

Admin Committee: Facilities

Delegate:

Tasks Completed

- Held a [meeting](#)
- Made an "extension cord/power strip" square milk crate
- Made a PA cord & mic square milk crate
- Member coordinated with library cleanup project
- Replaced feet on standing desks
- Started consumables [pricing & sourcing sheets](#) for cleaning/soaps, pantry supplies, garbage liners
- Ordered/placed in space sample soap products (Unscented castile soap for kitchen, citrus surface cleaner, foaming hand soap)
- Procured 3 boom mic stands (waiting for better organization before putting in space)
- Made proposed [first aid kit listing proposals](#)

Task In Progress

- Confirming first aid kit contents
- Developing [cleaning station proposal](#)
- Mocking up [bathroom storage hutch](#)

Future Tasks

- Get compact/folding music stand for people to use at readings
- Investigate wireless hdmi dongles so projector is 1/2 corded, 1/2 wireless
- Observe / interview pantry to try and develop various proposals and improvements

Task Pitches

- Test linux live boot on HP PC, in advance of installing as actual boot software
- Move one wire shelf over to next to booths and basement door in order to make more space for trash bins to be set back from front door. We also might need an additional trash bin if we keep having overflow.

Pain Points

- Coordination with other groups and individuals re: cleaning tools & processes
- Coordination with other groups and individuals re: consumables purchasing
- Not really knowing how purchasing would work

Other

