

***Building Administrator Roundtable  
October 15, 2008  
11:30 – 1:00 pm  
Appalachian Dining Hall – G17***

**Minutes**

1. ***Welcome*** – JoAnn Navarro

2. ***Introduction of Michael Kukawa, Director of Operations***

Michael joined Physical Facilities on May 15, 2008. He is finally getting around introducing himself and relayed the following telephone numbers for any issues folks might have:

M. Kukawa	7-2224
Customer Service	7-2226
Monitor Board after 3:30 PM	7-2341

***Introduction of Robert Markes, Director of Construction*** – JoAnn Navarro

Robert joined Physical Facilities August 28, 2008 and he is looking forward to working with the campus.

3. ***Introduction of Peter Napolitano, Director of Auxiliary Services*** – JoAnn Navarro

Peter joined Auxiliary Services in June 2008 and his extension is 7-4559.

4. ***Campus Construction Update*** – Karen Fennie

**East Campus Housing** – Work continues on the foundation walls at the site. Utility work is also underway and the first steel for the building shell is expected to arrive later this month. The completion date for the project is August 2009.

**Parking Lot “T” Construction** – Construction of a new parking Lot T began October 7 with fence installation. It will be located between the wings of Johnson and O’Connor Halls and will have 80 spaces to replace some of the 278 spaces lost due to construction of East Campus Housing. Tree removal began October 9 and work on the lot will be completed by early December.

**Engineering & Science Building** – Several tasks have been accomplished at the Engineering & Science Building work site since work began in September. Demolition of Biotechnology Building lobby is complete. The new building will connect to the Biotechnology Building in this area. Excavation has taken place on the west end of the site, footings have been poured for the rotunda lobby and utility relocations are underway. Work on the foundation will continue for the next few months. The completion date for this project is August 2011.

**University Union Renovation** – Asbestos abatement is complete and renovation work will begin in the next few weeks. Three temporary bus shelters are now in place until the enclosed

bus shelter that is part of the project is constructed. Renovation work will continue through the winter and the project will be complete in August 2009.

**Electrical Upgrades** – The first phase of an upgrade of the campus electrical system got underway in September. The work involves digging a series of trenches, installing a concrete duct bank and new electrical cables. The work is occurring along West Drive near Science III and IV. The project will proceed up West Drive toward the Academic Complex. Work will continue until mid December and then resume in spring 2009. The new electrical lines will feed new buildings such as Science V and East Campus Housing. The project will also help the campus better balance electrical loads, provide redundancy to the electrical infrastructure and allow for easier maintenance of the system.

**High Temperature Hot Water Line Replacement** – There are only a few weeks left until this multi-phase project is complete. Site restoration work has begun near the Science Library and Anderson Center. Trees will be planted and additional landscaping will take place. Some paving work will also occur. This project replaced several sections of the high temperature hot water system in several locations including areas near the Administration Building, Fine Arts, the Anderson Center, Science Library and Greenhouse. A separate high temperature hot water line project associated with East Campus Housing continues along East Drive. Work is scheduled to be complete at the end of October.

**Institute for Child Development Social Learning Center** – Work on the ICD Social Learning Center will wrap up in about another week. Work included constructing a social learning center, or playground, specifically adapted to the needs of children who are challenged by autism, and other developmental, learning and emotional disorders.

**Water Softener Facility** – Work is also nearly complete on a new water softener facility. The work involved construction of a small building which houses water softening equipment. The project will be finished at the end of October.

**West Gym Lobby Renovation** – A small renovation of the West Gym lobby was recently completed. Old trophy cases were removed, flooring was replaced and the area was painted.

**Anderson Center Reception** – Improvements to the Anderson Center reception area in the lobby are underway. Work includes installation of a bar and new carpeting and lighting. The work will be complete in mid October.

**Science I/II Courtyard Improvements** – New concrete sidewalks were recently installed in the Science I/II courtyard. New grass and planting beds have also enhanced the area. New benches will be installed as well. The work will wrap up at the end of October.

#### 5. *Upcoming Capital Projects* – Karren Bee-Donohoe

The Physical Space Inventory (PSI) is moving from the mainframe. Karren created a database and your updates are needed as soon as possible.

Science V is going out to bid on October 28<sup>th</sup>. Construction to begin in January and signage will be going up to notify everybody of the changes that are coming. The barriers will go up

when the students are gone. In November prior to construction new dock will be added because the existing dock will be turned over to the contractor.

East Campus Housing will be occupied in the fall of 2009. Contractor is on schedule. After the steel is up, pre-fabricated exterior panels will be slid into place.

After commencement demolition of Bingham and Broome Dining Halls will take place. Time has me allotted to salvage materials from the buildings. Some equipment from Newing Dining Hall and fire alarm components are some of the items to be salvaged. Hazmat and asbestos abatement procedures will be completed prior to the demotion.

Science IV electrical updates will be done. Work behind Physical Facilities and Academic I duct banks will be done in the spring. Studies for projects and critical maintenance throughout the campus are also scheduled. Money for critical maintenance projects come from bonded funds.

6. ***Engineering & Science Building Presentation (ITC)*** – Jesenko Muftic / Bill Hall

Bill Hall presented information on the Engineering and Science Building at ITC. The building has the following Green Energy Elements:

1. Geothermal heating and cooling for west atrium
2. Passive solar wall on south elevation
3. Thin film photovoltaic panels on south elevation
4. Heat recovery wheel on heating and cooling system
5. Natural day lighting via sky roof for interior corridors
6. Special cooling system for computing heat load – additional heat recovery from computer cooling
7. Project is tracking for LEEDS Silver Certificate – we are now looking at gold

7. ***Emergency Preparedness Updates*** – John Schwartz / Dave Hubeny

Binghamton University has implemented an Emergency Alert System to provide information to the campus. The emergency notification system was tested about one and a half weeks ago and the siren was heard in Binghamton and Johnson City. The siren is intended to notify people outside that they should seek shelter. Our system does have a voice message component to the siren but the campus was aware that it is not as effective when the sound bounces off nearby buildings. Weather related emergencies may be the most common use of the system. The NY Alerts can be sent as text to phones, voice message, fax notifications, lead boards in the dining halls, television cable 42, two-way radios are methods used to alert the campus community of an emergency. The two-way radios should be turned on when there is something unusual happening. During an emergency or an emergency test, use of the internet will be disrupted. You may telephone 777-7000 to access alert information. During the recent test the voice message was not sent. To receive the alerts people must register. You will need to re-register even if you were registered under the previous system. Currently there are about 3,500 people registered and please encourage everyone to sign up.

<http://bubrain.binghamton.edu/>

**8. *The Critical Role Building Administrators Play in Relation to Fire Prevention, Compliance and Evacuation* - Kate VanLoke / Connie Corey**

Fire Evacuation Plans are customized for each building with the exception of Physical Facilities and the dining halls and if you have not already received your binder, please sign it out. The fire inspectors will view the sign out sheet as proof that the binder was provided for your building. Kate VanLoke is available to attend department meetings to explain the emergency action plan and answer any questions.

EH&S website: <http://ehs.binghamton.edu/>

OFPC – code violations – The fire inspector conducts three inspections. If your area received a violation the previous year, you will be inspected again the next year. The first inspection is a courtesy inspection and indicates any violations that are found. The fire inspector will re-inspect areas where violations were found. If the violation has been corrected when the inspector makes the second inspection, the situation is finished. However, if it has not been corrected another violation is issued and a fine is imposed retroactive to the date of the second violation. The fines are levied depending upon the severity of the violation and the fine is calculated per day. The department that incurs the violation must pay the fines from departmental funds.

During fire drills people are to muster at the designated area for their building. Building Administrators should communicate to the people in their buildings where they are to assemble. Do not re-enter the building until the “all clear” message has been heard. Do not re-enter the building because the fire alarms have stopped but wait for the “all clear” message.

**9. *Open Forum – Exchange of Questions, Ideas & Issues* – All**

JoAnn Navarro shared that Sodexo, Physical Facilities and Auxiliary Services are working on a renovation for the Chenango Room. They will be gathering information regarding the types of service the campus would like the Chenango Room to provide.

Terry Dylewski, Internal Control Officer and Security Officer can help departments determine what information is considered confidential information. Contact the Physical Facilities Department for locked blue containers for confidential shredding. Campus departments need to follow policies for proper disposal of sensitive information and have a heightened sense of awareness of the need to protect confidential information

**10. *Next Meeting – Wednesday, March 25, 2009 (Location: Susquehanna Room)***

**11. *Comments to: JoAnn Navarro ([jnavarro@binghamton.edu](mailto:jnavarro@binghamton.edu))***