

FEE-FOR-SPACE

SPECIAL REPORT TO THE JOINT FISCAL COMMITTEE

SEPTEMBER 18, 2007



DEPARTMENT OF BUILDINGS AND GENERAL SERVICES
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Fee-for-Space
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September 18, 2007

Section 32 (b) of No. 65 Acts of 2007 requires the commissioner of Buildings and General Services to prepare an analysis of the fee-for-space program. To do so a number of documents and studies have been compiled and are included as appendices to this report. Included are:

FACILITIES OPERATIONS REVOLVING FUND, which is a brief history of the program and its objectives, the defined purpose of the fund and a narrative of how the rental rate is constructed.

SERVICES INCLUDED IN THE FEE-FOR-SPACE RATE, which defines the services provided by the program.

MAINTENANCE STANDARDS, which defines the responsibilities of the maintenance employees and describes the service level expected.

CUSTODIAL CLEANING STANDARDS, which defines the responsibilities of the custodial employees and describes the service level expected.

CURRENT LEASE RATES FOR NEWPORT, RUTLAND, AND SPRINGFIELD, which lists the current leases held by the State in each of these towns, their terms and an estimate of the total cost per square foot of each.

AVAILABLE RATES FOR NEWPORT, RUTLAND, AND SPRINGFIELD, which lists space currently available for lease in these towns and an estimate of the total cost per square foot of each.

FEE-FOR-SPACE COSTS FY'07, which is a chart showing the actual cost of operations in each of the State owned buildings in the three towns, the cost of operations when calculated as a district rate, the district rate charged during FY'07 and the difference between the actual cost and the billing by building.

BUILDING PROFILES, which is a collection of data on each State owned building in Newport, Springfield and Rutland.

ENERGY INFORMATION: NEWPORT, RUTLAND & SPRINGFIELD, which is a tabulation of energy costs and data at the State owned facilities in those towns.

INCENTIVE PROGRAM, which is the report, sent to the 2007 General Assembly that describes what the Department of Buildings and General Services is doing to provide incentives to departments to encourage energy conservation.

The legislation requires "an analysis of the fee-for-space program with the objective of determining appropriate rates to charge departments that use state-owned buildings."

The enabling legislation (Section 269 of No. 152 Acts of 2000) states that "Said program shall be designed to achieve the following: to appropriately reflect total space costs within agency budgets."

Neither piece of legislation appears to question the cost of operations but, rather places emphasis on the "appropriate" distribution of those costs. By examining the document entitled Fee For Space Costs FY-07 one can determine that although the difference between billing vs. actual cost is negligible in total, there are considerable differences when compared building by building. This was one of the factors that led BGS to convert from a building by building (or town by town) billing structure to the broader district wide structure currently in place. It was our experience that building by building costs can vary widely from year to year. A return to building by building rental rates will bring a return of rates that vary widely from year to year. Attention will again be focused on how much the rates on a particular building go up or down. We have found this to be distracting to the budgetary process from experience and cannot recommend a return to those emotional appeals.

At the same time, the cost of operations should not go without review. The current system which provides two levels of review (Executive and Legislative) ensures the checks and balances demanded by the citizenry to ensure the appropriate level of funding within the priority hierarchy of the overall budget. While facility managers would prefer a budget process based upon standards, the reality is that budgeting in the public sector is based upon priorities. Thus, we maintain the fee-for-space budget (and ensuing rental rate) should remain dependent upon the budget process as outlined in the document Facilities Operations Revolving Fund (creation of the rental rate).

We are, however, sympathetic to the inequities of the past wherein storage space was billed at the same rate as office space. This inequity becomes especially acute to departments dependent upon special funds that can not rely on an allotment of general funds to cover inflated storage space rates. To that end we surveyed the private sector and determined that storage space is generally billed at about seventy-five percent of full service space for heated storage and at twenty-five percent of full service space for cold storage. We will be introducing an FY-09 budget that will take into consideration different billing rates for the two types of storage space.

We also are sympathetic to departments who have vacated space during the time elapsed between budget preparation and the end of the budget year (up to an eighteen month period). Clearly, departments should not be charged for space they no longer occupy, and in case of federally funded programs, they can not be charged for space they no

longer occupy. BGS has recommended that the fee-for-space program be billed in real time quarterly. Further BGS has recommended that departments that exhibit desired behavior by lessening their demand for space be rewarded by being allowed to keep any rental savings.

Section 32 (b) of No. 65 Acts of 2007 also requires BGS to analyze the cost of operating the State owned buildings in the three towns taking into consideration the local market rates for rental properties. We have done so and a review of the documents Fee-For-Space Cost FY-07, Existing Leases in Newport, Springfield and Rutland, and Available Rates for Newport, Springfield and Rutland show that the Fee-For-Space rates are favorable.

The section also sought recommendations as to how fee-for-space charges and employee incentives could be designed to provide incentives for energy efficiency. Please refer to the report Incentive Program. This report describes how the Fee-for-Space rate automatically transfers any cost savings from energy conservation (or any other measure) to the tenants of fee-for-space buildings. However, in the budget process, if the fee-for-space rate goes down, so too does the budget allocation. On a macro level this is viewed positively. If a department does not need the funding, it can be directed to a greater need. On a micro level this may leave a department without monetary incentive to conserve but with a sense of accomplishment, none the less. BGS must support current practice. BGS does, however, support individual incentives as outlined in the report.

In Summary, our recommendations are as follows:

Retain the current District Wide billing structure.

Retain the current budgeting process and creation of the rental rate.

Initiate rates that reflect the lesser cost associated with storage space.

Invoice in real time on a quarterly basis.

Continue to seek incentives supporting energy conservation.

**Facilities Operations
Revolving Fund**

FACILITIES OPERATIONS REVOLVING FUND

(Fee-for-Space)

Section 269 of No. 152 Acts of 2000 authorized the creation of a Facilities Operations Revolving Fund. This legislation is the culmination of a decade's worth of study and discussion. Some of the rationale for this program can be found in the legislation itself.

"Said program shall be designed to achieve the following: to appropriately reflect total space costs within agency budgets." Prior to this program, the cost of housing agencies has been provided by direct general fund and transportation fund appropriation to the Department of Buildings and General Services (with the exception of a number of internal service and enterprise funds which were assessed a rental rate based upon the cost of Facilities operations). This meant that the cost of Facilities operations for programs supported totally or in part by other sources of funds were, in fact, receiving a subsidy from the general/transportation fund. Programs supported by Federal funds or special funds were in essence housed at the expense of the general/transportation fund. Additionally, the true (total) cost of a program could not be found by looking at the program budget because the cost of housing was contained in the Buildings and General Services budget. And finally, the cost of construction was, and continues to be, funded through general fund obligation bonds and debt service remains paid by means of general fund appropriation (with the exception of three buildings).

By moving to a Facilities Operations Revolving Fund the expenses of operations, depreciation and interest can be allocated by means of a rental charge to occupant agencies thus ensuring that the program receiving the services is equitably and completely assessed its proper share of housing expense. To date, only the operations costs are included in the fee-for-space rates. Depreciation and interest payments (debt service) continues to be paid by general fund appropriation.

"to maximize the receipt of non-state dollars for space-related costs." When departments must budget for the cost of their space through a rental fee they are forced to utilize any non-state funding sources available to them in the same manner as they do for other items in their budgets. They are motivated to maximize the use of non-state funds. When allocating the general/transportation funds currently appropriated to the Department of Buildings and General Services to other departments, the Department of Finance and Management take into consideration the availability of non-state funding.

"to improve state space utilization." Under the previous program, departments had no incentive to be space conservative because Buildings and General Services was paying the expenses associated with space. It was believed that departments would be more conscious of their space usage when they must support the cost. Further, it was believed that the departments would become more active partners in energy conservation measures and best facilities operations practices since they have a stake in the maintenance of the infrastructure. This proved true in the three buildings that were first placed under a fee-for-space arrangement. The occupants of 108 Cherry Street in Burlington and 20 Houghton Street in St. Albans have

contributed to the planning of maintenance in their respective buildings and have voiced their opinions regarding staffing and scheduled repair and maintenance. Indeed, the Department of Buildings and General Services well expected a new set of issues under the fee-for-space program, as tenant agencies voiced their concerns and issues with the operations of the buildings. It was anticipated that the tenant agencies would demand a higher level of service than was currently provided. Instead, much of the debate regarding this program has been focused on the cost of space. The program was reviewed four times in early years and each time the conclusion was that the program was under-funded. Yet debate continues to focus on cost and intensifies as budget policy shifts away from automatic funding of space costs in budgeting.

In summary, the Facilities Operations Revolving Fund program has as its goals; the reporting of true programmatic expense; the maximization of non-state funding for facilities infrastructure; and improvement of state space utilization and protection. This program should be viewed favorably by the Legislature and the Budget offices because it discloses the true and complete costs of programs and it maximizes the use of non-state funds. The program is viewed favorably by Buildings and General Services because it advocates facilities be maintained and operated based upon standards rather than the availability of funds. The program should be viewed favorably by the tenant departments because it offers an opportunity for them to participate in policy involving their working environment.

THE PURPOSE OF THE FUND

Section 160a of Title 29 V.S.A. defines the purpose of the fund:

- (a) There is created a facilities operations revolving fund in the department of buildings and general services. The purpose of this fund is to provide for:
 - (1) operating expenses for buildings, support facilities and grounds;
 - (2) maintenance expenditures on buildings, support facilities and grounds;
 - (3) major maintenance and renovation projects for buildings and support facilities;
 - (4) relocation expenses for state agencies;
 - (5) purchases of options for real estate acquisitions;
 - (6) payments to build or acquire buildings or support facilities as approved by the legislature;
 - (7) debt service payments on general obligation bonds authorized to build or acquire buildings and support facilities.
- (b) The fund shall consist of:
 - (1) Moneys which are appropriated to the fund or which are paid to it under authorization of the emergency board.
 - (2) The proceeds of rental income received by the department of buildings and general services from the leasing of buildings and property under its supervision.

- (3) Fees paid by departments and agencies including the legislative and judicial branches, which shall be fixed by the commissioner of buildings and general services subject to the approval of the secretary of administration, based upon the cost of operations, debt service and depreciation.
 - (4) Revenue derived from the sale of properties.
 - (5) Moneys recovered from tenants for discretionary expenditures for services beyond the normal standards of facilities services.
 - (6) Moneys recovered as a result of litigation relating to facilities operations, construction or renovations.
- (c) All balances remaining at the end of a fiscal year shall be carried over to the following year.

CREATION OF THE RENTAL RATE

A budget is prepared for the Fee-for-Space program in the same manner that all other budgets are prepared. Buildings and General Services uses expenditure history, personnel cost projection and known upward pressure to make its case before the Finance Commissioner. The Finance Commissioner informs BGS of his decision and BGS then allocates the budget across all space in the program prorated by past experience. This is done early in the budget process so that other agencies can include the rents in their budgets.

Originally cost centers were towns with a few individual buildings where BGS accounting was capable of building by building record keeping. Because the cost centers were small, they experienced wide fluctuations in expenditures and consequently rental rates from year to year. This met with considerable criticism, so BGS adopted a much wider, district level, cost center approach.

The per square foot rental rate is determined by dividing the budgeted expense of the cost center by the net rentable square footage in the cost center. Net rentable square footage is defined as "the square footage including circulation area such as corridors and stairwells, storage areas, office closets, rest rooms and lobbies. The square footage of common area (i.e. conference rooms, rest rooms, lobbies, corridors, stairwells) is prorated among those departments sharing the particular facility based upon the amount of office space occupied by each department." This rental rate is then applied to the net rentable square footage assigned to each agency in the cost center to determine that agency's billing.

Some space is left out of the calculation because it can be considered overhead. The space occupied by BGS Facilities Division, temporarily vacant space, and cafeteria space shared by all agencies in the cost center are examples of space that is considered overhead. As such, the costs associated with them are included in the numerator but the square footage of these areas is not in the denominator. The space occupied by other BGS units such as Administration, Engineering, and all enterprise funds are billed to BGS in the same manner as all other agencies.

Space that receives less than full service such as Libraries, Corrections, and Liquor Control, where only building maintenance services are provided, pay for only the service provided.

Vacant space that can be expected to remain so for more than two years (such as the former Brandon Training School) is charged to BGS.

Space that is leased to other than State entities such as the Vermont State Colleges or private entities are charged to the BGS property management program at the Fee-for-Space rate and sublet by that program.

In the past, due to inability to distinguish between the cost of storage space and office space, both were billed at the same rate. However, as witnessed in Essex last year, Departments such as Fish and Wildlife that are dependent upon special funds and were not given general funds for the rent point to the inequity of paying the same amount for storage space as is paid for full service office space. BGS will be proposing a change in the FY-09 budget to change this practice. BGS has inventoried and classified storage space as either heated utility or cold storage. These categories will be charged a lesser rental rate.

**Services Included in the
Fee-for-Space Rate**

Services included in the Fee-for-Space Rate

- Custodial
 - Bathrooms
 - Carpets vacuumed & cleaned
 - Non-desktop dusting
 - Non-carpet floor cleaning & maintenance
 - Rubbish removal
 - Snow removal
 - Pest control
 - Recycling
- Maintenance
 - Air handling equip
 - Elevators
 - Heating systems
 - Grounds
 - Roof maintenance
 - Exterior & interior painting
 - Carpet replacement
 - Building repair and maintenance
- Utilities
 - Heating fuel
 - Electricity
 - Propane
 - Wood (where applicable)
 - Water
 - Sewer

- Insurance
 - Property
 - Liability
- Security
 - Badges for all employees
 - Card readers
 - Security Patrol
- Parking
- Curatorial Services
 - Preservation
 - Restoration
- Engineering Services
 - Permitting
 - Space design & utilization
 - HVAC design
 - Site evaluation and development
 - Regulatory compliance
 - New construction
- Environmental Compliance
 - Indoor Air Quality research and analysis
 - ANR permitting
 - Statewide efforts to reduce Green House gas emissions consistent with Executive order

Maintenance Standards

Maintenance Standards

Responsibilities of Plant Maintenance Supervisor

1. Oversight of all maintenance functions within assignment
2. Review and approve payroll
3. Order supplies and equipment
4. Schedule and approve/disapprove leave requests
5. Assign, prioritize, and supervise projects
6. Create maintenance work orders
7. Interview and document individual skills- set up training as needed
8. Develop and implement preventative maintenance programs
9. Supervise, rate, and discipline staff

Responsibilities of Specialized Tradesman

1. Keep licenses, certifications, and all training up to date
2. Order, stock, and keep inventory for trade supplies & equipment
3. Perform and/or assign work to maintenance mechanics
4. Oversee work of contractors/maintenance staff within jurisdiction
5. Create preventative maintenance programs within jurisdiction
6. Troubleshoot/repair/replace equipment
7. Lead worker role on major projects
8. May perform routine maintenance in as assigned

Responsibilities of Maintenance Mechanic I

1. Recycling
2. Grounds care
3. General maintenance duties w/supervision
4. Painting
5. Lead worker status over maintenance workers
6. Use hand and shop tools and equipment

Responsibilities of Maintenance Mechanic II

1. General maintenance assignments
2. Perform preventative maintenance with little/no supervision
3. Working maintenance abilities in electrical/plumbing/hvac
4. Collect work orders and prioritize/complete work
5. Keep equipment fully maintained and in good working order
6. Perform functions of lower level mechanics

Responsibilities of Maintenance Mechanic III

1. Perform functions of lower level mechanics
2. Additional area of expertise utilized district/dept. wide
3. Oversee work of mechanics/contractors in this area

GENERAL REQUIREMENTS

Work Order Requests

Supervisors will review and assign work orders daily. Maintenance staff will complete work orders in a timely manner. Work orders should never take more than 10 working days to complete unless there is a special condition such as waiting for material, scheduling with customers, required to perform after hours. In these instances approval must be given by supervisor for extending time frames.

Preventive Maintenance

Established guidelines will be followed to ensure that preventative maintenance is performed on buildings and equipment as required to get the most life out of same for the State. All work will be recorded, submitted, and records kept.

Assigned Projects/Repairs/Renovations

Manager/Supervisor may take on projects in house for the maintenance staff to perform. They will assign projects to staff. Staff will prioritize this with other duties and complete said work in a timely manner.

Maintenance Staff

Maintenance staff consists of but is not limited to:

- Specialized trades; electrician, plumber, sprinkler specialist, HVAC specialist, etc
- Maintenance Mechanic's III, II, I, and maintenance worker

UNIVERSAL PRECAUTIONS

In the performance of duties all safety equipment, personal protective equipment, safety precautions and guidelines will be followed. This includes using proper tools and equipment for the job being performed. Lockout/tag out procedures will be followed.

Scope

Keep our buildings, equipment, grounds, electrical, plumbing, heating systems in the best condition possible through preventative maintenance and timely repairs. Equipment will be purchased/replaced with energy and environmental considerations in mind providing the state with the best price/equipment/longevity for its money.

Electrical

All electrical work to be performed on **de-energized** circuits and equipment. Maintenance mechanics are limited to replacing existing electrical equipment such as switches/receptacles, lights, ballasts, relays, motors, breakers, etc. Conduit and raceways may be installed and conductors pulled under the direction of a licensed electrician. Terminations will be made by a licensed electrician.

Plumbing

Plumbing repairs to existing fixtures and equipment may be performed by maintenance mechanics. New installations, heating systems, venting will be performed by or oversight given by a licensed plumber.

Air Handling

Preventative Maintenance will be performed on all existing air handling equipment by maintenance mechanics.

- Air filters changed
- Ductwork and delivery system cleaned

More advanced settings, repairs and replacement will be performed by the HVAC specialist including but not limited to: charging with refrigerant, replacing compressors and other major equipment, determining and altering computerized set points. As well as:

- Bearings, pulleys, shafts, motors greased oiled as determined
- Belts/motors/pulleys replaced
- Belts/motors/pulleys set up and properly adjusted
- Dampers aligned and adjusted
- Computerized controlling of equipment

Painting

Painting will be performed by maintenance mechanics. Duties may include:

- Establishing/mixing paint colors
- Application of paint/primer/stain/polyurethane
- Identifying material and patching sheetrock, plaster, wood, other
- Taping and applying joint compound on new or existing work
- Removing or installing wallpaper, painted or wall paper borders
- Scraping and preparing surfaces

Heating

Maintenance mechanics will troubleshoot, operate, and repair boilers, furnaces, heat exchangers, and steam heating systems including:

- Changing air and fuel filters
- Replace valves/traps/venting device on steam system
- Add water to system

HVAC specialists and/or Plumber will:

- Operate/troubleshoot/replace controllers
- Read and interpret gauges/thermometers/dials/control devices
- Adjust pressure regulators on steam or water systems
- Adjust or replace transformers/electrodes
- Clean boiler/firebox
- Changing nozzles

Responds to emergencies: fire alarm/sprinkler/elevator

Fire alarm: determine zone, determine what caused alarm or trouble, search for indications of smoke/fire. Silence trouble or alarm if OK to do so. Clean or replace detector if required. Reset panel.

Elevator: Shut down power to elevator if someone is trapped within. Report emergency to contracted elevator vendor. If they cannot respond, follow established procedures to open and remove people from elevator.

Sprinkler: Determine if there is a fire. Silence zone in fire alarm panel. Turn off main sprinkler water supply valve after determining that there is no fire. Drain system. Reset valve/switches. Prime and charge with air if dry system. Turn main valve back on.

General Maintenance

Plan and prioritize daily work. Perform duties involving the various trades and fields as mentioned above. Complete and sign off on work orders, submit paper work and receipts in a timely manner. Duties will be performed in a workmanlike manner utilizing the proper tools and equipment. Tape measures, levels, transits, lasers, and other tools and equipment will be utilized so material is installed straight, centered, level, square, and at the proper elevation.

Specialized Trades

We will employ or seek contracted services for trades where licenses, certifications, or higher level expertise is required. Licenses and certifications will be kept current. All recertification requirements will be met.

Customer Service

We serve state employees and associated patrons, contractors, and the general public. We will treat every customer with respect. We will perform our tasks within their space so as to call the least disruption of their duties or business.

**Custodial Cleaning
Standards**

Custodial Cleaning Standards

Responsibilities of Custodian IV

1. Oversight of all custodial functions
2. Review and approve payroll
3. Order supplies and equipment
4. Schedule and approve/disapprove leave requests
5. Review and file inspection reports
6. Create maintenance work orders
7. Interview and document individual skills- set up training as needed
8. Periodic spot inspections for complex
9. Action plan to handle custodial complaint

Responsibilities of Custodian III

1. Assist/fill in for Custodian IV
2. Review and approve payroll
3. Order supplies and equipment
4. Schedule and maintain hard floors
5. Assess buildings for cleanliness and submit inspection report
6. Create maintenance work orders
7. Fill in for Custodian II when required

Responsibilities of Custodian II's

1. Direct the efforts of and perform custodial duties
2. Report safety concerns to supervisor
3. Insure that all chemicals are properly labeled and stored.
4. Daily assignments given to cover vacancies in the work force.
5. Weekly inspection of all cleaning equipment to insure that it is being properly maintained

Responsibilities of Custodian Crew

1. Orientation and training of new or temporary employees.
2. Communication and coordination between:
 - The Supervisor, maintenance staff, and maintenance office
 - Custodial Staff
3. Supervision of other Custodians
 - Cleaning Assignments
 - Vacation Scheduling awareness
4. Knowledge of supplies and products
5. Ordering of supplies
6. Follow all procedures in place for cleaning equipment

GENERAL REQUIREMENTS

Work Order Requests

The Custodian IV or III are the only employees who can place a work order request. Repairs discovered by custodians should be reported to the custodian II. The custodian II will submit these requests to the Custodian IV or Custodian III. Work orders will be tracked by all until the work is completed.

Cleaning Chemicals:

Only cleaning chemicals approved by the BGS Occupational and Health Officer will be used in our buildings. If you find that a product does not work for you, bring it to the attention of your supervisor and we will try to get a different product

Inspections Requirements of Head Custodians

1. Daily inspection and documentation of their building and grounds to insure that the cleaning standards are being met.
 - Any safety concerns are to be reported to the supervisor
2. Daily inspection to insure that all chemicals are properly labeled and stored
3. Weekly inspection of all cleaning equipment to insure that it is being properly maintained

Responsibilities of Head Custodians

1. Orientation and training of new or substitute employees
2. Communication and coordination between:
 - Supervisors
 - Custodial Staff
 - Maintenance
 - Maintenance office
3. Supervision of other Custodians
 - Cleaning Assignments
 - Vacation Scheduling
4. Knowledge of supplies and products
5. Ordering of supplies

UNIVERSAL PRECAUTIONS

1. Always wear protective gloves as required. Do not use gloves that have holes or tears.
2. Items that have been contaminated by body fluids should be discarded, if possible, by sealing in leak proof plastic bags. If they cannot be discarded, use as strong a disinfectant as possible consistent with the proper use for the type of disinfectant protection of the surface being cleaned.
3. Wash your hands carefully after finishing the task and removing the gloves. Never touch any other surface, ESPECIALLY your own face, with contaminated gloves. Discard gloves after use.
4. Treat all body fluid spills as if they were contaminated.
5. Use ladders, walk behind scrubbers, buffers, burnishers, and tools with safety in mind.
6. Place wet floor signs and other appropriate safety cautions when necessary.

Office Standards

Floor Coverings

1. The floor, including corners, will be free of all debris.
2. Carpeted floors will be vacuumed as necessary.
3. Vinyl and Terrazzo floors will be dust mopped daily.
4. Spots and gum on all floor coverings will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl and Terrazzo floors and chair mats will be wet mopped and dusted daily.
7. Spots and stains will be removed daily.
8. Vinyl and Terrazzo floors will be scrubbed and recoated in a timely manner.
9. Vinyl and Terrazzo floors will have a burnishing program in place.
10. Walk off mats will be cleaned daily and will be free from dirt and debris. Mats will be inspected and removed from service when tattered or torn causing trip or other type hazards.

Walls/Wall Coverings

1. Dust and remove all smudges and fingerprints daily.
2. Wall coverings will be dust free.
3. Walls will be inspected for peeling and chipping when cleaned. Walls needing repair will be reported to custodian II.

Ceilings

1. Remove cobwebs as they occur.
2. Clean all light covers/globes as needed. (At least twice a year)
3. Return vents and discharge vents will be dust free
4. Replace burned out light bulbs/tubes in a timely manner.
5. Ceiling tiles needing replacing and stains should be reported.

Office Standards *CONTINUED*

Windows/Window Sills

1. Windows will be free of fingerprints, smudges, tape, et cetera.
2. Cobwebs will be removed daily.
3. Window sills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. All broken or non-functioning hardware shall be reported.
6. All flat surfaces will be dusted weekly.

Trash Receptacles

1. Empty daily and replace the liner.
2. Sanitize the receptacle as needed.
3. Damaged or unusable receptacles will be removed from service and replaced.

Walls/Wall Coverings

1. Dust and remove all smudges and fingerprints.
2. Wall coverings will be dust free.

Furniture

1. All flat surfaces will be dusted weekly.
2. Administrative desks will be dusted without disturbing administrative materials.
3. Bookshelves/Counter Tops will be wiped down as necessary.

Periodic Cleaning

1. Vinyl /Terrazzo finishes will be maintained as needed.
2. Carpet will be shampooed periodically in its entirety.
3. Light fixtures will be cleaned periodically.
4. Exterior windows will be cleaned periodically.
5. Window coverings will be removed and cleaned periodically.

RESTROOMS STANDARDS

Floor Coverings

1. Will be swept daily.
2. Floors will be mopped at least once a day with an appropriate chemical.
3. Floor drains will be flushed with the appropriate chemicals.
4. Floors will be scrubbed with an auto scrubber or low speed scrubber monthly or as needed.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Cobwebs will be removed daily.
3. Window sills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. Broken or non-functioning hardware will be reported to the Head Custodian.

Lavatories

1. Bowls will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. The entire lavatory will be wiped down daily with an appropriate chemical.
5. Plumbing fixtures will be cleaned daily.

Urinals

1. Bowls will be free of water deposits.
2. Water holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. The entire urinal will be wiped down daily with the appropriate chemicals.

Toilets

1. Bowls will be free of water deposits.
2. Water holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. The entire toilet (including base and both sides of seat) will be wiped down daily with the appropriate chemicals.
5. Damaged toilet seats will be reported to the Head Custodian.

Walls/Accessories

1. Walls will be free of fingerprints, smudges, graffiti, et cetera.
2. Soap dispensers will be functional, filled and deposit free.
3. Paper towel holders will be full and maintained.
4. Toilet paper holders will be full and maintained.
5. Mirrors will be fingerprint and smudge free.
6. Partitions will be washed daily.

Sanitary Receptacles

1. Will be emptied and the liners changed daily.
2. Receptacles will be sanitized daily.
3. Sanitary napkin dispensers will be cleaned and refilled as necessary.

Ceilings

1. Remove cobwebs as they occur.
2. Replace burned out light bulbs/tubes in a timely manner.
3. Report damaged light covers/ceiling tiles to the Head Custodian.
4. Remove any litter or debris daily.
5. Return vents and discharge vents will be dust free.

Trash Receptacles

1. Receptacles will be emptied daily and the liner replaced.
2. Receptacles will be sanitized as necessary.
3. Broken receptacles shall be removed from service and replaced.

Periodic Cleaning

1. Light covers will be cleaned periodically.
2. Floors will be scrubbed monthly or as necessary.
3. Toilet/Urinal Bowls will be cleaned using a bowl cleaner.
4. Walls will be washed in their entirety.

COMMON AREA & CORRIDOR STANDARDS

1. The floor will be free of debris including corners.
2. Carpeted floors will be vacuumed at least once per day.
3. Vinyl and Terrazzo floors will be dust mopped daily.
4. Spots and gum on the floor covering will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Sweep/vacuum interior stairways daily.
7. Vinyl and terrazzo floors will be mopped daily.
8. Vinyl and terrazzo floors will have a high gloss appearance.

Walls/Wall Coverings/ Fixtures

1. Dust and remove all fingerprints and smudges.
2. Wall coverings and lockers will be dust free.
3. Fixtures will be cleaned and vacuumed

Furniture

1. All flat surfaces will be dusted weekly.

Drinking Fountains

1. Drinking fountains will be free of water deposits, streaks and dust.
 - The mouthpiece, basin and exterior will be sanitized daily.
 - Fountains will be operational with no drainage problems. Water flow will be sufficient.

Report any problems to the Head Custodian.

Ceilings

1. Remove cobwebs as they occur.
2. Replace burned out light bulbs/tubes in a timely manner.
3. Report damaged light covers to the Head Custodian.
4. Return vents and discharge vents will be dust free.
5. Clean all light covers/globes as needed. (At least twice per year)

Periodic Cleaning

1. Vinyl/Terrazzo finishes will be maintained daily.
2. Carpet will be shampooed periodically in its entirety.
3. Light fixtures will be cleaned biannually.
4. Exterior windows will be cleaned monthly.

ENTRANCE STANDARDS

Floor Covering

1. Sweep the outside stairs/ ramp /main sidewalk as necessary.
2. Vacuum/sweep mats daily.
3. Pick up dirt, trash, and leaves daily.
4. During winter remove excess salt/sand.

Ceilings

1. Remove cobwebs as they occur.
2. Replace burned out entrance lamps and exit lamps in a timely manner.

Doors

1. Both sides of door glass will be free of tape, smudges and fingerprints.
2. Clean doors monthly.

Periodic Cleaning

1. Sweep exterior stairways weekly.
2. Wash light fixtures as needed.
3. Clean vents and louvers as needed.
4. Carpet type mats will be water extracted monthly.

Custodial Storage Areas

1. Will be maintained neat, clean and orderly.
2. Supplies will be stored appropriately and properly labeled.
3. Equipment will be stored, and maintained in a clean, safe and functional state of repair.
4. All chemical containers will be labeled in accordance with Federal, State and Local requirements.
5. Storage of fluorescent bulbs for hazardous waste pick up will be neat and orderly. Bulbs will be picked up in a timely manner.

**Current Lease Rates for
Newport, Rutland & Springfield**

Current Lease Rates for Newport, Rutland and Springfield

| Town | Department | Address | S.F. | Cost per S.F. | Landlord Provides | State Provides | Additional Cost per S.F. | Total Cost Per S.F. |
|---------|--|--------------------------------------|-------|---------------|---|--|--------------------------|---------------------|
| Newport | Department of Labor | 1 Main St | 250 | \$6.00 | Taxes; water & sewer; building insurance; heat; electricity; janitorial; snow plowing. | IT & telecommunications installation, maintenance, and service; personal property & equipment insurance. | \$2.00 | \$8.00 |
| Newport | Natural Resources | 96 Western Ave | 318 | \$17.92 | Building Insurance; real estate taxes; heat; water & sewer; building maintenance; electricity; snow removal; grounds maintenance; janitorial services and supplies; parking for 2 cars. | Telecommunications and IT hook up and expenses. | \$1.00 | \$18.92 |
| Rutland | Aging & Independent Living - Guardian Services | Strong's Ave - Howe Center | 3,200 | \$11.30 | Taxes; heat & air conditioning; trash removal; parking (15 spaces); snow removal; sanding; general inside & outside maintenance to include light bulb replacement; building insurance; road signage. Within three months of the execution of this lease, replace carpeting where needed, paint wall and woodwork surfaces where needed, tighten up all windows that are leaking air into this space, replace older windows where needed with energy efficient windows and shall address and fix all HVAC controls associated with this space. | electric current for lighting; and janitorial service and supplies. | \$2.25 | \$13.55 |
| Rutland | Corrections | 26-30 Merchants Row - Storage/Garage | 900 | \$4.00 | Electricity | Janitorial; trash removal; and snow removal. | \$1.00 | \$5.00 |

Current Lease Rates for Newport, Rutland and Springfield

| Town | Department | Address | S.F. | Cost per S.F. | Landlord Provides | State Provides | Additional Cost per S.F. | Total Cost Per S.F. |
|---------|----------------------------------|---------------------------|-------|---------------|---|---|--------------------------|---------------------|
| Rutland | DCF - Economic Services | 1 Scale Ave - Howe Center | 238 | \$13.87 | Taxes; heat & air conditioning; 3 parking spaces; snow removal; sanding; general inside & outside maintenance to include light bulb replacement; building insurance road sign signage. | Electric current for lighting; and janitorial service & supplies. | \$2.25 | \$16.12 |
| Rutland | DCF - Family Services | 88 Merchants Row | 1,968 | \$14.14 | All inclusive; full operations and maintenance service contract. | none | | \$14.14 |
| Rutland | Defender General | 1 Justice Square | 1,000 | \$6.00 | Electricity; Janitorial Service; heat & hot water; water & sewer; trash removal; taxes & insurance; parking; plowing; general inside & outside maintenance. | Telephone & Computer systems installation and operational costs. | \$1.00 | \$7.00 |
| Rutland | Defender General | 145 State St | 3,030 | \$11.07 | Parking for 9 cars; snow plowing and sanding; all interior and exterior building maintenance; lawn care; heat/ac; water and sewer; taxes; and insurance. | Electricity; janitorial services and supplies; IT and telecommunications installation and service; rubbish removal and recycling. | \$3.00 | \$14.07 |
| Rutland | Department of Labor | 271 No. Main St. | 624 | \$10.40 | Heat; electricity; water & sewer; taxes; building insurance; interior & exterior maintenance; parking; snow plowing & removal; trash removal; further landlord shall fit-up said space. | Janitorial services; all phone & data wiring and operational costs. | \$1.50 | \$11.90 |
| Rutland | Department of Labor | 88 Merchants Row | 397 | \$9.84 | All inclusive; full operations and maintenance service contract. | none | \$0.00 | \$9.84 |
| Rutland | Department of Labor (VOSHA) | 88 Merchants Row | 196 | \$9.84 | All inclusive; full operations and maintenance service contract. | none | \$0.00 | \$9.84 |
| Rutland | Human Services | 88 Merchants Row | 2,246 | \$9.84 | All inclusive; full operations and maintenance service contract. | none | \$0.00 | \$9.84 |
| Rutland | Human Services (DCF / Navigator) | 88 Merchants Row | 710 | \$14.00 | All inclusive; full operations and maintenance service contract. | none | \$0.00 | \$9.84 |

Current Lease Rates for Newport, Rutland and Springfield

| Town | Department | Address | S.F. | Cost per S.F. | Landlord Provides | State Provides | Additional Cost per S.F. | Total Cost Per S.F. |
|---------|---------------------------------------|-----------------------|--------|---------------|--|---|--------------------------|---------------------|
| Rutland | Libraries | 271 No. Main St. | 256 | \$10.40 | Heat; electricity; water & sewer; taxes; building insurance; interior & exterior maintenance; parking; snow plowing & removal; trash removal; further landlord shall fit-up said space. | Janitorial services; all phone & data wiring and operational costs. | \$1.50 | \$11.90 |
| Rutland | Natural Resources | 88 Merchants Row | 1,601 | \$9.84 | All inclusive; full operations and maintenance service contract. | none | | \$9.84 |
| Rutland | Natural Resources F&P F&W | 271 North Main Street | 11,768 | \$9.15 | Water & sewer; taxes; building insurance; interior & exterior maintenance; snow plowing, removal, salting, and sanding; parking for 30 cars; trash removal; air conditioning; and fit up of office, storage and warehouse space. | Heat; electricity; janitorial services; installation & operational costs of all phone & data wiring and equipment. | \$3.50 | \$12.65 |
| Rutland | Public Safety (Emergency Manangement) | 271 No. Main St. | 256 | \$10.40 | Heat; electricity; water & sewer; taxes; building insurance; interior & exterior maintenance; parking; snow plowing & removal; trash removal; further landlord shall fit-up said space. | Janitorial services; all phone & data wiring and operational costs. | \$1.50 | \$11.90 |
| Rutland | Public Safety (Fire Prevention) | 56 Howe St, - Bldg. A | 2,810 | \$17.68 | Fit up; Heat; building insurance; property taxes; water and sewer fees; snow plowing, removal, and sanding; lawn mowing; janitorial services and supplies for common building areas and bathrooms; interior and exterior maintenance; and parking for up to 15 vehicles. | IT installation and maintenance; replacement of light bulbs and interior fixtures; electricity; insurance on Lessee's interior building contents. | \$2.25 | \$19.93 |
| Rutland | State's Attorney | 88 Merchants Row | 732 | \$9.84 | All inclusive; full operations and maintenance service contract. | none | \$0.00 | \$9.84 |

Current Lease Rates for Newport, Rutland and Springfield

| Town | Department | Address | S.F. | Cost per S.F. | Landlord Provides | State Provides | Additional Cost per S.F. | Total Cost Per S.F. |
|-------------|---------------------|---------------|-------|---------------|--|---|--------------------------|---------------------|
| Springfield | Department of Labor | 23-25 Main St | 3,400 | \$12.30 | taxes; water & sewer; building insurance; heat; air conditioning; General interior and exterior maintenance; snow plowing; removal and sanding; 7 parking spaces; and fit up; and 1,000sf of lower level space as lounge area. | Tax Escalator; Electricity; Janitorial Services to include light bulbs and installation; and operating costs for phone & data wiring & equipment. | \$3.50 | \$15.80 |

**Available Rates for
Newport, Rutland & Springfield**

Available Rates for Newport, Rutland and Springfield

| Town | Landlord | Cost Per S.F. | Terms and Conditions | Space Available | Additional Cost per S.F. | Total Cost per S.F. |
|--------------------|--|---|--|---|---------------------------------|----------------------------|
| Newport | REM Development Co. 864-5830 | \$22.00 including fit up. Currently industrial with no walls | Triple Net lease | Between 5,000 and 10,000 square feet. | \$7.00 | \$29.00 |
| Newport | Coldwell Banker All Seasons Realty, Dianne Laplante 802-334-4033 | \$1,800 per month or \$10 per square foot plus free basement space of 1,800ft and parking. | Tenant pays own utilities | 1,800 square feet with a 1,800 square feet of basement with parking. | \$3.00 | \$13.00 |
| Rutland | Joe Giancola 773-6251 | \$18.00 per s.f. | we would pay heat and lights etc... landlord to pay taxes. close to triple net | 10,000 to 12,000 s.f. | \$4.00 | \$22.00 |
| Rutland | Joe Giancola 773-6251 | \$12 - \$18.00 per s.f. Depending on fit up. Closer to the \$18 for office space. | we would pay heat and lights etc... landlord to pay taxes. close to triple net | 6,000 s.f. | \$4.00 | \$22.00 |
| Rutland | Pistols & Roses, Barbara Miller 747-0527 x12 | \$18.00 per s.f. including fit up. | We would pay utilities | They have several pieces of property. between 1,000 and 10,000 square feet. | \$4.00 | \$22.00 |
| Springfield | Stephen Green | \$12.30 | Close to triple net - same terms and conditions as existing lease we have in Springfield, no meter charge as we could hook up to existing meter at our leased space next door at 56 Main Street. | 1,400 Square feet available. | \$3.50 | \$15.80 |
| Springfield | Eugene Guy | \$7.20 | includes heat only | 2,000s.f. | \$3.50 | \$10.70 |

**Fee-for-Space Costs
FY'07**

Fee-for-Space Costs

FY'07

| TOWN | BUILDING | ADDRESS (E-911) | BILLABLE AREA | | Actual FY 07 Costs | | Billing | Billing vs. Actual Cost | |
|-------------|-------------------------------|----------------------|----------------|-----------------------|--------------------|---------------|---------------|-------------------------|--------------------|
| | | | SQUARE FOOTAGE | COST TO OPERATE | PER S/F | DISTRICT RATE | DISTRICT RATE | | |
| Springfield | State Office Building | 100 Mineral Street | 42,573 | \$558,067.85 | \$13.11 | \$12.32 | \$12.13 | (\$0.98) | (\$41,657.36) |
| Rutland | DPS | McKinley Ave Complex | 5,995 | \$81,061.88 | \$13.52 | \$9.84 | \$8.31 | (\$5.21) | (\$31,243.43) |
| Rutland | Motor Vehicles | McKinley Ave Complex | 2,870 | \$42,110.59 | \$14.67 | \$9.84 | \$8.31 | (\$6.36) | (\$18,260.89) |
| Rutland | Transportation | McKinley Ave Complex | 2,855 | \$25,418.37 | \$8.90 | \$9.84 | \$8.31 | (\$0.59) | (\$1,693.32) |
| Rutland | Courthouse | 9 Merchants Row | 38,639 | \$269,876.51 | \$6.98 | \$9.84 | \$8.31 | \$1.33 | \$51,213.58 |
| Rutland | Rutland State Office Building | 92 State St | 10,665 | \$47,246.98 | \$4.43 | \$9.84 | \$8.31 | \$3.88 | \$41,379.17 |
| Newport | Dist. Court & Office Bldg | 217 Main St. | 13,927 | \$165,724.53 | \$11.90 | \$12.20 | \$11.55 | (\$0.35) | (\$4,867.68) |
| Newport | State Office Building | 100 Main St. | 39,451 | \$438,438.04 | \$11.11 | \$12.20 | \$11.55 | \$0.44 | \$17,221.01 |
| | | | | <u>\$1,627,944.75</u> | | | | | <u>\$12,091.08</u> |

Property Management Costs

| | | | | | | | | | |
|---------|----------------------|------------------|--------|--------------|---------|---------|---------|----------|---------------|
| Rutland | Asa Bloomer Building | 88 Merchants Row | 70,560 | \$950,345.00 | \$13.47 | \$13.47 | \$12.09 | (\$1.38) | (\$97,274.60) |
|---------|----------------------|------------------|--------|--------------|---------|---------|---------|----------|---------------|

Note:

The Asa Bloomer Building is a Property Management building and is not in the Fee-for-Space program. The rental rate on this building includes the O&M from the previous year, an inflation factor, payment of principle on bonded indebtedness at 2%, and interest on bonded indebtedness.

Building Profiles

Newport – Courthouse

Property Information

E-911 Address: **217 Main St., Newport VT**
Acreage: **0.36**
Coordinate location: **N44 56.104 W72 12.633**

Site Information

Parking spaces: **?**
HC Spaces: **?**

General Building Information

Building Number: **06260**
Year Built: **1903**
Purchased by State: **1984**

Total Gross: **21,845 sf**
Total Rentable: **14,910 sf**

Number of stories: **5**
Departments within:
 Court Administrator
 State's Attorney
 DOC – P&P
 BGS (Maintenance Office)

Number of Occupants: **26**
BGS Staff 1 Custodian – ½ Mechanic
ADA Accessible: **Yes**
Type of structure: **Masonry & steel**

Heating System Information

Boiler type(s): Number:
Fuel type(s), **#2**
Cooling Tower/s: **None**
Underground Gas Tank: **1 - #2 Fuel Oil**

Electrical System Information

Type/Size of electrical service: **400 A**
Generator:

Roof System Information

Type of system: **Slate**
Installed: **1903**
Size of roof: **4,000 sf**

Security System:

Type: **Card reader**

Elevators

Manufacturer: **Otis**
of elevators: **1**



Other Building Notes:

Newport – Emory Hebard

Property Information

E-911 Address: **100 Main St., Newport VT**

Acreage: **6.00 (includes waterfront)**

Coordinate location: **N44 56.168 W72 12.509**

Site Information

Attached parking garage 26,197 sf (included in gross)

Parking spaces: **80**

HC Spaces: **4**

General Building Information

Building Number: **06266**

Year Built: **1999**

Purchased by State: **1999**

Condo Bldg

Total Gross: **97,493 sf**

Total Rentable Owned by State: **56,329 sf**

Total Rentable NOT Owned by State: **8,214**

Number of stories: **3**

Departments within:

BGS (Maintenance Office)

BGS (Vacant Condo 1st & Gnd Flr)

BGS Leases - Diamond / CCV

AHS - DAIL (VR)

AHS -DCF - Economic Services

AHS -DCF - Family Services

AHS -Health

DMV

Number of Occupants: **188**

BGS Staff 3 Custodians / 1-1/2 Mechanics

ADA Accessible: **Yes**

Type of structure: **Masonry & steel**

Heating System Information

Boiler type(s): Number:

Fuel type(s), #2

Cooling Tower/s: **None**

Underground Gas Tank:

Electrical System Information

Type/Size of electrical service: **4200 A**

Generator: **Olympian 2.5 KW**

/ Perkins engine

Roof System Information

Type of system: **Membrane**

Installed: **1993**

Size of roof: **26,800 sf**

Security System:

Type: **Card reader**

Elevators

Manufacturer: **Otis**

of elevators: **1**



Other Building Notes:

Building is a condo agreement.

Rutland – Asa Bloomer Building

Property Information

E-911 Address: **88 Merchant's Row, Rutland VT**

Acreage: **1.91**

Coordinate location: **N43 36.393 W72 58.808**

Site Information

Attached parking garage 333,493 sf

(Separate Building)

Parking spaces: 600

HC Spaces: 12

General Building Information

Building Number: **06303**

Year Built: **1993**

Purchased by State: **1993**

Leased/Purchase Bldg

Total Gross: **96,326 sf**

Total Rentable Owned by State: **63,915 sf**

Total Rentable NOT Owned By State: **28,510 sf**

Number of stories: 4

Departments within:

AHS – DCF – ES & FS

AHS - OCS

AHS – Aging & Disabilities (VR & Blind)

AHS – Health

ANR – EC / Act 250

DOL

State's Attorney

Number of Occupants: **190**

BGS Staff – None (contracted)

ADA Accessible: **Yes**

Type of structure: **Masonry & steel**

Heating System Information

Boiler type(s): Number:

Fuel type(s), #2

Cooling Tower/s: **None**

Underground Gas Tank:

Electrical System Information

Type/Size of electrical service: **2000 A**

Generator: **None**

Roof System Information

Type of system: **Membrane**

Installed: **1993**

Size of roof: **26,800 sf**

Security System:

Type: **Card reader**

Elevators

Manufacturer: **Dover**

of elevators: **2**



Other Building Notes:

Rutland – Courthouse

Property Information

E-911 Address: **9 Merchants Row, Rutland VT**
Acreage: **2.62** (Shared with 92 State)
Coordinate location: **N43 36.544 W72 58.832**

Site Information

Parking spaces: **98**
HC Spaces: **4**

General Building Information

Building Number: **06300**
Year Built: **2004**
Purchased by State: **2004**

Total Gross: **45,265 sf**
Total Rentable Owned by State: **38,639 sf**

Number of stories: **4**
Departments within:
Court Administrator

Number of Occupants: **30**
BGS Staff – 2 Custodian – ½ Mechanic
ADA Accessible: **Yes**
Type of structure: **Masonry & steel**

Heating System Information

Boiler type(s): Number:
Fuel type(s), #2
Cooling Tower/s: **None**
Underground Gas Tank:

Electrical System Information

Type/Size of electrical service: **2000 A**
Generator: **None**

Roof System Information

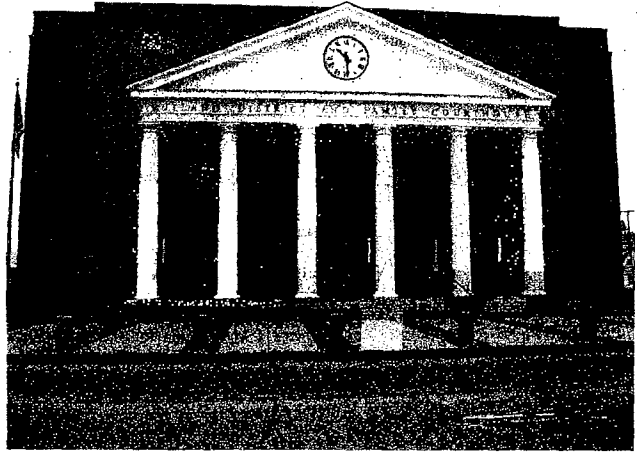
Type of system: **Membrane**
Installed: **1993**
Size of roof: **11,800 sf**

Security System:

Type: **Card reader**

Elevators

Manufacturer: **Dover**
of elevators: **2**



Other Building Notes:

Rutland – McKinley Ave Complex - AOT

Property Information

E-911 Address: **McKinley Ave. Complex, Rutland VT**

Acreage: **8.00**

Coordinate location: **N43 38.146 W72 58.607**

Site Information

Parking spaces: **15**

HC Spaces: **2**

General Building Information

Building Number: **06309**

Year Built: **1969**

Purchased by State: **2000**

Other Building Notes:

Total Gross: **3,165 sf**

Total Rentable Owned by State: **2,855 sf**

Number of stories: Departments within:
Transportation

Number of Occupants: **21**

BGS Staff – ½ Mechanic – 1 Custodian

ADA Accessible: **Yes**

Type of structure: **Wood Frame**

Heating System Information

Boiler type(s): Number:

Fuel type(s), Elec. Base

Cooling Tower/s: **None**

Underground Gas Tank

Electrical System Information

Type/Size of electrical service: **600 A 3P**

Generator: **Olympian 100KW**

Roof System Information

Type of system: **Membrane**

Installed: **Unknown**

Size of roof: **3,200 sf**

Security System:

Type: **Card reader**

Elevators

Manufacturer:

of elevators:

Rutland – McKinley Ave Complex - DMV

Property Information

E-911 Address: **McKinley Ave Complex., Rutland VT**

Acreage: **8.00**

Coordinate location: **N43 38.157 W72 58.676**

Site Information

Parking spaces: **15**

HC Spaces: **2**

General Building Information

Building Number: **06307**

Year Built: **1986**

Renovated by State: **1987**

Total Gross: **3,030 sf**

Total Rentable Owned by State: **2,870 sf**

Number of stories: Departments within:
DMV

Number of Occupants: **40**

BGS Staff – ½ Mechanic – 1 Custodian

ADA Accessible: **Yes**

Type of structure: **Wood Frame**



Heating System Information

Boiler type(s): Number:

Fuel type(s), **#2**

Cooling Tower/s: **None**

Underground Gas Tank

Other Building Notes:

Electrical System Information

Type/Size of electrical service: **600 A 3P**

Generator: **None**

Roof System Information

Type of system: **Asphalt Shingle**

Installed: **1987**

Size of roof: **3,000 sf**

Security System:

Type: **Card reader**

Elevators

Manufacturer:

of elevators:

Rutland – McKinley Ave Complex - DPS

Property Information

E-911 Address: **McKinley Ave Complex., Rutland VT**

Acreage: **8.00**

Coordinate location: **N43 38.182 W72 58.627**

Site Information

Parking spaces: **13**

HC Spaces: **2**

General Building Information

Building Number: **06308**

Year Built: **1969**

Purchased by State: **2000**

Total Gross: **5,790 sf**

Total Rentable Owned by State: **5,333 sf**

Number of stories: **Departments within:**

Public Safety

BCI

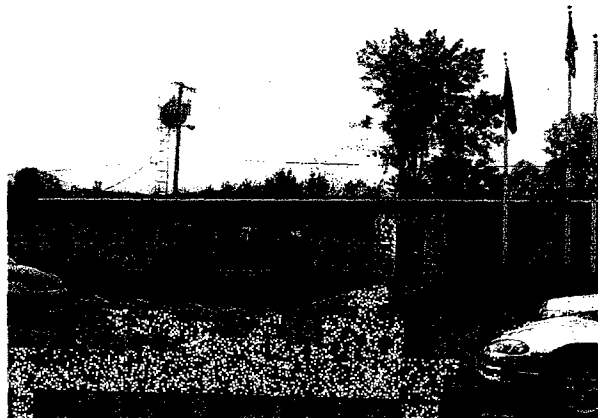
E-911

Number of Occupants: **39**

BGS Staff – ½ Mechanic – 1 Custodian

ADA Accessible: **Yes**

Type of structure: **Wood Frame**



Other Building Notes:

Heating System Information

Boiler type(s): Number:

Fuel type(s), **Elec. Baseboard**

Cooling Tower/s: **None**

Underground Gas Tank

Electrical System Information

Type/Size of electrical service: **400 A 3 p**

Generator: **None**

Roof System Information

Type of system: **Membrane**

Installed: **unknown**

Size of roof: **5,800 sf**

Security System:

Type: **Card reader**

Elevators

Manufacturer:

of elevators:

Rutland – State Office Building

Property Information

E-911 Address: **92 State St., Rutland VT**
Acreage: **2.62** (Shared with 9 Merchants Row)
Coordinate location: **N43 36.555 W72 58.900**

Site Information

Parking spaces: **94**
HC Spaces: **4**

General Building Information

Building Number: **06302**
Year Built: **1971**
Renovated by State: **2004**

Total Gross: **10,855 sf**
Total Rentable Owned by State: **10,665 sf**

Number of stories: Departments within:
AHS – DOC – P & P

Number of Occupants: **40**
BGS Staff – ½ Mechanic – ½ Custodian
ADA Accessible: **Yes**
Type of structure: **Masonry & steel**

Heating System Information

Boiler type(s): Number:
Fuel type(s), #2
Cooling Tower/s: **None**
Underground Gas Tank: **1000 gal. #2**

Electrical System Information

Type/Size of electrical service: **600 A 3P**
Generator: **None**

Roof System Information

Type of system: **Membrane**
Installed: **1993**
Size of roof: **10,000 sf**

Security System:

Type: **Card reader**

Elevators

Manufacturer:
of elevators:



Other Building Notes:

Springfield State Office Building

Property Information

E-911 Address: **100 Mineral St., Springfield VT**

Acreage: **6.42**

Coordinate location: **N43 18.397 W72 30.078**

Site Information

Parking spaces: **152**

HC Spaces: **12**

General Building Information

Building Number: **06510**

Year Built: **1940 Renovated 1999**

Purchased by State: **1996**

Total Gross: **49,890 sf**

Total Rentable: **45,884 sf**

Number of stories: **3**

Departments within:

AHS – Corrections

AHS – DCF – ES & FS

AHS - OCS

AHS – Aging & Disabilities (VR & Blind)

AHS – Health

ANR – EC / F&W / F&P

DMV

DPS – Fire Safety

E- Board

BGS – Maintenance

Number of Occupants: **130**

BGS Staff – 3 Custodians / 1 mechanic

ADA Accessible: **Yes**

Type of structure: **Masonry & steel**

Heating System Information

Boiler type(s): **Smith** Number: **3**

Fuel type(s), **#2 Fuel Oil– 1-762k BTU 2&3 -863k BTU**

Cooling Tower/s: **None**

Underground Gas Tank: **1 – 5,000 Gal**

Electrical System Information

Type/Size of electrical service: **277 V/480**

Generator: **None**

Roof System Information

Type of system: **Membrane**

Installed: **1999**

Size of roof: **32,740 sf**

Security System:

Type: **Card reader**

Elevators

Manufacturer: **Dover**

of elevators: **1**



Other Building Notes:

Bank behind building is unstable and needs to be repaired. Drainage is also an issue

Energy Information:
Newport, Rutland & Springfield

Energy Information: Newport, Rutland & Springfield

| Name & Location | Bldg # | SF | Energy Costs | Energy Costs/SF | Energy Used (MMBTU) | Energy Used/SF (MBTU) |
|-------------------------------------|--------|---------------|------------------|-----------------|---------------------|-----------------------|
| District Court & Office, Newport | 06260 | 21,854 | \$38,568 | \$1.76 | 1,987 | 91 |
| State Office, Newport | 06266 | 60,834 | \$193,731 | \$3.18 | 7,778 | 128 |
| Court House & State Office, Rutland | 06300 | 45,265 | | | | |
| State Office, Rutland | 06302 | 10,855 | | | | |
| Merged Total | | 56,120 | \$100,939 | \$1.80 | 3,575 | 64 |
| Motor Vehicles & AOT, Rutland | 06307 | 3,030 | \$8,207 | \$2.71 | 218 | 72 |
| Public Safety, Rutland | 06308 | 5,790 | | | | |
| AOT Office, Rutland | 06309 | 3,165 | | | | |
| Merged Total | | 8,955 | \$23,706 | \$2.65 | 296 | 33 |
| State Office, Springfield | 06510 | 49,890 | \$96,610 | \$1.94 | 2,824 | 57 |

Incentive Program

Incentive Program

In accordance with the provisions of Act 147, Section 24 of the Acts of 2006 Vermont Legislature, the department of buildings and general services shall develop a plan for one or more incentive programs to encourage energy conservation in state buildings. The department shall present the plan or plans to the house and senate committees on institutions on or before January 15, 2007 together with proposals for any legislation necessary for implementation.

There are two primary strategies for providing incentives to reduce energy consumption in our State buildings. The first is the "institutional incentive strategy" and the second is the "direct employee incentive strategy".

The Institutional Incentive Strategy:

The institutional incentive strategy is a method of rewarding a tenant of our space with reduced operational costs for their efforts and actual successes in reducing energy consumption. The Department of Buildings and General Service's Fee for Space (FFS) authorization is already structured so that the cost savings as a result of reduced energy use is automatically transferred to the tenants of those buildings by adjusting the FFS rates for the following year. While it is far to difficult and expensive to meter individual tenant spaces and adjust FFS rates at a "microscopic" level; adjustments to the FFS rates are done on a "macroscopic" scale at the BGS jurisdictional district level. When we have the ability to refine this system to greater detail, then it may be possible to adjust the FFS rates to a smaller scale. Never-the-less the FFS adjustment does provide an institutional incentive for our tenants to reduce energy use and conserve our fiscal as well as physical resources.

To facilitate energy conservation at the institutional level the Department of Buildings and General Services has undertaken three approaches:

- Through a short-term private sector performance contract process BGS is investigating the "state office building" category of our infrastructure portfolio. Six state office buildings are currently being audited through this contract such that energy conservation measures implemented which are proven to save money. The savings created pay the contractor for his efforts and investments but for two years only. After two years, the savings go directly to the general fund and will result in reduced FFS rates. The reductions sustained from this contract will be tracked through this program.
- Through a long-term private sector performance contract BGS is investigating implementing energy conservation measures at the Waterbury State Complex, The Capital Complex and the General Services facilities in Middlesex. This type of performance contract may be between 10 and 20 years in duration and requires a substantial investment by the State usually through a third party financing agent. This investment is paid off through a "guaranteed" savings plan through the term of the contract. Should the savings not exist the performance contractor must pay the third party financing agent rather than the State paying. We have just received the financial grade audit from the performance contractor. From this document we put together a project, obtain all necessary approvals and then enter into the actual performance contract. Once the financing has been paid off all savings revert to the State. FFS rates will then be adjusted accordingly.
- Through a Department of Energy and Public Service Department grant program BGS has investigated energy saving opportunities 8 correctional facilities and 10 courthouses. This "Circuit Rider" grant, worth about \$125,000 is just completing now and by March we should have the final report. BGS will begin implementing the most promising measures found during the audit phase immediately. Those measures requiring funding will be funded through the State Resource Management Revolving Fund (SRMRF). Once savings begin accruing the FFS rates will automatically be adjusted.

The Direct Employee Incentive Strategy:

Each agency and department with building infrastructure assets is empowered to implement incentive programs as envisioned by the State Agency Energy Plan. The Department of Buildings and General Services is implementing a pilot incentive program to see how it might work. The following is how we have set it up initially. A BGS energy committee (the committee) consisting of the department Environmental Engineer, the Director of Maintenance, the Director of Engineering and the Deputy Commissioner has been established. A percentage improvement goal for a building is set by the committee based upon the year and condition of the building and the potential savings estimated. An "awareness announcement" with the energy use from the last fiscal year will be posted at the entry of the building with a target energy reduction goal to be achieved. In addition, a suggestion box will be placed in the building for collecting ideas for improvements to the building that staff would like to see. Throughout the fiscal year, staff will use the tools they learned through the BGS Energy News letters and direct training sessions with the BGS environmental engineer to reduce their energy use. At the end of the fiscal year, the committee will compare the two years to see what percentage reduction was actually achieved.

Once the percentage goal is achieved, the committee will evaluate the building again and set a new goal. The committee then selects an improvement from the suggestion box based on the amount of savings realized. Funds to make these approved improvements will be made available through funds such as the Fee for Space General Fund. Some awards being considered for staff include: gas cards, free rental of a fleet car for their department for a set time period, and providing gift certificates from a local business. Improvements from the suggestion box and awards will be funded through a percentage of the savings realized from the program. The percentage will be determined by the committee. An overall rotating award cup will be given to the building with the most change within specific building categories. The building categories will be as follows: state office buildings, correctional facilities, courthouses, laboratories, hospitals, Public Safety field stations and multi-use buildings. The residual savings after the awards will be placed in the State Resource Management Revolving Fund for future projects.

A good example of this program is the Department of Motor Vehicles located in 120 State Street in Montpelier. This department occupies a Department of Buildings and General Services building. The Department of Motor Vehicles, working on the implementation of the State Agency Energy Plan, removed twenty portable space heaters from the work spaces of their staff. The space heaters being removed will save the Department of Buildings and General Services approximately \$989 and 9485 kilowatt-hours per year, these savings are then forwarded to the Department of Motor Vehicles through Fee for Space. The Commissioner of the Department of Motor Vehicles and the committee agreed on an award of twenty (20) \$25 gas cards to be distributed to staff as an award for this cost and emission reduction.



Portable space heaters collected at the Department of Motor Vehicles

There should also be consideration of a statewide, incentive plan for staff to recognize their efforts in sustaining the reductions previously achieved by a conservation or performance contract or from a previous achievement by the tenants themselves.

A similar incentive program could also be expanded to the reduction of the transportation energy consumption and resulting decrease in greenhouse gas emissions. The concept of the buildings incentive program would be applied to the transportation sector with the concentration on transportation energy use and the awards highlighting transportation and fleet use.