

Juneau County
Building Committee Meeting
July 13, 2018
Third Floor Maintenance Office

PRESENT: Lynn Willard, Chairman, Ken Schneider, Ray Zipperer, David and Juliana Najera (D&N Janitorial) and Representative Al Manna.

1. CALL TO ORDER

Meeting called to order by Lynn Willard, at 8:30 am.

2. MEETING AGENDA

Motion by Lynn Willard, second by Ray Zipperer to approve the Meeting Agenda as printed. Motion carried.

3. PREVIOUS MINUTES

Motion by Ken Schneider, second by Ray Zipperer to approve the minutes of the previous meeting. Motion carried.

4. VOUCHERS

Motion made to pay all vouchers by Ken Schneider, second by Ray Zipperer, motion carried. All other Vouchers approved for payment.

5. ADDITIONS TO AGENDA

D&N JANITTORIAL, WATER FOUNTAIN NOTICE, W2 POSTERS, E-POSTER
ADRC, SPRINKLER INSPECTION SERVICES BUILDING

5.1 D&N JANITTORIAL

Discussion on cleaning the Services building, use of their own equipment, back ground checks, start date, cleaning schedule and RFQ.

5.2 WATER FOUNTAIN NOTICE

Notices attached to water fountains have been disappearing, Committee agreed to re-post notices.

5.3 W2 POSTERS

Request was made to B&G Committee to hang three required posters. Al will check on this and advise.

5.4 E-POSTER ADRC

A request was made to relocate the AED so the E-poster could be located in this area. The AED will be moved to the other side of the door. Al will contact Emergency Management to relocate location in evacuation plan.

5.5 SPRINKLER INSPECTION SERVICES BUILDING

Al requested quotes for the annual PM of the sprinkler system. Two quotes received. One for \$375 and one for \$225. We will go with the \$225 quote.

6. FOLLOW-UP MAINTENANCE ITEMS

ADRC DOOR OPENER

The New Building Committee decided no on the item.

7. MAINTENANCE REPORT

- a. Cut hole and shimmed book shelf per request from UW Extension.
- b. Installed TV in WIC clinic lobby area.
- c. Pulled weeds and sprayed sidewalks, around generators and electrical boxes around Courthouse and the Justice Center.
- d. Had UST (underground tank) inspection from Metco. Passed.
- e. Installed two information boards, one in each break room in the Services building.
- f. Installed seal on R.O.D. overhead door.
- g. Continue to removed shower head panels, grab bars and shelves in the jail and reinstalled shower head panels, grab bars and shelves every Monday and Friday.
- h. Straightened out a damaged thermostat cover and reinstalled it in the jail.
- i. Weed trimmed and cut weeds around Services building.
- j. Started scraping and painting ceilings in the Courthouse.
- k. Installed boards on walls in WIC lobby and mounted toys.
- l. Cleaned carpets in UW Extension offices.
- m. Replaced two non-functioning smoke dampers in the jail.

8. TOPICS FOR NEXT MEETING

Garage door seals and wall insulation at Parks.

9. SET NEXT MEETING DATE

The next meeting was set for **Friday, August 10th, 2018 at 8:30 am in the 3rd floor Maintenance office.**

10. Motion by Lynn Willard, second by Ken Schneider to adjourn. Motion carried.
Meeting adjourned at 9:30 am.

Respectively submitted,
Al Manna