



**Facilities, Planning and Operations Department**

**Facility Committee Meeting**

**Date: January 20, 2016**

**Time: 12:00pm**

Present:	Linda Owens, Alice Hawkins, Mandeda Uch, Charles Hobbs, Eric Mendoza and Hugo Valdes (Student Representative)
Absent:	Patricia Stoddard ,and Milton Harris
Guests:	
Next Meeting:	Feb.23,16 , Facilities Office Conference Room@ 12:00pm

	<b>Standing Agenda Items:</b>
1.	Introductions / Presentations
2.	Meeting Purpose
3.	Committee Make-up / Charter
4.	Facilities, Maintenance and Operations
5.	Facilities, Planning and Operations – Strategic Planning
6.	New Business

Review Meeting Minutes		
Discussion / Decisions	<b>Facilities Planning and Operations</b>	
AGENDA	<ol style="list-style-type: none"> <li>1. Member Schedules22</li> <li>2. Review</li> <li>3. Scheduled Maintenance</li> <li>4. Site Improvement</li> <li>5. New Business</li> <li>6. Adjournment</li> </ol>	ALL
Linda Owens	<b>1. MEMBER SCHEDULES</b>	LO

Linda Owens		
	<p><b>2. REVIEW</b></p> <p>For the benefit of our new student member, Hugo Valdes, the Facilities Request Form was reviewed. The description of the Facilities Request Form was explained so that Mr. Valdes is able to look at the form and notice the Program/Department Priority numbers were placed into the categories that best fit the request. The categories included: Bond Project, Scheduled Maintenance, Site Improvement, and Work Orders, which are organized by funding. Meetings with Dr. Curry expressed the need to begin the project as early as possible. Under the heading of Bond Project is the installation of a new throwing area for Track &amp; Field for the Athletics Department, which is rolled up with the Swing Space, to start sometime this year. Scheduled Maintenance 2014/2015, will be the completion of roof repairs; replacing carpet in certain areas, and using vinyl tiles in others.. However, the plan for carpet was changed to luxury vinyl tiles instead. The tile's color was selected by Dr. Abiodun Osanyinpeju, who is now the Dean over Physical Education and Athletics.</p> <p>Scheduled Maintenance for 2015/2016, as shown on the Request Form, are in various stages of progress. Athletics for example, clean/fix/ repair all shower fixtures in all locker rooms and Gym lobby ceiling tiles replacement, were tested for Asbestos and the results were clean, non-existed. This is good news because it would be easier for the tile replacement for the acoustic tile, which will be at our selection. The next item on the list is a door that is not wide enough for wheel-chair access. That is considered ADA (American Disability Act), under scheduled maintenance. The normal size of doors are 32" and some seem to think it is 36". Measurements will be taken to make sure the size is 32" per code. Presently in the Allied Health Building, there are sliding glass doors that would appear to open "short", however the true measurement is 32".</p>	

The Architect sent a letter to confirm the coded measurement. All are welcome to see it.

The next item is the asbestos floor and pipe remediation Bldg. Y is actually a Bond Project (117 EOP&S), is a part of the Little Theater. Campus wide switchgear repair will require an electrician. This would need a contract. Gas line repair in Math Science labs was quoted at 6K to do the work. Replacing HVAC in V-row will be placed among a list of other areas that does not have HVAC, such as the Y area, Maintenance, Training Room, and Mac's location, to name a few. The list will be titled HVAC LIST.

Campus wide roofing includes the Gym, C Row and a little bit of D Row. No reports of leaks so far. Next item is replacement of exterior doors a SSC; a scope has been so that a bid will go out, will get results soon on the status. Replacement all broken doors and locks is a major concern and will be scheduled for repair.

Scheduled Maintenance for next year will be discussed by so that we will know what will be included. The list we have so far is from Dr. Humphreys that includes the next ten or so items: replace all broken doors and locks in Gym restrooms; fix/replace all doors/locks for Gym, locker rooms, and weight room, convert a kitchen in Administration. Item 33 will be done this year during Sched. Maintenance 15/16. Items 38, 62,67,73,83, and 66 were lightly discussed. Moving on to Site Improvement, these items are in pending status per Dr. Curry. The next grouping are the Work Orders. The Work Orders have been entered into our work order system as a first step. The second step is to group all related items together such as electrical (lights that are not working in certain areas). Keep in mind that this only Dr. Humphrey's list and we are still waiting Ms. Perez's list which promises to be just as large. One of her items includes redoing the Dance Floor because it has not been done in a while, and she mentioned HVAC in that area. When her list is submitted, it

	<p>will be combined with Dr. Humphrey's list. All of this depends on funding.</p> <p>Appreciation goes to Hugo Valdes for being part of this committee because he will us a "student" prospective of what the students will report to him and he will bring this to the committee.</p> <p>The next meeting will be on February 23, 2016, at 12:00 noon.</p>	

Action Bin:		Responsible Person	Due Date
1.	Need a meeting schedule for next year	All	12/15/15
2.	Review the Facilities Request Form	All	On going
3.	Review the Minutes for discussion	All	On going
4.	Locate a possible buyer for library shelves	Mr. Hobbs	On going
Next meeting February 23, 2016 Facilities Department			12:00 pm
Meeting adjourned 1:15pm			
Meeting minutes by AH			