MEMO

To: Members of the Buildings & Facilities Management Committee

From: Kurt Geschwend, Building Administrator

Date: Thursday, January 30, 2014

Re: Discussion Topics for the Tuesday, February 4, 2014 meeting
At the Administration Building

1. Approval of the Tuesday, January 14, 2014 Committee Meeting Minutes.

2. Approval of Purchase Orders, Invoices, & Resolutions

3. Project Status

   Administration Building – Sprinkler Line Leak Repairs
   Administration Building – Assessor’s Office Furniture
   Courthouse – Circuit Clerk – Court Directory
   Courthouse – Update
   Detention Home – Sprinkler Line Leak Repairs
   Detention Home – AHU 14 Replacement
   Museum – Radiator Replacement
   Special Service Area – Radiant Floor Leak

4. Request for Use of County Property

   Call For Help, Inc would like to set up a table display in the Courthouse and
   Administration Building lobby areas for Sexual Assault Awareness Month for one week.
   The week of April 14th is requested.

   The Family Violence Prevention Council requests the use of the Administration Building
   Lobby April 1st, 2014 8am-12pm for the Child Abuse Prevention Month kick off.

5. New Business

   Next meeting at 2:30 pm on Tuesday, March 4, 2014.

Revised: 1-30-2014
cc: Vanessa Jones, Linda Ogden