



Office for Capital Facilities Newsletter



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Note from the Associate Vice Chancellor - Karren Bee-Donohoe

COVID Vaccinations: All in-person facilities staff are now eligible to be vaccinated against COVID. On the ["Am I Eligible"](#) webpage for NYS mass vaccination centers, answer YES to the question "Are you an in-person college faculty or essential in-person staff?" to gain access to schedule a vaccine. The campus HR department should provide staff with a letter stating the person is an in-person college faculty or essential in-person staff. The letter may be required at the vaccination center as proof of eligibility.

Space Standards: Space standards are SUNY guidelines for determining the proper size of rooms in planning for both new construction and renovations. The guidelines have been updated to address needs for accessibility and other factors. The revision has been sent to campuses and it posted on the SUNY OCF website at [Facility Programming Standards](#).

PPAA Virtual Conference: This winter the PPAA facilities conference was held virtually, and while we lost the opportunity for the valuable conversations that occur outside of the formal sessions, the material in the formal sessions was very valuable. Additionally, it is hoped some campus staff who do not typically get the opportunity to participate in the winter and summer conferences, were able to take part in the virtual event.

Planning for the Summer conference is underway, and anticipated to be virtual as well. Consider expanding inviting even more campus staff, to help in continued knowledge and to facilitate growth. Organizers are hoping to incorporate opportunities for virtual interaction in small groups to allow some of the networking that typically occurs at in person events.

SUNY Sustainability Website: The [SUNY Sustainability website](#) has been completely overhauled. The site contains information on the Climate Leadership and Community Protection Act (CLCPA) requirements, links to campus sustainability websites, and more.



TOOLS
TRAINING
COMMUNICATION

Upcoming Events

AssetWORLD Conference

Virtual
4/19/2021 - 4/22/2021

AEC Conference

New York, NY
5/19/2021 - 5/21/2021

SUBOA Conference

Virtual
6/3/2021

SUNY/PPAA & NYAPPA Summer Conference

Virtual
6/15/2021 - 6/17/2021

Is that the latest version? - Jessica Miller

The past year has seen an increase in the frequency of updates to the forms and documents associated with SUNY's Construction and Construction-related Consultant Procedures. These updates address changes in laws or regulations, concerns raised by external agencies such as the Attorney General (AG) or the Office of the State Comptroller (OSC), or changes to SUNY procedures or practices. When updates are made, a notification is sent to the Campus Let Contracts, Facilities and Purchasing listservs.

Be sure to always use the latest and greatest forms when building an *Invitation for Bid* or *Request for Qualifications*. For construction procurements, Procedure 7554 Construction Contracting and its associated forms are available online, [here](#). For design procurements, Procedure 7555 Construction-related Consultant Contracts and its associated forms are available online, [here](#).

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What's New in Property & Space? - Patrick Deloughery

In 2021 the Office for Capital Facilities (OCF) will roll out several new features related to AiM's Property & Space modules. These enhancements are designed to simplify the user experience and allow for greater access to your SUNY campus's data.

Queries – With the latest upgrade to AiM, users can now query for and report on User Defined Fields (UDFs) that, up until this point, were only reportable through AIM IQ. UDFs are custom data fields that are unique to SUNY and exist as additional fields, building abbreviation being the most obvious example. For most users this enhancement should eliminate the need to rely on IQ reports.

Floor plans – Floor plans (PDF or BMP format) can now be added to a building record and will be linked by the floor and location. A user can then view that floor plan within any location related to that floor.

Highcharts – A Highchart is a graphical representation of your data and can be created from custom queries. Charts are an excellent to relay information and provide a clearer picture of your data.

Rest assured, OCF will continue to be an advocate for the campuses and push the software vendor, AssetWorks, for additional enhancements, so don't hesitate to submit suggestions to the AiM Help Desk.

Please reach out to the [AiM Help Desk](#) if you have any questions about any of these updates or if you would like to start using them ahead of their formal rollout; and please continue to send any AiM related questions you may have to the AiM Help Desk (AiMHelp@suny.edu).

Diaper Changing Stations - Barbara Boyle

The Department of State has adopted a rule that amends Part 1219 and adds a new Part 1229 of Title 19 of the New York Codes, Rules and Regulations. The rule amends the State Uniform Fire Prevention and Building Code by adding provisions for installation of safe, sanitary, and convenient diaper changing stations available for use by both sexes in certain buildings and by adding provisions requiring the signage associated with diaper changing stations. **Click here for the Full Text of the Rule.** It is Subpart P of the building code.

Diaper changing stations are required of nearly all newly constructed buildings with any Assembly Group A or Mercantile Group M occupancies, and all existing buildings that have one or more areas classified as A or M occupancy and undergo substantial renovation (i.e., Level 2 or 3 alteration).

A diaper changing station is a deck, table, or similar amenity that is intended for use by the public for the purpose of changing diapers for children weighing up to 50 pounds. In covered buildings, for new construction there must be at least one safe, sanitary, and convenient diaper changing station available for both male and female occupants on

each floor level containing a public toilet room.

For existing buildings with A or M occupancies that have undergone substantial renovations, the exact requirements will depend on the project and work conducted. There is no requirement for existing buildings that have not been renovated since January 2019.

All diaper changing stations must meet accessibility requirements, and must include a child restraint. They may be wall mounted or recessed. If using a commercially manufactured unit, it must be installed in accordance with manufacturer's instructions.

Non-commercial diaper changing stations may also be permitted. If there are multiple public toilet rooms on the floor, signage must be provided in toilet rooms without diaper changing stations, to direct people to the nearest diaper changing station.



Single Occupancy Bathroom Facilities- Barbara Boyle

A new law was signed by the Governor last December. It requires that all single occupancy bathroom facilities, in public places and in all public and private schools, be designated gender neutral for use by no more than one occupant at a time, or for family or assisted use. This is applicable to SUNY and campuses have already been advised of the new law. Such gender neutral bathrooms shall be clearly designated by posting of such on or near the door of each facility. The law amends both civil rights and edu-

cation laws of the State, and can be found at: <https://www.nysenate.gov/legislation/bills/2019/s6479/amendment/a>

The required SUNY Board of Trustees resolution was passed on February 25, 2021 and can be found [here](#).

Wording on the signage may vary from the term *Gender Neutral*, as long as the wording used clearly meets the intent of the law.

Reminder about Petroleum Spills - Barbara Boyle

Just a quick reminder: all petroleum spills in NYS must be reported to the DEC Spill Hotline 800.457.7362, within 2 hours of discovery. The only exceptions are spills meeting all of the following conditions:

- The quantity is known to be **less than 5 gallons**; *and*
- The spill is contained and **under the control** of the spiller; *and*
- The spill has not and will not reach the **State's water or any land**; *and*
- The spill is cleaned up within **2 hours** of discovery.

A spill is considered to have not impacted State's land if it occurs on a paved surface such as asphalt or concrete. A spill in a dirt or gravel parking lot is considered to have impacted land and is therefore reportable.

Campuses that fall under SPCC rules (roughly, more than 1320 gallons aboveground and/or 42,000 gallons underground storage), are required to always provide secondary containment for most containers of petroleum products 55 gallons or larger. Campuses have six months to update their plans when new tanks are put in place.

All campuses are advised to review all petroleum storage and use on campus, to make sure proper operations are in place to minimize spill potential, and that spills will be promptly addressed. This should extend to temporary operations as well as more permanent changes (e.g., testing and vaccine sites, construction operations, etc.). The review should also confirm petroleum is not unnecessarily being handled in particularly sensitive areas (e.g., near stormwater drains, swales, etc.).

Campus Let Contracts Webinar Series - Jessica Miller

The Office for Capital Facilities is offering a **Campus Let Contracts Webinar Series** in April. The program is intended for facilities and procurement staff who support, or have responsibility for, capital projects. This might include project coordinators, facilities planners, facilities service personnel or procurement staff. The webinar series will include three sessions:

Financial Management of Capital Funds

Wednesday 4/14 @ 2pm

An overview of capital funding, where it comes from, and how it is managed.

Procurement Requirements

Wednesday 4/28 @ 2pm

An overview of procurement requirements applicable to construction and design contracts, where they come from, and when they apply.

Construction-related Consultant Selection

Wednesday 5/12 @ 2pm

An overview of the process used to select a consultant for design, engineering or surveying services. (*This training is required for Selection Committee Chairpersons and recommended for committee members.*)

Registration is required.

[Click here to register for sessions on Eventbrite.](#)

There is no cost for these sessions.



Masks - Barbara Boyle

The CDC continues to tell us to minimize the likelihood of getting or giving the COVID virus, by continuing to practice social distancing, frequent handwashing, and wearing of high quality masks when necessary. They have even suggested double masking be considered. These precautions, and other basic hygiene considerations, should still be practiced, *even if you have had COVID or the COVID vaccine.*

The CDC has a series of webpages [Improve How Your Mask Protects You](#).

- Make sure your mask fits snugly against your face. Gaps can let air with respiratory droplets leak in and out around the edges of the mask.

- Pick a mask with layers to keep your respiratory droplets in and other's out. A mask with layers will stop more respiratory droplets getting inside your mask or escaping from your mask if you are infected.

The CDC suggests you may wish to choose a mask with a nose wire, use a mask fitter or brace to keep it close to your face contours, and make sure it fits snugly. They suggest you use a mask with multiple layers or wear one disposable mask underneath a cloth mask. They also suggest there are ways to modify the loops of a mask to make it fit better.

Please go to the CDC pages for the most recent suggestions. And remember the mask needs to cover both your mouth and nose!

