

Building & Sites Committee Meeting
Minutes
Tuesday, January 5, 2021 7:00 AM Central

Grodsky Administration Building
700 N Schoenbeck Rd
Prospect Heights, IL 60070

Donald Angelaccio: Present
Jim Bednar: Present
Pat Chester: Present
Amy McPartlin: Present
Brian Rominski: Present

Present: 5, Absent: 1.

I. Call to Order 7:06am

II. Discussion Items

II.A. Lost Time - Overtime Report

The LT OT report consists of time from 12-1-2020 to 12-29-2020. There was some well deserved vacation time taken by many of the custodians during the the two week break. Also, there was FFCRA sick leave taken by a few employees due to COVID. Coverage for FFCRA leave was covered by OT while staff was present in the buildings.

II.B. Work Completed During Winter Break

A few projects were completed during winter break. Custodians were able to tackle floor mopping, interior glass cleaning, and detail cleaning of washrooms. The Sullivan office furniture was reconfigured to allow better traffic flow and spacing. Bi-annual fire alarm testing was completed at MacArthur and Ross. LED lighting upgrades were completed in the Ross/Sullivan multi-purpose room. Scheduled HVAC filter replacements were completed.

II.C. Custodial Services Survey - Fall 2020

A few weeks prior to winter break, a custodial services survey was sent out to all staff for feedback. We received 129 responses. The feedback was overwhelmingly positive. We plan to share for survey results with the custodians during their mid-year reviews which are currently being scheduled

II.D. Discussion of Summer 2021 Work

Following our discussions from the December committee and Board meetings, planning for Summer 2021 work is underway. ARCON/AMSCO are currently completing construction documents for HVAC Phase 2 Retrofit Work at Ross and Sullivan. Once completed, these documents will be presented to EMCOR, Honeywell, and eCube to provide proposals. We anticipate delivering these proposals to the Board for approval either at the February or March Board meeting (depending on contractors availability).

An RFP has also been distributed to seal coating contractors for parking lot seal coating

work at Eisenhower. The qualified proposal will also be presented to the Board for approval along with the HVAC work.

Brian will be presenting at the January Board meeting to provide details on this work and an overview of the long term Capital Improvement Plan for the District.

II.E. Capital Improvement Plan Review

Capital Improvement Plan spreadsheets are attached for review. The plans are delineated out by building and highlight work completed, deferred, and scheduled out through FY27. The attachments are a portion of the presentation planned for the January Board meeting.

III. Old Business

III.A. Approval of Minutes - Buildings and Sites Committee Meeting of December 1, 2020

IV. New Business

Meeting with Water Reclamation District to review plans for retention pond at Ike. Will provide status update as appropriate.

V. Adjournment 7:33am