

March 2, 2016

1:00- 2:30 p.m. in Lev- 40

<https://committees.kccd.edu/bc/committee/facilities>

MEETING MINUTES

Present: Don Birdwell, Kristin Rabe, Mary Jo Pasek, Terri Goldstein
Justin Kelley, Keith Ford, Pam Kelley, Cheryl Caswell, Chris Counts
Secretary: Andrea Watson

Introductions and updates

Review of minutes from February 3 – Motion to approve and approved by committee

Facilities Requests Form

- Kristin requested that the committee please review current form between now and April. Please note or address any concerns or changes needed to form. Committee will discuss and modify accordingly.
- Pam Kelley requested a name change from “Facilities Requests” to something else as it may be confusing because events also states “Facilities requests.” Kristin informed group that name may not be changed as it is what the State requires it to be called. Mary Jo, stated that her department is in the process of making changes and will look at the name.
- The committee discussed the scoring process and reviewer process of Facilities Requests.
 - Requests are submitted, reviewed by department VP or head and then forwarded to the committee for review. Requests are scored and then sorted by Safety and high score priorities.
 - Requests that can be considered a work order are extracted and completed by the M&O department.

Automatic Doors and future installations

- Don informed group that MS has automatic door openers installed and they should be wired in and working soon.
- The Security card access project should take care of a nice percentage of doors that open automatically.

Gym Cooling Project

- Don informed group that the cooling system should be functional in May and will be complete by mid-August.

SE Parking Lot

- Closed all day Friday 03/04/2016

PAC

- Indoor theater trip hazard preventions-
 - Looking into LED strips.
 - We are currently in code and compliance so whatever we do to fix issue must stay within code and compliance.
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Track Preventative Maintenance Protocol

- Pam brought up the need to care for the new track we are getting. Equipment, trucks, chairs, bad cleats, etc on track will cause damage.
- Don to speak to Hellas about what kind of cleats can be worn on track. Also what recommendations to protect track during other events, such as graduation.
- Don to get verbiage and post signs.
- Protocol for keeping gate locked needs to be set.
- Cannon- Bring cannon through the practice field so not to drive on track. Have cannon placed under scoreboard.

Recycle Blue Bins

- Andrea to call and requests quote for a dozen more bins.
- Ramon and Andrea to work on numbering each bin and mapping each location. (Probably during Spring Recess)
- Place bins in buildings that do not currently have units.

Next meeting: April 4, 2016 @ 1:00pm.