



Enterprise Facilities Committee Minutes

November 16, 2020

3:00 p.m.

In Attendance: Shane Scott, Sigrid Davison, Steve DuPont, Dennis Francois, Keith Jones, Breanyn MacInnes, Gail Mackin, Derek Mayo, Doug Ryder, Ashley-Sue Vizguerra, Bill Yarwood, Joseph Pearson, Tricia Rabel, Vince Foley, Mike Cox, Michael Montgomery, Sydney Thompson, Delano Palmer, and Kelly Clerf

A. Approval of October 19th Minutes

Doug Ryder moved, seconded by Keith Jones, that the Enterprise Facilities Committee (EFC) approve the October 19th, 2020 minutes as presented. Motion approved.

B. Minor Works

Campus Security Project – McKinstry is on campus starting today through the end of January. Approximately 95% of penetrations and 60% of pathway for camera project is complete. Camera portion of the project should be complete in 4-5 weeks.

Over 50% spent for minor works budget for the biennium. Request was submitted for reappropriation of \$1M of minor works funding into next biennium.

C. Subcommittee/Task Force Updates

Campus Circulation Committee (CCC) – Michael Montgomery

Campus Circulation Committee had a quick meeting this month. They are currently working on supporting golf cart policy that is currently being reviewed by the City of Ellensburg.

Enterprise Communication Committee (ECC) – Keith Jones

Enterprise Communication Committee met last week and discussed the campus security camera project in detail as well as phase two of project which is the door lock entry portion. Anyone interested in the location of the cameras can email Keith. REACH licensing invoice has been paid with the help of Joel Klucking. ECC is working with various groups across campus on an enterprise level funding solution for this licensing. ECC is working with Public Affairs on a donation policy and that will be brought to EFC when completed. Building directory signage is also now on the ECC agenda for discussion.

Campus Moves Council – Doug Ryder

One move in progress now which is a move to Bouillon 202 from within Bouillon. Doug has a received a few inquiries regarding support for winter quarter.

D. Project Updates

Health Sciences – TW Clark is still on schedule and building is now dried in and temporary heat is on. Two weeks ago building was switched over from temporary construction power to permanent power. Planning of FF&E lists will begin soon as well as discussions regarding backfill of spaces vacated by new construction.

Health Education – Currently reviewing budget concerns and making recommendations on additive alternates.

E. City of Ellensburg

North Campus Signalization Project – Underground work for signals at 14th and Wildcat Way and 18th and Walnut is complete. Signal poles may be received early and signals could be installed in late December or early January.

The city applied for a grant for a signal at 14th & Alder and an extension of Cascade to Palouse trail to fairgrounds. Should find out on grant award on Friday.

F. Other

Unoccupied Buildings - Some buildings will be moved into unoccupied mode after Thanksgiving break at the request of cabinet. Anyone planning to inhabit a building over winter break needs to communicate that up through their Vice President so information can be communicated up to Shane. Shane will work with the VP of Operations to create list of buildings that will be in unoccupied mode over winter break.

FMD Director Updates

Grounds & Custodial

Custodial

- Completed 10 work orders.
- Will be deep cleaning during the break in academic buildings and residence halls.

Move Crew

- Completed 21 work orders.
- Currently completing some small office moves.
- In preparation for winter quarter classrooms will be checked for social distancing of furniture, hand sanitizer and disinfection wipes.
- Some new signage will be installed in the buildings and a couple circulation adjustments will be made for winter quarter.

Grounds

- Completed 33 work orders.
- Minor works Irrigation upgrades continue on 7th Avenue.
- Working with Capital Planning on Health Science landscape design.
- Working with City of Ellensburg to prune trees on University Way for Opticom service.

Administrative Services

Motor Pool completed work on over 17 maintenance work orders.

Central Stores processed 199 purchase order requests. Invoiced 416 Line items for over \$205k. Completed over 337 counter sales for customers.

Central Stores, Shipping/Receiving, Mail Services, and Kelly Clerf are directly supporting COVID material support services. Including ordering, tracking, receiving, storing, and reporting. At this time, issues and deliveries are completed upon approval.

Mail, Shipping/Receiving are processing requests at maximum bandwidth. Please exercise patience.

Planned & Preventative Maintenance

The priority for October was to insure the campus heat was available for classrooms and students. As classes continued the work within the department has held steady. The focus of the department was to finish work on several large Mechanical projects that affected heating to several buildings. These projects have been completed. We continue to support various Minor Works projects, like Dean Hall cladding repair, North Hall, exterior lighting upgrades and Central Plant upgrades. Work continues on a security upgrade across the campus with several FMD staff assigned to the project.

Work Order Updates

Total Work Orders completed for October were 287. The total hours associated with the work orders were 1169hours. The Campus Divisions breakdown as follows:

Out of the total work orders there was a minimal amount of Preventive maintenance completed. A total of 45 hours, with a minimal crew.

Next Meeting: December 21, 2020 at 3:00 p.m.