

## **Minutes of the Facilities Council Meeting – 9 March 2022**

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

**Members Present:** Al Parmentier, Joe Hardy, Jan Mathrani, Larry Phillips, Jim Brewer, Paul Gleaves

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

**Members Absent:** Woody Sutton, Jack Siplak

**Guests Attending:** Patty Walker, Emerson Center Director

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

**Previous Meeting Minutes:** Minutes were approved for 9 February 2022 Meeting.

### **Unfinished Business:**

- A. The Facilities Council reviewed 22 old 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. 31 Projects were reviewed this meeting. There are currently 27 open projects; 2 projects on-hold; and 2 projects were closed.
- E. Attachment #3 is the open projects assignments report.

### **New Business: Nine New Projects Were Added:**

- A. Building Interior – Two Projects Added – See A.313 and A.314; One Project On-Hold – See A.287
- B. Building Exterior – No Projects Added
- C. Landscaping and Grounds: Two Projects Added – See C.311 and C.315
- D. Equipment – Four Projects Added – See D.312, D.316, D.317 and D.318; One Project On-Hold – See E.276
- E. Bridges – No Projects Added
- F. Sexton House – One Project Added – See F.319
- G. Other – No Projects Added

## Minutes of the Facilities Council Meeting – 9 March 2022

**Any Other Business:** None

**Items Approved by Member Vote:** Up to \$2,000 was approved to replace four Sexton House windows. See Project F.319 for details.

**Adjourn:** The Meeting adjourned at 11:10am.

**Next Meeting:** The next meeting is 13 April 2022 at 10:0am on Zoom.

Prepared by:

Joe Hardy,  
Secretary, Facilities Council

**Three Attachments:**

- Summary Project Status Report, 9 March 2022, 2 Pages
- Detailed Project Status Report, 9 March 2022, 20 Pages
- Open Projects Assignments, 9 March 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, March 9, 2022**

Index	Project Category	Open Date	Status	Close Date
A.262	Building Interior	10-Mar-21	Open-NC	
A.288	Building Interior	07-Sep-21	Open-NC	
A.289	Building Interior	18-Mar-20	Open-NC	
A.290	Building Interior	13-Oct-21	Open-NC	
A.287	Building Interior	07-Sep-21	Open-Hold	
A.313	Building Interior	09-Mar-22	Open-New	
A.314	Building Interior	09-Mar-22	Open-New	
<b>7 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 Project(s) This Category</b>				
C.269	Landscaping and Grounds	14-Apr-21	Open-NC	
C.307	Landscaping and Grounds	09-Feb-22	Open-NC	
C.308	Landscaping and Grounds	09-Feb-22	Open-NC	
C.309	Landscaping and Grounds	09-Feb-22	Open-NC	
C.285	Landscaping and Grounds	14-Jul-21	Closed	09-Mar-22
C.298	Landscaping and Grounds	08-Dec-21	Closed	09-Mar-22
C.311	Landscaping and Grounds	09-Mar-22	Open-New	
C.315	Landscaping and Grounds	09-Mar-22	Open-New	
<b>8 Project(s) This Category</b>				

# Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, March 9, 2022**

Index	Project Category	Open Date	Status	Close Date
D.303	Equipment	09-Jan-22	Open-NC	
D.276	Equipment	12-May-21	Open-Hold	
D.296	Equipment	10-Nov-21	Open-Mod	
D.300	Equipment	08-Dec-21	Open-Mod	
D.306	Equipment	09-Feb-22	Open-Mod	
D.312	Equipment	09-Mar-22	Open-New	
D.316	Equipment	09-Mar-22	Open-New	
D.317	Equipment	09-Mar-22	Open-New	
D.318	Equipment	09-Mar-22	Open-New	

**9 Project(s) This Category**

E.302	Bridges Facility	08-Dec-21	Open-NC	
E.310	Bridges Facility	09-Feb-22	Open-NC	
E.258	Bridges Facility	13-Jan-21	Open-Mod	

**3 Project(s) This Category**

F.319	Sexton House	09-Mar-22	Open-New	
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**1 Project(s) This Category**

**31 Projects This Actions Report**

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 9, 2022**

Index			Open Date
Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open
A.262	Glass windows in the Administrator's and Minister's Offices and the Library require replacement .	Al Parmentier	10-Mar-21
Building Interior	The windows are fogged and some are cracked.	Vero Glass and Mirror	
Replace			Open-NC
			364 Days

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.

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.

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.

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.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 9, 2022**

Open Date

Index

Close Date

Category

Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

A.287	The Sanctuary carpet is old, worn and needs replacing.	Jan Mathrani	07-Sep-21
Building Interior		TBD	
Upgrade			Open-Hold
			183 Days

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 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.

Kathy Cossa reported the Endowment Committee will contribute \$12K towards replacing Sanctuary carpet. Source of remaining funds is TBD.

Per info in the 9 February 2022 meeting, a Melbourne firm, Church Interiors, Inc. submitted a bid of \$31,093 which makes this bid the best available. This firm will not charge extra for crew per diem onsite. However, UUFVB must pay for the trash dumpster. The firm reports six weeks lead time is required to begin work after receipt of an order. The likely installation date is July 2022.

A request to the Endowment Committee must be submitted to lock-in the \$12,000 verbally committed. The remaining \$4-5,000 funds must come from other sources.

Jan Mathrani will request references and validate credentials for Church Interiors, Inc. The firm is headquartered in Highpoint, NC and has a facility in Malborne, FL.

Al Parmentier stated in the 9 March 2022 meeting an anonymous donor will provide \$13,000 to fund the carpet replacement.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 9, 2022**

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

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.		Al Parmentier	07-Sep-21
Building Interior			Self Help	
Repair	The doors are no longer supported by Vero Beach contractors; and there are no local parts available.			Open-NC
				183 Days

Joe Hardy purchased a door hinge set from Amazon that appears to be identical to the installed hinges.

Joe and Al will confirm if this hinge set is acceptable for UUFVB doors.

A.289	The Green Rooms AC Systems (North and West) do not have properly connected ground wires to install Wi-Fi thermostats.		Al Parmentier	18-Mar-20
Building Interior			Smith Services	
Inspection				Open-NC
				721 Days

Smith Services installed a dumb, battery powered thermostat in each Green Room. The UUFVB objective is to install Wi-Fi thermostats to control the HVAC systems remotely.

Joe Hardy tested whether Smith Services connected the ground wires as requested.

The North Green ground wire IS properly connected; however the West Green Room ground wire IS NOT properly connected.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 9, 2022**

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

A.290	There are several fluorescent light fixtures throughout the facility that require replacing.	Al Parmentier	13-Oct-21
Building Interior		Cliff Ruff	
Replace			Open-NC
			147 Days

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.

Cliff Ruff electricians installed LED panels in the Lobby, East-West Hallway, and Green Rooms. The charge to install 28 LED panels was \$560.00 or \$20.00 per panel. The Schedule for remaining installations is TBD.

A.313	The double fire doors separating Fellowship Hall from the Main Lobby require painting.	Al Parmentier	09-Mar-22
Building Interior		Self Help	
Painting			Open-New
			0 Days

Al Parmentier will purchase paint for the doors.

A.314	The Choir Director requests a doorbell be installed at Door D.	Al Parmentier	09-Mar-22
Building Interior		Self Help	
Security			Open-New
			0 Days

Al Parmentier will procure and install the doorbell.



# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 9, 2022**

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

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

B.222	When the parking area was sealed and restriped, five Handicap Parking spaces were not lined and painted. Handicap parking signs are also missing.	Kristy O'Neil	08-Jan-20
Building Exterior		Self Help	
Repair			Open-NC
			791 Days

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.

Kristy reports two new handicap areas are complete. Kristy will inspect old handicap areas to determine if repainting these markings is needed.

Per info in the 9 February 2022 meeting, Al Parmentier will purchase asphalt paint for the work when it becomes available.

B.275	The lightning rod on the Fellowship Hall Steeple is damaged. Photos taken by a drone indicate several problems with the lightning rod.	Al Parmentier	12-May-21
Building Exterior		TBD	
Upgrade			Open-NC
			301 Days

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.

Al Parmentier will find insulated standoffs to secure the ground cables.

# UUFVB Facilities Council - Minutes Project Status Report

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Open Date

Close Date

Index

Category

Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

B.297	The Fire Escape steps are soiled and molded. Mold holds moisture and can lead to corrosion.	Paul Gleaves	08-Dec-21
Building Exterior		Self Help	
Cleaning			Open-NC
			91 Days

Paul Gleaves cleaned the steps using an electric pressure washer. Paul reports some paint is deteriorated and drainage is poor on the steps.

Paul will drill holes in the steps to improve drainage.

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

C.269	This project was revised in the 14 July 2021 FC Meeting.	Al Parmentier	14-Apr-21
Landscaping and Grounds	The area to the left (north) of Door A and the Portico requires additional lighting.	Cliff Ruff	
Service			Open-NC
			329 Days

Al Parmentier reports an additional light is needed at the end of the north walkway.

Al will discuss with Cliff Ruff how best to install this lighting.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 9, 2022**

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

C.285	A neighbor complained about vegetation overgrowth on the west side of the west parking lot.	Jim McIntyre	14-Jul-21
Landscaping and Grounds		Self Help	09-Mar-22
Cleaning			Closed
			238 Days

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.

Some vegetation is on our side and needs trimming, but most of the vegetation infringing on Laura Craft's property is another property owner.

Kristy reports the original vegetation was planted to mask headlights striking adjacent residences as vehicles use the parking area.

Jim McIntyre completed removing the vegetation. Project Closed.

C.298	The sprinkler system in the west south parking lot needs attention. The pump, electrical panel and controls are open and exposed to the elements.	Al Parmentier	08-Dec-21
Landscaping and Grounds		Self Help	09-Mar-22
Repair			Closed
			91 Days

Al and Joe will investigate to determine the best method to prevent water from entering the devices.

Per info in the 9 March 2022 meeting, the area no longer needs watering. Project Closed.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 9, 2022**

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

C.307	Jan Mathrani reports there are unwanted small trees and bushes sprouting up throughout the grounds.	Jack Siplak	09-Feb-22
Landscaping and Grounds	Work is needed to remove the vegetation before it becomes larger.	Can-Do-Crew	
Cleaning		Open-NC	
		29 Days	

The Can-Do-Crew is asked to survey the grounds and remove unwanted vegetation.

C.308	Al Parmentier reports the pole mounted yard lights and the facility signs are dirty and need cleaning.	Jack Siplak	09-Feb-22
Landscaping and Grounds		Can-Do-Crew	
Cleaning		Open-NC	
		29 Days	

The Can-Do-Crew is asked to survey the grounds and clean pole lights and signs as needed.

C.309	Al Parmentier reports there are parking area wheel stops imbedded in soil and vegetation.	Jack Siplak	09-Feb-22
Landscaping and Grounds	Corrections are needed to align the wheel stops and remove soil and vegetation.	Can-Do-Crew	
Cleaning		Open-NC	
		29 Days	

The Can-Do-Crew is asked to survey the grounds and make wheel stop corrections as needed.

# UUFVB Facilities Council - Minutes Project Status Report

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<b>Index</b>		<b>Open Date</b>	
<b>Category</b>		<b>Close Date</b>	
<b>Project Type</b>	<b>Description</b>	<b>Project Status</b>	<b>Assigned Contractor</b>
			<b>Status</b>
			<b>Days Open</b>

C.311	Several pole mounted yard lights are bent, broken, or rotting at the base.	Al Parmentier	09-Mar-22
Landscaping and Grounds		Self Help	
Repair			Open-New
			0 Days

Al Parmentier proposed replacing the metal poles with Schedule 80 gray PVC pipe. Al will find a source for the pipe and purchase a length to test the hypothesis that the PVC pipe can be used to replace the metal poles.

C.315	The Memorial Garden needs new mulch.	Jack Quinn	09-Mar-22
Landscaping and Grounds		Can-Do-Crew	
Replace			Open-New
			0 Days

Al Parmentier will inform the Committee to procure the mulch.

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

# UUFVB Facilities Council - Minutes Project Status Report

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

D.276	There is a problem with the Chancel HVAC system.	Al Parmentier	12-May-21
Equipment	<p>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 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. This means the system is running at only 50% of cooling capacity.</p>	Smith Services	
Replace			Open-Hold

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.

When and who disconnected the compressor and why the fan was not replaced when the problem was discovered is unknown.

The Smith technician also reports the left system is low on Freon and investigation is required to determine leak location and best repair methods.

Per information in the 9 March 2022 meeting the estimated cost to repair the AC system is \$9-\$10K. This is a low priority need and the Project is placed On-Hold. However, it was noted that if the remaining 50% of the system that is operational fails, the other Chancel AC systems will not be able to fully cool the Sanctuary.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 9, 2022**

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

D.296	UUFVB must prepare to upgrade computer assets to support Windows 11 in the next 12 months.	Joe Hardy	10-Nov-21
Equipment	We should not miss the free upgrade period for Windows 11 and later incur cost to purchase upgrades after the grace period expires.	Self Help	
Upgrade			Open-Mod

Joe Hardy is testing computer systems and will report results periodically.

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.

Per info in the 9 February 2022 meeting, the Bookkeeper computer and monitors were replaced with upgraded Dell Systems and the AV Laptop was upgraded to Windows 11.

Per info in the 9 March 2022 meeting, the Garden Room computer will be the next upgrade.

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**Close Date**

**Category**

**Assigned**

**Status**

**Project Type**

**Description**

**Project Status**

**Contractor**

**Days Open**

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.	Joe Hardy	08-Dec-21
Equipment		Self Help	
Inspection			Open-Mod
			91 Days

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.

Per info in the 9 March 2022 meeting, the work is progressing slowly.



# UUFVB Facilities Council - Minutes Project Status Report

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

D.303	<p>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.</p> <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>	Joe Hardy	09-Jan-22
Equipment		Self Help	
Replace			Open-NC
			59 Days

Al Parmentier, Larry Phillips and Joe Hardy replaced 18 emergency lights and six EXIT lights.

An estimated three emergency lights and four EXIT lights remain to be replaced.

D.306	<p>The 15 January 2022 functional test of the Fire Alarm System revealed several components and systems that require repair.</p> <p>A copy of the Final Test Report is attached to the these Minutes.</p>	Joe Hardy	09-Feb-22
Equipment		Total Life Safety Corp	
Repair			Open-Mod
			29 Days

Discussions were held with Total Life Safety (TLC) and TLC was requested to submit proposals for the repairs.

Per info in 9 March 2022, Joe Hardy provided TLC a detailed listing of the Alarm panel sensor descriptions, we requested be updated. Kim McIntyre reported TLC has not responded to any requests.

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Close Date

Category

Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

D.312

Emerson Center Director, Patty Walker requests the 16th Street marquee be replaced with a digital display.

Al Parmentier

09-Mar-22

Equipment

TBD

Upgrade

Open-New

0 Days

Joe Hardy reported finding a 25" x 50" double sided "Church Style" digital marquee costing about \$6,000 including shipping. Local suppliers may have other options.

The current marquee is powered by the yard light timers and are only on at night. A digital marquee will require dedicated power and perhaps an Ethernet cable for remote programming.

D.316

The Kitchen AC system has failed. Kitchen temperatures approach 85 degrees during the day.

Al Parmentier

09-Mar-22

Equipment

Smith Services

Repair

Open-New

0 Days

Smith Services was requested to submit a quotation to repair the AC system.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 9, 2022**

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

D.317	Security Cameras are needed at Doors D and G.	Joe Hardy	09-Mar-22
Equipment		Self Help	
Security			Open-New
			0 Days

The cameras can be connected to the existing local are network. Installing the cameras is not difficult or costly. Joe Hardy will purchase the cameras and schedule helpers to install the cables.

D.318	Improved Wi-Fi thermostats are needed in some Fellowship locations. Improved thermostats display temperature and humidity to enable better management of Fellowship AV systems. Improved thermostats are also tamper proof.	Joe Hardy	09-Mar-22
Equipment		Self Help	
Upgrade			Open-New
			0 Days

Joe Hardy will investigate how best to improve the thermostats.

**9 Project(s) Reviewed for Equipment**

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 9, 2022**

Index	Description	Project Status	Assigned	Open Date
Category			Contractor	Close Date
Project Type				Status
				Days Open
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.		Al Parmentier	13-Jan-21
Bridges Facility			TBD	
Replace				Open-Mod

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.

Neither firm performed an onsite inspection of the attic space. The firms likely bid the work using Googles Maps to determine only square footage. However, A detailed survey of the Bridges attic space indicates the extensive network of four air handlers with corresponding ductwork and wiring, will make insulating the attic with blow-in materials difficult and likely not very effective.

A different approach is being considered including sprayed foam to the roof underside and insulation bats in the rafter spaces under the HVAC systems.

Per info in the 9 March 2022 meeting, Roof Authority reports foam insulation sprayed under the roof decking inside the attic cannot be used. This process would cause the roof decking to rapidly deteriorate; because roof decking temperatures would be excessive.

# UUFVB Facilities Council - Minutes Project Status Report

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Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open

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.	Joe Hardy	08-Dec-21
Bridges Facility		Self Help	
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.		Open-NC
			91 Days

There appears to be no contract for this service, and the fees are paid monthly with a commitment until August 2022.

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.

The problem remains for how to provide telephone service to the Nursery using the available phone cable from the Main Building to the Nursery Building.

# UUFVB Facilities Council - Minutes Project Status Report

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

E.310	The Bridges attic space contains four HVAC air handlers with corresponding ductwork and wiring.	Joe Hardy	09-Feb-22
Bridges Facility	However, the proliferation of construction debris, stored Bridges items, poor lighting, and poor walking access to the HVAC equipment renders maintenance of the air filters and fire alarm components difficult.	Self Help	
Other	This is also a safety hazard to persons needing maintenance access to the HVAC equipment.		Open-NC
			28 Days

Four correction actions are required:

1. Remove construction debris and other loose materials.
2. Rearrange or store elsewhere Bridges decorations to give free access to the HVAC equipment.
3. Improve lighting around the HVAC equipment.
4. Install walking surfaces from the access stairs to the HVAC equipment.

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

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Index			Open Date
Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open
F.319	Four old windows in the Sexton House require replacing.	Al Parmentier	09-Mar-22
Sexton House		TBD	
Replace			Open-New
			0 Days

Jan Mathrani Moved to approve up to \$2,000 to replace four Sexton House windows. Jim Brewer Seconded. In discussion Al Parmentier stated the old windows are original from the house construction and do not open and close well. The Motion passed by Unanimous Consent of those attending the meeting.

**1 Project(s) Reviewed for Sexton House**

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Open Date

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Close Date

Category

Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

## Minutes Notes

<b>Total Reviewed</b>	<b>31</b>
<b>Open-NC</b>	<b>14</b>
<b>Open-Mod</b>	<b>4</b>
<b>Open-New</b>	<b>9</b>
<b>Open-Hold</b>	<b>2</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, March 9, 2022**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.262	Building Interior	Replace	10-Mar-21	364 Days
Al Parmentier	A.288	Building Interior	Repair	07-Sep-21	183 Days
Al Parmentier	A.289	Building Interior	Inspection	18-Mar-20	721 Days
Al Parmentier	A.290	Building Interior	Replace	13-Oct-21	147 Days
Al Parmentier	A.313	Building Interior	Painting	09-Mar-22	0 Days
Al Parmentier	A.314	Building Interior	Security	09-Mar-22	0 Days
Al Parmentier	B.275	Building Exterior	Upgrade	12-May-21	301 Days
Al Parmentier	C.269	Landscaping and Grounds	Service	14-Apr-21	329 Days
Al Parmentier	C.311	Landscaping and Grounds	Repair	09-Mar-22	0 Days
Al Parmentier	D.276	Equipment	Replace	12-May-21	301 Days
Al Parmentier	D.312	Equipment	Upgrade	09-Mar-22	0 Days
Al Parmentier	D.316	Equipment	Repair	09-Mar-22	0 Days
Al Parmentier	E.258	Bridges Facility	Replace	13-Jan-21	420 Days
Al Parmentier	F.319	Sexton House	Replace	09-Mar-22	0 Days

## 14 Projects for Al Parmentier

Kristy O'Neil	B.222	Building Exterior	Repair	08-Jan-20	791 Days
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## 1 Projects for Kristy O'Neil

Jan Mathrani	A.287	Building Interior	Upgrade	07-Sep-21	183 Days
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## 1 Projects for Jan Mathrani

# Facilities Council - Project Assignments

**Meeting Date Wednesday, March 9, 2022**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Joe Hardy	D.296	Equipment	Upgrade	10-Nov-21	119 Days
Joe Hardy	D.300	Equipment	Inspection	08-Dec-21	91 Days
Joe Hardy	D.303	Equipment	Replace	09-Jan-22	59 Days
Joe Hardy	D.306	Equipment	Repair	09-Feb-22	29 Days
Joe Hardy	D.317	Equipment	Security	09-Mar-22	0 Days
Joe Hardy	D.318	Equipment	Upgrade	09-Mar-22	0 Days
Joe Hardy	E.302	Bridges Facility	Upgrade	08-Dec-21	91 Days
Joe Hardy	E.310	Bridges Facility	Other	09-Feb-22	28 Days

## **8 Projects for Joe Hardy**

Jack Siplak	C.307	Landscaping and Grounds	Cleaning	09-Feb-22	29 Days
Jack Siplak	C.308	Landscaping and Grounds	Cleaning	09-Feb-22	29 Days
Jack Siplak	C.309	Landscaping and Grounds	Cleaning	09-Feb-22	29 Days

## **3 Projects for Jack Siplak**

Jack Quinn	C.315	Landscaping and Grounds	Replace	09-Mar-22	0 Days
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## **1 Projects for Jack Quinn**

Paul Gleaves	B.297	Building Exterior	Cleaning	08-Dec-21	91 Days
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## **1 Projects for Paul Gleaves**

**29 Projects This Report**