November 2020, Sixth Grade Center
Safety Meeting Minutes

Safety Committee Members
Robert Christine*
Anthony Henry
Laird Ihle*
Osheanna Lonergan
Eric Thompson*
Cliff Huot*
Jill West*

*In Attendance

The following items were discussed at the Safety Committee Meeting held on November 18, 2020:

- Reviewed minutes from October 14, 2020 meeting:
  - Fire extinguishers at QE were replaced.
  - AED’s are inspected monthly by the building’s nurses; a log is kept in the respective buildings.
  - QNB athletic field, Alumni field (2), Athletic Trainer room, and HS lower gym AED’s are inspected by the athletic trainers. Erin Brady will create a log to document inspections.

- 6GC concerns:
  - Fencing that previously secured track equipment provides access to windows.
    - Fencing to be removed, no longer used.
  - Current dumpster location needs to be changed. Should be thirty feet from building and the building’s transformer.
    - Cliff will notify Republic Services at their next pick up to relocate dumpster.

- A building inspection of 6GC was conducted.
  - Return louvers in kitchen ceiling to be cleaned.
  - Exterior signage to be updated over the summer.
  - Display case glass is neither tempered nor laminated in four display cases.
    - Alderfer Glass will confirm the type of glass in the showcases.
  - Café staff would like an intercom at the loading dock to communicate with delivery drivers and utility companies without having to open the door to them.
    - Will investigate further. In the interim Facilities will replace the door viewers.
  - Exterior glass panels below windows to be replaced with metal sheets.
    - Alderfer Glass to be contacted for service.

Next meeting will be December 18, 2020 at the High School.
Jill sent notification of date and time.