

MEETING MINUTES

Attendees: Diana Hastings, Reilly Ische, Rob Kozak, Jerry Maedel and Scott Rennekar
Regrets: Janette Bulkan, Rolando Descalzo, Lawrence Gunther
Co-chair: Kevin Lyons
Note taker: Nicole Lee

- 1. Call meeting to order** Kevin
- 2. Approval of agenda and minutes** All
 - September minutes - all approved
 - October agenda – all approved
- 3. Review of action items** All
 - a) Cage room clean up (re: Annual Safety Inspections) Kevin
 - in progress
 - Kevin will meet with SMT on October 18 to discuss issue
 - b) Bookcase latches for 4th floor labs and shared offices (re: Annual Safety Inspections) Scott
 - in progress
 - c) Installing a phone in the HAZMAT room Kevin
 - in progress
 - Kevin will meet with SMT on October 18 to discuss issue
 - d) Follow up with RMS (Steve Zhang) regarding fume hood alarm system Rolando/Diana
 - Diana has sent Work Request to RMS for follow up
 - e) Review of lab inspection check lists provided by RMS Diana
 - Committee considers current wet lab and mechanical lab inspection lists used by Forestry to be suitable for our purposes and will continue using these lists for the annual wet lab and mechanic lab inspections

4. Incident or Accident Reports/Investigation

All

None reported

5. New business

Kevin

a) Canoe installation in the Atrium (October 19-26)

- closure for parts of the Atrium

- most work will be done while building is closed

ACTION ITEM:

- Dean's office and Student Services to send out installation notice to the faculty (staff, faculty, and students)

b) Posting emergency notices on Atrium screens

Kevin

ACTION ITEM:

- Kevin to follow up with Renita Drakes (Manager of Digital Communications and Technology) on posting emergency messages on Atrium screens

c) HAZMAT chemical storage room airflow issue and inventory lists

- requested by Building Ops

- Kevin to follow up with Building Ops (Francois Desmarais) on the specific categories for the inventory list

- Diana to provide a list of chemical inventory (class and volume) for the Wood Science labs

6. Next meeting

Kevin

- Doodle Poll for the week of November 21

7. Adjournment

Kevin

- 1:30pm