

S&F Meeting: September 19, 2019

Members Present: John Morgan, Linda Leake, Glenn Gittings, Rick Williams, Rhonda Gilliland

Staff Senate Services & Facilities Committee Questions fielded from constituents and answers provided from Mark Watkins:

1. Check on the Floyd St garage pedway connector concrete deterioration (sounds like this was an older concern and may have been addressed but just wanted to check) (John Stratton/Rick Martin/Gary Becker)
 - This must be an older item as concrete repairs were made prior to start of the Fall semester.
 - Physical Plant repaired numerous areas of concrete and installed an epoxy coat on the pedestrian overpass in August right before school started.
2. Talk about solution on building proximity parking for custodial overnight staff and the concern of overnight safety (Gary Becker, Dennis Thomas)
 - Parking has worked with David Schlaegel previously to address this issue. Provisions have been made for custodian staffing arriving in the evening period and also those working overnight. David expressed that Physical Plant currently has a process in place to transport overnight custodial staff to their worksite if they do not feel safe. He mentioned that employees are not to drive their personal vehicles to the job site but are instructed to park at the location designated to begin and end their shifts. Parking will continue to work with Physical Plant to address any future concerns or needs with the overnight custodial team.
3. BAB handicaps entry bars are reported to be in an odd position (John Stratton)
 - At the BAB the security design consultant advised that pulls at all entrance doors should be eliminated on half of the doorways to designate entrance and exit sides to avoid collisions and ease traffic flow. As a prevention to the potential of an "Active Shooter" or other incident, removal of pulls on exterior doors also prevents someone from chaining or barricading shut exit doors from the exterior which would trap people inside.
4. More pedestrian signage along the drive of North info entrance both at the middle cut in by Unitas and at stop sign (the new fencing seems to have caused some definite visual obstruction for drivers to see pedestrians) (John Stratton)
 - We will look into this situation to provide signage on both sides of the drive for pedestrian safety.
5. Miller IT 160 conversion of interior bathroom occurred to make it more handicap accessible but the stall door is actually now not easy accessible (Rick Martin)
 - MITC 160 bathroom is not considered ADA accessible. It is designed to be ADA friendly only. This has been reviewed on numerous occasions and our Physical Plant team has made as many accommodations to the space as funding would allow.
6. Debris on Brook St overpass. Can the Foundation reach out contractor or contract with grounds to clean debris and in colder weather address potential snow removal (Rick Martin)
 - This is not university or foundation property, but they are still connecting with Grounds on more information.
7. Reducing speed of scooters and connect on parking locations of scooters (Bob Knaster)
 - Scooter companies have imposed a speed limit of 12 MPH on campus.

- Riders are encouraged to park scooters near (not in) bike racks. Locations are indicated by this [map](#) on web, spray chalk stencils on the sidewalk, stickers on bike racks and A-frame signs. Communication through newsletter and videos on monitors in SAC and MITC.
8. Concern regarding the return of mold to the vent in Jouett Hall. Attention to the issue was requested last year. Please see the below pictures of the current condition. Is it possible to get someone over here again to address the source of the mold and future management (as the mold appears to be a recurring issue)? They also looked on the website and found the IAQ process. I'm not sure if just a clean-up by physical plant will work, as the mold is repeating. Should they complete the IAQ Investigation survey? Since they had already had this looked into last year (November 2018), they are not sure if we need to re-open the previous process or start again. Just let know and they can fill out whatever we is needed to get this looked at again.
- We recently addressed some indoor air quality (IAQ) concerns at Jouett Hall. We had mold growth on some vents. This buildings vents and duct work were cleaned and disinfected in November of 2018. We had the contractor revisit and reclean and disinfect the vents and ductwork on October 7,2019. Physical plant also changed the filters on the air handling unit to the building. These filters are changed (per Rick Martin and Chris Cook) every 6 months. The filters are dated and inspected regularly to be changed more often if needed. Typically, an indoor air quality survey may be done to help figure out the source of the problem. In this case, we feel the source was found and treated.
 - Mold spores exist everywhere in the environment and can enter buildings and homes through open doors and windows, and even people. Once mold spores are inside they may settle on damp and/ or dusty surfaces where they may begin to grow and reproduce more spores. IAQ problems can be minimized by observing the **3 Cardinal "C's"** which are comprised of Cleaning, Climate and Communication.
 - **CLEANING:** Empty trash regularly • Clean spills immediately and thoroughly • Dispose of used food containers and food scraps regularly, Seal all food containers after use and refrigerate perishable foods, Dust and declutter work areas. **CLIMATE:** Keep windows closed when air conditioning is on • Don't tamper with secured windows • Close blinds during the day to prevent the sun from heating your room • Turn off all lights when leaving your room • Don't tamper with the HVAC unit. Do not block the HVAC air supply/return vents or doors where these units are located. **COMMUNICATION:** Call Physical Plant at 852-6241 to report leaks or water intrusion • Report any concerns about excess moisture or indoor air quality • Report visible mold or mildew immediately.
9. There is an issue that was brought to my attention regarding mail delivered to the University of Louisville Hospital that should be delivered to UofL offices on the HSC campus. Ricoh is contracted to handle the mail at ULH. The hospital receives a significant amount of mail that should go to University of Louisville offices and was having difficulty in getting Canon to pick up the mail that needed to be delivered, when it had not been an issue in the past.
- University mail is managed by Canon while ULP and ULH are managed by Ricoh. A move of the Ricoh mail room from a service area in the hospital parking garage to secure space in the Brown Cancer Center temporarily disrupted the flow of University mail between Ricoh and Canon. HSC buildings house offices of the University of Louisville, University of Louisville Physicians and University Hospital. Mail contains time sensitive patient information which means timely delivery is critical to quality patient care.
 - This issue was initially reported by Peter Crowe, manager of the Canon mail operation frustrated by his inability to work out a mutually agreeable solution with Ricoh.
 - Sherry Hertel from the School of Medicine Chairman's Office and Anita Laperle-Messina from Ricoh provided additional information and helped develop an interim solution using

the chairman's office mail stop as a transfer point until a permanent solution could be identified.

- An October 1 meeting between Steve Amsler, Shawn Blackston, Juneau Calmes, Tiffany Gantt, Bonnie Kerr and Bob Knaster resulted in a unanimous agreement for Ricoh to receive, sort and bundle all HSC mail then transfer any University mail to Canon.
- Canon collects mail from the Ricoh copy center in the hospital garage at 10:00 a.m. each morning. This location was selected because it is accessible to Canon mail carriers without ULP/ULH security clearance and has been working successfully since implementation.