

## MEMORANDUM

TO: University Facilities Planning Board: Nancy Cornwell - Chair, Walt Banziger - Vice Chair, Jim Becker, Kurt Blunck, Allyson Bristor, Jeff Butler, ASMSU President, Michael Everts, Chris Fastnow, Mandy Hansen, Jeff Jacobsen, Patricia Lane, Terry Leist, Tom McCoy, Martha Potvin, Jim Rimpau, Tom Stump, Jim Thull, Troy Duker – ASMSU, Brenda York

FROM: Victoria Drummond, Assoc. University Planner, Planning, Design & Construction

RE: **August 28, 2012**, meeting of the University Facilities Planning Board to be held in the **Facilities Meeting Quonset** at **3:30 pm**

### **ITEM No. 1 – APPROVAL OF NOTES**

Approval of the draft notes from July 31, 2012.

### **ITEM No. 2 – EXECUTIVE COMMITTEE REPORT**

### **ITEM No. 3 – CONSENT AGENDA**

No items.

**ITEM No. 4 – RECOMMENDATION** – **Campus Air Conditioning Policy – Review and Update**  
**Presenter – Matt Carr**

**ITEM No. 5 – RECOMMENDATION** – **13<sup>th</sup> Street Recycle Center Expansion**  
**Presenter – EJ Hook**

### **HORIZON ITEMS**

- **External Building Signage Policy**
- **Seminar Materials**
- **Master Planning Issues**
- **Revisit and Update Policies**
- **HBO5 Amendment for lab Facility**

VCD/lk

PC:

President Cruzado  
ASMSU President  
Bonnie Ashley Registrar  
Jody Barney, College of Agriculture  
Pat Chansley, Provost Office  
Julie Kipfer, Communications

Victoria Drummond, Facilities PDC  
Lisa Duffey, College of Agriculture  
Heidi Gagnon, VP Admin & Finance  
Diane Heck, Provost Office  
Jennifer Joyce, VP Student Success  
Linda LaCrone, VP Research Office

Shari McCoy, Presidents Office  
Becky McMillan, Auxiliaries Services  
Robert Putzke, MSU Police  
JoDee Palin, Arts & Architecture  
Allen Yarnell, Presidents Office



**UNIVERSITY FACILITIES PLANNING BOARD**  
(8/28/12)

<b>ITEM # 4</b>		<b>Air Conditioning Policy Update and Proposed Energy Policy</b>				
<b>PRESENTERS:</b>						
Matthew Carr, Resource Conservation Specialist						
<b>PROJECT PHASE:</b>	<b>PLANNING</b>		<b>SCHEMATIC</b>		<b>DESIGN DOCUMENTS</b>	<b>CONSTRUCTION DOCUMENTS</b>
<b>VICINITY MAP:</b>						
The Air Conditioning Policy and Proposed Energy Policy shall apply to all University Facilities.						
<b>STAFF COMMENTS:</b>						
<p>The presentation will focus on an update to the expired Air Conditioning Policy. The policy was originally created in March 2005 and has since passed the three year review date from the effective date. The Air Conditioning Policy was originally created with the intent to curb the installation and usage of temporary window mounted air conditioner for aesthetic and energy usage reasons. The Policy has been reviewed and modified based on the experiences of the previous version. Major modifications include but are not limited to:</p> <ul style="list-style-type: none"> <li>• The reduction and revision of sections such as the “Policy” section so the document is more clear and concise.</li> <li>• The inclusion of portable room air conditioners to be restricted by the policy.</li> <li>• Modification of the process for a request to be made for an installation through Facilities Services.</li> </ul> <p>The Proposed Energy Policy would be a broader document which would contain the Air Conditioning Policy and also guide building users in proper operation of all energy using systems.</p>						
<b>COMPLIANCE:</b>					<b>YES</b>	<b>NO</b>
<b>MSU POLICIES</b>					<b>X</b>	
<b>COMMITTEE OR APPROPRIATE REVIEW</b>					<b>X</b>	
<b>MASTER PLAN</b>					<b>X</b>	
<b>BOARD ACTION REQUIRED:</b>						
<p align="center"><b>Recommend approval of the Air Conditioning Policy Update and Proposed Energy Policy request as proposed.</b></p>						

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# Air Conditioning Policy

*(NEW March 2012)*

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<b>Subject:</b>	Physical Plant
<b>Policy:</b>	Air Conditioning Policy
<b>Revised:</b>	TBD
<b>Effective Date:</b>	TBD
<b>Review Date:</b>	Three (3) years from Effective Date above
<b>Sponsor:</b>	University Facilities Planning Board

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## Introduction and Purpose:

The intent of this policy is to establish a framework within which the University can address changing demands as they relate to interior building environments under the direction of a general set of guiding principles.

## Policy:

Concerns regarding thermal comfort or environmental conditions in any Montana State University Facility shall be submitted to Facilities Services. These concerns and respective requests for air conditioning installation shall be submitted by the appropriate Department Head for the building in question..

Facilities Services staff will review the issues and work with the occupants to determine the most appropriate course of action to achieve reasonable working conditions. The occupant conditions that can be expected to exist in each building are listed at the Facilities Operations website [www.facilities.montana.edu/fs/](http://www.facilities.montana.edu/fs/).

No individual window or portable air conditioning devices are allowed to be installed without the approval of Facilities Services. All installations are subject to review and modification by Facilities Services.

## Facilities Services

P.O. Box 172760  
6th & Grant St, Plew Building  
Bozeman, MT 59717-2760  
[www.facilities.montana.edu](http://www.facilities.montana.edu)

### Telephones

Work Control Center 406-994-2107  
Administration 406-994-2001  
Accounting 406-994-1885  
Engineering & Utilities 406-994-2001  
Campus Stores 406-994-2098  
Transportation Services 406-994-3670  
Landscape & Grounds 406-994-3442  
Custodial Services 406-994-6868  
Mail Services 406-994-2672

Fax 406-994-6572

## **Procedures:**

The decision to install, expand or upgrade air conditioning systems in existing systems shall consider the following factors:

- a. Need: The demand for air conditioning may be driven by increased equipment loads, an increase in human occupancy, changes in other building systems, specified tolerances for activities housed in the space, or a desire of the occupants for a more comfortable work environment. Reasonable attempts to reduce and manage cooling loads in the subject space must be demonstrated. Facilities Services can provide technical and behavioral education assist to achieve load reduction. If system enhancement or addition is required to achieve the range of environmental conditions specified for this space, Facilities Services will research and propose a solution.
- b. Window and Portable Air Conditioning Units Prohibited:  
  
Window mounted and portable air conditioners are specifically prohibited without the consent of Facilities Services and/or the University Facilities Planning Board (UFPB).
- c. Installation Factors: Installations shall be accomplished in accordance with the University's Construction Activities Policy ([http://www2.montana.edu/policy/construction\\_activities\\_policy.htm](http://www2.montana.edu/policy/construction_activities_policy.htm) - Construction Activities Policy) and applicable provisions of the Campus Design Guidelines.
- d. Installation Cost Responsibility: In general, the cost for design and installation of a new or expanded air conditioning system in an existing facility will be the responsibility of the requesting entity.
- e. Ownership of A/C Installations: Unless otherwise agreed upon, departments are responsible for operation and maintenance costs and the eventual capital replacement costs for portable cooling units. Facilities Services will typically perform manufacturer-recommended annual preventive maintenance on such systems at the expense of the owning department.

## **Control/Enforcement:**

This policy applies to all window mounted and portable air conditioning units from the effective policy date. Any units found in breach of this policy shall be subject to review and/or action by Facilities Services. All approved units will be cataloged with registration stickers and/or barcodes in order to track units. Upon discovery of non-approved units, a notice will be given for review. Following a review based on the above procedures of the unit and location, an appropriate action will be made.

## Proposed Energy Policy

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<b>Subject:</b>	Physical Plant
<b>Policy:</b>	Energy Policy
<b>Revised:</b>	TBD
<b>Effective Date:</b>	TBD
<b>Review Date:</b>	TBD
<b>Sponsor:</b>	University Facilities Planning Board

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### Introduction and Purpose:

Montana State University is committed to conserving energy based upon common goals of reducing operating costs, green house gas emissions and in support of the President's commitment to climate change.

The intent of this policy is to establish a framework with realistic criteria that identifies energy and water conservation strategies for the entire campus while respecting occupant comfort or specific requirements. Although MSU has actively taken energy conservative measures over the years, the renewed emphasis on efficient building operation and maintenance procedures contained in this policy is expected to reduce energy consumption and operating costs.

### Policy:

University facilities shall be designed, constructed, operated and maintained in accordance with best reasonable practices in accordance to applicable energy and water efficiency standards and thermal comfort standards. Specifically, the university shall:

- a. Ensure energy and water conservation is a main consideration to department and facilities operations.
- b. Make decisions concerning investments for new construction or renovations based on total cost of ownership and life cycle cost analysis.
- c. Identify and implement new and innovative energy and water conservation measures based on cost effectiveness and capital renewal.

### Facilities Services

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Fax 406-994-6572

- d. Evaluate and compare alternative energy sources and determine feasibility and cost effectiveness while considering future availability and price escalation of all energy sources.
- e. Create and update a long term university energy and water generation, distribution and generation plan.
- f. Measure results of progress and provide periodic progress updates.

### **Procedures:**

#### **A. Heating, Ventilating and Air Conditioning (HVAC)**

1. In general, every effort will be made to maintain space temperatures between 68 degrees in the winter and 75 degrees in the summer. This excludes areas that are not currently heated or cooled and areas with special environmental needs. Refer to the heating and cooling guidelines located here, [www.facilities.montana.edu/fa/...](http://www.facilities.montana.edu/fa/...) , for more specific information.
2. Temperatures during low or unoccupied periods in all facilities will be allowed to cool down to 60 degrees in the winter and 85 degrees in the summer. This excludes areas that are not currently heated or cooled and areas with special environmental needs. Refer to the heating and cooling guidelines located here, [www.facilities.montana.edu/fa/...](http://www.facilities.montana.edu/fa/...) , for more specific information.
3. Occupants who have direct manual control of equipment that heats or cools their space shall operate the equipment as efficiently as possible.
4. Windows and doors shall remain closed while HVAC systems are in operation. Temperature concerns should be brought to the attention of Facilities Services
5. Window mounted and portable air conditioners are not allowed except under special circumstances. Refer to MSU's Air Conditioning Policy for more information.
6. (Something about electric heaters?)

#### **B. Fume Hoods**

1. Fume hood sashes are to be closed when not in use to minimize energy use and provide improved lab safety.
2. Fume hoods which see minimal use or have not been used for a long time should be brought to the attention of Facilities Services for shutdown.

#### **C. Lighting**

1. Lighting systems shall be designed and operated at as low of a level as possible but not low enough to effect safety and operation.
2. Lighting shall be turned off by the last person to leave the space regardless of long they intend to be gone.

3. Occupancy sensors shall be installed where possible to ensure lighting is turned off with no occupancy.
  4. Where light bulbs need to be replaced, they shall be substituted with more efficient compact fluorescent or LED bulbs.
- D. Office Equipment
1. All powered office equipment and task lighting shall be turned off when not in use unless it is detrimental to do so.
  2. All purchased office equipment shall be Energy Star rated.
- E. Purchasing
- Departments, faculty, and staff shall purchase only Energy Star certified products where applicable.
- F. Water
1. Low flow water fixtures shall be installed for replacement or new installations.
  2. Fixtures, faucets, and hose bibs shall never be left open and unattended. Unattended running water and leaks shall be reported to Facilities Services immediately.
- G. Waste?

**Control and Enforcement:**

It is expected of all users of MSU facilities are expected to fully comply with this policy. Each department head or supervisor is requested to communicate this policy and intent to everyone under their supervision. Access to this policy shall be posted on the Policy Section of MSU's website and updated as required. Training by Facilities Services can be requested if more knowledge or clarification on how a building system should be operated and maintained.

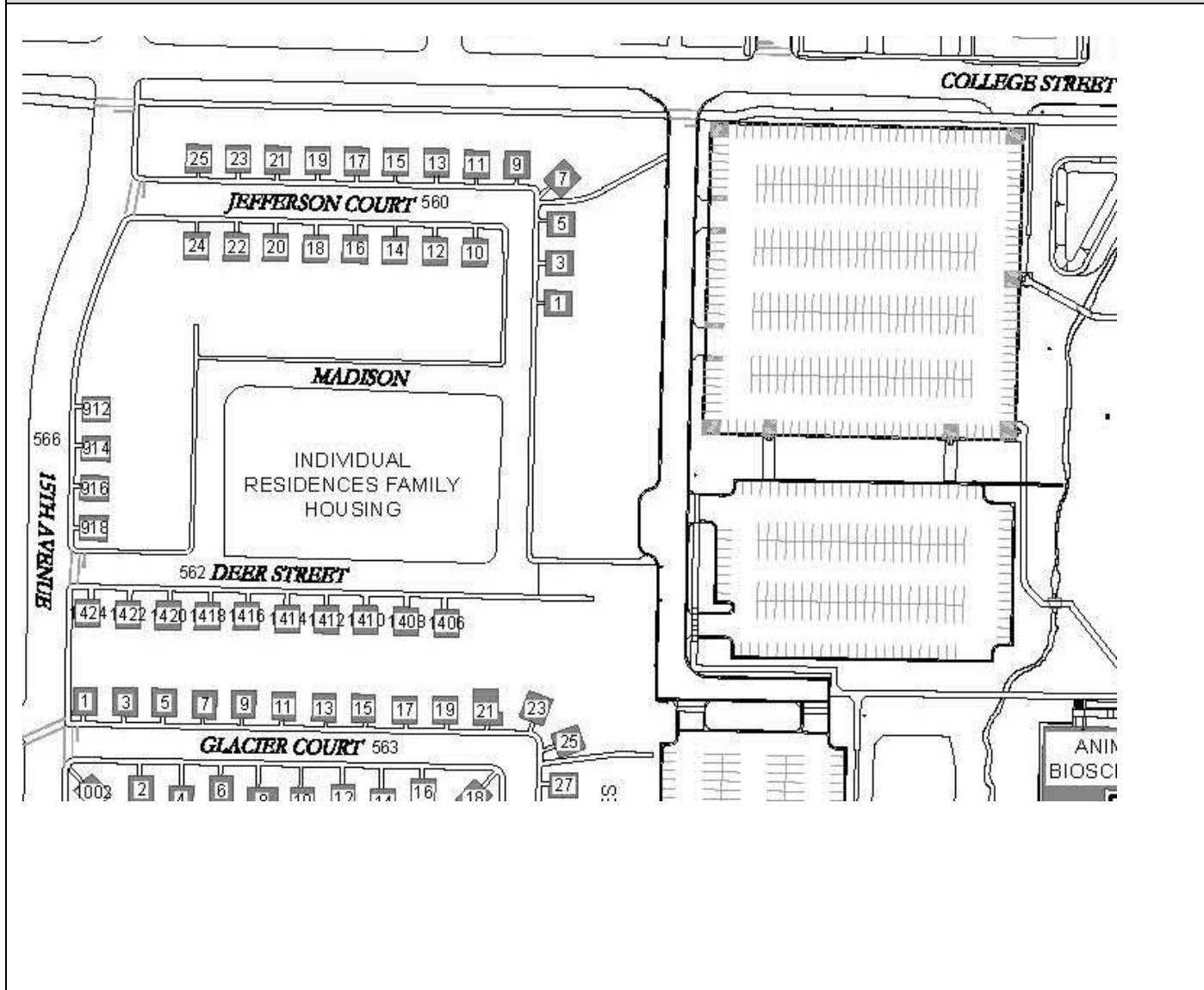
<b>ITEM # 5</b>	<b>13<sup>th</sup> Street Recycle Center Expansion</b>
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**PRESENTERS:**

E.J. Hook-Environmental Services Manager

<b>PROJECT PHASE:</b>	<b>PLANNING</b>	<b>X</b>	<b>SCHEMATIC</b>	<b>DESIGN DOCUMENTS</b>	<b>CONSTRUCTION DOCUMENTS</b>
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**VICINITY MAP:**



**STAFF COMMENTS:**



The work at the Langford dorm made it necessary to remove the Gallatin County Recycling Center located at the far west end of Harrison Street. Users were directed to the other Recycling Center on 13<sup>th</sup>. It has been suggested, and the concept is currently being explored, to punch Harrison through to 11<sup>th</sup>. If and when this occurs it would preclude positioning a Recycling Center in this area of campus. As part of the Monopoly House demolition and site restoration project there is an opportunity to expand the existing Recycling Center site (13<sup>th</sup> Street) and establishing a single site with the capacity to continue to meet campus and community needs. To accomplish this, the capacity of the site would likely need to be doubled. Part of the proposed expansion area is already slated for improvement as part of the Monopoly House project. To be clear, MSU is under no obligation to provide a site for community recycling, but has done so historically. The proposed expansion would meet community needs, address the Harrison Street punch through, and has the potential to dovetail with current project work. This use of the site does not preclude future development as forecast in the LRCDP.



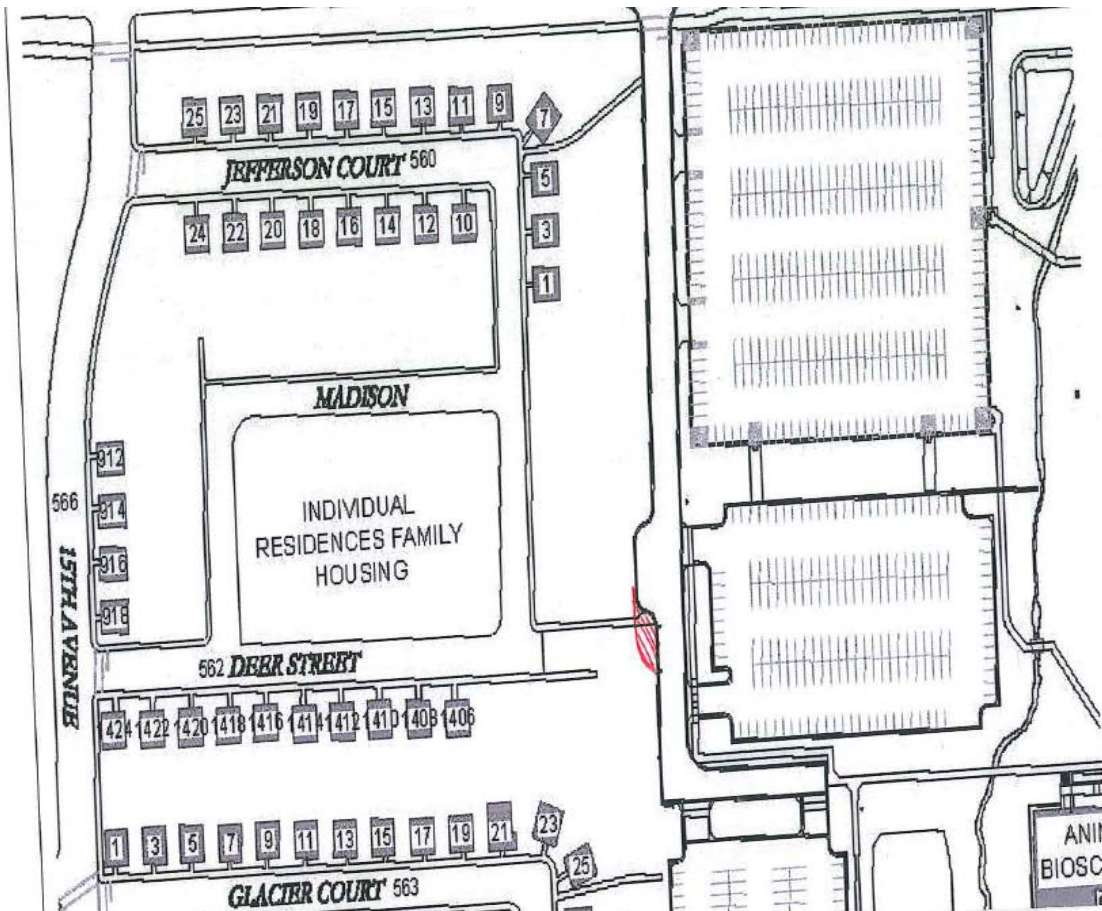
Existing site looking NW with additional dumpsters added on turf to north to meet need.



Existing site looking west. Proposed area of expansion to left (south) of existing site.



Existing site looking NW including potential expansion area.



Proposed area of expansion.

<b>COMPLIANCE:</b>	<b>YES</b>	<b>NO</b>
<b>MSU POLICIES</b>		
<b>COMMITTEE OR APPROPRIATE REVIEW</b>		
<b>MASTER PLAN</b>		
<b>BOARD ACTION REQUIRED:</b>		
<p><b>Recommend FPDC design and install an expanded Recycling Center at the existing 13<sup>th</sup> Street site.</b></p>		

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**MEETING NOTES OF THE  
UNIVERSITY FACILITIES PLANNING BOARD  
July 31, 2012**

**Members Present:** Nancy Cornwell – Chair, Walt Banziger - Vice Chair, Kurt Blunck, Ritchie Boyd for Martha Potvin, Jeff Butler, Christina Fastnow, Lisa Duffey for Jeff Jacobsen, Linda LaCrone for Tom McCoy, Bob Lashaway for Terry Leist, Jim Rimpau, Duane Morris for Tom Stump, Jim Thull, Brenda York

**Proxy:** Michael Everts and Patricia Lane carried by Walt Banziger, Mandy Hansen carried by Lindsey Klino

**Members Absent:** James Becker, Allyson Bristol, Troy Duker – ASMSU

**Guests:** Dan Archer, Bob Arnold, Victoria Drummond, Candace Mastel

The University Facilities Planning Board met beginning at 3:30 pm to discuss the following:

**ITEM No. 1 – Approval of Meeting Notes**

Lashaway moved to approve the meeting notes from July 3, 2012. Morris seconded the Motion. The meeting notes were approved unanimously.

**ITEM No. 2 – Executive Committee Report**

Walt Banziger gave an update on the temporary classrooms. Presidential approval was received for the site north of the Chemistry modulares. There are two units. In one unit there are two 32 person classrooms and in the other there are two 40 person classrooms. The 32 person classroom unit has been ordered and will arrive August 11, 2012. It's a brand new unit and has ADA access. The sidewalk and ramp will lead north toward Harrison Street and the parking lot. The other unit will be new as well and will be here late September/early October. The asphalt pad will start this week. Drummond added that the name for the buildings have been approved by the Registrar and will be called "Temporary Classrooms East" and "Temporary Classrooms West." Classes will be TCE 100 and TCE 102 for the fall semester. The campus maps will be updated online. Butler mentioned a temporary path should be paved around the building toward Montana Hall because Duffey pointed out that people will not go around and up the new sidewalk. People will have to walk around the building in order to access the ramp.

\*On 8/9/2012 Joe Bleehash notified that the first unit (32 cap per classroom) will be TCW, Rooms 101 and 103.

**ITEM No. 3 – Consent Agenda – Temporary Sandwich Board Signs - Tobacco Free Policy Information**

Lashaway moved to approve the temporary sandwich board signs. Boyd seconded the Motion. The vote:

Yes: 14  
No: 1 (Blunck)

**ITEM No. 4 – Recommendation –Academic R&R Fund Guidelines**

Victoria Drummond presented an overview of the draft Academic R&R Fund Guidelines. Several meetings over the last year were spent discussing the guidelines. Input from the last meeting on May 22, 2012 is included in the draft. The first group of information is the Background, which includes the dollar amount and where it comes from. Then the Board of Regents Policies for how the fund is used. The Parameters for Use include Registrar-controlled instructional spaces, public spaces and buildings that benefit the students; building maintenance projects; and may be used to augment department funded projects that also support students and classrooms. Generally the Fund is not to be used for non-state building (instructional/research), equipment, technology, etc. The Academic R&R Funds can also be used to finance larger projects or to leverage some additional funding. Under the Submitting Projects to UFPB section, UFPB would be the vetting resource. FPDC would manage the proposals and then send them to UFPB. They would also be responsible for making sure ASMSU is involved. For Accountability FPDC would maintain a reporting process so UFPB and the President know how the funds are being applied. The last stage is information about some of the things that are gathered when preparing proposals in the p:\ufpb\agenda & memos\2012 agenda\meeting 08 28 2012\draft meeting notes 07-31-2012.docx



vetting process. It includes questions like how many students this benefits and how this is going to be used. Duffey recommended a word change for 4a to say “to evaluate project proposals” rather than “to vet project proposals.” Banziger recommended for the Accountability section that the annual report be submitted between January and March due to the time it takes for the necessary procedures. Lashaway mentioned that the report should not be confused with the project process. The report is an annual accounting for UFPB to look at, but any project could come at any time. Lashaway moved to approve the Academic R&R Fund Guidelines with the 4a amendment. Thull seconded the Motion. The vote:

Yes: 15  
Abstain: 1 (Hansen)

**ITEM No. 5 – Recommendation – Visual Communications Building Loading Dock Lift**

Candace Mastel introduced Dan Archer with Safety and Risk Management and Robert Arnold with the School of Film and Photography and then presented an overview of the Visual Communications Building loading dock lift installation. They have been working on this project to address safety issues with the School of Film and Photography. Last summer a complete overhaul of the service drive was done following the Gaines Hall project. That included new pavement, a new enclosure for the mechanical units, a new loading dock, railings, 30 minute parking spaces and service parking. During that time the loading dock was recreated as it existed before and is made for semi truck type vehicles. At the VisCom building the user vehicle of choice is a 14 foot U-Haul truck. The average loading dock height is about 47 inches, which is higher than the U-Haul truck (approximately 30-33 inches). When the loading dock was built code required that the stairway access to the building door be fenced off separate from the loading dock, which prevents students from exiting the building with equipment and walking it down the stairs. Now they have to transition from the high loading dock to that low level. Code requires secure fencing/railings that are closeable at the loading dock where the big drop is or separate pedestrian traffic that goes into the pedestrian door with solid railing/enclosure. Separating the pedestrian traffic was chosen instead because that was the safest thing to do. The ramp that comes with the 14 foot U-Haul goes downhill from the loading dock and into a lower vehicle. A large cart of about 2,000 pounds coming down the ramp is one of the biggest concerns. Some of them don't fit on the U-Haul standard ramp, which creates an unsafe situation. To avoid the unsafe situation they would like to provide a lift. The proposed Kelly Hulk (or similar) lift is durable and carries up to 4,000 pounds. It has the ability to be surface mounted and is a scissor type lift. Dan Archer was able to get a grant for the project. With the limited maintenance the school is open to discussion about sharing the maintenance costs. The cost of getting power there is unknown at this time and if there is extra money from the grant it would go to power. The power unit will be installed in the lockable equipment check out facility so only equipment check out staff would be able to operate it. Archer mentioned that a remote operator can be purchased. Thull moved to approve the concept with the idea that Mastel works with Butler to get proper lockouts. Boyd seconded the Motion and it was unanimously approved.

Yes: 16

This meeting was adjourned at 4:08 p.m.

VCD:lk

PC:

President Cruzado  
ASMSU President  
Jody Barney, College of Agriculture  
Pat Chansley, Provost Office  
Victoria Drummond, Facilities PDC  
Heidi Gagnon, VP Admin & Finance

Diane Heck, Provost Office  
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