

Spring Facility Manager Meeting

Tuesday, April 15, 2015

Genetics/Biotechnology Room 1111 - 8:30 AM

Meeting minutes taken by: Jennifer Badtke (CARS Supervisor)

8:30 - Welcome - Rob Lamppa

Rob shared feedback from workgroup meetings he has had over the past few months with custodians as well as Physical Plant employees. In these meeting they discuss the workplace and how they view things at their workplace. Some important feedback was this:

When floods arise in your buildings, keeping custodial in the loop is very beneficial as they assist with the clean-up and have the proper equipment for helping with floods.

Make trash more portable for custodians, leaving large amounts of soil, large chunks of cheese etc... in your trash doesn't help them out.

Electronics that are still usable need to go to SWAP, do not put this in the trash, see SWAP's website for their guidelines. <http://www.bussvc.wisc.edu/swap/>

If SWAP is delayed in being able to pick up your items, you can always enter a work order with CARS with your customer number and our campus services group will be glad to haul your items away for you to SWAP.

When there is a need for work in your building, remember a work order through CARS at the Physical Plant is always needed so the physical plant can do the work and also can ensure safety procedures are always followed. Be careful with asbestos containing materials, if you have questions always call CARS and they will assist you.

Emails have been flying around from outside contractors about them doing work on campus, please remember we have state contracts and you will see companies such as Hooper, Westphal, Boldt doing work on campus - all of this is overseen by the Physical Plant. If you ever have questions regarding this please feel free to contact us.

8:50 - Kris Ackerbauer - see slideshow presentation with all important information

9:00 - Daniel Einstein - see slideshow presentation with all important information

9:05 - Rob Kennedy - Road closure information regarding campus -
<http://transportation.wisc.edu/files/CampusClosureMap.pdf>

9:25 - Paul Umbeck - see slideshow presentation with all important information

9:40 a.m. - questions from the group

10:00 a.m. - Meeting adjourned

If there is anything you have further questions feel free to contact Jennifer Badtke at 608-263-3333 or jbadtke@fpm.wisc.edu . Thank you.