

Facilities Advisory Committee (OFSAC) Meeting Notes – March 24, 2011

Members Present: Elizabeth Bird, Sheila Bonnard, Sandy Sward, Acting Chair, Kevin Thane

Members Absent: Larry Baker, Chair, Kevin Barre, Heidi Gagnon, Alan George, Rick Hixson, Chris Jenkins, Tom Morrison, Richard Smith, Melanie Stocks,

Others Present: Jeff Butler, E.J. Hook

1. **Approval of Minutes – 12-17-10**

Thane moved to approve Minutes of the meeting held on December 17, 2010; Bird Seconded the Motion. Minutes were unanimously approved with no additions or corrections.

2. **Drinking Fountain & Paper Towel Dispenser Stickers**

E.J. Hook (new Facilities Manager of Environmental Services) presented information regarding a project requested by the ASMSU Sustainability Center, to place stickers on paper towel dispensers and drinking fountains. The stickers remind that the paper from the dispensers comes from trees and goes into the landfill. Issues surrounding this project include:

- What are the impacts to our resources when the stickers become marked or peeled off?
- Is there a program to reach a wide demographic rather than randomly located?
- Will stickers actually be seen or is this just more visual clutter?

Tests on the stickers showed that they are relatively easily removed when necessary, with normal janitorial supplies. Requests to have them placed in the building must come from the building supervisor and there are currently two buildings interested - Cobleigh and Culbertson. It is important for the building supervisors to work with ASMSU to determine the best locations in order to maximize the number of people reached and still minimize the impact from a custodial view. ASMSU is working to develop better program goals and a more unified program to promote the behaviors we want. The plan at this time is for Facilities custodial staff to remove stickers which have been aesthetically comprised.

Hook provided additional information regarding hand dryer options versus paper towel dispensers. Air dryers result in a lower impact to the environment and although there is not a program in place to replace paper towel dispensers on a regular basis, when opportunity arises such as a remodel, then we request using air dryers. Choice of equipment is also an important factor and Facilities has recently found a brand that is less expensive and uses less energy (there is no heat involved).

3. **Cat Card Access Update**

As an update to recent discussions, Butler provided information regarding a program that will ultimately place a Cat Card reader on every academic building, for after-hour access. This program gives Facilities the ability to track who is entering the building as well as remove someone from the system who is terminated. Every night the Cat Card system updates through Banner which means

we are not chasing keys from those individuals who have left campus. The first priority was to replace locks with key codes since those codes were given out on a regular basis.

Butler advised that the locksmiths are attempting to change three buildings a year. Members questioned what happens when the power goes down. Butler advised that there is always a key override in which case someone with a master key or University Police could provide access. Thane questioned who has access to the logs of who has been in and out. Butler advised that the logs are maintained by the Cat Card office but to our knowledge the only time they have been used is when something has gone wrong in a building.

4. **Facilities Vehicle No Idle Policy**

Members were provided a copy of the proposed Facilities Vehicle No Idle Policy which would apply to all Facilities vehicles and also extend to vendors and visitors to Facilities. A written internal policy gives official notice of the protocol. Butler explained that once the vehicle is started, it can be driven and if it is unoccupied, it is off. Vendors will be advised through Work Control and Facilities Planning, Design & Construction. This protocol applies only to Facilities vehicles since University Police and Safety & Risk Management have their own internal policies.

Bird moved to support the implementation of the Facilities Vehicle No idle Policy; Bonnard Seconded the Motion and it was unanimously approved.

5. **Protocol for Calls to Unlock Doors**

Over the years, Work Control has received calls requesting the locksmiths to unlock doors during normal working hours. Work Control has two issues with these requests: First, is a resource issue. The locksmiths must drop whatever project they are involved with to go unlock doors. Second, once the locksmiths are there, they do not have any way of knowing if this is someone who should have access to that space. Since security issues have become more critical, Facilities has begun working with building supervisors and deans to develop a protocol that will work for Work Control and the departments. Under the new protocol, callers requesting an area to be unlocked will be referred to the building supervisor, dean or department head. If none of those three are available, but Butler is aware that it is OK for that individual to be in that space, and receives an e-mail from the department also agreeing that it is OK for that individual to be in space, Work Control will then be notified to send the Locksmith. The individual requesting the locksmith must be at the location with a picture ID. After hours requests should be handled through University Police.

The meeting was adjourned at 11:45 am.

Respectfully submitted,
Sharon Morrison
Facilities Services