I. Call to Order 2:06 PM
II. Welcome and Introductions
   a. We welcomed a new student member: Roxane Nieves.
III. Approval of Agenda for 2/11/19 by unanimous voice vote
IV. Election of vice-chair
   a. Roxane Nieves voted vice-chair by unanimous voice vote
V. Approval of Minutes from 12/3/18 by unanimous voice vote
VI. Future meetings: March 4, 3-5PM; March 25, 2-4 PM; April 15, 2-4PM
VII. Standing Items:
   a. Parking Study
      i. Revisions to the Parking Survey have been submitted to Chelsea.
         1. Add a question about whether the Colston closing has changed
            their behavior and how?
         2. Colston repairs will affect the timing for when we release the
            survey.
      ii. L. Broughton will create a framework for the Parking Study report before
           the next meeting.
   b. Facilities Update (R. Auchincloss)
      i. Colston:
         2. They got an excellent electrical contractor, mechanical contractor,
            and an engineer in place immediately. Funding has been provided.
            DASNY is the official project manager and is providing the
            reports. (see attached reports)
         3. Asbestos abatement: On the third floor, some of the flooring tiles
            that are coming up from the floor have asbestos, so they have put a
            requisition for an abatement contractor. There is no issue with
            health and safety or indoor air quality because the tiles are not yet
            damaged.
         4. There is currently no evidence of any mold in the building. The
            areas have been dried out and deep-cleaned with bleach.
         5. Timing of building reentry still depends on further study of
            potential issues with the piping insulation of branch lines and risers
            for the radiators. The final engineering report will inform priorities
            for capital projects and renovations of Colston.
   ii. We discussed maintenance across campus.
      1. Are other buildings around campus in a similar situation with parts
         that are past their life expectancy?
2. The majority of preventative maintenance happens in offices because those areas are more accessible than classrooms.

3. The suggestion was made for Facilities to work with Scheduling to take groups of classrooms offline on a regular schedule to address preventative maintenance. Unfortunately, it may be too difficult to coordinate.

iii. The Committee on Space, Facilities, and Physical Plant recommends that the College issue a report that examines the emergency and the College’s response to the emergency to highlight what worked and what did not and to inform future emergency response. – This recommendation was passed by unanimous voice vote.

iv. The bridge to Alumni Gym has started construction.

v. Begrisch stair is still under construction. Concrete will be poured in the next two weeks.

vi. Brown annex roof is completed, but there’s extensive masonry work underway around RSCB.

vii. North Hall emergency roof repairs are completed.

viii. Utility Upgrade Phase V has begun and is in submittal phase. There will be a lot of impacts on campus.

ix. The pool is done except for punch list items.

x. L. Broughton brought up potential plumbing problems with the women’s restroom in the basement of Philosophy Hall.

xi. The committee discussed the process for students to report physical plant issues. Currently, students are expected to report issues to the department that is responsible for the space. The process would be improved if students could report issues through a centralized system and there were clear signs indicating the process.

xii. One of the behavioral changes that should come from this emergency in Colston is that faculty and staff need to make sure that all the windows are closed during the winter when they leave the rooms.

xiii. There are many small electronics that draw additional current (like microwaves, refrigerators, coffee pots, and heaters) within offices. Phase V will bring higher electrical capacity to the buildings (but not inside yet).

c. BCC and CUNY Policies:

i. Suggestions for Master Planning Process
   1. Greenhouse Update
      a. There is a plan this spring to clean out the existing greenhouse, repair glass, and to bring plants in.

ii. Work Order Policies and Service Agreements (D. Taylor)
   1. Progress of implementation of new Custodial Plan
      a. To date, they have instituted a “shift-bid” process that started the reorganization of staffing, which allows those custodials with the highest seniority to request their preferred shift. That was implemented in conjunction with Union agreement. The Union has signed off on the reorganization of shifts.

L. Broughton
b. The new shift structure is Shift 1 (7 AM – 3:30 PM), Shift 2 (11 AM – 7 PM), and Shift 3 (3 PM – 11 PM). There is no overnight shift.
c. Custodial staff had mixed reactions to the shift change.
d. There is more supervision to custodial work, with team structures. The evaluation of this change and the quality of work is ongoing. Colston’s deep cleaning has slowed down implementation.
e. The object is to come up with a service level agreement for each department. The creation of the agreements will be phased in during the Spring 2019 semester.
f. Currently there are 39 custodians on the books, with a number out on family medical leave, leaving approximately 34 active custodians. This does not include the 7 supervisors. (In September there were about 45 custodians; 6 were lost through attrition.)

2. Community use of campus facilities
   a. D. Taylor will liaise with Public Safety about the existing process for gaining access to campus.
   b. R. Auchincloss will find out about the process for pool access that is underway.
   c. L. Broughton will reach out to the Committee on Community Events.

VIII. New Business
   a. R. Nieves: There are reports of vending machines not working properly in North Hall Library, Meister, and 2nd floor Loew Hall, with both card readers and items getting stuck. The vendors are responsible for maintenance but the Business office holds the contract. R. Auchincloss will alert the Business office.

IX. Meeting Adjournment 4:05 PM.

Respectfully submitted,

Laura C. Broughton, Ph.D.
Chairperson, Committee on Space, Facilities, and Physical Plant

Attachments:
- January 25, 2019 Colston Hall Progress Update (& attachments)
- January 30, 2019
- February 6, 2019
Greetings to the Bronx Community College Family –

Welcome back for the Spring 2019 semester! As we begin this new year, we are confronted with a challenge resulting from the weather last week. As many of you are aware, we are off to an action-filled start with the temporary closure of Colston Hall. In the early morning hours of this past Tuesday, a series of leaks caused significant water damage throughout the building. Given the winter vortex conditions (freezing temperatures and high winds), major systems within the building either froze or were soaked, leading to a full power, electrical, heat, internet, and phone outage. In order to ensure that everyone is safe, the building was immediately closed and secured. Three sets of contractors have begun working to repair the power, pipe leaks, and technology. This afternoon, power was restored and we are working as quickly as possible to restore the building to full use. By early next week, we should have a better sense of the overall timeline for repairing Colston. Prior to re-opening the building, Colston will be inspected to ensure that it meets all health and safety standards. Union representatives will be invited to participate in that review.

Colston Hall houses six (6) academic departments, a number of student and employee services, faculty and staff offices, and classrooms. With everyone safe, our first and foremost priorities are: 1) ensuring that there is no major disruption to student learning and classroom instruction; 2) ensuring that faculty and staff have the tools and space necessary to perform their roles effectively; and 3) getting Colston Hall repaired and back online as quickly as possible. To that end, all classes originally scheduled for Colston Hall have been relocated to other rooms across campus. A list of classroom location changes is available at the top of the BCC homepage and here. By the end of the day tomorrow, this list will be updated with classroom changes beginning Monday. Faculty offices are also being relocated temporarily and we will post the locations on the homepage soon.

While Colston is closed, you will receive a number of BCC Broadcasts and emails providing details about services. They will contain very important updates. Please read and encourage others to read BCC Broadcasts, the website, and their BCC emails for these updates.

- The Campus Service Center is extending hours to assist faculty and staff with copy requests, distribution of packages, and manuscript or multi-page copying (requests can be made to DUPLICATING@bcc.cuny.edu).
- The Library will be providing additional assistance to faculty and staff who are unable to access their offices and details about library services are attached to this message.
- Additional information regarding the submission of timesheets, payroll, and paychecks is also attached. Hard copies of blank timesheets are located in South Hall and Language Hall.
- For those whose classes have been temporarily relocated, we are working to provide the technological support you would have had in Colston. We may not be able to accommodate all technological needs immediately, so please continue to provide feedback via our emergency response email (colston-help@bcc.cuny.edu) about your needs.
- Please consult with your Department Chairperson about any faculty textbook needs you may have before the start of your classes. They will be able to assist you with securing materials from the Akademos, the publisher, or the library.
- Additionally, student classes are being prioritized over all meetings and events scheduled. Pending the re-opening of Colston, events and meetings previously scheduled around campus may require relocation. Please plan to be flexible.
- For assistance with administrative relocations, please see the following:
<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistance with locating members of academic departments (Communications Arts &amp; Science, Education &amp; Academic Literacy, English, History, Modern Languages, Social Sciences)</td>
<td>Sage Hall, 2nd Floor Lab (SA 201)</td>
<td>Ext.#5401</td>
</tr>
<tr>
<td>Accounting Office</td>
<td>Children’s Center – Room 216</td>
<td>Ext.#3507/3509</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Meister Hall – Room 329</td>
<td>Ext.#5504</td>
</tr>
<tr>
<td>Budget Office</td>
<td>South Hall – Room 111</td>
<td>Ext.#5112</td>
</tr>
<tr>
<td>Bursar</td>
<td>Roscoe Brown Student Center – Room 308</td>
<td>Ext.#5617/5618</td>
</tr>
<tr>
<td>Business Office</td>
<td>South Hall – Room 305/308</td>
<td>Ext.#3197</td>
</tr>
<tr>
<td>CTLT</td>
<td>Philosophy Hall – Room B2</td>
<td>Ext.5159</td>
</tr>
<tr>
<td>Duplicating Requests</td>
<td>Campus Service Center – Roscoe Brown – Main Floor. Please submit duplicating requests in person, or via email to <a href="mailto:duplicating@bcc.cuny.edu">duplicating@bcc.cuny.edu</a></td>
<td>Ext.#5365</td>
</tr>
<tr>
<td>Evening and Weekend Services</td>
<td>Loew Hall – Room 208</td>
<td>Ext.#5703</td>
</tr>
<tr>
<td>Faculty Advisors</td>
<td>Sage Hall - 2nd Floor Lab (SA 201)</td>
<td>Ext.#5460</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Roscoe Brown – Playhouse</td>
<td>Ext.#5105</td>
</tr>
<tr>
<td>ID Room</td>
<td>Campus Service Center – Roscoe Brown – Main Floor</td>
<td>Ext.#5365</td>
</tr>
<tr>
<td>Information Systems (Data and Report Requests)</td>
<td>New Hall – Room 25</td>
<td>Ext.#5666/5363</td>
</tr>
<tr>
<td>Information Technology Helpdesk</td>
<td>Roscoe Brown Student Center – Room 309C</td>
<td>Ext.#5969/5970</td>
</tr>
<tr>
<td>IT Campus Endpoint Service Delivery (Hardware and Software Configuration)</td>
<td>New Hall – Room 25</td>
<td>Ext.#5666/5363</td>
</tr>
<tr>
<td>IT Enterprise Networking Identity Solutions (Network, User Accounts, and CUNYFirst Requests)</td>
<td>New Hall – Room 25</td>
<td>Ext.#5666/5363</td>
</tr>
<tr>
<td>MetroCard Distribution</td>
<td>Roscoe Brown Student Center – Room 308</td>
<td>Ext.#5969</td>
</tr>
<tr>
<td>New Faculty Seminar</td>
<td>Meister Hall – Room 318</td>
<td>Ext.#5500</td>
</tr>
<tr>
<td>Payroll Distribution</td>
<td>Roscoe Brown Student Center – Room 308</td>
<td>Ext.#5969</td>
</tr>
<tr>
<td>Payroll Office</td>
<td>South Hall – Room 111</td>
<td>Ext.#5112</td>
</tr>
<tr>
<td>Purchasing</td>
<td>Meister Hall – Room 329</td>
<td>Ext.#5504</td>
</tr>
<tr>
<td>Registrar</td>
<td>Roscoe Brown – Playhouse</td>
<td>Ext.#5163</td>
</tr>
<tr>
<td>Student Registration</td>
<td>Sage Hall – 2nd Floor Lab (SA 201)</td>
<td>Ext.#5401</td>
</tr>
<tr>
<td>Timesheet Submission</td>
<td>South Hall – Main Floor – Human Resources Service Desk. Part-time staff can submit their timesheets in person, or via email to <a href="mailto:payroll@bcc.cuny.edu">payroll@bcc.cuny.edu</a></td>
<td>Ext.#5119</td>
</tr>
</tbody>
</table>

Thank you in advance for your patience. Unexpected situations like this cause a lot of disruption. This is no different. We understand that there will be some confusion while we make changes and accommodations and hope to limit the impact on the campus community to the greatest extent possible. Thank you in advance for working together to provide continued quality service to our students. Additional updates will be broadcast as available.

Karla Renee Williams, Esq.
Executive Legal Counsel & Deputy to the President

http://site.bcc.cuny.edu/broadcasts/2019/02/Part_Time_Weekly_Staff_Timesheet.xls
Greetings:

On Friday, January 25, 2019, you received a BCC Broadcast with some initial details on the Colston Hall closure. Before sharing the updates on progress, I would like to take this opportunity to thank you for your flexibility and patience during a challenging transition period. Unexpected closures, classroom movements, and office relocations are not only frustrating but can create a lot of confusion in an already stressful and busy start of the semester. It is a testament to the exceptional character and devotion of Bronx Community College faculty, staff, and students that we have been able to pull together and continue to provide exceptional service in the face of obstacles.

- Thank you to Liyeira Lopez-Friedman, Enrollment Registrar Specialist, and Victor Quezada, CUNY Office Assistant, for their diligent weekday, evening, and weekend work to identify, reschedule, and relocate the 500+ classroom sections from Colston Hall to other locations on campus. They were able to coordinate this effort in two days without the need to change class times and without significant displacement of existing program offerings.
- Thank you to our Administrative Superintendent Anthony Colon and his Physical Plant teams for ensuring that each of the identified spaces were clean, properly equipped with desks and chairs, and able to house students without delay. They balanced the relocation transition while simultaneously providing critical response and support for the repairs in Colston Hall.
- Thank you to Chief Information Officer Loic Audusseau, Deputy Chief Information Officer Luchy Martich, IT Academic Applications Manager Jose Lai, and their IT teams for providing technological support and ensuring that all available technology was available in swing spaces and relocated offices and classrooms. This team has also been providing critical response in Colston Hall to assess and rehabilitate the electronic infrastructure, so that the building can come back online with internet, electrical, and telephone services.
- Thank you to all members of Public Safety for ensuring safe entrance and exit in and around Colston Hall while the various systems are being repaired. They have been providing traditional safety and security services while also ensuring that all property and belongings in Colston Hall are secured during assessment, repairs, and restoration of the building. They are also providing critical fire safety watch around the clock and routing students from the campus gates to their relocated classroom spaces.
- Thank you to Abner Felix, Director of Environmental Health and Safety, for working with the CUNY health and safety teams to ensure that Colston Hall is safe for contractors to conduct their work. He has been instrumental in providing guidance in response to faculty and staff questions surrounding mold and asbestos.
- Thank you to the teams in Financial Aid, Registrar, Bursar, and the Nights & Weekend Office for seamlessly continuing your student-facing services in unusual locations and with pleasant and helpful
demeanors. Despite all hurdles, we were able to meet more than 90% of our enrollment numbers as compared to this time last year. That is quite an impressive feat, given the circumstances.

- Thank you to Richard Ginsberg and the Communications and Marketing team for working throughout the evenings to ensure that students and employees had timely information about changes and updates on the website. This group also worked off hours to create all of the fliers that students received, detailing the location changes.
- Thank you to members of the Physical Plant Services Powerplant and the Facilities teams for their support of the emergency contractors and for their stewardship of the campus heating systems.
- And thank you to all of the Department Chairpersons, faculty, and staff who have continued to advance the mission and vision of Bronx Community College in service to our students. Many academic departments are currently housing faculty and staff from other departments. Everyone has been willing to share equipment and resources to pitch in and help. It is most appreciated.

To anyone I may have inadvertently left off of the list, please know that your contributions are valuable and did not go unnoticed. It would be impossible to say thank you to every person individually. But our progress at the beginning of this semester could only have been done with your collaboration and cooperation. Thank you.

Now for building updates.

As of Friday, Colston Hall was without all heat, electricity, internet, power, etc. As of today, electricity has been restored. The heat has been restored in all areas of the building (except for 45 rooms, which house 60+ damaged radiator systems). The heat is currently on very high in order to dry out all remaining water that penetrated the building. Heaters have been ordered and are being placed in many of the unheated locations and in the stairwells, in order to ensure that there is no additional damage while repairs continue. Damage is much less extensive than originally anticipated but will require extensive cleaning floor by floor. Robin Auchincloss in Campus Planning will be leading the effort to identify problem areas and priority. First, repair personnel (including the three sets of contractor teams) will restore the building for use. Second, the cleaning teams will clean the building and repair any easily repairable floor and ceiling tiles. Third, a schedule will be set for more major repairs, in order to prevent any future hazards. The majority of the damage is isolated to the Northern portion of Colston Hall on the West side. Only one water leak was located outside of this area. At this time, repair to the fire suppression system is complete and the system has been recharged. This step was critical in allowing access to the building.

Now that electricity has been restored and is no longer fluctuating, IT will begin the process of testing, repairing, and replacing the switches that control phone and internet throughout the building. They anticipate this initial process taking less than 24 hours. This will start in the main electrical room and will continue in the IT closets on every floor until full service is restored. Once complete, IT will be able to determine which computers and electronics have been damaged and need repair or replacement. PCs will be available for any replacements that are necessary. One IT team will be deployed to troubleshoot all of the phones and a second team will be deployed to troubleshoot the computers. Working computers will be available once the space is ready for occupancy.

As we prepare for another major cold weather snap tomorrow evening into Thursday, we have teams set to check for any open windows, drafts, and leaks in buildings. Public Safety will be patrolling and monitoring for any unusual conditions and extra Physical Plant Services staff will be scheduled for freeze watches. We have extended our emergency response plans from snow emergencies to include flash freeze and other severe cold weather emergency protocols.
Finally, I want to note that initial assessments reveal that there is no presence of mold or disturbed (friable) asbestos in Colston Hall. Precautions are being taken to ensure that conditions in the building do not allow for the growth or development of mold or any other airborne hazards. Prior to allowing anyone into the closed spaces, the area will be fully reviewed and cleared by CUNY Health and Safety, FDNY, and all relevant health departments to ensure safety. Union representatives will be invited to participate in those final walkthroughs.

While disruptive, the response to the Colston Hall closure demonstrates how well we are all able to work together in times of great strain and upheaval. Imagine the power of harnessing this same energy to improve student success! Additional updates will be provided on a regular basis and we look forward to getting the space restored as quickly as possible so that everyone can return to normal business functioning. Again, if you have any questions or concerns, you can email colston-help@bcc.cuny.edu for quick responses.

Karla Renee Williams, Esq.
Executive Legal Counsel & Deputy to the President
To Members of the Campus Community –

On January 25th and January 30th, you received updates on Colston Hall and the progress towards bringing the building back online for use. Since then, there has been a significant amount of work completed and I wanted to share it with you.

**What Exactly Happened?**

At the request of DASNY, Genesys Engineering P.C. and Sierra Mechanical evaluated Colston Hall and prepared a Status Report on Emergency Repairs. This report, which is attached to this Broadcast, explains the background and conditions that led to the building failure.

**IT:**

Our network has been fully restored in Colston. All damaged equipment was successfully swapped in the main technological room and end-points reconnected. With the exception of a few specific devices, all areas are operational. From all the reports we gathered, we estimate that 90% of the equipment in the building is working properly at this time. The remaining 10% is being addressed immediately. Network infrastructure, Cisco phones and lines, Fujitsu phones and lines, and Public Safety cameras are all fully operational. Wireless access appears to be fully operational, but we will continue to test and check areas where the signals may be weak throughout this week. Almost all printers are back online and we are working to fix the ones that are not as quickly as possible. Thank you to Loic Audusseau, Luisa Martich, Jose Lai, and their teams for working quickly and efficiently to get this section of the building restored.

**Community Hall:**

Questions arose about whether departments or individuals would be returned to Colston Hall piecemeal and before the entire building was restored to full use. Concerns were raised about whether failure to return to the building at this time is due to an air quality issue. Once again, I would like to assure everyone that no person or services will be returned to Colston Hall until it has been fully cleared for any potential environmental health and safety issues. While there is still cleaning and repair to be completed, there are no air quality issues that we are aware of.

That said, it is important to note that Colston Hall is separate from an adjacent structure (Community Hall). [http://www.bcc.cuny.edu/wp-content/uploads/2018/05/campus_map.pdf](http://www.bcc.cuny.edu/wp-content/uploads/2018/05/campus_map.pdf). Both buildings were initially closed to complete an assessment of damage. Community Hall did not sustain damage, with the exception of the technical and electrical outages. At this time, the Bursar’s Office has returned to Community Hall, along with some classes. The Bursar move was expedited to ensure that there was proper security and cash management for campus transactions.

**Colston Hall:**

Contractors were present on campus this week to install the first set of coil replacements at Colston Hall. Attached, you will find a PDF containing the locations of those replacements. When the building was initially closed, heat and electrical systems had to be restored. In order to ensure that the building was dry and conditions were appropriate for assessment, the temperature in the building has remained very high. Contractors are working this week to stabilize the heating.
Because of the high temperatures, it would be inappropriate to consider bringing any classrooms, offices, or individuals back into the space piecemeal until the building climate is reasonable.

Once the heat is stabilized across the second floor of Colston Hall, contractors will then move to the offices starting with the 8th floor and working down the building. The goal is to try to reopen the top half of the building (5th floor up) prior to the end of February. Sixteen locations within the building will require full flooring replacement and ten may require asbestos abatement. The process for floor replacement could potentially disrupt the learning and working environment, and we will not move any individuals, departments, or classes into the space until this work is completed. We are working to schedule that work as quickly as possible.

**Other Campus Infrastructure Projects:**

While the work on Colston continues, there are still a number of other campus projects that are underway. The Alumni Bridge leading to the Alumni Gym is being repaired. Exterior repairs are being completed on Bliss Hall. Stairs are being replaced in Begrish Hall beginning this week. And the repairs on the exterior of Roscoe Brown continue.

As always, if you have any questions or concerns, you can email colston-help@bcc.cuny.edu. Someone will respond quickly. We have received a few direct messages about temperatures and water leaks in other areas of the campus, which have been addressed immediately. Thank you again to all who are working so hard to restore Colston Hall and improve other areas of the campus. Thank you to all faculty and staff for remaining patient during this period of transition. I will continue to provide updates as they are available.

Thomas A. Isekenegbe, Ph.D.
President


[http://site.bcc.cuny.edu/broadcasts/2019/02/19_01_CO_PLANS_EMG_HTG_COIL_REPL.pdf](http://site.bcc.cuny.edu/broadcasts/2019/02/19_01_CO_PLANS_EMG_HTG_COIL_REPL.pdf)
FULL FLOOR SHOULD BE REMOVED. OPTIONS FOLLOWING REMOVAL ARE:

A1. PPS SAND & CLEAN LEAVE TILL CAN REPLACE OVER SUMMER
A2. VENDOR FLASH PATCH AND INSTALL NEW FLOORING AND BASE
B. AT MINIMUM NEED TO REPLACE HALF FLOOR.
C. PPS REPLACEMENT OF SPOT TILES 6-20 IN QUANTITY
D. LAST GROUP TO BE REPLACED

TOTAL REQUIRES ABATEMENT
Memo: Status Report on Emergency Repairs to Colston Hall, Bronx Community College

Building Systems Analysis

<table>
<thead>
<tr>
<th>System</th>
<th>Electric System</th>
<th>Heating System</th>
<th>Standpipe and Sprinkler</th>
<th>Fire Alarm System</th>
<th>Domestic Cold &amp; Hot Water</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Operational</td>
<td>Partially Operational</td>
<td>Not Operational</td>
<td>Operational</td>
<td>Operational</td>
</tr>
<tr>
<td>Current Issue</td>
<td>None</td>
<td>Some rooms without heat, see discussion below</td>
<td>Fire Pump not operational, but system is filled with water</td>
<td>There is one alert requiring a reset.</td>
<td>None</td>
</tr>
</tbody>
</table>

Background:
DASNY requested the assistance of Genesys Engineering and Sierra Mechanical to investigate, assess, repair and restore the building to a usable condition.

During the Martin Luther King Holiday Weekend, January 21, 2019 there was a power dip and voltage drop at some point. The heating hot water pumps were running at that time. However, the voltage drops resulted in a higher amperage draw, the higher amperage draw caused the motor overloads to trip, shutting off the heat in the building.

The HVAC system in Colston Hall consists of dual temperature unit ventilators in every room. These units, referred to by the school as fan coil units, have a single coil that is used to circulate either hot water or cold water depending on the outside temperature. Each unit also has a louver to bring in outside air for ventilation. The fan coil units were installed in the 1984 building renovation when the building was converted from a dormitory to classrooms and offices, making the units about 35 years old. The ASHRAE service life expectancy for classroom unit ventilators is 20 years.

Each unit has dampers to prevent outside air infiltration when the units are off, however over time these dampers can fail or become out of adjustment. The flow of water thru the coils prevented freezing conditions in the coils. However, when the pumps failed, multiple fan coil units froze and burst, resulting in floods of hot water in the building.

The hot water ran down inside the building into the electric service room soaking the electrical service and distribution equipment. This was turned off by the Bronx Community College personnel.

Similarly, with no heat in the building the Bronx Community College personnel shut off and drained the domestic water system and the sprinkler and standpipe system.

Electric System Status:
Electrical power has been restored to the building. The electrical cabinets and distributions equipment were turned off due to flooding and wet conditions. The equipment was dried out, tested with a megger and returned to service. No further issues have been noted with the building electrical system. Although some electrical/electronic equipment in offices and classrooms may require repair/replacement.
**Heating System Status:**
The building has about 330-unit ventilators, 63-unit ventilator coils failed. This works out to about a 20% failure.
Heat has been restored to the building, on January the temperatures in hallways and classrooms measured in the 70s or 80s through the building. The stairwell temperatures were measured in the 60s. The high temperatures were helping to dry out residual water from the flooding.

The investigation by Genesys Engineering and Sierra Mechanical found damaged coils in the following rooms:

<table>
<thead>
<tr>
<th>Second Floor</th>
<th>Third Floor</th>
<th>Fourth Floor</th>
<th>Fifth Floor</th>
<th>Sixth Floor</th>
<th>Seventh Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>300</td>
<td>409 x 2</td>
<td>503 x 2</td>
<td>600</td>
<td>702</td>
</tr>
<tr>
<td>201</td>
<td>311</td>
<td>411 x 2</td>
<td>513</td>
<td>602 x 2</td>
<td>707 x 2</td>
</tr>
<tr>
<td>202 x 2</td>
<td>314A</td>
<td>412 x 2</td>
<td>513A</td>
<td>603 x 2</td>
<td>708</td>
</tr>
<tr>
<td>203 x 2</td>
<td>315 x 2</td>
<td>413 x 2</td>
<td>514B</td>
<td>611</td>
<td>712 x 2</td>
</tr>
<tr>
<td>211 x 2</td>
<td>316</td>
<td>414 x 2</td>
<td></td>
<td>614 x 2</td>
<td>713 x 2</td>
</tr>
<tr>
<td>212 x 2</td>
<td>316A</td>
<td></td>
<td></td>
<td>615 x 2</td>
<td>714 x 2</td>
</tr>
<tr>
<td>213 x 2</td>
<td>317 x 2</td>
<td></td>
<td></td>
<td>616 x 2</td>
<td>715</td>
</tr>
<tr>
<td>214 x 2</td>
<td>319</td>
<td></td>
<td></td>
<td>617</td>
<td></td>
</tr>
<tr>
<td>215</td>
<td>320</td>
<td></td>
<td></td>
<td>618</td>
<td></td>
</tr>
<tr>
<td>216</td>
<td>348</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>227</td>
<td>12 coils</td>
<td>10 coils</td>
<td>5 coils</td>
<td>14 coils</td>
<td>11 coils</td>
</tr>
</tbody>
</table>

Sierra has located a local supplier who has started fabrication of replacement coils, the first batch of 12 is expected on next Monday. The full complement of unit ventilator coils should be available within three weeks.

During the initial repairs, Genesys directed Sierra to install new isolation valves for each coil. These isolation valves will allow the replacement coils to be installed without any impact to the operation of the heating system.

Options for temporary heat:
- Temporary 15 kw electric heaters were installed today at the bottom of the stairwells to provide heat and protect the standpipe risers.
- Temporary 15 kw electric heater was installed in the hydronic hot water pump room.
- Temporary 30 kw electric heater was installed in the room with the fire pump, sprinkler service and water service.
- Temporary electric heaters can be added to the rooms without heat using the existing electrical wall receptacles.

**Standpipe and Sprinkler System Status:**
The standpipe and sprinklers have been filled with water. However, the fire pump is not operational. It is reported that the fire pump issues predate the recent heating emergency. The fire pump is an older installation and the College electricians are working on replacing the motor and the repairing the controls system. I spoke with George Meyreles the chief electrician who reported that the fire pump will be operational by Friday.
Fire Alarm Status:
When the electricity was turned off for the building the Fire alarm also went down. When the electricity was restored the fire alarm came back on, however there is one alert that needs to be reset as the panel on the first floor keeps beeping.

Domestic Water System Status:
The Domestic Water, cold and hot was shut off and drained by the college personnel. After heat was restored to the building the domestic water service was restored by college personnel with no issues.

Current Building Status:
Genesys Engineering recommends that all life/safety system in the building be operational prior to normal occupancy of the building. Thus, the fire pump which is required for operation of the Standpipe and Sprinkler systems should be made operational before the building is occupied. Sierra has arranged for the first batch of 12 is expected on next Monday. The full complement of unit ventilator coils should be available within three weeks.

Respectfully submitted,

John L Elder, PE
Project Manager
Genesys Engineering | Willdan

629 Fifth Avenue
Building 3, Suite 111
Pelham, NY 10803
914-633-6490 x5136 (office)
516-313-5807 (mobile)