

# Building Manager Meeting April 17, 2025

https://www.vsu.edu/files/docs/capitaloutlay/2024\_vsu\_mp-update-final.pdf





### **AGENDA**

#### Welcome -Jane Harris

### Jonathan Taylor, Director of Capital Outlay

- Temporary Permit Policy
- Capital Outlay Updates

### Gil Hanzlik, Director of Facilities

- Upcoming Events
- Steam System Shutdown
- Summer Camps
- Move Out

### Dave Weddle, Environmental Compliance Manager

- Hazardous Waste Procedure
- Indoor Air Quality

### Spring Facilities Activities and Planned Summer Work

- Maintenance
- Custodial
- Grounds

### **Round Table**



## POLICY 5902: BUILDING PERMITS FOR TEMPORARY STRUCTURES

building-permits-temporary-policy.pdf (vsu.edu)

#### **Includes:**

- ✓ Instructions for application request
- ✓ Permit sample
- ✓ Checklists for each structure type

#### **Purpose:**

Outlines the procedures for building permit application and approval process for tents, canopies, stages, bleachers, pyrotechnics, fireworks, special effects, amusement devices, and other temporary structures to be placed on university property.

### **Temporary Structures Definition:**







STRUCTURES: TENTS, STAGES,
PLATFORMS, CANOPIES,
BLEACHERS, GRANDSTANDS,
TEMPORARY: UTILIZED FOR
180 DAYS OR LESS.

REQUIRES APPROVAL
THROUGH AN ESTABLISHED
DGS, DIVISION OF
ENGINEERING BUILDINGS
PERMITTING PROCEDURE.

### **Authority:**

**AMUSEMENT DEVICES &** 

OTHER STRUCTURES.

- Requests The Director for Capital Outlay
- Permits The Director of DEB



### **Requesting Temporary Permits:**

- Submit a permit application to Capital Outlay at least 10 days prior to assembly of the structure.
- Upon review and approval, a Temporary Certificate Use Permit will be issued by the Department of Engineering & Buildings (DEB) and inspected by the Fire Marshal.
- Post the temporary certificate in open view near the structure.

#### **Permit Exceptions:**

- Platforms (Dance Floors): No more than 4 inches above the grade plane at any point.
- Stage (Performance Sets): Performance sets owned by contract performance groups (e.g. private bands and theater groups not rented locally).

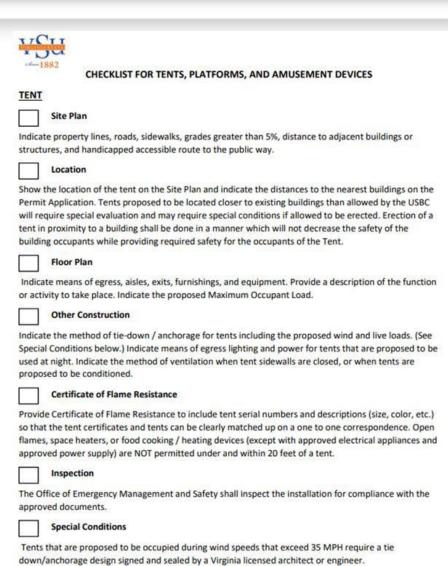


### **Tent Permit Requirements:**

- Tent Inspection Checklist
- Larger than 30'x30' or 50 occupants.
- All information must be submitted 10 days prior to event:
  - 1. Tent Permit Request
  - 2. Site Layout Plan
  - 3. Location (show proximity to adjacent structures)
  - 4. Floor Plan (means of egress, aisles, exits, furniture)
  - Other Construction (method of tie-down/anchorage, wind loads)
  - Certificate of Flame Insurance
  - 7. Inspection Certificate
  - 8. Special Conditions
  - Request for Excavation Permit (this includes ground stakes for tents and amusement devices).

# Stage/Platform/Bleacher Permit Requirements:

- Temporary Platform checklist
- All information must be submitted
   10 days prior to event:
  - Stage/Platform/Bleacher Permit Request
  - 2. Site Layout Plan
  - 3. Other Construction (means of egress, aisles, exits, guardrails, handrails, etc).
  - 4. Inspection Certificate
  - 5. Liability Insurance
  - 6. Closed vs Engineered Systems (provide manufacturer data, erection documents signed by Virginia licensed architect or engineer).





Since 1882

# **Amusement Devices Permit Requirements:**

- Inflatable Amusement Device Checklist
- Users and Vendors will adhere to the Virginia Amusement Device Regulations when constructing or operating applicable equipment.
- All information must be submitted 10 days prior to event:
  - 1. Amusement Device Permit Request
  - 2. Site Layout Plan
  - Inspection Certificate from Third Party Licensed Inspector
  - 4. Liability Insurance
  - Request for Excavation Permit (this includes ground stakes for tents and amusement devices).



#### Fireworks Permit Requirements:

- Approval for the display of fireworks on VSU property must be obtained by State Fire Marshal's Office (SMFO) by obtaining a permit.
- Coordination with campus security is required to assure notification of all emergency services agencies.
- All information must be submitted 30 days prior to event:
  - 1. SMFO Permit
  - 2. Inspection Certificate
  - 3. Liability Insurance



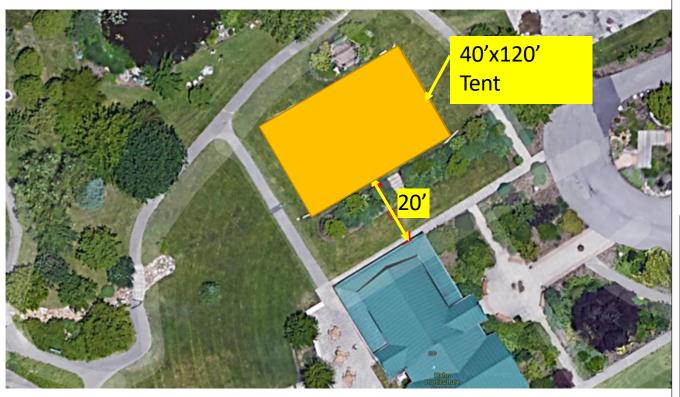
# Open Flames (Indoor) and Open Burning (Outdoors) Permit Requirements:

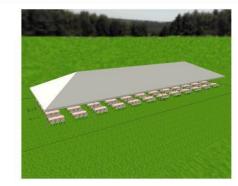
- Prohibited indoors
- Approval must be obtained by VSU Safety Department and may also require approval by the Virginia State Fire Marshal's Office (SMFO) by obtaining a permit.
- Open Burning use under tent is prohibited. This includes food prep use (fryer, grill, etc.).
- All information must be submitted 10 working days prior to event:
  - 1. Open Burning Permit Request
  - 2. Inspection Certificate
  - 3. Liability Insurance

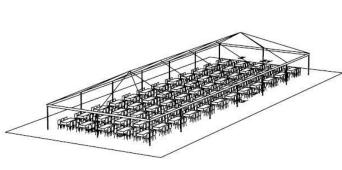


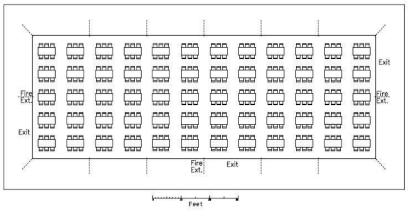


Sample Site and Floor Plan Submission





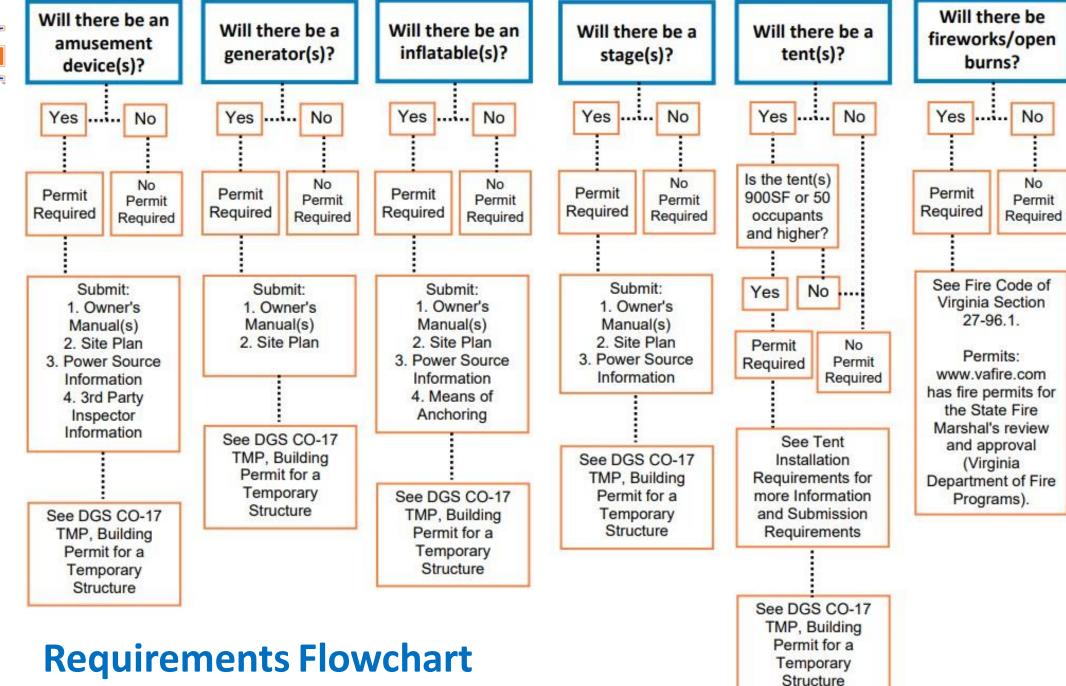




VSU 40' x 120' Frame Tent Seating 360









## **NEW Alfred W. Harris Academic Commons Building**

- Combines Colleges of Education and Humanities
  - > 49 Classrooms
  - ➤ 150 Faculty and Staff Office Spaces
  - ➤ Black Box Theater
  - > Gallery
  - > Pool and Gymnasium
  - > Elevated Running Track
  - Cardio and Dance Studios
  - > TV and Recording Studio
- Under Construction with completion Fall, 2025





## **NEW Art and Design Annex**

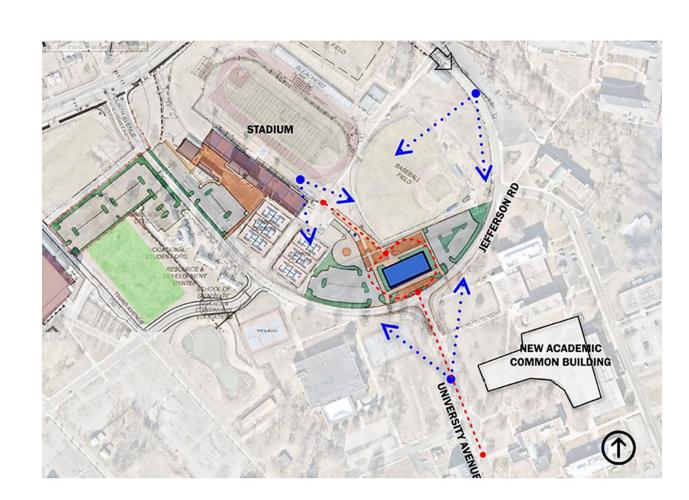
- Construct new 2,000 SF stand alone building adjacent Fauntleroy Hall
  - > Faculty Offices
  - Multi-use Academic Space
    - Painting Studio
    - **Exhibits**
    - General Classroom
- Under Construction with completion Fall, 2025





## **NEW Admissions & Institutional Advancement Building**

- Construct 30,000 SF of Administrative Space for Admissions and Institutional Advancement
  - Offices
  - Media Center
  - Multipurpose Spaces
  - Conference Space
  - Welcome Center
  - ➤ Balcony Overlooking Rogers Stadium
  - ➤ 163 On-Site and 153 Satellite Parking Spaces
- Rebidding Project
- Target completion Fall, 2026





## **NEW Student Health and Wellness Center**

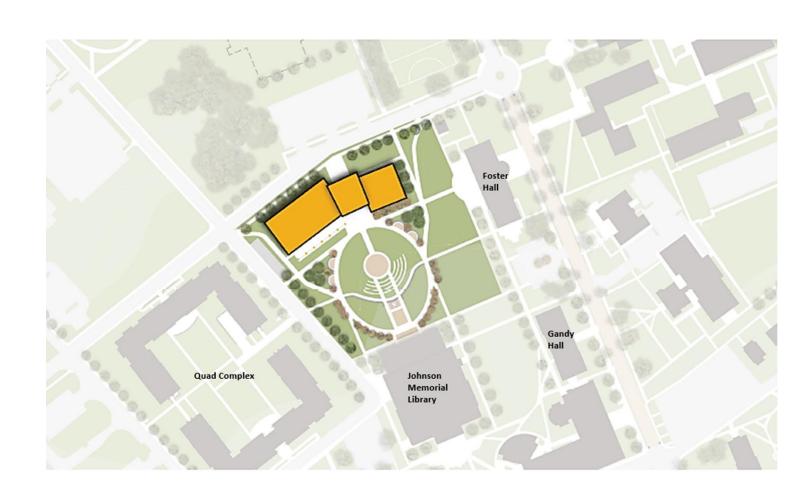
- Construct 30,000 SF Building for Student Activities, Health and Wellness
  - MultipurposeGymnasium and EventSpace
  - Cardio and Weight Space
  - Dance Studio
  - ➤ Wellness Commons
- In design with target completion Winter, 2026





## **NEW Student Leadership Center**

- Construct 60,000 SF for student leadership and development
  - Offices for Wrap-Around Services
  - Auditorium
  - ➤ Flexible, Multipurpose Spaces for Training and Counseling
  - Conference and Huddle Spaces
  - > Commons
- In Design
- Target completion Fall, 2028





## **NEW Urban Agriculture Center**

- Construct Urban Agriculture Center
  - ➤ Renovate Circa 1860 Summerseat building for Agriculture Museum
  - > Pavilion
  - Outdoor Kitchen
  - > Greenhouse
  - Educational Gardens
  - Orchard
- In Design
- Target Completion Fall 2026





### SCOPE:

- Construct 454 Beds for Student Housing
  - Design-Build Using Precast concrete Construction
  - ➤ Double and Single Suites
  - Multipurpose/ Assembly Space
  - Study Lounge Spaces
  - Dedicated, Secured Residential Student Parking
- Under Construction with Spring, 2026 completion

### **NEW Student Residence Hall**





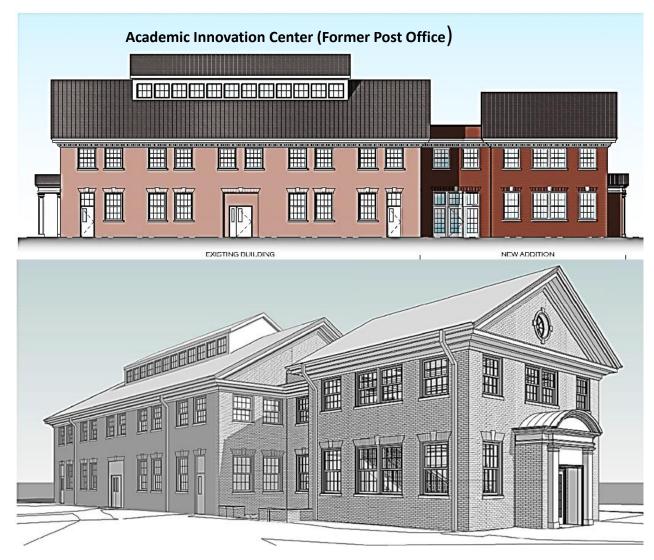
## **NEW Student Residence Hall**





#### **NEW Academic Innovation Center**

- Repurpose former Post Office
  - > First Floor Academic Innovation Center
  - Second Floor Faculty Commons
  - ➤ New ADA Compliant Restrooms
  - Mechanical and Electrical Systems Replacement
  - ➤ New Finishes, Furnishings and Technology
  - ➤ New Entrance and restroom modifications
- Under Construction with Fall, 2025 completion





#### SCOPE:

- Historic Renovation of Virginia Hall and Anderson Turner
  - Reprogramming of Space Plan
  - New Finishes, Furniture, Fixtures, and Technology
  - Upgraded Mechanical, Electrical, Plumbing and Lifesafety Systems
  - > Exterior Upgrades
- Anderson Turner Renovation
  - New Auditorium Fixed Seating
  - New Audio-Visual Systems
- Requires relocation of all personnel during construction
- Includes preparation of Swing Space at Lindsay Montague,
   Colson and other temporary locations
- In design with target completion Summer 2028

## Renovate Virginia Hall





#### **SCOPE**:

- Renovate Wilder Cooperative Extension Building
  - ➤ Reprogramming of Space Plan
  - New Finishes, Furniture, Fixtures, and Technology
  - New Study and Collaboration Spaces
- Requires phased temporary relocation of personnel during construction
- Target Completion Summer 2027

## **Renovate Wilder Building**



ENTRY INTO LOBBY



SECOND FLOOR COLLABORATION SPACE



STUDY NOOK AT LOBBY



THIRD FLOOR COLLABORATION SPACE



#### **INCLUDES:**

#### **Under Construction:**

- Campus Wide Water Piping
- Technology Infrastructure
- Campuswide Drainage
- Exterior Access Control and Cameras

#### Design:

- Facilities Infrastructure
- Waterproof Campus Buildings
- HVAC Campuswide
- Reroof E&G Buildings
- Access and Accessibility

## **Infrastructure Projects**





## Multipurpose Center Pond Redevelopment and Parking Improvements

#### SCOPE:

- Redeveloping retention pond as green space
- Installing 227 new parking spaces
- Installing 7 Electric Vehicle Chargers

Under Construction with Winter, 2025 completion





## Partnership Project-City of Petersburg Stream Restoration Fleets Branch

#### **SCOPE**

Partnership with City of Petersburg

- Pollutant removal credits needed by Petersburg but did not have a viable site
- VSU had a shovel ready project on University property

Grant Funded by the National Fish and Wildlife Foundation

Restoration of +/- 1000 LF of Fleets Branch

- Regrade stream bed to slow water flow (creates a meandering channel)
- Reinforce Banks
- Remove Debris/Invasives

Under construction with Spring 2025 completion



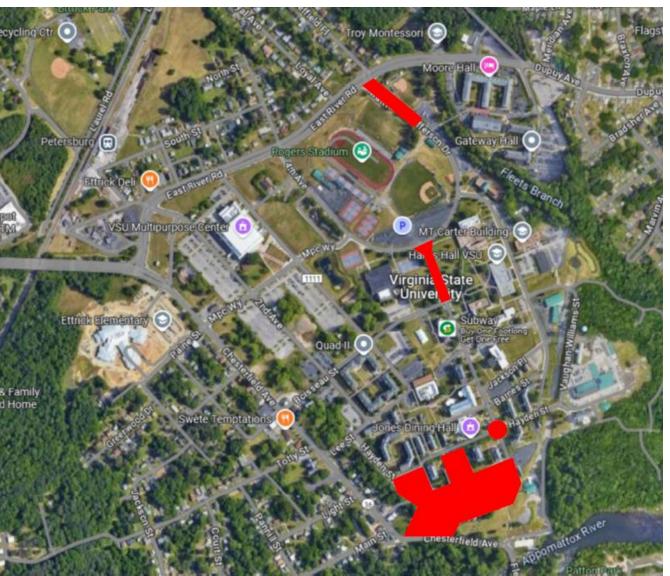








## **Lighting Improvements**



New Campus Standard LED fixtures

- 1. Replace 63 existing lights
- Primarily along roadways and traffic circles
- 2. Install 20 new exterior lights
- Primarily in the Historic Area

Under Construction with Winter, 2025 completion

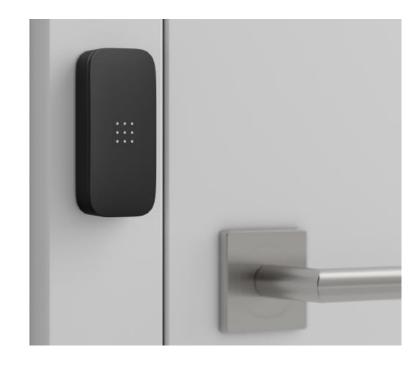


## **Access Control and Cameras**

#### Provides for:

- 1. Exterior door and hardware repair and replacements
- 2. Installation of University Standard card access and camera systems
- 3. 8 locations including:
- Lindsay Montague
- Owens Hall
- Fauntleroy Hall
- Jesse Bolling Hall
- Davis Hall
- Physical Plant
- Storum Hall
- Virginia Hall

Scheduled to complete in Fall, 2025







## **Spring Events**

#### **VSU Athletics: Upcoming Home Games**

- April 18-19:
  - ➤ Men's Lacrosse (April 18 at 5 PM)
  - ➤ Women's Lacrosse (April 19 at 1 PM)
  - > Baseball (Doubleheaders both days at 1 PM)
- April 23: Women's Lacrosse at 2 PM
- April 25-26:
  - > Softball (April 25 at 12 PM)
  - > Spring Football Game (April 25 at 5 PM)
  - > CIAA Women's Tennis Championships (April 25-26, All Day)
  - > Track Meet (April 26, 7 AM 3 PM)
- April 29: Baseball (Doubleheader at 2 PM)

#### **VSU Academics and Student Life:**

 April 24 – 25 **Board of Visitors Meeting** 

May 6 University Classes End

May 7

May 8-13

May 13

May 14

May 15 -17

May 16

May 17

May 27-29

May 18

**University Reading Day** 

**Final Examinations** 

SWaM Fair – Gateway

Residence Halls Close at Noon

2025 - Alumni Weekend

**ROTC Commissioning Exercises** 

Commencement - MPC

President's Leadership Retreat

Residence Halls Close at Noon

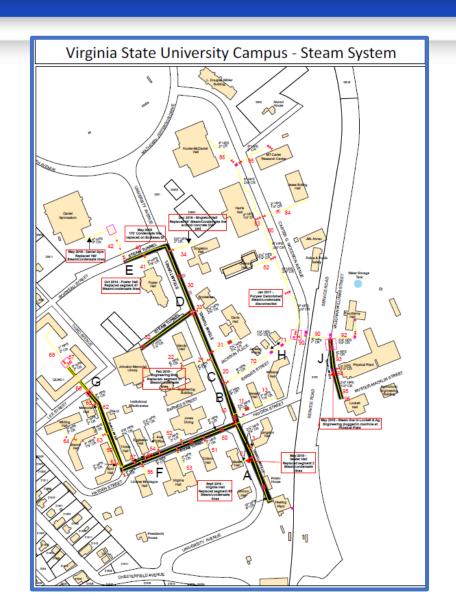


### **Steam Plant Shutdown**

May 18 – June 16 (\* 4 weeks duration)

Work that Planned to be done during 2025 shutdown

- 1- Install temporary Boilers at Jones Dining & Quads I,II
- 2- Inspect steam traps (90psi) in Williams & Howard Hall.
- 3- Open up, teardown, and clean boilers for inspection, operation.





## **Summer Camp Forecast – Room Turns**

	Primary	Start Date	End Date	# of Days	Age Group	Commute rs	Residents	# of Single Rooms	# of Double Rooms	Type of Meals	Building for Class	Residence Hall
1	SURP	06/19/26	06/27/26	39d	College		10		6		Engineering	Quad I
2	President's Annual Leadership Retreat	06/27/26	05/29/25	2d	College		40	40			Gatewa <b>f</b>	Gateway II
3	Data Science / Faison Group	06/27/26	08/01/25	66d	College		20		10	Breakfast, Lunch and Dinner - Dining Hall	Owens Hall, Hunter McDaniel	Quad I
4	Take Off b∮ Virginia 4-H	06/30/25	06/01/26	2d	Middle School		150	15	76	Both Dining Hall & Catered	Gatewa¶ / Wilder	Gatewa¶ II
5	STIP 2025	06/02/25	06/20/26	18d	High School	13				Both Dining Hall & Catered	Engineering	Commuters Onl
6	Unite STEAM L.I.T.	06/02/26	06/26/26	24d	High School	25				Breakfast, Lunch and Dinner - Dining Hall	Jessie B. Bolling (ROTC)	Commuter Onl∮
7	Leadership Youth Summit	06/05/25	06/08/25	3d	High School		100	20	50	Breakfast, Lunch and Dinner - Dining Hall	Hunter McDaniel/ Daniels G∮m	Gateway II
8	VSU SUMMER STEM INSTITUTE - "PATHWAYS TO SCIENCE AND ENGINEERING"	06/13/25	07/02/25	19d	High School	48				Both Dining Hall & Catered	Hunter McDaniel/Engineering and Technolog	Commuters Onl
9	Ag in Action 2026	06/16/25	07/03/26	17d	High School		30	2	14	Both Dining Hall & Catered	Wilder and Gateway II	Gatewa∮ II
10	Upward Bound Summer Program	06/16/26	07/26/26	39d	High School		30	33		Breakfast, Lunch and Dinner - Dining Hall	Owens Hall	Campbell Hall
11	STEP	06/16/26	07/26/26	39d	High School		20		5	Breakfast, Lunch and Dinner - Dining Hall	Engineering	Quad I
12	VSU PIANO & STRINGS SUMMER MUSIC INSTITUTE	06/16/26	06/20/25	4d	High School	40	50		25	Breakfast, Lunch and Dinner - Dining Hall	Davis Hall	Langston
13	Emerge Empowered at VSU (Dual Enrollment)	06/20/25	06/27/26	7d	High School		20		10	Both Dining Hall & Catered	Hunter McDaniel, Johnston Memorial Library, Engineering and Technology Building, and Poster Hall	Gatewa∮ II
14	Trojan Summer Bridge	06/21/25	08/08/26	48d	College		200	TBD Res Life		Breakfast, Lunch and Dinner - Dining Hall	Classrooms assigned for courses by Registrar for Summer Courses	Williams and Branch
15	Camp Mountain 2025	06/22/26	06/27/26	5d	High School		600	100	250	Breakfast, Lunch and Dinner - Dining Hall	G∮m	Gatewa∮ II
16	SOAR	06/22/25	06/27/26	5d	High School		100		50	Both Dining Hall & Catered	Quad 1 A-side	Quad 1- A side
17	VSU Woo Woo Community Summer Cheer Camp	06/22/25	06/27/26	δd	High School	50	150		76	Both Dining Hall & Catered	MPC and Daniels G∮m	Moore
18	GEAR UP Virginia Summer Camp	06/23/26	06/26/26	3d	High School		60		30	Breakfast, Lunch and Dinner - Dining Hall	Gatewa <b>f</b>	Moore Hall
19	G.R.O.W.S.	06/23/26	06/29/26	6d	High School		22	2	10	Both Dining Hall & Catered	Jessie B. Bolling (ROTC)	Moore Hall
20	VSU WINDS & PERCUSSION SUMMER MUSIC INSTITUTE	06/23/26	06/27/25	4d	High School	40	20		10	Breakfast, Lunch and Dinner - Dining Hall	Davis, Gateway, Daniel Gymnasium, Foster Hall, & MPC Practice Gym	Langston
21	Verizon Innovative Learning	07/07/26	07/26/26	18d	Elementar <b>f</b>	150			5	Breakfast, Lunch and Dinner - Dining Hall		Gateway II
22	VPBD Youth Leadership Academ 2026	07/13/25	07/17/26	4d	High School		65	22	12	Breakfast, Lunch and Dinner - Dining Hall	Gatewa∮ Dining	Gateway II
23	VSU CHOIR & MUSIC PRODUCTION SUMMER MUSIC INSTITUTE	07/14/25	07/18/26	4d	High School	60	20		10	Breakfast, Lunch and Dinner - Dining Hall	Davis, Gatewa <b>f</b>	Langston
24	Camp Cultivation	07/14/25	07/16/26	2d	High School		65	5	30	Both Dining Hall & Catered	Seminars and activities	Gateway II

- 1. 8 Camps 5/18-5/27
- 1 week to turn 215 Rooms
- 2. Additional 13camps beginning from6/13 6/23 (10 days)
- 8 different Residence Halls
- Approximately 3 ½
   weeks to turn 514
   rooms for those
   camps
- 8+ academic buildings



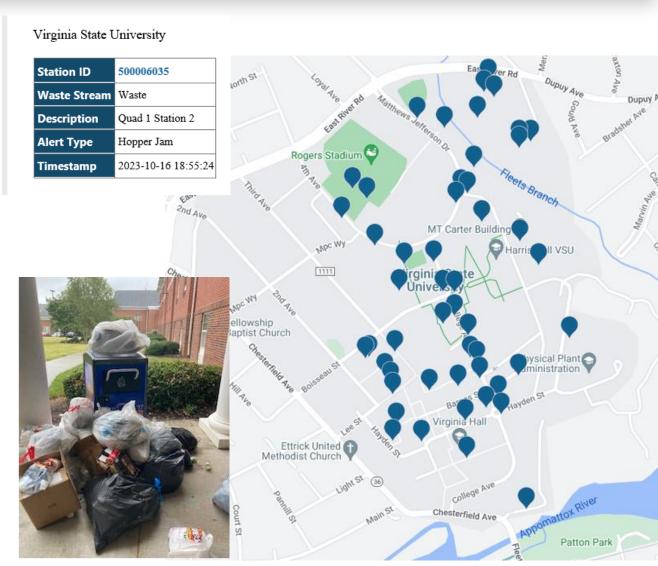
## **Talking Trash**

- Move Out Procedures
- Trash Disposal Dos & Don'ts
  - Dumpsters
  - Recycling
  - Solar Compactors
- Litter











# Hazardous Waste Procedures

- Drums and containers should be properly labelled
- Stored in designated areas on campus- 6 months maximum storage time (includes expired chemicals)
- Call Facilities to assist with the coordination of the pickup
- Department that generates the waste will incur the cost of disposal





# Indoor Air Quality Concerns

- Asbestos, Lead-Based paint and mold
- Asbestos and Lead-Based paint projects will be coordinated through facilities.
- Mold Complaints- response may include a visual inspection, cleaning, remediation or sampling.
- Sampling is not always the best option





## **Facilities Spring/Summer Planned Maintenance Work**

Residence Hall
Work Orders

Clean and Service
Window a/c Units
Throughout
Campus

Installing New Window Unit Where Needed

Clean and Service Moore Hall PTAC Units

Perform Preventive Maintenance on all Fan Coil Units Painting in Various
Building as
occupancy allows

Replacing Plumbing
Fixtures
throughout
Campus as Needed

Replacing Lighting
Contactors for
Stadium Football
Lights



## **Contactor Replacement for Softball Field Lights**









## **Belt Replacement and Pully Alignment**







Since <u>1882</u>

## **Custodial:**

#### Priority is the Residence Halls:

- Performing room turns for all residence halls and modular units. (Camps and Upcoming Semester)
- Stripping/waxing and shampooing carpet in all Residence Halls and Annexes.
- All residence halls will be treated for pest control in preparation for student move in
- Preparing for President's Retreat in Gateway Residence Hall

### During the Summer: Shampoo carpets and strip floors Academic Buildings









## **Campus Grounds**

### **Current Work:**

- Finished mulching the entire campus in late March/early April
- Applying granular and chemical pre/post emergent to minimize the growth of weeds
- Weekly Mowing of the entire campus
- Trimming hedges and trees as needed around the entire campus





### **Athletic Grounds**

### **Current Work:**

- Keeping the athletic fields in game ready shape for Baseball/Softball/Lacrosse etc.
- Weekly mowing and dragging of athletic fields.
- Applied granular pre-emergent to help prevent the growth of weeds
- Sweep/Groom the artificial turf football field about every 40 hours of use or once a month if there isn't much use on the field.





## **Campus Grounds**

### **Future Work:**

- Planting the seasonal flowers for Spring/Summer in late April/early May and will do the same for the Fall/Winter.
- Continue with weekly mowing of the entire campus.
- Trim Bushes, hedges and trees as needed throughout the summer and fall months.





### **Athletic Grounds**

### **Future Work:**

- Keep all athletic fields in game ready shape and irrigated in preparation for Fall sports (Football, Soccer, Lacrosse etc.)
- Apply granular and liquid herbicides/fertilizers to ensure the athletic fields have clean turf.





# FY 25 Year End Close Important Dates!

\*Note: Dates are subject to change when DOA publishes FY25 Fiscal Year End Closing Procedures

#### FY 2025 Fiscal Year-End

The Finance Division is responsible for closing the University's financial records with the Commonwealth of Virginia. Your assistance with this process is critical. Please see the attached notice showing the deadline dates. If you have any questions or concerns about the process, contact the departments listed in the notice. You may also contact Adrian Petway, Associate Vice President for Finance and Administration. With your help, we look forward to another successful year-end and continued fiscal success in FY 2026

Item#	Task	Resource Group	Due Date
1	Suspend online registration	Registrar's Office	5/29/2025
			Time: TBD
2	Purchase requisitions for FY 2025 will be accepted and	Procurement Office	05/30/2025
	processed until May 30, 2025.		
	Requisitions received between June 1 and June 30, 2025,		
	will be rejected. Any rejected requisitions will be entered		
	after July 1, 2026.		
	DI		
	Please note that any purchases over \$100,000 not using a valid contract, as determined by the Office of		
	Procurement Services, may not be completed within FY		
	2026 due to the following lead times:		
	Single Courts (Hardon \$40,000). And Shoring and down		
	Single Quote (Under \$10,000) – 4 to 6 business days Small Purchase (\$10,000 to \$100,000) – 6 to 15 business		
	days		
	Complex Purchase (Over \$100,000) – 90 to 120 business		
	days		
	Please email procurement@vsu.edu with any questions.		
3	The final day to utilize SPCCs for FY 2025 is May 30, 2025	Procurement Office	05/30/2025
	Please email chargecard@vsu.edu with any questions.		
4	Last day to submit travel authorizations for FY 2025	Procurement Office	06/02/2025
	Only mission-critical travel will be approved after June 02,		
	2025.		
	Please email <u>travel@vsu.edu</u> with any questions.		
	ricase email travelies vsu.edu with any questions.		
5	Last day to submit encumbrance cancellations for FY 2025	Procurement Office	6/10/2025
	Please email epowell@vsu.edu with any questions.		
6	Small Purchase Charge Card Reconciliation Due	Procurement Office	06/10/2025
7	Last day, student refunds will be processed for FY 2025	Student Accounts	06/10/2025
,	tast day, student returns will be processed for 11 2025	Student Accounts	00/10/2023
8	Last day, interdepartmental transfers will be processed for	General Accounting	06/10/2025
9	FY 2025 Last day to submit expense reports for FY 2025	Accounts Payable	06/13/2025
9	Last day to submit expense reports for F1 2025	Accounts Payable	00/13/2023
10	Last day to submit vendor payments for FY 2025	Accounts Payable	06/13/2025
**	Lead data to describe and and describe	01	05/05/0005
11	Last date to deposit cash and/or checks	Cashiers Office	06/26/2025 2:00 p.m.
12	BANNER will be offline for fiscal year-end processing	Financial &	06/26/2025
_	Para land	Administrative	,,
		Systems Team (FAST)	
13	Suspend real-time interface with Nelnet Campus	Student Accounts	6/28/2025
	Commerce		Time: TBD
14	Banner will reopen for FY 2026 processing	Financial &	07/01/2025
		Administrative	
		Systems Team (FAST)	



# Roundtable

