Facilities Services COVID Shelter In Place Planning

3-17-20

Program dependencies:

* how many students remain on campus, if any
* how many faculty/staff need access to buildings
* temperatures remain moderate, need for AC will require adjustments

Critical spaces:

* Animal holding in Knapp has electric reheat and Talbot boiler can provide heat as needed after HP shut down
* IT server room is on its own unit
* Ebaugh/Talbot labs will need the Talbot boiler once HP is shut down
* Museum is fed from Eisner plant, leave Eisner in operation
* The natatorium presents some challenges without the HP since we'll still need to maintain humidity operational changes will be required.

Heating Plant:

1. Run central plant as long as possible, probably at least another 2-3 weeks. Shut down as soon as mild temperatures allow.
2. Get Sam-Tal boilers reassembled and ready to operate to provide steam to A-Quad buildings. Can maintain temperatures in buildings if outside air temp stays above ~50℉, below that, buildings will be cooler than desired.

General buildings:

* Depends on use – set back or turn off HVAC where possible
* Academic buildings scheduled to minimize energy usage – depends on usage

Res Halls:

* Set all apartments to 55°
* Once vacated, either adjust the heating reset controllers or turn them completely off depending on forecast and availability of heating plant.
* Shut off hot water once vacated

Staffing:

Assumes employees are ‘critical’

Maintain current zones under current circumstances: Trades to report to your zone, maintain social distancing if you have contact with others; BSA’s to report to assigned building.

In the event of a 'shelter in place' order:

* send everyone home other than the heating plant
* handle all maintenance requests on a reactionary basis by zone
* Have one person from each zone walk their buildings Monday and Thursday of every week
* Potentially have HVAC techs monitor buildings from home in leu of having to walk buildings
* Trash pick up will be required as needed depending on how many people are on campus
* No services will be provided for offices or classrooms, public restrooms/building space will be policed by BSA’a or Supervisory staff on a weekly basis – depending on use
* Grounds will need to start cutting grass – details of how to do this pending

Room Clean Out:

Depends on how many rooms need just cleaned or packed and when/if ‘shelter in place’ is in effect or lifted.

* Estimated 5-8 days for BSA’s to pack rooms, additional time to relocate boxes to storage in Facilities Pole barn and Moon Hall (maybe other spaces TBD)
* Clean out of refrigerators needs to happen asap.
* Once rooms are cleaned, and ‘shelter in place’ is lifted, Trades staff can begin to address maintenance needs – reducing the need for contractor support