

## **Safety/Energy Committee Minutes Held In-Person; October 17, 2023**

Present: Michelle Sides, Mark Lilley, Jessica Olson, Mike Komes, Kristen Stevens, Crystal Contreras, and Brittany Smith.

Absent: Rebecca Chiles, Zachary Hammerle, Adria Henrickson, Julie Grammer, Janelle Hampton, Beeb Singson, Jacqlyn Vasquez, Mike Hanson, Nora Solvedt, Mike McGlade, and Chelsea Blatner.

Meeting was called to order at 1359 hrs.

### **Review of Minutes:**

- Mike Komes made the motion to approve, Mark Lilley seconded.
- September 19 minutes approved.

**Building Fire life Safety Inspections:** Jessica Olson.

### **Extinguisher Issues:**

- ITC South and North wings, Smith, West, and Maaske monthly checks not being completed by assigned person.
- Pulled two extinguishers from Maaske third floor for six year servicing. One extinguisher from 2<sup>nd</sup> floor pulled (overcharged).
- Blocked extinguishers – ITC outside 302 and RWEC inside 101 (tables).

### **Fire Door/Exit Issues:**

- Library first floor elevator fire door dragging on floor tile. Better than before, but still not likely to close on its own in case of fire.
- APSC – Cardboard/recycling on floor blocking east fire exit route outside 201. Needs to remain clear.
- NCAA Clubhouse – Soccer hallway blocked by bbq/items. Needs to be kept clear.

### **Sprinkler Issues:**

- ITC – Storage room 113 needs to have a cage/guard installed over ceiling sprinkler head to prevent breakage.

### **Electrical Issues:**

- RWEC – Room 236 using an extension cord to power both refrigerator and microwave. Appliances need to be plugged directly into wall outlet sans extension cords.
- Hamersly – Cleaning machine in sprinkler/custodial room 309 has a loose ground pin.
- APSC – Custodial closet 222 vacuum has loose ground pin.
- Smith – Room 106 daisy-chaining extension cord and power strip.
- ITC – Classroom on 3<sup>rd</sup> floor has power strip tower daisy-chained into another power strip.

### **Ceiling Tile Issues:**

- ITC 206F has missing ceiling tile.

**Tipping Hazards:**

- RWECC – Storage room 211 has two shelves on east wall needing secured. Rooms 130, 132, 236 need secured to wall.
- ITC – Shelves in 301A need secured to wall.
- NCAA Clubhouse – Soccer Hallway metal cabinet in corner needs secured. Will block exit if tipped.

**Other:**

- ITC – Room 114 has four light tubes leaning against the south wall stud and they need secured properly to prevent breakage. Hiding behind stacked boxes
- RWECC – Natural gas meter on north exterior of building is missing its Seismic gas shut off device. Needs installed per WOU's insurer.
- ITC – North exterior door facing west on Monmouth Ave side has cracked window.

**Injury Review:** None this month.

**Energy Conservation Update:**

- Facilities Services boiler room swapped ~30 lights for 10 LED lights.
- While pothole drilling is taking place (to confirm/locate utility lines), Facilities Services is taking advantage of the road closure to clean the vaults on Monmouth Ave.

**Round Table:**

- The Great Shake Out is this Thursday, October 19<sup>th</sup>. Get ready to drop, cover, and hold on!
- Kristen Stevens advised that it is difficult to hear the fire alarm from a section of the third floor in the Admin building.

**Next Meeting:** November 21, 2023, 2pm, in Hamersly Library 205.  
Meeting adjourned at 1409 hrs.