



## MEETING REPORT

REPORT DATE 10 June 2016  
REPORT BY Jean Stark  
PROJECT SUNY Oswego  
Laker and Lee Halls Program Studies  
SUCF PROJECT NUMBER 101005 and 101009  
JMZ PROJECT NUMBER 1602 and 1603  
MEETING DATE 8 June 2016  
MEETING LOCATION Park Hall 301  
DISTRIBUTION Attendees

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ATTENDING	OF
Linda Paris	Planning Coordinator, SUNY Oswego
Eric Foertch	Director Environmental Health & Safety, SUNY Oswego
John Inman	Capital Program Manager, SUCF
Jean Stark	JMZ Architects
Jason Henault	JMZ Architects

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### SUMMARY

### Discussion

- Jean Stark explained the Laker and Lee Hall studies and the reason for the meeting, which is to learn about the current and future space needs of Environmental Health & Safety (EHS).
- Eric identified the rooms EHS currently occupies in Lee Hall:
  - 104 - Occupational Safety Staff (one full-time person)
  - 110 - Secretary and Fire Marshal are located in this open office area that also serves as the department's communal space. It has a conference table, kitchenette, area for file storage, and a workstation for staff to access inspection equipment.
  - 111 - Director (Eric Foertch)
  - 117 - Bathroom
  - 118 - EHS supply closet
  - B29 - Shop/office/storage (including the adjacent vestibule that is used for storage)
  - The department also stores asbestos abatement equipment, such as containment frames, in Mechanical Room B35.
- B29 is used as a shop and also for storage of items such as fire extinguishers, AEDs, EHS safety supplies, and supplies for the ten-person, in-house asbestos removal team. This team is composed of specially trained SUNY Oswego personnel, many of whom work for Facilities, who abate asbestos during their off hours. Two staff have workstations in B29. The asbestos removal equipment should be located in a separate storage room; it occupies roughly 30 percent of B29.
- EHS uses the Facilities Training Room for training its personnel and also for storage of training supplies, such as calibration equipment, recitation equipment, etc.

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- Eric likes EHS's location. He indicated his department should be near the Facilities staff and the Heating Plant, since his department interacts with both groups. He also wants to be centrally located on the campus because his staff generally walks to areas they service.
- Eric suggested that EHS could move to the current location of the women's locker room on the second floor.

### **Space Needs**

- Two private offices
- Open plan office area with three workstations, including space for meetings
- Shop with two workstations
- Storage
- Separate storage space for asbestos abatement equipment

JMZ WILL PROCEED ASSUMING THIS REPORT TO BE ACCURATE. DISCREPANCIES SHOULD BE REPORTED TO OUR OFFICE WITHIN SEVEN (7) DAYS.