



# Voices for International Business and Education

## Facilities Committee Meeting

### Date and Time

Tuesday May 7, 2024 at 5:30 PM CDT

Voices for International Business and Education [http://public.boardontrack.com/VIBE\\_1](http://public.boardontrack.com/VIBE_1)

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		Sarah Olivier	1 m
<b>B.</b> Call the Meeting to Order		Sarah Olivier	1 m
<b>C.</b> Approve March 2024 Minutes	Approve Minutes	Sarah Olivier	4 m
<b>II. Committee Business</b>			<b>5:36 PM</b>
<b>A.</b> Facilities Report / Major Projects Update	FYI	Rhonda Smith	20 m
1. Facility report			
2. Outstanding facility needs			
<b>III. Other Business</b>			

	Purpose	Presenter	Time
<b>IV. Closing Items</b>			<b>5:56 PM</b>
<b>A. Next Meeting</b>	FYI	Sarah Olivier	2 m
<ol style="list-style-type: none"> <li>1. Next Meeting will be at the Board Retreat -date to be determine</li> <li>2. There will be no Committee Meetings in the Month of July, unless special needs arise</li> </ol>			
<b>B. Public Comment</b>	Discuss	Sarah Olivier	1 m
<b>C. Adjourn Meeting</b>	Vote	Sarah Olivier	1 m

# Coversheet

## Approve March 2024 Minutes

**Section:** I. Opening Items  
**Item:** C. Approve March 2024 Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** 2024\_03\_13\_facilities\_committee\_meeting\_minutes.pdf

**DRAFT**



# Voices for International Business and Education

## Minutes

### Facilities Committee Meeting

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#### **Date and Time**

Wednesday March 13, 2024 at 5:30 PM

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Voices for International Business and Education [http://public.boardontrack.com/VIBE\\_1](http://public.boardontrack.com/VIBE_1)

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#### **Committee Members Present**

C. Jones, K. Dwyer, L. Arellano-Rivera, S. Olivier

#### **Committee Members Absent**

*None*

#### **Guests Present**

A. Berger, F. McKenna, R. Smith

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

S. Olivier called a meeting of the Facility Committee of Voices for International Business and Education to order on Wednesday Mar 13, 2024 at 5:41 PM.

#### **C. Approve February 2024 Minutes**

Postponed the approval of February 2024 minutes in the next meeting.

## II. Committee Business

### A. Facilities Report / Major Projects Update

#### ADT Commercial Update

Agreement was initiated to start the inspection process for all Fire Systems in order to address any deficiencies and certify all systems including fire alarm, fire extinguishers, sprinkler system, backflow system, and kitchen suppression systems. Systems are checked independently to achieve the "Green Tag" Status which certifies the fire systems.

- Tag Operational Status:

- • Green – Operational (Certification Tag)
- • Yellow – Operational with Deficiencies (Partial Impairment)
- • Blue – Service the System (Service Tag)
- • Red – Inoperable (Impairment Tag)
- • White – Installation Tag

- ❖ Green Tag Status – Certified meaning all systems are working and functioning properly:

- • Backflow System – Expires February 2025
- • Vent Hood Suppression System – Expires January 2025
- • Fire Extinguishers – Expires July 2024

- ❖ Yellow Tag Status – Deficiencies must be cleared and work completed before a Green Tag status can be issued; there are components with deficiencies that need to be corrected:

- • Fire Alarm Panel
- • Fire Sprinklers
- ❖ Deficiencies

- Fire Sprinklers

- Replace 15 sprinkler heads
- Install fire hose valve handles
- Secure 2 hose valve handles
- Perform FDC hydrostatic tes and flush

- Perform the required backflow test
- Chain and lock backflow and ball valve
- Provide 2 pendants and 2 uprights in the spare head
- box
- Repair Cost: \$3,575.72
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- Fire Alarm Panel
- 2 new errors were found on the fire panel
- 1. Power Supply
- a. Installation of Booster Power Supply
- 2. Smoke Detector
- a. 2nd floor bathroom corridor needs to be
- replaced due to the expiration date
- Replacement Cost: \$2,880

- **HVAC System Update**

- ❖ Deficient Systems
- Rooms 101, 201, 213
- Room 101 – window unit installed until further assessment can be made
- Room 201 – needs a T-pipe installed to separate it from the room above
- Room 213 – The window unit will be installed
- Front Office
- Repair Cost: \$3,344
- Replace motor blower
- Replace air movement wheel
- Replacement Cost: \$21,470
- Replace with a 14.2 seer
- Crane for rooftop system removal and replacement

- **EVACUATION ZONES**

- **Yellow Zone – LePage Stairwell**

- **Yellow Zone** – Exit down the LePage Stairwell, take a left at the sidewalk, and walk down the sidewalk on LePage Street, at the corner cross over N. White Street and continue down the street to the middle of the block. Do not cross over N. Dupre Street.

- **Blue Zone – N. White Stairwell**

- **Blue Zone** – Exit down the N. White Stairwell, walk through the courtyard and out the gate, go directly across LePage Street, go left to the corner, turn right on N. White Street, and continue down the street to the middle of the
- block. Do not cross over Grand Route St. John.

- **Green Zone – Crete Stairwell**

- **Green Zone** – Exit down the Crete Stairwell, walk through the courtyard, and out the gate, at the sidewalk turn right and walk down LePage Street to the
- corner, at the corner turn left at Crete Street, cross over LePage Street and
- walk down Crete to the middle of the block. Do not cross over Grand Route St. John.

- **Upcoming Projects**

- ❖ Buck Moth Caterpillar Treatment
- Spraying must be completed in mid-March to late-March March before they migrate to the ground
- ❖ Landscaping Projects
- Contact SOUL Nola or the NOLA Tree Project to identify programs available to schools to access free trees and landscaping

### III. Closing Items

#### A. Next Meeting

May 8, 2024 at 5:30pm

#### B. Public Comment

#### C. Adjourn Meeting

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### Documents used during the meeting

*None*

# Coversheet

## Facilities Report / Major Projects Update

**Section:** II. Committee Business  
**Item:** A. Facilities Report / Major Projects Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** VIBE-FC-Monthly Report 2024 - May 2024.docx



## VIBE FACILITY COMMITTEE REPORT

May 7, 2024

### Fire System Update

All Fire Systems have been corrected for any deficiencies and have been certified with a “Green Tag”. This includes the fire panel, fire extinguishers, sprinkler system, backflow system, and kitchen suppression systems.

There were some systems that had a Yellow Tag which identified them as deficient or partially impaired.

They have fully been corrected and/or repaired. Systems are checked independently and are certified for 1 year from the date stamped on the green tag.

- Vent Hood Suppression System – Expires January 2025
- Backflow System – Expires February 2025
- Fire Extinguishers – Expires March 2024
- Fire Panel – Expires April 2024

❖ NOTE: Tag Operational Status:

- Green – Operational (Certification Tag)
  - Yellow – Operational with Deficiencies (Partial Impairment)
  - Blue – Service the System (Service Tag)
  - Red – Inoperable (Impairment Tag)
  - White – Installation Tag
- ❖ Fire Panel has a Blue Tag as well because there were sensor errors which the sensors needed to be replaced. This is not a deficiency just means it has to be replaced. The sensors are nearing the end of their life spans and others may need to be replaced in the near future.
- ❖ The Deficiencies that were found were repaired by ADT on a purchase order submitted by NOLA PS
- Fire Sprinklers
    - Replace 15 sprinkler heads
    - Install fire hose valve handles
    - Secure 2 hose valve handles
    - Perform FDC hydrostatic tests and flush

- Perform required backflow test
- Chain and lock backflow and ball valve
- Provide 2 pendants and 2 uprights in spare head box
- Repair Cost: \$3,575.72
- Fire Alarm Panel
  - 2 new errors were found on the fire panel
    1. Power Supply
      - a. Installation of Booster Power Supply
    2. Smoke Detector
      - a. 2<sup>nd</sup> floor bathroom cooridor needs to be replaced due to expiration date
  - Replacement Cost: \$2,880

### HVAC System Update

#### ❖ Deficient Systems

- Rooms 101, 201, 213
  - Room 101 – window unit installed until further assessment can be made
  - Room 201 – needs a T-Pipe installed to separate from room above
  - Room 213 – window unit will be installed
- Front Office
  - Repair Cost: \$3,344
    - Replace motor blower
    - Replace air movement wheel
  - Replacement Cost: \$21,470
    - Replace with a 14.2 seer
    - Crane for rooftop system removal and replacement

### Emergency Evacuation Procedures Update

#### ❖ EVACUATION ZONES

- **Yellow Zone – LePage Stairwell**
  - **Yellow Zone** – Exit down the LePage Stairwell, take a left at the sidewalk, walk down the sidewalk on LePage Street, at the corner cross over N. White Street and continue down the street to the middle of the block. Do not cross over N. Dupre Street.
- **Blue Zone – N. White Stairwell**
  - **Blue Zone** – Exit down the N. White Stairwell, walk through the courtyard and out the gate, go directly across LePage Street, go left to the corner, turn right on N. White Street and continue down the street to the middle of the block. Do not cross over Grand Route St. John.
- **Green Zone – Crete Stairwell**
  - **Green Zone** – Exit down the Crete Stairwell, walk through the courtyard and out the gate, at the sidewalk turn right and walk down LePage Street to the corner,

