

Fall Facility Manager Meeting

Tuesday, November 5, 2013

Genetics/Biotechnology Room 1111 - 8:30 AM

Meeting minutes taken by: Jennifer Badtke (CARS Supervisor)

8:30 - Welcome - Kris Ackerbauer

Introduction of Margaret Maly, Administrative Assistant to Rob Lamppa (Executive Director of the Physical Plant - Margaret joined the Physical Plant October 7, 2013)

8:35 - UWPD

Community Officers - Locker recommendation form (attached)

Community Officers are: Contact your officer with any concerns

Central Campus Police Officer	Kristin Radtke	(608) 265-6753	keradtke@wisc.edu
University Apartments Police Officer	Michael Eckhardt	(608) 265-5717	mteckhardt@wisc.edu
Lower Campus Police Officer	Tricia Meinholz	(608) 262-8088	tmeinholz@wisc.edu
South Campus Police Officer	Erik Pearce	(608) 265-5223	empearce@wisc.edu
West Campus Police Officer	Heidi Laundrie	(608) 890-4873	halaundrie@wisc.edu

Emergency Management - Mike Lackey mllackey@wisc.edu

Each building must have an emergency evacuation plan.

Be sure to update your facility manager information on the facility manager website: <https://fpm-www3.fpm.wisc.edu/spacemanagementoffice/LinkPages/FacMgr/tabid/115/Default.aspx> - log in with your net ID and password - this is important so we have contact information for you in case we need to contact you regarding something in your building or an after-hours concern.

Call UWPD Dispatch at 262-2957 if you have any specific notes you would like dispatch to know in regards to your building for example: animal area, select agents, hazmat area. This will be beneficial when UWPD is dispatching an after-hours call for your building.

FOLLOW UP on AFTER HOURS CALLS - we encourage you to follow up on after hours calls if they are extremely urgent, express the urgency that a trades person is called in, you can call 262-2957 and they can update you at any time.

If there is anything you would like to talk to UWPD Dispatch Center about contact LeAnn Krieg at lkrieg@wisc.edu

WISCARD expiration (power point attached)

Renew WISCARD's at Union South Room 149 8:30 a.m. - 5:00 p.m. - your WISCARD will not work on the day it expires at midnight, you will not be able to access buildings, cannot use Rec Sports or make purchases if you have money on your card - plan ahead and renew early.

9:00 - **Safety - Paul Umbeck** (Attached power point presentation)

Introduction of Rick Gibbs, Director of Risk Management, Rick joined FP&M in July 2013.

Hazcom training requirements

AED's on campus

Building roof restrictions

Asbestos floor tile

9:20 - **EHS Radiation Safety Survey - Lisa Burley**

Lisa Burley spoke to the Facility Managers about a survey that will be coming out the beginning of the year that they would like your feedback on how EHS can serve you better, please take the time to provide this information as it will be useful to them and extremely beneficial to you.

9:25 - **Transportation - Rob Kennedy**

Construction <http://transportation.wisc.edu/files/CampusClosureMap.pdf> for updates

9:30 - **UW SWAP Surplus - Matt Thies**

Contact Matt at 608-497-4436 or mthies@bussvc.wisc.edu with questions regarding SWAP

Operation/Services

Question/Answer

9:45 - **Physical Plant - Kris Ackerbauer** (Attached power point presentation)

10:05 - **Property Control Audit - Auditing equipment on campus coming soon**

<http://www.bussvc.wisc.edu/acct/propcont/PropertyControlPresentation.pdf>

View link above, any questions can be directed to Brenden Hedberg at 890-0945 or bhedberg@bussvc.wisc.edu

Facility Manager Tools and Links - [https://fpm-
www3.fpm.wisc.edu/spacemanagementoffice/LinkPages/FacMgr/tabid/115/Default.aspx](https://fpm-
www3.fpm.wisc.edu/spacemanagementoffice/LinkPages/FacMgr/tabid/115/Default.aspx)

10:30 Meeting concluded – some information provided in meeting minutes was not discussed at the meeting as we ran out of time, if you have any questions feel free to contact Jennifer Badtke in CARS at 263-3333 and she can answer any questions for you or direct you to someone that can assist you. Thank you.