

Committee attendance (3) - L, R, I

Outside attendance (0)

Topics

Facilities teams?

Admin committee scope and consideration of how to possibly divide into logical parts:

- Skilled work vs day to day upkeep (e.g. plumbing/woodwork/locks vs. cleaning, garbage, organization.)
- Space use planning / Repairs / Consumables

Collaborative standards

Connecting with existing groups and asking what their standards or expectations are, re:

- scissors and tape - pantry and coworking
- what bins do we use? - pantry
- where garbage bags and cleaning supplies are - dinner, pantry
- extensions cords - coworking and programming

Basically how to create more standards and organization in cooperation with relevant groups.

How does someone communicate that we're out of supplies?

Documenting trash process

Thursday writing group, but what about other thursdays?

Basically if we assign trash duty to a group, we have to account for when that group cancels, moves dates, changes leadership or convener.

Consumables

Would be nice to have regular deliveries, but we *can* have inconsistent hours, so a missed delivery can turn into a headache.

We don't have an organization debit card.

Discussion:

- Delivering to friendly 9-5 business: bodega, nail salon
 - Could be an unwelcome burden for a business - but as a *backup* delivery option seems a good fallback.
- Giving USPS a key
 - In later conversation someone pointed out to me that USPS typically has a key to a lockbox, and even then can only access the entry way, not enter the building. ~LP

Compost

How can we have it actually picked up?

Clarifying what city services we're legally entitled to as a commercial address.

Misc

TAPE!

Coded spray bottles for different soap dilutions or disinfectants:

<https://www.mcmaster.com/1427N71/>

Smaller wringer without spending \$200+?

Roller mop vs string mop

(Addressed for now because cleaning hutch has room for big ring bucket as well as 2-section bucket, so we can have a roller mop and string mop out at the same time.

