



# Building Coordinator Meeting Minutes

February 2, 2018

## Program Reboot – What is different?

Becky/Glen

- In rebooting the Building Coordinator Program, here are some of the things you will notice:
  - Actively monitoring coordinator vacancies and filling them
  - Onboarding process for new coordinators
  - Focus on communication with Facilities and building occupants
  - Revised Facilities web page has additional resources including Announcements, Campus AED Map, All Gender Bathroom Map and Emergency Procedures Quick Reference (<https://facilities.illinoisstate.edu/reference/coordinator/>)
  - Program Facilitators will visit each coordinator (annually)
  - Inclusion of Building Coordinators on building project meetings as appropriate
  - Bi-annual meetings
  - Recognition of coordinators
  - New Building Coordinator Handbook
    - It will be available on the Building Coordinator web page
    - Hard copies are available upon request

## Vehicle Maintenance Request on iServiceDesk

Glen Dawson

- Overview of the iServiceDesk ticket options including the general difference between a “Work Request” and “Chargeable Request”.
  - Work Request is generally in a public area of the building where maintenance and/or repair work is paid by Facility Services.
  - Chargeable Request is generally in a department where maintenance and/or repair work is paid by the department.
- Recently “Vehicle Maintenance Request” was added to iServiceDesk, making it easier for departments with vehicles to request maintenance for them. The Automotive Team will also arrange vehicle pick up for the scheduled appointment and return service.

## Building Service Updates

Vince Allen

- Vince shared the following PowerPoint regarding the services provided by Building Service Workers (BSW) and how to contact the Foremen or office for assistance.



Feb 2018 Facilities Services Building Co

- If you would like a copy of your building’s cleaning schedule, please contact their office 438-2032.

## Recycling Styrofoam

Andrew Bennett

- The University can recycle large, hard Styrofoam, like that used in computer boxes. Place these items in the recycling rooms or stacked by the recycling containers. If you have a large amount, feel free to call 438-7283 (SAVE) to arrange a special pick up.
- ISU cannot recycle plastic bags or packing peanuts. There are some places in the community that will recycle plastic bags so please utilize those services to keep those items out of landfills.

## Facilities Planning

David Gill

- David shared the following PowerPoint to highlight current and future Facility projects. There are a lot of projects going on across campus, please take some time to review all the information in this presentation.



Planning - Building  
Coordinator Present

- The Facilities' Project web page is updated monthly with information relating to campus projects. This page includes a Project Status Summary, Project Schedule Summary and State Capital Funding Requests.

<https://facilities.illinoisstate.edu/projects/>

A screenshot of the ISU Facilities Projects web page. The page has a red header with the ISU logo and 'FACILITIES Illinois State University' text. A search bar is on the right. Below the header is a navigation menu with 'Request Help', 'Services', 'Projects', 'Reference Information', and 'About'. The main content area features a large image of a brick building with ivy. Below the image, there are sections for 'Projects', 'Project Status Summary', 'Featured Construction Projects', 'Project Schedule Summary', and 'State Capital Funding Requests'. Each section has a brief description and a button to view more details. The 'Featured Construction Projects' section lists 'Wattersen Dining Commons Expansion' and 'Bone Student Center Renovation'.

## **Questions**

---

- Several people asked about building specific cleaning schedules, which can be requested from Building Services at 438-2032.
- The replacement of ceiling tiles is a common work request. Some of the older ceiling tiles are obsolete so our teams are working on alternative solutions to restore those specific areas. If there is an area that is missing ceiling tiles and you are unsure of their replacement status, please call Work Management (Glen Dawson) at 438-5656. We want to know of those areas and ensure areas are not forgotten.
- Any work in a building that seems to have stopped or you are unsure of the status, please call us (438-5656). We want to hear from you and ensure we are meeting the needs of your building.

**Next meeting: Friday, July 27, 11 am – Noon at COE Studio Teach Room**