



**RAC Housekeeping Committee  
Meeting Minutes - Club Room  
January 12, 2021**

Letha Jones called the meeting to order at 10:00 am.

**Members Present:** Carole Austin, Becky Batson, Letha Jones, Ann Bohachek, Phillip Bethea, Penny Boyne, Gary Keegan, Linda Atkins, and Alice Aragón

**Members Absent:** Delores Bendersky, Bill Pappmeier, Martha Cummings, Georgiana Youngblood, Sandra Brockhausen, & Sandra Goldstein, and Ilene Hemingway

**Management Present:** Martha Alanis, Housekeeping Director of Environmental Services, Emmy Puga, Housekeeping Supervisor

**Management Absent:** Kari Radcliff, Housekeeping Manager

There was no published agenda.

Chairperson Letha Jones asked each member to present their report for their assigned area of inspection.

**GVT REPORTS:**

**Ann Bohachek – Building #5 & Plaza Club:**

Ann mentioned that she needs recycling signs for their trash room and Emmy will get some signs to her. Her inspection of the Plaza Club revealed something she reported to the Maintenance Committee, and it received immediate attention.

**Phil Bethea – Building #10**

Phil e-mailed the following report:

Overall the quality of housekeeping was good.

**Entrance and stairwells.**

In order to avoid confusion, I will number the entrances 1 thru 5: Entrance 1 and its stairwell is to the North of Bldg 8; Entrance 2 is Northwest; Entrance 3 (main door); Entrance 4 is Southwest, and Entrance 5 is in the center.

**Overall**

The renovation of units has continued and the things that I noticed relate to that fact. The carpet from entrance 2 to the main entrance reflects plaster dust along its length. The credenza at the main entrance needs dusting. The picture frames on all three floors are dusty from construction

**Linda Atkins – Building #7**

Linda reported that the big matt to building #7 is sometimes used as a doorstep and it is tearing. She also talked about the spider problem and said that it was addressed and now there are very few spiders. She said that it would be good if it could be cleaned on a monthly basis since it is a constant problem.

## **Georgianna Youngblood – Building #9**

Georgianna said that the problem with the stairwell was cleaned.

She also mentioned that she would like to receive feedback as to when the request has been completed.

## **Ilene Hemingway – Building #8:**

Georgianna Youngblood read aloud Ilene's report. Below is her report:

Ilene talked to Emmy about the dirty stairwell and steps in the building #8. She said she would talk to Ivan. (I even had a complaint about the dirty/messy state of our exit). The floor is very dirty complete with spots that should be washed away. The spots go up the stairs as well.

I'm sure with a good floor and stairs clean up and removal of leaves, this would look & make all of us feel better. Looking at the steps, much paint is missing. A fresh coat of paint would just fit the bill.

## **PLAZA (MAIN BUILDING) REPORTS**

### **Letha Jones – 7<sup>th</sup> Floor**

Letha brought up the fact that Penny Boyne had suggested that our meetings should be every other month. There was some discussion on this, and it was finally decided that we would continue to have the meeting every month.

It was brought up that each committee member should try to follow up with all their specific issues. She also told those that were present to remember to send in their reports to Martha.

### **Becky Batson – 7 Floor & Pool:**

Becky stated her concerns in the women's pool restroom were addressed and was very impressed as to how well it has been maintained. She stated that an extra matt is needed in the pool area and Martha said she will look into getting another one.

### **Carol Austin - 3<sup>rd</sup> Floor:**

Carol reported that in the trash rooms in 3B & C had a lot of stuff in the back part of the trash rooms with boxes which looked very messy. She took pictures of the areas.

### **Gary Keegan – 4<sup>th</sup> Floor**

Gary talked about a stain on the 4<sup>th</sup> floor on the E wing close to the wall and the bench on the south end which Martha noted.

### **Penny Boyne – 2<sup>nd</sup> Floor:**

Penny said she made copies of the recycling signs and passed them out to the people on her floor and told them to put it behind their cupboards somewhere and this way everyone knows what is and isn't recyclable. She mentioned again about breaking down the boxes to be recycled and that she has posted a sign on the door to the trash room of the 2<sup>nd</sup> floor which states that everyone should breakdown their boxes.

Penny said that people need to wash out the containers for recycling before putting them in the recycle bin. Martha will try to this put in the weekly.

## **Martha Alanis**

Martha gave a brief overview of their situation in Housekeeping. She said they must mop and clean the dining area daily. Every 6 months they are supposed to do deep cleaning in the dining area, and they should be able to do it next month. One housekeeper has tested positive, and she is not quite sure as to when she will return.

She said that Rosa has been very supportive to help wherever it has been requested.

She said that Maintenance issues should be reported with a work order so that they can be taken care of.

Martha said that she was missing Housekeeping Reports from: Bill Pappmeier & Martha Cummings.

Martha said she will e-mail Siby with Maintenance concerns.

## **Emmy Puga**

Emmy briefly mentioned about getting air fresheners for the trash rooms.

Letha thanked everyone that attended the meeting.

Given no further business the meeting was adjourned by Chairperson Jones at 10:40 am.

**The next meeting will be Wednesday, February 9, 2022, at 10:00 am in the Club Room.**

Respectfully submitted,

Alice Aragón, Secretary