Facilities Management

BUILDING MANAGERS MEETING 2021
IAVP Introduction
Cleaning Protocols
HVAC Protocols
PPE, Disinfectants and Chemical Relocations
ETEC Occupancy Protocols
ETEC Parking
Campus Construction Updates
BRT (Bus Rapid Transit) Project
Main Fountain: Enhanced Experience
IAVP Introduction
$3.6M Operating Budget cut
From **Customer Service** to **Operation Center** ...It’s just a name change
- Location, functions and services are the same
- Please utilize the AiM portal
- Centralization of core services
- Creation of a 2nd shift shop
Cleaning Protocols
General Custodial Guidelines

The following guidelines represent the Facilities Management's broad overview of routine custodial services and the general frequency of various cleaning tasks, given current campus resource constraints. Please note that the schedule and tasks described herein are subject to change without notice based on daily staffing levels, inclement weather, and emergency matters.

All instructional spaces and toilet rooms will be cleaned and disinfected overnight, using approved disinfectants. During the day, restrooms will be cleaned and disinfected as many as 1 to 3 times, depending on whether it is a high-use location (Campus Center, classrooms building) versus typical third floor limited office locations. During the day, high-use high touch surfaces, such as exterior door handles hand rails and elevator buttons, will be disinfected 1 to 3 times. Individual offices and front-facing counters (such as mail room and financial aid) will be issued disinfectant kits for DIY as necessary, however, plexiglass barriers and queuing markers will be installed to limit touch/contact points.

The University will follow Campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, and other facilities, consistent with CDC and Department of Health guidance as communicated by SUNY System Facilities management.


https://coronavirus.health.ny.gov/home
# General Custodial Guidelines

[https://www.albany.edu/facilities/documents/GeneralCleaningGuidelines.pdf](https://www.albany.edu/facilities/documents/GeneralCleaningGuidelines.pdf)

## I. Uptown Academic Podium; Downtown Academic Campus; Athletics; and Out Buildings

### A. Public Areas – Entrances, Lobbies, and Hallways

<table>
<thead>
<tr>
<th>Daily Tasks</th>
<th>Weekly Tasks</th>
<th>Monthly Tasks</th>
<th>Intermission</th>
<th>As Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Unlock academic building main entrance doors</td>
<td>➢ Public area trash cans cleaned</td>
<td>➢ Burnish public areas, hallways, and entrances if time/staffing permit</td>
<td>➢ Floors top scrubbed/striped and waxed</td>
<td>➢ Set up, break down, and clean up after events.</td>
</tr>
<tr>
<td>➢ Dust mop, wet mop or auto scrub vinyl or terrazzo floors, three days a week.</td>
<td>➢ Carpeted areas vacuumed as needed</td>
<td>➢ Walk off mats cleaned or replaced</td>
<td>➢ Glass display cases dusted</td>
<td>➢ Snow removal</td>
</tr>
<tr>
<td>➢ Empty trash and recycling bins and replace liners</td>
<td>➢ Windows and door glass spot cleaned as necessary</td>
<td>➢ Spot cleaning of walls</td>
<td>➢ Dust all vents, radiators and ledges</td>
<td></td>
</tr>
<tr>
<td>➢ Wash and disinfect water fountains</td>
<td>➢ Gum removal</td>
<td></td>
<td></td>
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<tr>
<td>➢ Remove graffiti</td>
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<td></td>
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<tr>
<td>➢ Wash and disinfect doors and door jams</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>➢ Walk off mats vacuumed</td>
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</tbody>
</table>

### B. Classrooms, Teaching Labs, Lecture Center, and Theaters

<table>
<thead>
<tr>
<th>Daily Tasks</th>
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</tr>
</thead>
<tbody>
<tr>
<td>➢ Clean white and chalk boards</td>
<td>➢ Clean trash cans</td>
<td>➢ Top scrub/strip/burnish vinyl tile floors</td>
<td>➢ Set up, break down, and clean up after events.</td>
<td></td>
</tr>
<tr>
<td>➢ Floors dust mopped, wet mopped or vacuumed, three days a week.</td>
<td>➢ Remove dust, dirt and cobwebs from corners and edges</td>
<td>➢ Bonnet buff/extract carpets.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Desks straightened,</td>
<td>➢ Gum removal</td>
<td>➢ Wash walls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Replace white board erasers/markers as needed.</td>
<td>➢ Vacuum carpets</td>
<td>➢ Wash window sills</td>
<td></td>
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</tr>
<tr>
<td>➢ Wash and disinfect table tops</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>➢ Sweep large debris</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Remove graffiti</td>
<td></td>
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</tbody>
</table>
General Custodial Guidelines - Focus

- Trash pick-up schedule
- Cleaning and disinfecting of high touch areas
- Sanitizer dispenser and bucket wipe locations
HVAC Protocols
Run bldg. air systems 2 hours prior to opening and 2 hours after closing

Outside air has been increased where practical

Air handler filtration upgraded to minimum MERV-11 with higher occupancy/need to higher levels as follows

- MERV 14: Health Center, Data Center
- MERV-13: University Library, Science Library, Husted, Humanities, Campus Center and East/West Expansions, Performing Arts Center, SEFCU, Physical Education, Lecture Center, Indigenous and State Quad Dining
- MERV-11: All other buildings not listed above
- 100% Outside Air – LSRB and Chemistry

Elevator and restrooms exhaust fans will run 24/7

Portable HEPA Filtration units provided to select Uptown and Downtown spaces with limited mechanical ventilation
PPE, Disinfectants and Chemical Relocations
Environmental Health and Safety (EH&S)

- Part of Facilities Management
- Service Oriented
- Address Safety Concerns and Issues
- Located in Chemistry B72
- Open 7:30 AM to 4:30 PM, except from 12 PM to 1 PM.
- Main Phone Number: 518-442-3495
Office/shop/department supervisors can request one cloth face covering for each of their staff by submitting an email to ehs@albany.edu.

Please list the department name, number of masks, and employee name(s). EH&S will respond via email when the masks can be picked up.
If your department/office needs disinfectant spray or hand sanitizer, please fill out the request form on EH&S’ website: https://www.albany.edu/ehs/

The EH&S website also provides the Safety Data Sheet for Oxivir Tb disinfectant and instructions for refilling your spray bottle.
To request hand sanitizer, fill out the request form on EH&S’ website:
https://www.albany.edu/ehs/
Various research labs are moving from ASRC and the Podium over to ETEC beginning this fall into next year. This is a phased move.

These labs use hazardous materials that must be packaged and moved by a qualified moving company.

This relocation of research labs involves the decommissioning of the research labs left behind.
EH&S will coordinate the move of the hazardous materials to ETEC.

EH&S will also coordinate the decommissioning of the research labs with their P.I.s, and the proper disposal of any hazardous waste generated from the decommissioning.

Nay Gosai, Chemical Hygiene Officer and Hazardous Waste Specialist from EH&S, will be the contact for this coordination process.
ETEC Occupancy Protocols
Occupancy Protocols

- Building Manager – Robert Nazzaro
- Assistant Building Manager – Laurie Thompson
- Operations
  - Served from podium
  - Unique blend of occupants
- Developing user manual
  - Help occupants function in a new building
  - Basic controls operation
  - How everyday operations work
    - Mail
    - Trash
ETEC Parking Summary

- Faculty/Staff and Commuter Students
- Resident Students 4pm-8am M-F
- Visitors - Pay and Display
- Reserved for SBDC Client (2)
- Reserved for NWS (26 total)
- Special Permit (1)
- Reserved for Dean CEHC & CEAS (2)
- Accessible Spaces (9)
- Special Permit (3)
- Vehicle Charging Station (2)

- UA Bus Service begins 8/23 2021
- BRT Bus Service begins Fall 2022
Campus Construction Updates
Podium Solar PV-1.5MW solar array panels

4,800 panels are being installed on 8 podium building and LSRB

This will generate about 60% of the anticipated electricity use for ETEC

Completion August 2021
Rehab Toilet Rooms for ADA Compliance
Rehab Toilet Rooms for ADA, Phase 2, 3 & 4

Scope:
- Rehab 79 restrooms in 14 buildings on the Uptown and Downtown campuses;
- Provide 19 All Gender restrooms in 14 buildings
- Provide 5 Lactation rooms in 5 buildings

Schedule:
4 Phases with construction to be completed around by Fall 2024.
Single Occupancy Restrooms – New Signage
Blue Light/Emergency Phones

UPDATES
Blue Light Emergency Phones

Scope:
- Remove emergency phones from 46 restroom, Universal and lactation room locations;
- Install emergency blue light phones in 16 new; basement and 1st floor locations in 8 buildings.

Schedule:
1. Removals by June 2021
2. Completion is yet to be determined.
Lecture Center Renovation 4 + 5

RENOVATION AND ADA COMPLIANCE
Lecture Center Renovation

- Lecture Center Renovation Phase 1, *Completed*
- Lecture Center Renovation Phase 2, *Final Construction (exterior)*
- Lecture Center Renovation Phase 3, *In Construction*
- Lecture Center Renovation Phase 4, *In-Design*
Lecture Center Renovation Phasing Plan
8 PHASE PLAN

Phase 4
Phase 5
Phase 6
Phase 7
Phase 8
GREATNESS IN PROGRESS
Scope

- Refresh throughout, with offices, classrooms, and new high tech huddle rooms.

Schedule:

1. Construction: In-progress
2. Occupancy: July 2022
Scope
- Provide new lower division class labs, classrooms, and support space.

Schedule:
1. Bid: July 2022
2. Occupancy: July 2025
Colonial G + H

RENOVATION
Scope:
Gut rehab converting the basement kitchen/dining area into a 17,000 sf Fitness Center, rehabilitating the (2) 94 bed residential units into 2 suites and studios each with restroom and shower facilities.

Tentative Schedule:
- Construction Starts: May 2022
- Construction Completion: May 2024
- Occupancy: Fall 2024
Former Albany High School, Phase IV

Scope

- Gut rehab of the South Wing to provide ~ 33,000 NSF of occupiable space, including MEP’s, furniture and AV.

Schedule:

1. Construction Start: July 2021
2. Construction Completion: March 2023
3. Occupancy: June 2023
Former Albany High School, Phase IV

Sub-ground Floor

Phase IV
Former Albany High School, Phase IV

Ground Floor

Phase IV
Former Albany High School, Phase IV
PE Building Renovation
Scope:

- Renovate Gym & Infill Pool – *in-progress*
- Phased Renovation – *next 6-10 years*
PE Building Renovation
Renovate Gym & Infill Pool – PE Building

Gymnasium Scope:

1. Install new sports floor
2. Remove old bleachers and install new south side bleachers
3. Install new basketball backboards and hoops
4. Install new scores table, sound system and score boards
5. Replace finishes on portable partitions
6. Install new branding for Women’s Varsity Volleyball venue
Renovate Gym & Infill Pool – PE Building

Project Schedule:
1. Design Docs out to bid: end of September 2021
2. Construction Starts: end of December 2021
3. Construction Ends: end of December 2022
Envisioning a Recreation Fitness Center

Rehabilitate PE Building
Rehabilitate PE Building

Project Scope:

1. Rehab all mechanicals, electrical, plumbing & windows.

2. Separate building into cores for Athletics and Recreation.

3. Provide for Recreation Programming including 13,000 sf Fitness Center, multi-purpose gym and group exercise spaces.

4. Provide for Athletics Programming including locker rooms, strength & condition and sport’s medicine spaces.

5. Meet energy and carbon reduction goals.
Rehabilitate PE Building Phase II

Schedule
ATHLETIC COMPLEX

Athletics’ Priorities
1. SEFCU Arena
2. Air Structure (Indoor Practice Facility)
SEFCU Arena

- Enhancements and amenities to greatly improve fan experience
- Rotates court to allow for more arena-like bowl seating
- Various seating options - from bleacher seating to high-end plush seating
- Increases ADA seating availability
- Combination of both fixed and retractable seating to continue to allow for increased floor area for non-gameday activities.
- Current budget estimate is $9.2M but will increase due to new change requests.
- Construction starts still undetermined but anticipate at least 12-month project duration.
• Size based on current installation at Utica College (roughly 136,000sf, 4x bigger than former bubble structure)
• Cost estimated at $4-6M depending on amenities
• Would house synthetic turf field (80% reg football field), NCAA-compliant indoor track, other amenities as space allows
• Small ancillary building structure may be included (budget dependent) to house toilet rooms, team facilities & coaching offices
Scope:
- ~25,000 SF
- Includes:
  - Football Offices
  - Football Locker rooms
  - Strength & Conditioning

Schedule: > 10 + Years
Campus Center Roof

**Scope**
- PCB removal, removal and replacement of existing EPDM roofs, and repair and paint of existing skylights.

**Schedule:**
- Bid process start on September/October 2021
- Construction start May 2022
- Completion Fall 2022.
P-1190 CAMPUS CENTER RE-ROOF PROJECT

SCOPE OF WORK
1. REMOVAL AND REPLACEMENT OF EPDM ROOF SYSTEM AT CAMPUS CENTER
2. BEPINTING OF SKY DOME STRUCTURE AND REPLACEMENT OF VISION PANELS AT SAME SKY DOME
3. PCB REMOVALS ASSOCIATED WITH REPLACEMENT OF EPDM ROOF SYSTEM

SCHEDULE
250 CALENDAR DAYS

BIDDING TO OCCUR IN SEPTEMBER/OCTOBER 2021

CONSTRUCTION BEGINS IN MAY 2022
Downtown Academic Roofs

REPLACEMENTS
Podium Canopy Repair
Canopy Repair
Colonial Parking and Pedestrian Improvements
Colonial Parking and Pedestrian Improvements

Project Summary

- Relocate existing parking from south side to east side
- Reduce lot to one entry
- Reduce vehicle and pedestrian conflicts between Empire Commons, Colonial Quad and Podium
- Resurface and stripe parking lot
- Associated landscape and lighting improvements
SE Podium Entry

PLACEMAKING
Entry Renovation

Primary entry to Academic Podium from new ETEC Pedestrian connector walkway

Cleaned area with new LED lighting, concrete pavement, wall coating refresh and landscape
Entry Renovation
Scope
Develop a connection through campus to downtown

Project Status
- Easement
- Maintenance Agreement
- MOU
- Schedule

Schedule
1. Bid June 2020
2. Construction to begin summer 2021
3. End 2022
Connector From Boor Studio to ETEC
Fuller Road To Indigenous Quad
Indigenous Quad to Boor Studio
Main Fountain: Enhanced Experience

PLACEMAKING
Enhanced Experience

- PHASE 1 – Spring 2021
  - Furniture

- PHASE 2 – Summer 2021
  - Lighting
  - Planters
  - Glass Graphics
  - Asphalt Art
THANK YOU
OFFICE OF FACILITIES MANAGEMENT