

The University Students' Council at the University of Western Ontario
Administration JHSC Minutes

Walking Inspection & Tour of USC Spaces- details below

*** Underlined Items = Action Items**

Jan 29

Present: Karen, Tanee, Andrea

Absent: Noah, Ben, Maryann

Jan 31

Present: Karen, Tanee, Andrea, Noah, Ben (part of inspection)

Absent: Maryann

Discussions & Recommendations

January 29:

- Inspection encompassed main and 3rd floor. Using space allocation information from finance dept. we audited the spaces that USC pays rent for, and reviewed who was able to access spaces using swipe cards or keys.
- swipe cards can be programmed to access most areas (Josh Try to determine feasibility of JHSC members being granted full permissions) leaving only a few rooms still inaccessible on the two floors we looked at- storage area (Geoff's old office/crew space by PMA office), some of the equipment rooms in the West Lounge.
- HR areas, Vicki, Robin, Jeff's office are key access but due to confidential info...
- equipment rooms in West Lounge- due to the careful nature of the manager of this area, we felt it was less necessary to have key access for every inspection. So long as manager(s) conduct a hazard assessment regularly we accept that access will not always be available. There may be other areas that we would like to have access to on a regular basis.
- It was decided to leave inspection of 2nd floor and basement until Friday when more members will be able to attend. These areas contain more spaces that are normally inaccessible and not reviewed regularly on inspections (ie. Western Film, projection booth, snack bar & office, squash courts, old post office, Spoke storage by loading docks, Purple Store storage etc).

January 31:

- On Second floor: keys or swipe cards will open most offices
- Cannot access Western Film areas
- Media room (formerly Purple Door/BPC) needs key and is alarmed. Ian was available to let us in
- In Basement: cannot access squash courts, Spoke storage and Purple Store storage areas.

Inspection notes:

- extinguishers not checked since
 - #115 December
 - #116 November
 - #117 December
 - #113 **October**
 - #122 **October**
 - #68 December
 - Silver canisters in Spoke- Kitchen- November
 - by change rooms- December
 - #166 wave mgr office – November
 - #83 (Andy's shop)- November
 - #100, 101 Gazette- **Oct & Dec**
 - #103 CRS- **Oct**
 - #431 (rm 258) **October**

- HOUSEKEEPING!!!! Rm 301, Club Space, Purple Bikes
- Wave Mez- poles and racks left on floor, in walkways, trip hazard
- Student lounge area on main floor- table blocking door 101x
- Wave –ethernet cable still hanging out of column by stage
- Kitchen- carts in front of fuse boxes
- Hallway by F&B manager's office- thermostat hissing
- Storage of Wave stuff in stairwell
- Community Room- kitchen housekeeping issues, paint cans, oily substance on floor/boxes
- Fireplace room- couch pushed in front of fireplace (fire hazard?)
- Mez Area- numerous chairs broken – need to be removed/replaced
- Gazette – table directly under fire extinguisher- should be left clear

Action Items:

- Are we responsible for Tenants since we sublet the space ? Andrea to review law, Vicki to look into lease agreements.
- Possible re-vamping inspection checklist to include reminders of the spaces reviewed
- Key copies to be obtained and to be kept secure in finance:
 - Room 349 (Sue's old office)
 - S131 McKellar & Projection Booth (key or code)
 - 272 A & B (Rob and Western Film office) – Submaster 7 works so will put on 'inspection ring'
 - 64 D&E – (squash courts) storage
 - 89 – Spoke & Wave storage
 - 92 – “ “
 - 99 – Purple Store storage

- Due to the turnover of spaces it is recommended that we do a regular audit of inspection spaces against corporate space rental fees. (ie. no longer have old food bank space, post office and "studio" space beside Lifetouch)

February Inspection: Karen & Ben

Next meeting-February 26, room 369 2:00

AK

Andrea Klooster
Management Representative, Co-Chair

Feb 13/20

Date

JA

Jeff Armour
General Manager

Feb. 28/20

Date

TEdwards

Tanee Edwards
Recording Secretary

Feb 13/20

Date

TEdwards

Tanee Edwards
Worker Representative, Co-Chair

Feb 13/20

Date

Bardia

Bardia Jalayer
USC President

Feb 28th, 2020

Date