AGENDA

• COVID 19 Operating Protocols and Communications
• Service Requests/Project Requests
• Energy
• Environmental Updates
• Steam Shutdown
• Facilities Updates
  – Spring Semester Work/Updates
• Capital Outlay Updates
  – Projects
• Meeting Topics
• Round Table
EXECUTIVE DIRECTIVE NUMBER TWO (2022)
ENSURING PRIVACY PROTECTIONS AND INDIVIDUAL RIGHTS OF EXECUTIVE BRANCH EMPLOYEES

Effective 1/15/22  Executive Directive 2

- Vaccines and boosters available to state employees
- KN95 masks available to employees and visitors
- Employees not required to be vaccinated or disclose their vaccination status as a condition of employment.
- Revised COVID-19 “Public Health Emergency Leave Policy”

Remaining VSU Protocols:
- Social Distancing of 3’ in classrooms and assembly areas
- Disinfecting when notified of positive cases
- Disinfecting between classes
- Masks required
- Isolation at Howard Hall and Quarantine at Whiting
  ✓ CDC has reduced Isolation/Quarantine time to 5 days
Masks Required

Vaccinations suggested but not required

- On campus vaccinations available (at times)
- Incentives for boosters - Proof of boosters til 5/1/22, payments til 6/30/22
  - [https://www.vaccines.gov/](https://www.vaccines.gov/)

Entry and surveillance testing suggested but not required

- On campus testing available (at times)
Purpose: Defines procedures for initiating, funding, and approval of University facility modifications and improvements

This policy:

✓ Ensures that any facility modification complies with building, fire, safety, and occupancy codes and regulations

✓ Ensures the optimal condition of facilities is based on prudent management of financial resources

✓ Applies to all departments and all facilities owned, leased or operated by VSU
This Policy Applies To:

- **Major Projects** - Include, but are not limited to, the following:
  - Acquisition of real property
  - New construction projects with a total project cost > $3.0 million
  - Improvements for a single building with a total project cost > $3.0 million
  - Umbrella projects
  - Require Board and Legislative Approval (regardless of funding source)

- **Maintenance Projects** – Extend the useful life of a building/component
  - Cost is generally < $2.0 million.
  - Allocations are Board or Legislatively approved

- **Non-Capital Projects/Departmental Improvements**
  - Must be < $3.0 Million
  - Can be funded from grants, federal or local funds or operating accounts
  - Requires approval of the account holder and senior leadership
Policy 5900 Roles & Responsibilities:

President and VP Council
- Responsible for all University space

Vice President for Administration & Finance
- Final approving authority for all major projects
- Authority to enforce this policy

Facilities & Capital Outlay
- Reviews and manages all capital, non capital and maintenance projects
- Ensures modifications are code compliant
- Manages outside resources (Interior design, consultants, designers, contractors, etc.)
- Ensures projects are aligned with the VSU Master Plan and Six Year Capital Plan

Requestors
- Initiate departmentally funded projects
- Prepare facility modification requests with sufficient project information to include:
  - Description/scope
  - Location
  - Schedule
  - Special Conditions (out of hours work, deadlines, etc.)
  - Contacts
- Secure Senior Organizational Approval
- Secure adequate funding for total project costs including design, construction, inspection, furniture purchase/ installation, moving expenses etc.
- Prepare funding transfers if applicable
- Provide approval of plans
Roles & Responsibilities (cont’d):

Building Managers

- Are departmental designees acting as a primary contact with Facilities Management
  - Facilities Management work request system does not apply to project requests (renovations/redecorating, new offices, graphics, betterments, etc)

- 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 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 and Public Safety

- List of Building Managers is on the Facilities webpage at the address below:
  https://www.vsu.edu/facilities/building-managers.php
Sample Project Initiation Form Requirements:

- Project Description
- Justification
- Estimated **Total** Project Cost including:
  - Design
  - Construction / Inspections
  - Moving/ Furniture/ Equipment
- Approved Budget Account/Index
- Approvals
  - Capital Outlay and Facilities
  - Dean/Department Head
  - Provost
  - CFO

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**PROJECT INITIATION FORM**

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>11/11/19</td>
</tr>
<tr>
<td>REVISED:</td>
<td>08/03/20</td>
</tr>
<tr>
<td>PROJECT NAME:</td>
<td>VA Hall G – Payroll Relocation</td>
</tr>
<tr>
<td>Project No.:</td>
<td></td>
</tr>
<tr>
<td>From Capital Outlay:</td>
<td></td>
</tr>
<tr>
<td>Project Sponsor:</td>
<td>Requestor/Sponsor Name: Alfreda Allen</td>
</tr>
<tr>
<td>Department:</td>
<td>Payroll</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>3709</td>
</tr>
<tr>
<td>Project Description:</td>
<td><em>Describe project scope of work, attach any drawings:</em></td>
</tr>
<tr>
<td></td>
<td>The Payroll Department has a need for additional space and has requested</td>
</tr>
<tr>
<td></td>
<td>to relocate across the hall to the former Student Accounts Suite.</td>
</tr>
<tr>
<td></td>
<td>This space has been vacant since Student Accounts was moved to Service.</td>
</tr>
<tr>
<td></td>
<td>We will need to remove any remaining trash and furniture that is not</td>
</tr>
<tr>
<td></td>
<td>wanted. Walls will be painted and papered. Carpet will be cleaned.</td>
</tr>
<tr>
<td></td>
<td>Existing systems furniture for the service desk reinstalled, built</td>
</tr>
<tr>
<td></td>
<td>office and installed in the &quot;back room&quot; using existing systems in the</td>
</tr>
<tr>
<td></td>
<td>space or from the existing payroll office, and install a new high-density</td>
</tr>
<tr>
<td></td>
<td>filing system and move all paper records (existing filling cabinets do</td>
</tr>
<tr>
<td></td>
<td>not meet code requirements for ceiling clearance in a sprinklered area).</td>
</tr>
<tr>
<td></td>
<td>More IT personnel will be moved to the new office.</td>
</tr>
<tr>
<td>Project Priority:</td>
<td>High</td>
</tr>
<tr>
<td>High Priority Justification:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>For high priority projects only:</em></td>
</tr>
<tr>
<td></td>
<td>Requested budget pricing but have not moved forward with planning</td>
</tr>
<tr>
<td>Funding and Budget:</td>
<td>Attach Documentation if needed</td>
</tr>
<tr>
<td>Estimated Costs:</td>
<td></td>
</tr>
<tr>
<td>Design: $31,000.00</td>
<td></td>
</tr>
<tr>
<td>Construction/Equip.:</td>
<td>$120,400.00</td>
</tr>
<tr>
<td>Contingency:</td>
<td>$12,040.00</td>
</tr>
<tr>
<td>Total: $163,440.00</td>
<td></td>
</tr>
</tbody>
</table>

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**Facility Modification / Maintenance Policy**

<table>
<thead>
<tr>
<th>Project Schedule Impact</th>
<th>Policy 5900</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested Completion Date:</td>
<td>Design:</td>
</tr>
<tr>
<td></td>
<td>Construction:</td>
</tr>
<tr>
<td>Contracted Services:</td>
<td>Y N State Approval:</td>
</tr>
<tr>
<td></td>
<td>Date:</td>
</tr>
<tr>
<td>Design Team:</td>
<td>Firm Name: Cameron Sites</td>
</tr>
<tr>
<td>Consultant:</td>
<td>KLA Interiors</td>
</tr>
<tr>
<td>Consultant:</td>
<td>Rodney Winfield</td>
</tr>
<tr>
<td>Sub-Consultant:</td>
<td>Vincent Tucker</td>
</tr>
<tr>
<td>Sub-Consultant:</td>
<td>Ash Green</td>
</tr>
<tr>
<td>Construction Team:</td>
<td>ABM/UCA</td>
</tr>
<tr>
<td>Supplier, Other:</td>
<td>Cabling Contractor – TBD Security – ECAM</td>
</tr>
</tbody>
</table>

**Project Initiation Approvals**

| Comments:                     | Approved - Disapproved - check one                                       |
| Requestor Signature:          | Date                                                                    |

| Comments:                     | Approved - Disapproved - check one                                       |
| Dean/Department Head Signature: | Date                                                                   |

| Comments:                     | Approved - Disapproved - check one                                       |
| Director, Capital Outlay Signature: | Date                                           |

| Comments:                     | Approved - Disapproved - check one                                       |
| Provost Office Signature:     | Date                                                                    |

| Comments:                     | Approved - Disapproved - check one                                       |
| Vice President, Finance Signature: | Date                |
Approval of Projects based upon:

- Verification that proposed work can be completed in compliance with code requirements
- Life Cycle Costs associated with the proposed modification and impact to facility operations and maintenance is sustainable
- Senior Leadership concurs that proposed work is:
  - Suitable/Appropriate
  - Supports unit objectives
  - Supports the Strategic Plan, Master Plan and Six Year Plan of the University
  - Supported by available funding and resources
Coming Soon:

- Mechanized Project Request System with Workflow through Construction Management Software
- For projects; does not replace the work order system

- Space Management Policy
- Space Allocation Committee
  - Representatives from each organizational area
  - Space Planner Position in Capital Outlay
Online project requests:

- Available from Capital Outlay and Facilities Webpage
- Not required to be a user to submit a request (Public Enabled)
- Requests routed to designated approvers who are users
- Once working drawings are approved (the final design phase), the project will advance to construction
Energy Update

Challenges for 2022

- COVID 19
- Rate Increases
- Reducing consumption
Energy Update

• VSU Facilities staff and ABM (THE TEAM) began having weekly meetings in March 2020 to strategize on how to reduce our utility cost for campus and those meetings continue today.

• In FY ’21 VSU saved $777,195 in total utility costs.

<table>
<thead>
<tr>
<th>VSU Campus Energy Cost Comparison</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>1st QTR</td>
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<tr>
<td>FY 13</td>
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<td>FY 14</td>
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<td>FY 16</td>
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<td>FY 18</td>
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<td>FY 19</td>
</tr>
<tr>
<td>FY 20</td>
</tr>
<tr>
<td>FY 21</td>
</tr>
<tr>
<td>FY 22</td>
</tr>
</tbody>
</table>

Reduction -28.3% -49.8%

$ (159,625.35) $ (231,043.94)
Demand Response Preparations

Demand response provides an opportunity for consumers to play a significant role in the operation of the electric grid by reducing or shifting their electricity usage during peak periods. Demand response programs are being used as resource options for balancing supply and demand.

Program Period: June 1, 2021 – May 31, 2022
- Facilities Action Plans – Winter & Summer
- Program Communications - 410-346-5907
  cpowerdispatch@mg.cpowerenergymanagement.com
- If we have an actual DR event – you can be notified when facilities get notified
  - Email me – gbowles@vsu.edu if you want to be notified by CPower – cell or email
Demand Response Test Results

Source: Dominion Energy Master Meter
Facilities Updates
Environmental Updates

• Virginia Environmental Excellence Program data to be submitted by April 1\textsuperscript{st}
• Air permit update – April 15\textsuperscript{th}
• Hazardous waste pickups on as needed basis (waste can only be stored for up to 6 months per VSU generator status)
Annual Steam Shutdown

- **Timeframe:** May 16, 2022 – June 16, 2022

Impact on Campus: no hot water in steam buildings

Planned Work Items:

**Spring Shutdown Work 2022:**

- Replace and insulate approx. 400ft of condensate pipe from Potato house back toward Davis Hall
- Replace steam and condensate line from main tunnel to Library
- Install temporary boiler connection at Potato House and install new service
- Maintenance and replacement of components on steam system at Daniel Gym
- Replace trap in vault at corner of Carter G Woodson & Barnes St.
- Install separate electrical services  #1 & #2 boilers
- Install new air compressor in Heating Plant
- Electrical maintenance at plant
Maintenance Update

- Clean and adjusted fresh air and return dampers for a better performance, air flow quality – COVID Related
- Upgraded the air filters to a better performance filter to improve air quality – COVID Related
- Prioritize (Residence Hall) student work request
- Furniture repair in all residence halls
- Painted rooms throughout the Residence Halls (Work Orders, not projects)
- Replaced carpet tiles Residence Halls (Work Orders, not projects)
- Decorated campus with holiday decorations
- Snow removal
Maintenance Update

- ABM and Facilities joint effort assembling and delivering desk shields campus wide
- ABM and Facilities joint effort in delivering PPE campus wide
- Assisted Athletics in various projects
- Power wash Roger Stadium home and away seating area
Custodial: Cleaning and Disinfecting

- Daily Disinfecting of classrooms & Residence Halls
- Room turns deep clean and disinfect
- Disinfecting spaces that are Covid related
- Cleaning coverage provided for all VSU events
- Additional coverage for trash pick up
Recently Completed Work
- Leaf cleanup
- Baseball/softball infield projects

Current Work
- Campus wide mulching
- Pre-emergent applications
- Prepping athletic fields

Future Work
- Continue mulching
- Weekly mowing (March/April)
- Spring sports seasons
Capital Outlay Updates
Current Maintenance Reserve Projects

Fauntleroy (Elevator) Accessibility Improvements

BRIEF SCOPE:
• VSU FAUNTLEROY ELEVATOR ADDITION FOR ACCESSIBILITY(& INTERIOR RECONFIGURATION)

PROGRESS UPDATE:
- PROJECT TEAM: TIMMONS/EYP (A/E) DANIEL & COMPANY (CONTRACTOR)
- VSU PM: RIANNA DAVIS GAETANO
- CONSTRUCTION IN PROGRESS
Current Maintenance Reserve Projects
Fauntleroy Roof Replacement & Drainage Improvements

SCOPE:
• INSTALL NEW STANDING SEAM METAL ROOF AND REPLACE FLAT ROOF SECTION.

PROGRESS UPDATE:
➢ START DATE: 6/23/2020
➢ PROJECT TEAM: TIMMONS/EYP (A/E), DANIEL & COMPANY (CONTRACTOR), VSU PM: RIANNA DAVIS GAETANO
➢ CONSTRUCTION PHASE COMMENCING
Future Maintenance Reserve Projects
Post Office Accessibility Improvements

BRIEF SCOPE:
- VSU POST OFFICE ELEVATOR ADDITION FOR ACCESSIBILITY IMPROVEMENTS WITH A NEW TOWER
- SECOND FLOOR ACCESSIBILITY IMPROVEMENTS

PROGRESS UPDATE:
- START DATE: 6/2021
- PROJECT TEAM: TIMMONS, GLAVE & HOLMES (A/E), VSU PM: RIANNA DAVIS GAETANO
- DESIGN: 90% COMPLETE (DEB REVIEWING)
Current Capital Projects - Academic Commons

**SCOPE:**
- Construction of 174,000 SF Academic building & New Ceramics Studio adjacent Fauntleroy Hall

**SCHEDULE:**
- Target Occupancy Date is Summer, 2024

**CURRENT ACTIVITY:**
- Demolition of Harris Hall, early sitework and utility relocations in progress
- Awaiting DEB Approval of Full Building Construction Design
Current Capital Projects - Construct Admissions Building

SCOPE:
• Construct a new 30,000 SF Admissions and Institutional Advancement building
• New parking to replace Lot 27
• Demolition of 2 - 4th Ave Buildings

SCHEDULE:
• Design Start – December, 2021
• Target Occupancy– Spring, 2024

CURRENT ACTIVITY:
• Program Confirmation/ Schematic Design in progress
Current Capital Projects - Construct MT Carter Annex

SCOPE:
- Construction of 13,600 SF
- Research and Cooperative Extension building

SCHEDULE:
- Construction Start August, 2021
- Target Occupancy Date is Spring, 2023

CURRENT ACTIVITY:
- Construction Underway
  - Sitework, Masonry and Structural Steel in progress
  - Building form emerging

SCOPE:
- Physical Security Improvements
- Electronic Security Measures
- Exterior LED lighting
- Steam System Efficiencies

SCHEDULE:
- Target Completion – Fall, 2023

CURRENT ACTIVITY:
- Perimeter Fencing Modifications
- Surveillance camera system modifications
- Exterior Access Control
- Exterior Lighting Additions and Modifications
- Boiler Plant and Steam System improvements
Current Capital Projects - Improve and Replace Technology Infrastructure

SCOPE:
- Provide additional infrastructure pathways for network reliability and security (duct bank, conduit and fiber)
- Correct issues impacting security, safety, and environmental conditions for telecommunications rooms and pathways
  - HVAC and electrical services
  - Fire protection
  - Physical security to utility manholes/hand holes.
- Relocate network equipment located in failed structures.
- Replace failed/antiquated technology in 105 classrooms.

SCHEDULE:
- Target Completion – Summer, 2024

CURRENT ACTIVITY:
Design - Separate Inside and outside plant teams
Current Capital Projects - Waterproof Campus Buildings

SCOPE:
- Waterproof foundation walls and improve drainage at nine E&G locations
  ➢ Addresses environmental space and indoor air quality issues in basements

SCHEDULE:
- Target Completion – Spring, 2023

CURRENT ACTIVITY:
- In Design
Current Capital Projects - Renovate Summerseat for Urban Agriculture Center

**SCOPE:**
- Renovation of the existing 1200 SF 1860 building as a land grant Agriculture Museum
- Construction of an on-site Kitchen Incubator/Educational Space with Pavilion
- Development of an Urban Educational Garden
  - Greenhouse/Hoop Houses
  - Community programs and food production
  - Site Improvements

**SCHEDULE:**
- Design Start – February, 2022
- Target Completion – Summer, 2023

**CURRENT ACTIVITY:**
Solicitation of Design Services
Current Capital Projects - Improve Heating, Air Conditioning and Ventilation Campuswide for Infectious Aerosol Control

**SCOPE:**
- Provide for modifications and or replacement of Heating, Ventilating and Air Conditioning (HVAC) systems to increase ventilation, filtration and humidity control in response to the COVID-19 pandemic recommendations for infectious aerosol control
- Work planned at 10 E&G buildings - Gandy Hall, Lula Johnson Hall, Davis Hall, Singleton Hall, Owens Hall, MT Carter, Virginia Hall, Institutional Effectiveness, Fauntleroy Hall and Jackson Place 3&4

**SCHEDULE:**
- Target Completion – Summer, 2024

**CURRENT ACTIVITY:**
- Pre-Planning Surveys required before design can begin
Completed Special Projects

Basketball Court Renovation & Viewing Area

Big Letters on University Avenue

Fitness Park at Fleets Branch

Renaming 4 buildings

Lucretia Campbell Hall
Completed Special Projects – Foster Hall

Entry Hardscapes and Landscaping Improvements

Amphitheater at Foster Hall

Color Changing LED Pergola Lights
Completed Special Projects - Overlook Amenities

Solar Shades

Color Changing LED Lights

Planters
Future Special Projects – Rogers Stadium

- **New Football Video Message/Scoreboard**
  ✓ Anticipated 10/22

- **New Artificial Turf Field and Track**
  ✓ Targeted Completion 8/22
Meeting Topics

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