

## BUILDING MANAGER MEETING October 5, 2023





## AGENDA

- Introduce New Members
- Police and Public Safety
- Building Manager Responsibilities
- Facilities Contract – What's In/What's Not
- Workorder System – Maximo
- Organization Changes – Facilities and Capital Outlay
- COVID Updates
- Capital Outlay Updates
- Meeting Topics
- Round Table



# Building Managers Tornado Drill Responsibility

## BEFORE THE DRILL:

- Make sure everyone knows the date and time of the drill.
- Have a plan: Where and how will everyone shelter in place? Does anyone need special assistance to stay safe? How will you make sure everyone is safe?
- Make a Kit: Do you have an emergency supply kit?  
<http://www.vaemergency.gov/prepare-recover/emergency-supply-kit/>
- Make sure participants understand the plan and answer their questions beforehand to ensure they know what to do during the drill or an actual tornado.
- Remind participants about the drill before it begins



# Building Managers Tornado Drill Responsibility

## DURING THE DRILL:

- Announce the start of the drill by using a public address system or having designated volunteers alert your group members. Do this by going room to room, floor by floor of your building.
- Everyone should act as though a tornado warning has been issued for the immediate area or a tornado has been sighted near the building. They should move as quickly as possible to the nearest safe place. Use stairs to reach the lowest level of a building; avoid using elevators.
- Remind participants that when they reach their safe area during a real tornado threat, they must crouch as low as possible to the floor, facing down and covering their heads with their hands. Ensure that everyone in your group knows this.
- After everyone has moved to a safe place, the drill coordinator (building manager) can announce that the tornado has passed and the drill is over.



# Building Managers Tornado Drill Responsibility

## AFTER THE DRILL:

- The drill coordinator (building manager) should document any changes necessary in the procedure.
- Do you need more safe areas?
- Are safe areas uncluttered and accessible?
- Do employees know the fastest routes to safe areas?
- Does your alert system work? Did everyone know the drill had started?
- Are you familiar with the location of special needs individuals in your building?



# Tornado Response

*If you are under a tornado WARNING, seek shelter immediately!*

**If in a structure (e.g. residence hall, small building, high-rise building):**

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway), away from corners, windows, doors, and outside walls.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.



# Tornado Response

*If you are under a tornado WARNING, seek shelter immediately!*

**If in a vehicle, trailer, or mobile home:**

- Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.

**If outside with no shelter:**

- Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.



# Bomb Threat Checklist

## Ask the Caller...

- Where is the bomb located?
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? (yes or no)
- Why?
- What is your name?

*\*\*\*List the exact words of the caller*



# Bomb Threat Checklist

## Information about the caller...

- Where is the caller located? (background noise)
- Estimated age?
- Is voice familiar, if so, who does it sound like?
- Other points...

### Callers Voice

Female/Male  
Accent  
Angry/Calm  
Clearing Throat/ Coughing

### Background Sounds

Animal Noises  
House Noises  
Kitchen Noises  
Street Noises

### Threat Language

Incoherent  
Message Read  
Profanity  
Well Spoken



# Facilities Contract – What's In/What's Not

## Fixed budget does not include:

- Tenant driven work requests
- Corrective work due to vandalism or Acts of God
- Maintenance of Lifesafety Systems (Sprinkler, Fire Alarm, Fire extinguishers, etc. - DPPS )
- Keys
- **Task Orders – Corrective work with a value greater than \$1000**
- Non-University Event Support

## Emergency service call:

- Poses imminent danger to health, life, or property
- 1 Hour response

## Urgent service call:

- No immediate threat to personnel or property
- **Might** affect the health of personnel, lead to property damage or lead to disruptions in University operations
- Stabilize within 2 hours of notification during normal work hours or within one hour of next work day shift if called outside of normal working hours. (Repair may be later)

## Routine service call:

- Examples are loose baseboard trim, burned out light, dripping faucets, broken floor and ceiling tiles, damaged dry wall
- Respond to customer within 48 hours of notification received. Work to be complete within 10 calendar days



## Major Task Orders (Not in Base Contract)

- Special Cleaning/Disinfecting
- PPE
- Special Projects/Cosmetic Upgrades
- Tents/Toilet Trailers
- Signage/Graphics
- Additional Support
  - Furniture Repairs/Assembly/Moving
  - Discretionary Requests
  - Window Treatments
  - Painting
- Dedicated Custodial or Maintenance Staff
- Trash Removal and Litter Patrol
- Service and Special Event support (Beyond the 16 specified in the contract)
- Arborist Services
- Landscaping



## Role of Building Managers:

- Act as a primary contact with Facilities Management
- Attend Building Manager Meetings
- Initiate non-emergency work requests in [Maximo® system](#) for maintenance in their building
  - ✓ Uncomfortable A/C or heat, a light burned out, trash not picked up, etc
- Call in emergency and urgent maintenance requests directly to Facilities Management
  - ✓ Burning smells, loss of electrical service, sewage backups, broken glass, a broken water pipe, toilet flooding, icy conditions, fallen trees, etc.)
- Work closely with Facilities Management to ensure buildings are kept in a good state of repair
- Inform building occupants of maintenance activities that may impact building operations (i.e. electrical power outage)
- Provide Key Control/Coordinate access of locked areas in their building as directed by the Dept. of Police
- List of Building Managers is on the Facilities webpage at the address below:

<https://www.vsu.edu/facilities/building-managers.php>



## Workorder System – Maximo

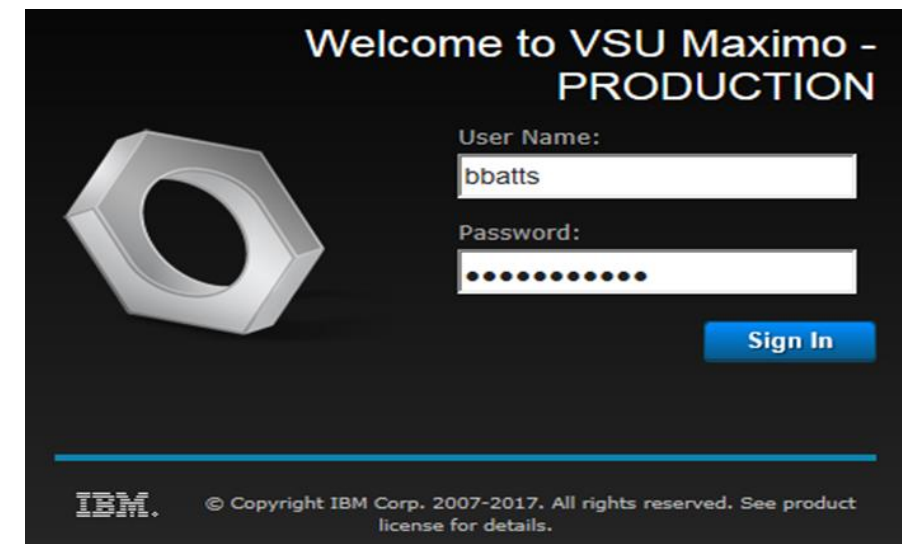
### Service Requests

**Emergency Requests for Maintenance** (i.e.: burning smells, loss of electrical service, sewage backups, broken glass, a broken water pipe, toilet flooding, icy conditions, fallen trees, etc.) are to be placed directly to the Facilities Call Center at: 524-5451 for prompt service.

**Non-emergency Facilities Service Requests** (i.e.: uncomfortable A/C or heat, a light burned out, trash not picked up, etc.) are to be submitted by the designated [Building Manager](#) through the [Maximo® system](#).

### Maximo Login:

1. <http://vsu-maxprod-02v:9080/maximo/webclient/login/login.jsp?appservauth=true>
2. Log in using your VSU account login





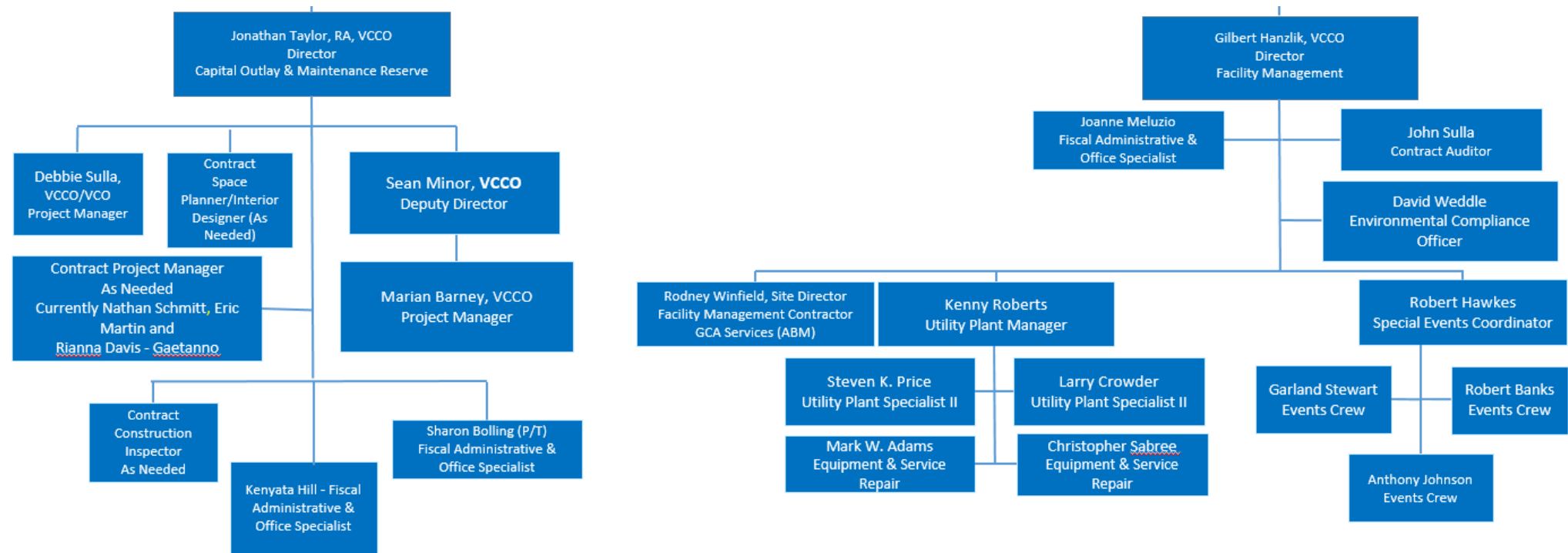
## Organization Changes

### ABM

- New Employees
- Promotions and Transfers

### Facilities and Capital Outlay

- Retirements
- New Employees





## COVID Updates

University Relations 10/2:

Trojans, As we gear up for an amazing and GREATER homecoming season, please be reminded that COVID-19 and its new variants are still present, can be very contagious, and can spread quickly. With a national uptick in COVID-19 cases, we encourage our Trojan Community to continue to take all preventive measures to remain healthy. This includes washing your hands and wearing masks in crowded indoor spaces.

We firmly believe in the findings of medical and health professionals who advise that vaccination is the best and most effective life-saving measure against COVID-19. Therefore, we strongly encourage all students and employees to be fully vaccinated, including boosters. You can [CLICK HERE](#) to find the vaccination location nearest you.

Meanwhile, every U.S. household can again place an order to receive four more free COVID-19 rapid tests delivered directly to their home. [CLICK HERE](#) to order your free tests.

Remember, as part of Virginia State University's COVID-19 protocol, Personal Protective Equipment is available to all students and employees campus-wide. We will equip all classrooms with free masks and hand sanitizer for your convenience. In addition, students may obtain free masks from any Residence Hall Directors. PPE (personal protection equipment) can also be obtained at our Student Health Center in Memorial Hall. This includes **masks, nitrile gloves, sanitization floor stands, hand sanitizer, glasses, face shields, and disinfectant wipes**. Employees who want to obtain PPE should **contact the building manager**. Please be considerate of the quantities requested, as supplies are limited.



## COVID Updates

### Preventative Material Inventory

VP Area:

Date:


Item	Description	Amount Requested	Amount Received	Date Received	Initials
Mask (surgical)	Disposable surgical masks (1-day), Package of 50				
Nitrile gloves	100 gloves per box (Designate S/M/Lg)				
Sanitization floor stand	Mobile hand sanitizer dispenser floor stand with high capacity refill.				
Hand sanitizer	Individual 8 oz or 4 oz				
Glasses	Safety glasses I Polycarbonate				
Face Shields	Polycarbonate				
Disinfectant wipes	Large canisters; 160 wipes				
Disinfectant wipes	Individual Packets, 20 count				



## Facilities Updates





## Environmental Updates

2023: 3-year renewal in VEEP E2 (campus) and E3 (facilities) program

Annual emissions report approved

New hazardous waste training





## About Mold

*Molds are part of the natural environment. Outdoors, molds play a part in nature by breaking down dead organic matter such as fallen leaves and dead trees, but indoors, mold growth should be avoided. Molds reproduce by means of tiny spores; the spores are invisible to the naked eye and float through outdoor and indoor air. Mold may begin growing indoors when mold spores land on surfaces that are wet. There are many types of mold, and none of them will grow without water or moisture.*

*It is impossible to get rid of all mold and mold spores indoors; some mold spores will be found floating through the air and in house dust. The mold spores will not grow if moisture is not present. Indoor mold growth can and should be prevented or controlled by controlling moisture indoors.*

*\*Environmental Protection Agency*

## Prevention Steps

1. Keep windows closed
2. Keep moisture sources away from HVAC units
3. Don't obstruct HVAC units
4. Keep appliances away from thermostats

## Additional for Student Housing

5. Clean your room regularly
6. Don't store wet clothing



## Maintenance Update

- Installed motors and pumps in Davis, Lula Johnson, Gateway Dining.
- Replace the main steam trap in the Physical Plant on the heating system.
- Install thermostats in Gateway, Moore and Quads.
- Assisted with the installation of the HVAC systems in Modular Units at Gateway Residence and Quads.
- Assisted contractors preparing University Apartments of Ettrick for student move in.
- To prepare for student move in, painting was done at Quad I and II, Eggleston, Seward.
- Assisted contractors in repairing failed sewer line in Fauntleroy Hall by installing a new liner in the existing pipe under the building floor.



## Custodial:

- We continue to provide sanitizing for potential exposed areas of Covid as requested.
- Performed room turns for all residence halls, University Apartments of Ettrick, and modular units.
- All residence halls treated for pest control in preparation for student move in
- Shampoo carpets ( LDW, SNH) and strip floors (MEM, HUH, SNH, and presently at COH) Academic Buildings.
- In the process of preparing for Homecoming Activities which will include placing extra dumpsters throughout campus while providing extra services cleaning before and after events.



## Campus Grounds/Athletic Fields (Will)

- Current Work:

Aerating, Seed and fertilizer applications for all athletic fields.





## Campus Grounds/Athletic Fields (Will)

- Current Work:

Pruning trees, trimming hedges, mowing, weed control, prepping beds for cold season flower installation on campus.





## Campus Grounds/Athletic Fields (Will)

- Future Work:

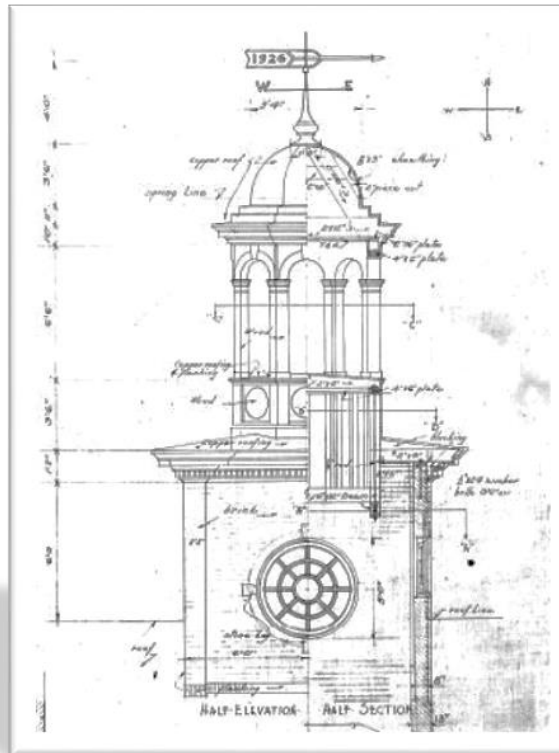
Prepping/Mulching flower beds in preparation for the flowers that we will be planting in the spring.

Winterize/blow out the irrigation systems, mowing the cold season grass and aerate/fertilize.





## Capital Outlay Updates





## Construction Complete- Addition to MT Carter Building (Annex)



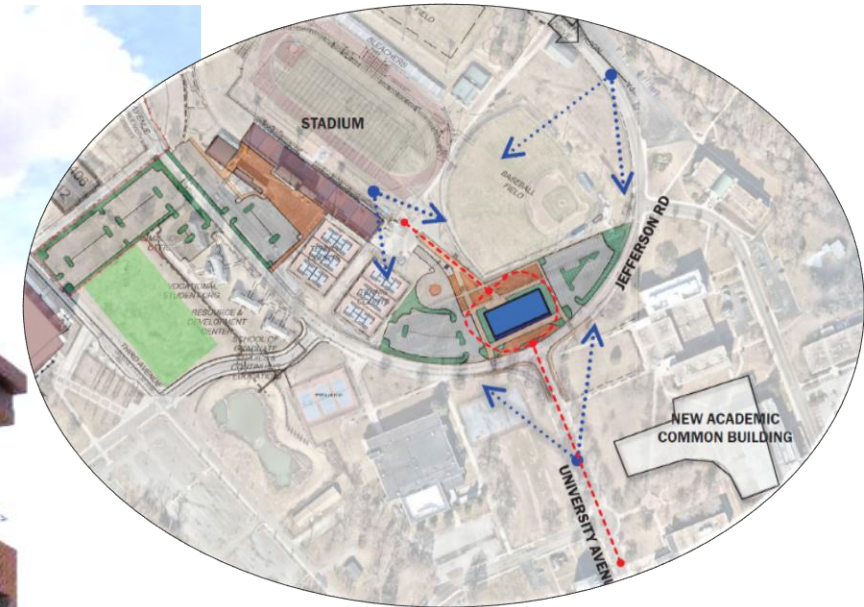


## Under Construction - Demolish/Replace Daniel Gym and Harris Hall





# Design - Construct Admissions Building





## Design - Addition to Foster Hall Student Union

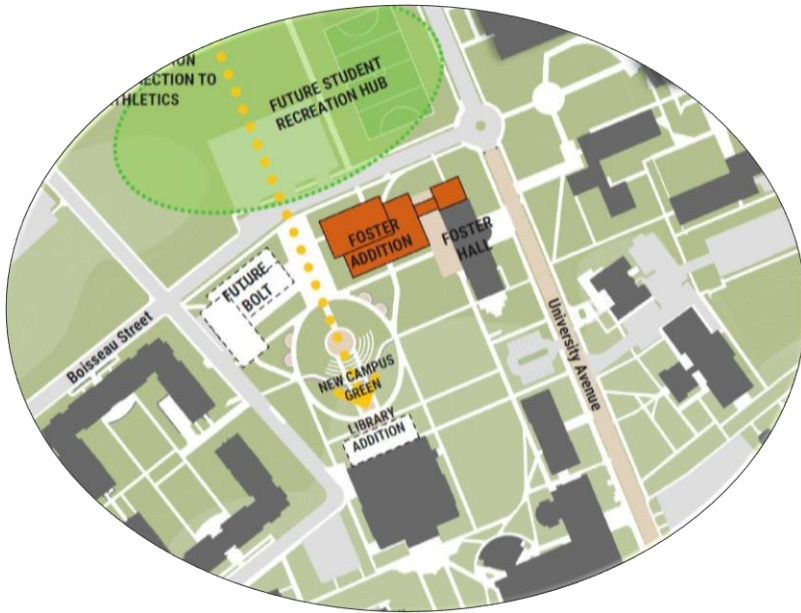


### BUILDINGS + SPACES LEGEND:

- |  |  |
|--|--|
| <b>A</b> - New Student Union             | <b>01</b> - Amphitheater                 |
| <b>B</b> - Future BOLT building          | <b>02</b> - Student Plaza                |
| <b>C</b> - Foster Hall                   | <b>03</b> - Recreation Plaza (shaded)    |
| <b>D</b> - Johnson Memorial Library      | <b>04</b> - Dining Plaza (shaded)        |
| <b>E</b> - New Academic Learning Commons | <b>05</b> - Student Union Plaza (shaded) |
| <b>F</b> - VSU Bookstore                 | <b>06</b> - Leadership Plaza (shaded)    |
| <b>G</b> - Daniel Gym                    | <b>07</b> - Library Plaza                |
|  | <b>08</b> - Student Lawn                 |
|  | <b>09</b> - Reading Lawn                 |
|  | <b>10</b> - Path edges seating           |
|  | <b>11</b> - Athletic Lawn                |
|  | <b>12</b> - Terrace Seating              |
|  | <b>13</b> - VSU LOGO Sculpture           |
|  | <b>14</b> - Existing Parking Lot         |



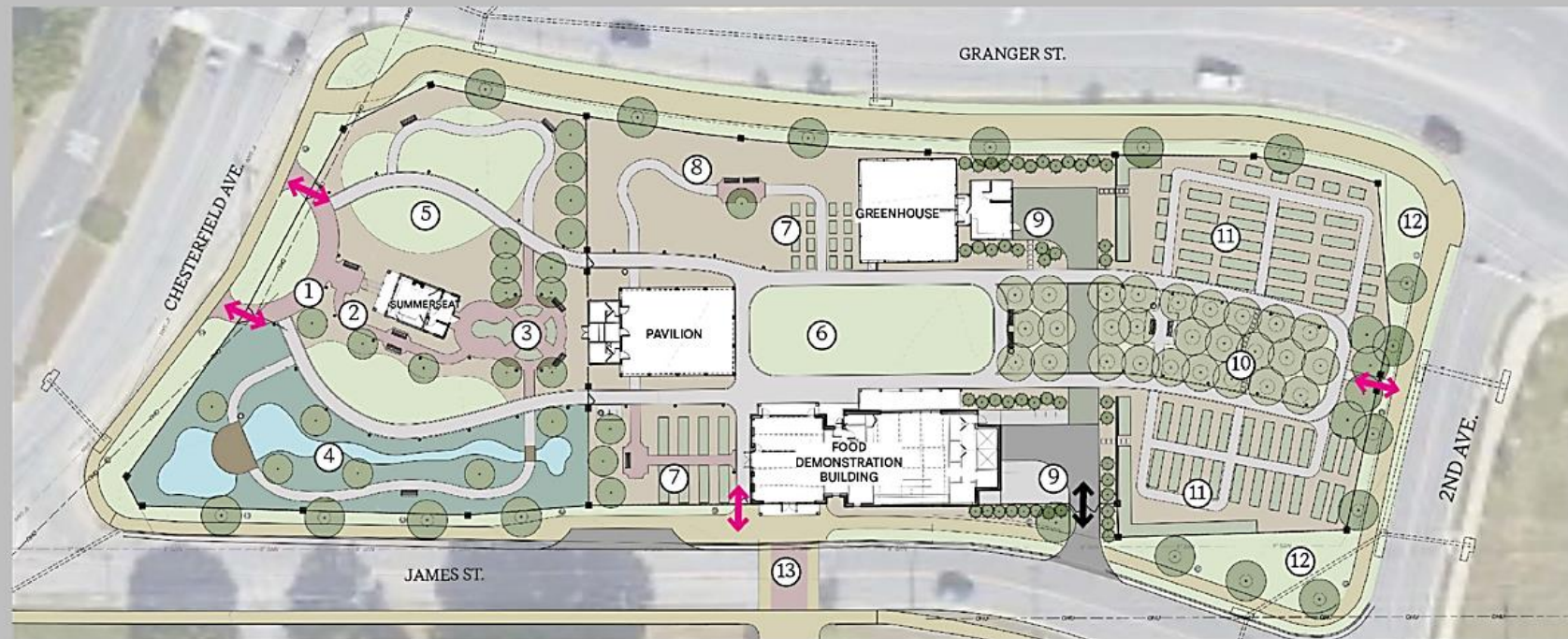
## Design –Construct Bolt Leadership Center





# Design - Renovate Summerseat for Urban Agriculture Center

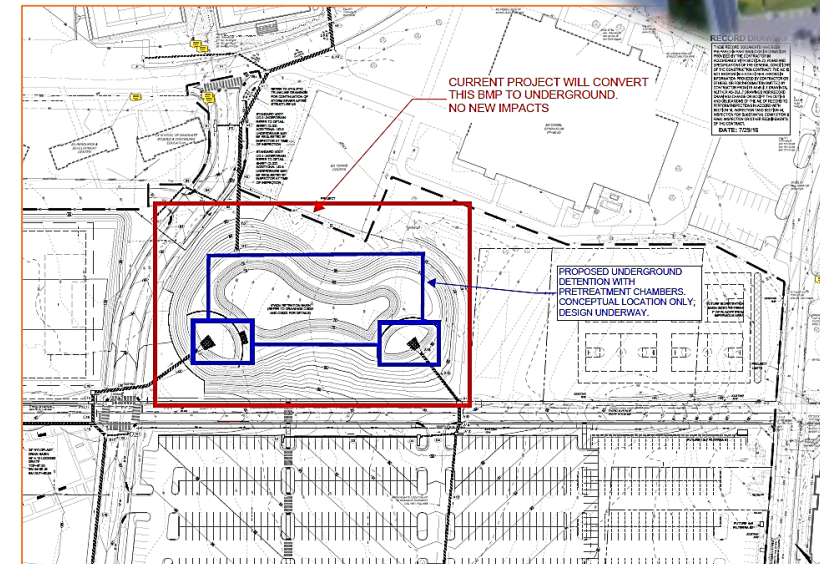
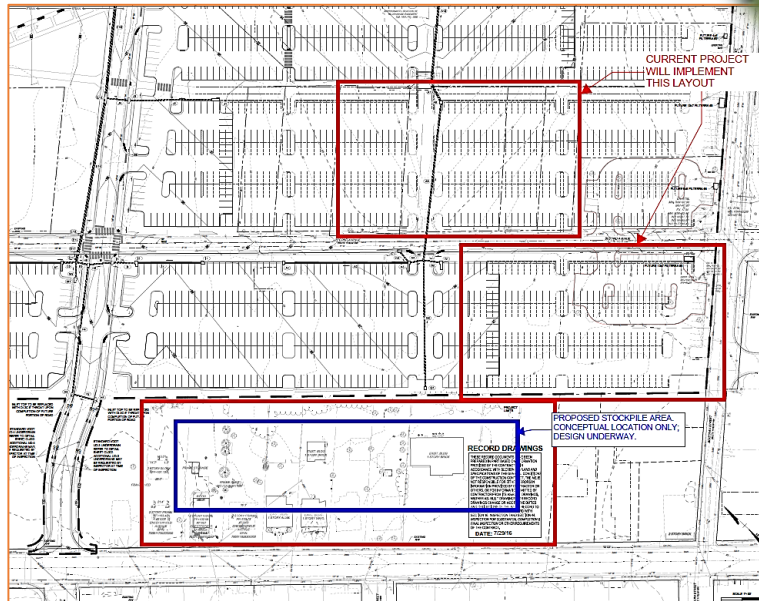
## OVERALL SITE



- |   |                                       |                                   |
|---|---------------------------------------|-----------------------------------|
| ① Main circular path                      | ⑥ Central lawn and gathering area     | ⑪ Raised bed production gardens   |
| ② Hardscape landing and path to elevators | ⑦ Formal demonstration gardens        | ⑫ VDOT right-of-way area          |
| ③ Main seating/gathering area             | ⑧ Demonstration gardens (foodscaping) | ⑬ Pedestrian crosswalk/speedtable |
| ④ Conservation education and rain garden  | ⑨ Maintenance area                    | ↔ Pedestrian Access               |
| ⑤ Open lawn and gardens, meandering paths | ⑩ Orchard                             | ↔ Vehicular Access                |

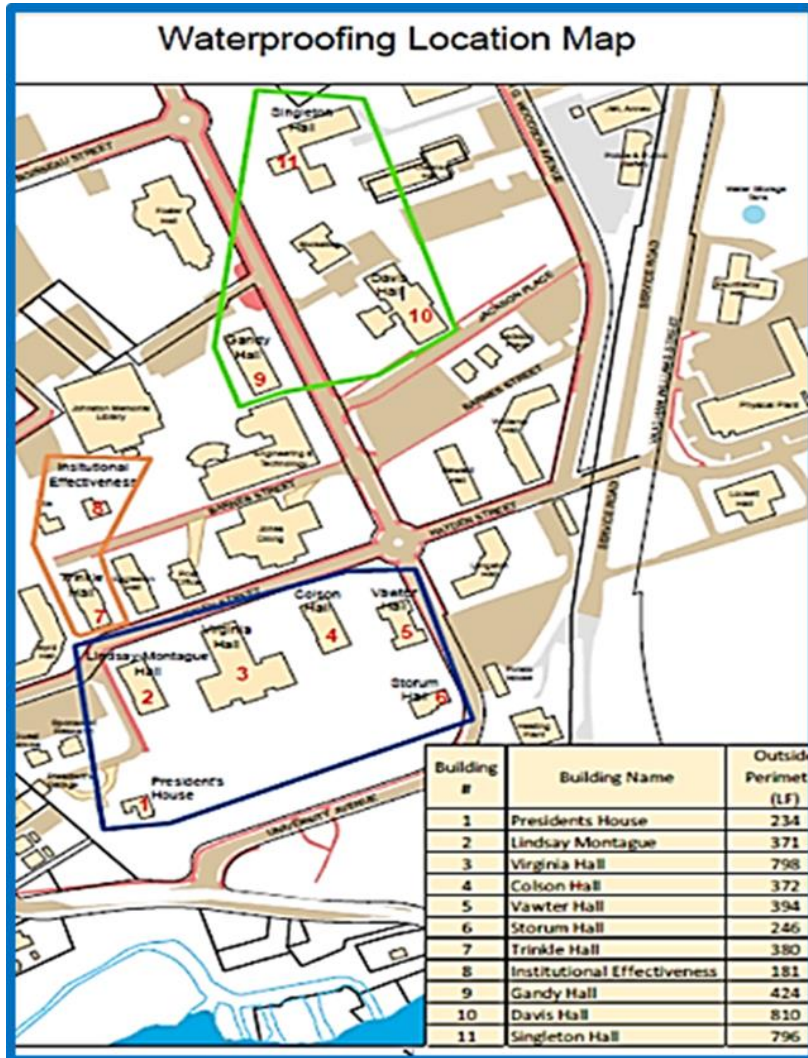


# Design - Improve Campuswide Drainage





## Design - Waterproof Campus Buildings



## Design - Improve Access and Accessibility

- Provide code compliant accessibility to E&G buildings
  - Entrance and restroom modifications
  - Modify sidewalks, stairs, and other exterior physical barriers
  - Replace elevators
  - Add new elevators and towers where no upper floor access is available

### VSU POST OFFICE TOWER ADDITION





## Design - Improve and Replace Technology Infrastructure

- Data Underground Utility Improvement
  - Reroute infrastructure to create new cores at the Multipurpose Center, Johnson Memorial Library and Lockett Hall
  - Includes Demolition of Jackson Place I
- Correct security, safety, and environmental issues in Network Rooms
  - Recommending new Network Rooms in many locations
- Replace teaching technology in classrooms
  - Recommending teaching technology in 105 classrooms

## Design - Improve Heating, Air Conditioning and Ventilation Campuswide for Infectious Aerosol Control

- Provide for modifications and or replacement of Heating, Ventilating and Air Conditioning (HVAC) systems to increase ventilation, filtration and humidity control.
- Work planned at 8 E&G buildings
  - Gandy Hall
  - Lula Johnson Hall
  - Davis Hall
  - Singleton Hall
  - Owens Hall
  - MT Carter
  - Virginia Hall,
  - Institutional Effectiveness
  - Jackson Place 3&4



## Other - Modular Student Housing



- Site 1  
Gateway Residence Hall - 76 Beds
- Site 2  
Boisseau Properties - 96 Beds
- Site 3  
Quad Residence Hall - 96 Beds





## New Track, Field and Scoreboard





## Other Projects





# Meeting Topics

Please give us feedback regarding any topics you would like covered in the building manager meetings





# Roundtable

