



## M E M O R A N D U M

**To: Professor Suzanne Schick**

**From:** G. Scott Anderson

**Date:** April 25, 2012

**Subject: Facilities Committee Report**

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The committee met on April 18, 2012 to discuss the following:

1. Fiterman Hall building status-the building is approaching the 75% completion phase and currently classroom walls are being constructed.
2. The reprogramming of the Main building, Chambers Street, was discussed including the proposed plans to move the apartments in order to increase faculty office space and allow for department growth. This effort will occur over 3 phases beginning June 1.
3. The committee received a report listing the current in-house projects currently underway at Chambers and the Murray Street locations.
4. Report was given on the college's sustainability activities including announcement of the first Annual Sustainability Fair to be held on May 7 from 12 noon to 5 PM.
5. The college's initial risk management assessment report was shared with the committee members and discussed.
6. The committee discussed the importance of increasing the number of wardens and public safety in the stairways and doorways during evacuation and fire drills. Particular interest was expressed that more effort must be made to encourage the college community to evacuate via the North side exits.