B. Attachment #1 summarizes status of each project in the seven categories.
- C. Attachment #2 provides detailed information about each project.
- D. 26 Projects were reviewed this meeting. There are currently 24 open projects; no projects on-hold; and 2 projects were closed.
- E. Attachment #3 is the open projects assignments report.

**New Business:** Six new projects were added:

- A. Building Interior – No Projects Added
- B. Building Exterior – No Projects Added
- C. Landscaping and Grounds: One Project Added - See C.305
- D. Equipment – No Projects Added
- E. Bridges – No Projects Added
- F. Sexton House – No Items Added
- G. Other – No Items Added

## Minutes of the Facilities Council Meeting – 12 January 2022

**Any Other Business:** The Council accepted the resignation of Lisa Turano. Everyone thanked Lisa for her service over many years and we wish her the best.

**Items Approved by Member Vote:** None

**Adjourn:** The Meeting adjourned at 11:05am.

**Next Meeting:** The next meeting is 9 February 2022 at 10:0am on Zoom.

Prepared by:

Joe Hardy,  
Secretary, Facilities Council

### **Three Attachments:**

- Summary Project Status Report 12 January 2022, 2 Pages
- Detailed Project Status Report 12 December 2022, 15 Pages
- Open Projects Assignments 12 January 2022, 2 Pages

### **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.

# Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, January 12, 2022**

Index	Project Category	Open Date	Status	Close Date
A.262	Building Interior	10-Mar-21	Open-NC	
A.287	Building Interior	07-Sep-21	Open-NC	
A.288	Building Interior	07-Sep-21	Open-NC	
A.289	Building Interior	18-Mar-20	Open-Mod	
A.290	Building Interior	13-Oct-21	Open-Mod	
<b>5</b>	<b>Project(s) This Category</b>			
B.222	Building Exterior	08-Jan-20	Open-NC	
B.275	Building Exterior	12-May-21	Open-NC	
B.297	Building Exterior	08-Dec-21	Open-NC	
<b>3</b>	<b>Project(s) This Category</b>			
C.269	Landscaping and Grounds	14-Apr-21	Open-NC	
C.298	Landscaping and Grounds	08-Dec-21	Open-NC	
C.285	Landscaping and Grounds	14-Jul-21	Open-Mod	
C.294	Landscaping and Grounds	10-Nov-21	Open-Mod	
C.295	Landscaping and Grounds	10-Nov-21	Open-Mod	
C.305	Landscaping and Grounds	12-Jan-22	Open-New	
<b>6</b>	<b>Project(s) This Category</b>			

# Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, January 12, 2022**

Index	Project Category	Open Date	Status	Close Date
D.284	Equipment	14-Jul-21	Open-NC	
D.299	Equipment	08-Dec-21	Open-NC	
D.300	Equipment	08-Dec-21	Open-NC	
D.304	Equipment	12-Jan-22	Closed	12-Jan-22
D.235	Equipment	18-Mar-20	Open-Mod	
D.276	Equipment	12-May-21	Open-Mod	
D.291	Equipment	13-Oct-21	Open-Mod	
D.296	Equipment	10-Nov-21	Open-Mod	
D.303	Equipment	09-Jan-22	Open-Mod	

**9 Project(s) This Category**

E.258	Bridges Facility	13-Jan-21	Open-NC	
E.302	Bridges Facility	08-Dec-21	Open-NC	
E.301	Bridges Facility	08-Dec-21	Closed	12-Jan-22

**3 Project(s) This Category**

**26 Projects This Actions Report**

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

Index			Open Date
Category			Close Date
Project Type	Description	Project Status	Assigned Contractor
			Status Days Open
A.262	Glass windows in the Administrator's and Minister's Offices and the Library require replacement . The windows are fogged and some are cracked.	Vero Glass and Mirror bid \$7,000 to replace 11 windows. However, the labor cost may exceed the estimate depending upon the difficulty encountered removing and reinstalling one or more windows. The balance of funds from the donation is \$8,500.	Al Parmentier Vero Glass and Mirror 10-Mar-21
Building Interior	Reverend Alexander received a donation for \$13k to cover cost of this repair the driveway repair at Item at B.260. Item B.260 is complete for \$4500 and will be closed this Report	Jim Brewer Moved to approve up to \$8,500 to replace 11 windows. Lisa Turano Seconded. In discussion Al Parmentier stated the lead time to start is 4-6 weeks depending upon materials availability. The Motion passed unanimously.	<b>Open-NC</b> 308 Days
Replace		A \$2,300 down payment was paid the contractor, but the contractor cannot provide a start date for the window installation.	
		Per info in the 14 July 2021 FC meeting, contractor is having difficulty with materials backlog.	
		Per info in the 11 August 2021 FC meeting, contractor has become unresponsive to telephone inquiries about status of the work.	
		Per info in the 7 September 2021 FC meeting , the contractor has 9 good windows and two defective windows available. The contractor will not install any windows until all windows are on hand. The contractor has no delivery date for the remaining two windows.	
		Per info in the 13 October 2021 FC Meeting, there is no status from the contractor.	

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

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

Per info in the 10 November 2021, Vero Glass and Mirror now has no record of the UUFVB order. Al Parmentier will investigate.

Vero Glass and Mirror arrived onsite 7 December 2021 to begin the work. Four windows in the Minister's office were replaced. Two windows in the Administrator's Office were found to be the wrong size and must be reordered. The crew did not have time to replace five windows in the Library and this work must be rescheduled.

A.287	The Sanctuary carpet is old, worn and needs replacing.	A Committee was formed consisting of Elizabeth Bourne, Kim McIntyre, Kelly Stephens, Jan Mathrani, Woody Sutton, Patty Walker and Al Parmentier to pursue replacing all Sanctuary carpeting.	Jan Mathrani TBD	07-Sep-21
Building Interior Upgrade		Jan Mathrani sent measurements and specifications to a contractor in North Carolina and a second contractor in Connecticut. We are awaiting quotations and lead times to begin work.		Open-NC 127 Days
		Kathy Cossa reported the Endowment Committee will contribute \$12K towards replacing Sanctuary carpet. Source of remaining funds is TBD.		
		Jan Mathrani will request at least two references from the both contractors to validate credentials and workmanship history.		

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

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

Per the 13 October 2021 FC Meeting, Jan Mathrani reported the Connecticut contractor quoted \$32,000 plus additional cost for travel and possible other expenses to replace the carpet. This contractor requires UUFVB to provide the roll-off refuse dumpster. Full cost for the work is TBD.

The North Carolina contractor has not responded with a bid.

Per info in the 10 November 2021 meeting, the project is expected to cost \$42k-45k to complete. Current funds available is \$16k. Woody Sutton will pursue using the bank line of credit for \$30k additional funds. Contractor final bids and cost will be determined upon confirmation that funds are available.

Per info in the 8 December 2021 meeting a third firm with facilities in Melbourne, Florida was located and carpet samples to review was requested.

A.288	We are seeing wear out issues with our “storefront” glass entry doors hinges. The model storefront door assemblies installed throughout UUFVB were made by Vista Wall.	Joe Hardy purchased a door hinge set from Amazon that appears to be identical to the installed hinges.	Al Parmentier	07-Sep-21
Building Interior			Self Help	
Repair		Joe and Al will confirm if this hinge set is acceptable for UUFVB doors.		Open-NC
	The doors are no longer supported by Vero Beach contractors; and there are no local parts available.			127 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
A.289	The Green Rooms AC Systems (North and West) do not have properly connected ground wires to install Wi-Fi thermostats.	<p>Inspection confirms the blue ground wires are not connected in the air-handlers to power Wi-Fi thermostats in the Green Rooms.</p> <p>Per info from Al Parmentier in the 8 December 2021 meeting, Smith Services agreed to properly connect the blue ground wires inside the air handlers of both the North and West Green Rooms.</p> <p>In the 12 January 2022 Meeting, Al Parmentier reported Smith Services will replace the North Green Room HVAC System 24 January 2022 and the thermostat ground wire problem will be corrected at that time.</p>	<p>Al Parmentier</p> <p>Smith Services</p>	<p>18-Mar-20</p> <p><b>Open-Mod</b></p> <p>665 Days</p>
A.290	There are several fluorescent light fixtures in the Lobby and adjacent hallways that require replacing.	<p>A UUFVB member who wishes to remain anonymous donated funds to purchase 68 LED light fixtures of size 24" x 48". These were received 3 January 2022, and Al Parmentier is discussing cost to install the lights with Cliff Ruff.</p> <p>68 lights will more than cover the Lobby and a plan was prepared to replace additional fluorescent fixtures after the Lobby is complete.</p>	<p>Al Parmentier</p> <p>Self Help</p>	<p>13-Oct-21</p> <p><b>Open-Mod</b></p> <p>91 Days</p>

**5 Project(s) Reviewed for Building Interior**



# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
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.	<p>Kristy installed the handicap signs and poles. However, the wheelchair symbols and the tire bumpers require painting. Kristy will purchase a \$69.00 handicap wheelchair stencil to complete the markings. The stencil is on hand.</p> <p>Kristy reports two new handicap areas are complete. Kristy will inspect old handicap areas to determine if repainting these markings is needed.</p>	Kristy O'Neil Self Help	08-Jan-20  <span style="background-color: yellow;">Open-NC</span> 735 Days
B.275 Building Exterior Upgrade	The lightning rod on the Fellowship Hall Steeple is damaged. Photos taken by a drone indicate several problems with the lightning rod.	<p>At the 7 September 2021 meeting it was determined the only work needed is securing the grounding cables to the roof and wall down to the ground rod.</p> <p>Al Parmentier will find insulated standoffs to secure the ground cables.</p>	Al Parmentier TBD	12-May-21  <span style="background-color: yellow;">Open-NC</span> 245 Days
B.297 Building Exterior Cleaning	The Fire Escape steps are soiled and molded. Mold holds moisture and can lead to corrosion.	Paul Gleaves volunteered to clean the steps using his electric pressure washer.	Paul Gleaves Self Help	08-Dec-21  <span style="background-color: yellow;">Open-NC</span> 35 Days

**3 Project(s) Reviewed for Building Exterior**

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
C.269	This project was revised in the 14 July 2021 FC Meeting.	Al Parmentier reports an additional light is needed at the end of the north walkway.	Al Parmentier	14-Apr-21
Landscaping and Grounds Service	The area to the left (north) of Door A and the Portico requires additional lighting.	Al will discuss with Cliff Ruff how best to install this lighting.	Cliff Ruff	Open-NC 273 Days
C.285	A neighbor complained about vegetation overgrowth on the west side of the west parking lot.	Al Parmentier discussed this problem with neighboring property owner Laura Craft. Ms. Craft wants to improve vegetation along the property line. Al Parmentier located the hidden survey pins and the property line.	Al Parmentier Self Help	14-Jul-21
Landscaping and Grounds Cleaning		Some vegetation is on our side and needs trimming, but most of the vegetation infringing on Laura Croft's property is another property owner.		Open-Mod 182 Days
		Kristy reports the original vegetation was planted to mask headlights striking adjacent residences as vehicles use the parking area.		
		Per info in the 8 December 2021, discussions are ongoing about how best to remove the vegetation.		
C.294	The west parking lot has dead trees that must be removed.	Al Parmentier received as bid of \$300 to remove the dead trees.	Al Parmentier TBD	10-Nov-21
Landscaping and Grounds Cleaning				Open-Mod 63 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
C.295	<p>There are dead trees in the drainage canal along 16th street. This area is not UUFVB's responsibility to maintain, but the waterway authority responsible for maintaining drainage canals is unresponsive.</p> <p>The dead trees are of sufficient size that if a tree fell onto 16th street or the adjacent parking lot, property damage or personnel injuries could occur.</p>	<p>Paul Gleaves contacted Indian River County and Vero Beach City authorities. A person named "Sara" agreed to investigate and prepare a Work Order to remove the dead trees.</p>	<p>Paul Gleaves</p> <p>TBD</p>	<p>10-Nov-21</p> <p style="background-color: #00FFFF; padding: 2px;"><b>Open-Mod</b></p> <p>63 Days</p>
<p>Landscaping and Grounds</p> <p>Cleaning</p>		<p>AI Parmentier received a bid of \$600 to remove the dead trees. However, we will wait for a final status from the City before committing UUFVB funds.</p>		
C.298	<p>The sprinkler system in the west south parking lot needs attention. The pump, electrical panel and controls are open and exposed to the elements.</p>	<p>AI and Joe will investigate to determine the best method to prevent water from entering the devices.</p>	<p>AI Parmentier</p> <p>Self Help</p>	<p>08-Dec-21</p> <p style="background-color: #FFFF00; padding: 2px;"><b>Open-NC</b></p> <p>35 Days</p>
<p>Landscaping and Grounds</p> <p>Repair</p>				
C.305	<p>A neighbor complained about vegetation overgrowth on the property line south of the Bridges Nursery building.</p>	<p>Per info in the 12 January 2022 Meeting, discussions are ongoing about how best to remove the vegetation.</p>	<p>AI Parmentier</p> <p>Self Help</p>	<p>12-Jan-22</p> <p style="background-color: #00FF00; padding: 2px;"><b>Open-New</b></p> <p>182 Days</p>
<p>Landscaping and Grounds</p> <p>Cleaning</p>				

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

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

**6 Project(s) Reviewed for Landscaping and Grounds**

D.235	The North Green Room AC evaporator coils are freezing up after a short run time. The system requires very long run times to cool the room.	Smith Services bid \$5,350.00 to replace the system.	18-Mar-20
Equipment		Woody Sutton Moved to approve the Smith Services bid of \$5,350.00 for the work. Larry Phillips Seconded. In discussion Al Parmentier stated Smith will also replace the Classroom system at the same time and will charge only one crane rental fee. See Item D.291.	Open-Mod
Replace		The Motion passed by unanimous consent.	665 Days
		It is noted this is a Heat Pump system.	
		In the 12 January 2022 Meeting, Al Parmentier reported Smith Services will replace the North Green Room HVAC System 24 January 2022.	
D.276	There is a problem with the Chancel HVAC system.	Smith Services submitted a bid of \$1225 to replace the left compressor cooling fan. The Smith technician reports the compressor is disconnected because the cooling fan is damaged.	12-May-21
Equipment		When and who disconnected the compressor and why the fan was not replaced when the problem was discovered is unknown.	Open-Mod
Replace	A survey revealed The Chancel air handler is a dual unit above the ceiling behind the stained glass panel. The dual air handler is visible in the attic space above the Green Rooms lobby. It has left and right air intakes on the walls shared with the speaker lofts. The Chancel condenser is a dual compressor unit	The Smith technician also reports the left system is low on Freon and investigation is required to determine leak location and best repair methods.	245 Days

# UUFVB Facilities Council - Minutes Project Status Report

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

on the roof to the left of the access ladder. When the unit is turned on, only the right compressor starts. The left compressor remains off.

D.284	The Balcony AC unit is not working effectively,. It takes several hours to cool the balcony four degrees.	As of 13 August the unit was totally inoperative. A Smith Services tech reported the unit must be replaced but gave no further information.	14-Jul-21
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Equipment Repair		Al Parmentier Smith Services	Open-NC 182 Days
		<p>Bids were received from Smith Services, Barker and Seacoast HVAC firms. Seacoast is the highest bid and is a turnkey solution. Barker is the lowest bid and is NOT a turnkey solution. Smith Services appears to be the best bid but some adjustments are needed.</p> <p>Woody Sutton Moved to accept Smith Services bid and approved up to \$20,000 to replace the AC system. Jim Brewer Seconded. There was no further discussion. The Motion passed by unanimous consent.</p> <p>All and Joe removed the suspended ceiling; Smith Services replaced the air-handler and compressor; and Al and Joe reinstalled the suspended ceiling.</p> <p>Smith Services cannot certify the air-handler duct smoke detector because the unit is not programmed into the fire alarm panel and the first smoke test failed. TLC corrected the alarm panel problem and Smith Services will rerun to re-test the duct smoke detector.</p>	

# UUFVB Facilities Council - Minutes Project Status Report

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

The project will remain open until the final inspection is complete.

D.291	There is a problem with the upstairs classroom HVAC system freezing up and not operating correctly. The unit is leaking Freon.	Smith Services bid \$8,200.00 to replace the system.	13-Oct-21
Equipment Repair		Woody Sutton Moved to approve the Smith Services bid of \$8,200.00 for the work. Larry Phillips Seconded. In discussion Al Parmentier stated Smith will also replace the North Green Room system at the same time and will charge only one crane rental fee. See Item D.235.	Open-Mod
		The Motion passed by unanimous consent.	91 Days
		In the 12 January 2022 Meeting, Al Parmentier reported Smith Services will replace the Classroom HVAC System 24 January 2022.	

D.296	UUFVB must prepare to upgrade computer assets to support Windows 11 in the next 12 months.	Joe Hardy is testing computer systems and will report results periodically.	10-Nov-21
Equipment Upgrade	We should not miss the free upgrade period for Windows 11 and later incur cost to purchase upgrades after the grace period expires.	Joe Hardy reported in the 12 January 2022 meeting that a member who wishes to remain anonymous donated funds sufficient to replace aging computer systems.	Open-Mod
			63 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

Index			Assigned	Open Date
Category				Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
D.299	The Fire Alarm Systems Zone Descriptions are inaccurate. Some descriptions indicate locations that do not match the Fellowship physical layout.	A full Alarm System test is scheduled for 15 January 2022. This will require 4 to 5 volunteers to perform the following tasks:  (1) Mark up a new set of Fellowship drawings showing location of alarm system sensors. (2) Trigger each sensor in turn and observe the Zone Description that appears on the alarm panel. (3) Record the actual location on an Excel spreadsheet together with the revised Zone Description. (4) Provide TLC the revised Zone Descriptions to update the alarm panel database.	Joe Hardy Self Help	08-Dec-21
Equipment Inspection				<b>Open-NC</b> 35 Days
D.300	A recent survey of the Fellowship HVAC systems indicates some systems cooling capacity and the requirement for air duct smoke detectors are inaccurately described.  We also find that some air duct smoke detectors are inoperative.	Joe Hardy and Al Parmentier conducted a 100% audit of the 20 Fellowship HVAC systems. A preliminary copy of the audit results is attached to the 8 December 2021 meeting Minutes.  To complete the audit requires inspecting each electrical panel and mapping circuit breakers for HVAC condensers and air handlers.	Joe Hardy Self Help	08-Dec-21
Equipment Inspection				<b>Open-NC</b> 35 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

Index			Open Date
Category			Close Date
Project Type	Description	Project Status	Assigned
			Contractor
			Status
			Days Open
D.303	In late December, while replacing 2nd floor fluorescent lights, we turned off the 2nd floor circuit breaker and found the two second floor hallway emergency lights did not come on. Upon testing these lights, we found them defective.	Al Parmentier, Larry Phillips and Joe Hardy are replacing emergency and EXIT lights as we get materials.	Joe Hardy 09-Jan-22
Equipment			Self Help
Replace	<p>Suspecting this could be a bigger problem than the second floor, we tested all Fellowship emergency lights and found 20 of the 24 were defective (including upstairs). Upon further testing we found 8 EXIT lights defective.</p> <p>In the Sanctuary, only 2 of 8 emergency lights partially operated and one 1 of 5 EXIT lights partially operated with power off.</p>	Th first tranche of emergency and EXIT lights replacements is complete. However, we find additional lights defective and materials are ordered.	<div style="background-color: #00FFFF; padding: 2px;"><b>Open-Mod</b></div> 3 Days



# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

Index			Assigned	Open Date
Category				Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
D.304	The kitchen warming oven does not operate. Kristy reported the warming oven emitted smoke and stopped working.	Joe Hardy replaced the switch and burned wires.	Joe Hardy	12-Jan-22
Equipment		Al Parmentier replaced the door seals with new material.	Self Help	12-Jan-22
Repair		The warming oven is operational. Project closed.		Closed
	Joe Hardy investigated and found the on-off switch was badly burned and the were burned from the switch.			0 Days
	Joe also found the door seals badly deteriorated			

## 9 Project(s) Reviewed for Equipment

E.258	In an inspection of the Bridges attic it was found that up to 25% of the attic insulation is either compromised or missing. There are areas where HVAC and other contractors have pushed insulation aside and other areas with no insulation visible. This situation significantly increases the air conditioning burden in the entire Bridges facility.	Two bids received to replace the insulation:  Sustainable Solutions of the Treasure Coast One bid \$6,694 to install 8,295 square feet of R19 insulation .  The second bid from Breathe Kleen Aire Clean was \$4,549 to install 6,690 square feet of R30 insulation.  These bids are too far apart to evaluate. Al will contact each contractor to understand their approach to the work and confirm both are covering all of Bridges attic and the Fellowship Hall and Fair Trade entry attic area.  Al and Joe will investigate improving access to attic mount air-handlers to prevent HVAC contractors from spoiling the replaced insulation.	Al Parmentier  TBD	13-Jan-21
Bridges Facility				Open-NC
Replace				364 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
E.301	There is a noticeable buckling in the new Bridges roof along a diagonal line running from the roof north peak to the south soffit area.	Al Parmentier will contact Roof Authority to investigate the issue and make corrections.	Al Parmentier	08-Dec-21
Bridges Facility			Roof Authority	12-Jan-22
Inspection		Al Parmentier reported in the 12 January 2022 meeting that Roof Authority claims this is not a defect in the roofing material or installation workmanship.		<b>Closed</b>
		Project Closed.		35 Days
E.302	Bridges contracted with AT&T to install a phone line and Wi-Fi in the Nursery building. The contract price is \$74.xx per month for the period August 2021 to August 2022.	Kim will locate a copy of the AT&T contract and Joe and Al will determine if the contract can be cancelled before August 2022 thus saving Bridges \$500 in AT&T fees.	Kim McIntyre	08-Dec-21
Bridges Facility			Self Help	<b>Open-NC</b>
Upgrade	However, there is existing cable running from the main building the Nursery that can be used to provide internet and phone services currently available from Comcast.	Joe tested the Ethernet cable and it is correctly terminated and all cable pairs are operational. Joe will install a Unifi Wi-Fi access point in the Nursery using the existing Ethernet cable and confirm the cable is serviceable.		35 Days

**3 Project(s) Reviewed for Bridges Facility**

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 12, 2022**

Open Date

Index

Close Date

Category

Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

## Minutes Notes

<b>Total Reviewed</b>	<b>26</b>
<b>Open-NC</b>	<b>13</b>
<b>Open-Mod</b>	<b>10</b>
<b>Open-New</b>	<b>1</b>
<b>Open-Hold</b>	<b>0</b>
<b>Closed</b>	<b>2</b>

### 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 12, 2022**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.262	Building Interior	Replace	10-Mar-21	308 Days
Al Parmentier	A.288	Building Interior	Repair	07-Sep-21	127 Days
Al Parmentier	A.289	Building Interior	Inspection	18-Mar-20	665 Days
Al Parmentier	A.290	Building Interior	Replace	13-Oct-21	91 Days
Al Parmentier	B.275	Building Exterior	Upgrade	12-May-21	245 Days
Al Parmentier	C.269	Landscaping and Grounds	Service	14-Apr-21	273 Days
Al Parmentier	C.285	Landscaping and Grounds	Cleaning	14-Jul-21	182 Days
Al Parmentier	C.294	Landscaping and Grounds	Cleaning	10-Nov-21	63 Days
Al Parmentier	C.298	Landscaping and Grounds	Repair	08-Dec-21	35 Days
Al Parmentier	C.305	Landscaping and Grounds	Cleaning	12-Jan-22	182 Days
Al Parmentier	D.235	Equipment	Replace	18-Mar-20	665 Days
Al Parmentier	D.276	Equipment	Replace	12-May-21	245 Days
Al Parmentier	D.284	Equipment	Repair	14-Jul-21	182 Days
Al Parmentier	D.291	Equipment	Repair	13-Oct-21	91 Days
Al Parmentier	E.258	Bridges Facility	Replace	13-Jan-21	364 Days

## 15 Projects for Al Parmentier

Kristy O'Neil	B.222	Building Exterior	Repair	08-Jan-20	735 Days
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## 1 Projects for Kristy O'Neil

# Facilities Council - Project Assignments

**Meeting Date Wednesday, January 12, 2022**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Jan Mathrani	A.287	Building Interior	Upgrade	07-Sep-21	127 Days

## **1 Projects for Jan Mathrani**

Joe Hardy	D.296	Equipment	Upgrade	10-Nov-21	63 Days
Joe Hardy	D.299	Equipment	Inspection	08-Dec-21	35 Days
Joe Hardy	D.300	Equipment	Inspection	08-Dec-21	35 Days
Joe Hardy	D.303	Equipment	Replace	09-Jan-22	3 Days

## **4 Projects for Joe Hardy**

Kim McIntyre	E.302	Bridges Facility	Upgrade	08-Dec-21	35 Days
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## **1 Projects for Kim McIntyre**

Paul Gleaves	B.297	Building Exterior	Cleaning	08-Dec-21	35 Days
Paul Gleaves	C.295	Landscaping and Grounds	Cleaning	10-Nov-21	63 Days

## **2 Projects for Paul Gleaves**

**24 Projects This Report**