MEMO

To: Members of the Buildings & Facilities Management Committee
From: Kurt Geschwend, Building Administrator
Date: Thursday, February 26, 2015
Re: Discussion Topics for the Tuesday, March 3, 2015 meeting
At the Administration Building

1. Approval of the Tuesday, February 3, 2015 Committee Meeting Minutes.

2. Project Status

- Administration Building – Cleaning and Resealing
- Courthouse – Engineering Services
- Courthouse – Tuck Pointing and Sealing
- Detention Home – Door Lock and Hardware Replacement
- Detention Home – Chiller Replacement
- Highway – Carpet Replacement
- Jail – Needs Assessment Study
- Wood River – Emergency Equipment Storage Building
- Wood River – Employment and Training
- Wood River – Basement Chiller Replacement
- Wood River – Health Department Corridor Doors

3. Request for Use of County Property

- The Child Advocacy Center requests permission to display paper children and a wooden pinwheel in the Administration Building lobby for Child Abuse Prevention Month. The display would remain for the entire month of April.

- Planning and Development requests the use of multiple county areas for their annual events. The events are as follows.

  - Shoeman Shoe Collection 3/30/15-4/10/15 Admin Bldg lobby; collection bins
  - Trashformations set up 4/10/15-4/11/15 Admin Bldg lobby
  - Tab Top Tally 4/11/15 Admin Bldg parking lot
  - Trashformations Display 4/13/15-4/25/15 Admin Bldg lobby and Board room

Revised: 2-26-2015
cc: Vanessa Jones, Linda Ogden
Student Sustainability Summit 4/18/15 Admin Bldg lobby and Board room

4. Approval of the Purchase Order Report, Purchase Requests, Invoices, & Resolutions

**INVOICES:**

**RESOLUTIONS:**

**PURCHASE REQUESTS:**

5. New Business

Next meeting at 2:30 pm on Tuesday, April 7, 2015