



## Facilities Management – Facilities Information Systems

### FO Facilities System Review Bi-Monthly Meeting Minutes

Location: AVC 206 Relocated to FIS 232

Date/Time: Thursday, May 31st, 2012

<b>Purpose of Meeting:</b> This meeting is being held to review/discuss the FIS projects, updates to the ARCHIBUS work order system and how these implementations will impact Facilities Operations personnel.			
<b>Facilitator:</b> Ray Dinello	<b>FIS Personnel:</b> Pamela Duff David Champion Fred Brillante Dionte Sims	<b>Attendees:</b> Larry Griffin Lee Snodgrass	<b>Absentees:</b> Art Sutherland Hussam Blan Christy Case Joey Cochran

AGENDA			
Time	Topic	Attendees	Facilitators
9:30 AM	<b>Introduction &amp; Overview:</b> <i>Meeting Overview:</i> During this review, FIS discussed the move forward with EDA distribution, ongoing projects including PM-EQ and status of PC Hardware installations.		RD
10:10 AM	<b>Projects Impacting FO - Update Discussions:</b> <b>EDAs Progress/Update within Zones</b> <b>Zone 3: in use</b> <b>Zone 4: working on duplicate WR issue</b> <b>Zone 2: 12 EDAs</b>  <b>EDA use within zones</b> Housekeeping: Equipment updates/WR generation Rocky Germani will be provided one to do EQ mgmt tasks/updates Rocky will be set up this week for his EDA		DS  DS/RD
10:20 AM	<b>PM &amp; Equipment</b> Development UAT Review / Training – begins June 7 <sup>th</sup> --additional sessions will be scheduled  Encourage all scheduled attendees to ensure they are present since this new development will impact FO  <b>Fred discussed EQ user roles:</b> EQ mgr – new access to edit EQ, add, delete etc. EQ User Role would have access to view only – Craftsperson would have this role to view along with documentations added to the assets		RD     FB

Supervisor/PA Role would have access to edit  
**Lee's overall "future" plan is to have 2 people in each area for PM and EQ**  
**Per zone personnel would be ideal but funding is the issue**

**FCAP**

1. Status: FIS Internal Testing
2. Suggestion to use Larry's Area to begin the pilot

**WR Module**

1. Locked WR issue: WR/PMs going over by .01. – Resolution to be put into place: Date to be determined?
2. New Functionality for Bulk CF assign-In Testing status with Bob and Kathy –  
**Now In Production for Bob's testing**
3. **Action:** Pam will follow up with Bob on issue he determined after moved to production
4. Will send instructions for the Supervisor/PA reference and use.

PD/RD

**FY IT Hardware/Equipment for FM**

1. Printers delivered: Final Grounds set up est. for next Friday, June 8<sup>th</sup>
2. Computer set up begins Monday, June 4<sup>th</sup> 0 June 7<sup>th</sup>
3. Counter set up needed for additional computers
4. Network drops
5. Action: Lee will provide an update on when this will be completed
6. Pam will follow up with James Williams

RD/PD

LS

PD

**Update from Lee:** New training computer room is in planning stage: Nick Patel is working on a new layout for area outside FM bldg

LS

**Critical Alarms**

1. Relocation of Monitor - Ray will discuss with Steve Clark for keyboard and set up.
2. Ongoing Requirements Meetings for Critical Alarms: Workgroup follow up for the development of Alarms Standards moved to 24 May 2:00 PM in FM 119
3. Freezer/fridge lab equipment is not part of the notices to FO but to the lab managers
4. FIS will address the issues with the links and access to BAS system  
Don and Chris Moose will create consolidated list of issues with links
5. FIS will provide access for Chris Moose to also be able to complete these changes
6. New server will be brought online for BAS - completed
7. Ray stated that will be added to ARCHIBUS

DC/RD

RD

**Key Management**

1. Pilot has expanded to Athletics Halton-Wagner Tennis Complex. 2. Will begin scheduling additional bldg and or CRI campus per approval of Gail Keene.
2. EPIC – recent updates to the floor plans; Space updates / key request ongoing

RD

**Other Upcoming Development/Projects:**

RD

- **AUX Services: meeting ongoing. Next meeting in approx 1 month**
- Dining Services refrigeration-notifications
- Operations center discussion for alarms
- Next meeting-will add Paul Taylor and Hussam Blan
- Will be scheduled one month out
- EQ added for FO maintenance/PM will notify Paul
- AUX needs info about their PMs and EQ-time not always on the PM to do extra info updates for follow up after completion of PMs
- Extra time on estimates is needed per request by Paul Taylor since they are

loosing

***Follow Up Actions Completed:***

1. Ray will Set up a meeting w/Phil to discuss Ops Center-Central Communications for call center monitoring
  2. FO will establish an area with counter for new computer installation in shop area - Pam will follow up with James Williams
  3. Request by Lee to schedule meetings monthly instead of bi monthly after the next meeting
- Any issues can be discussed on ad hoc basis

**ADDITIONAL Items:**

**Future items: Priority items on new FY items from FO**

**-Ray will send a list to Lee from previous priority list**

**Next Meeting: Date/Time:** June 21th, 2012 at 9:30 am

**Location:** FM 119

10:30 AM

*Adjourn*