

Office of the Chancellor



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September 19, 2008

To: Art Zucker, Chair, Board of Trustees
Ken Friedman, Chair, Physical Facilities Committee, Board of Trustees

From: Tom Faecke, Vice Chancellor/CFO
Toni Murdock, Chancellor

This memo and attached report dated September 19, 2008, serve as a summary update on the status of the University's work in protecting and securing the Antioch College grounds and facilities while this campus remains under suspension. University personnel, under advisement and counsel from consultants, developed this plan for the closure and suspension of operations. The plan has been amended where needed as new information became available. It is highly probable that other revisions will be instituted as work progresses and new information becomes available.

At the time of this report, the University is completing the closure of all buildings with the exception of the Olive Kettering Library. With the assistance of temporary help, contractors, and consultants, those responsible for carrying out the day-to-day activities necessary to complete the work and maintain the facilities consist of a two-man maintenance crew under the supervision of Milt Thompson. Despite the recent difficulties imposed by the remnants of hurricane Ike, work continues with November 1 as an estimated completion date.

We are working closely with local fire officials, and all buildings comply with fire codes. While there are no codes that govern the closure of historic facilities, the University is following the recommendations of our consultants. The recommended procedures from University consultants are incorporated in the attached report.



September 19, 2008

Antioch College Suspension of Operations

Implementation Plan

The following buildings at Antioch College, with the exception of the Olive Kettering Library, are in the process of being shut down during the suspension of operations:

Antioch College	Address	Sq.Footage
Amphitheater	920 Corry St	1,000
Antioch Hall (Main Building)	795 Livermore St	46,800
Antioch Theatre	920 Corry St	20,800
Art Building	904 Corry St	28,200
Art Annex (Sculpture Bldg)	910 Corry St	4,100
Birch Hall	450 Corry St	30,000
Carpenter Shop	915 Corry St	6,500
Curl Gymnasium	240 E. S. College St	40,000
Day House (vacant lot 380 X 150)	126 E. North College St	0
Engineering Building (Maintenance)	320 E. Marshall St	10,600
Evan R. Spalt Center (Corry Hall)	711 Livermore St	16,800
Fels Garage (Physical Plant Office)	760 Livermore St	2,950
Gathering Space (2nd Floor Apartment)	780 Livermore St	3,500
Kettering Greenhouse	150 E. S. College St	600
Long Dormitory (P)	750 Livermore St	0
Marshall St Res. & Solar House	143 Marshall St	1,900
McGregor Hall	815 Livermore St	33,100
Mills Hall	260 E. Limestone St	20,000
New Dorms, Units 1 & 2	191 E. Center College St	4,000
New Dorms, Units 3 & 4	181 E. Center College St	4,000
North Hall	785 Livermore St	23,000
Olive Kettering Library	280 E. South College St	44,500
Pennell House	315 E. North College St	4,000
Photo House	912 Livermore St	2,000
Power Plant (Steam Plant)	915 Corry St	4,300
Rockford Chapel	511 President St	1,000
Science Building	310 E. South College St	64,000

Science Building Greenhouse	310 E. South College St	1,250
South Hall	8085 Livermore St	23,000
Stewart House (President's House)	403 President St	2,500
Union Building	275 E. North College St	39,800
West Hall	114 E. North College St	10,300
Weston Building (Horace Mann)	301 E. North College St	<u>7,200</u>
Total Square Footage:		501,700

Building Shut-Down Process

Process: The procedure for building shutdown will be orderly and completed via a building-by-building process. Beginning with the dormitories, all tasks outlined in this work plan will be completed in each building prior to moving to the next building. November 1, 2008, is the target date for completing the tasks included in this work plan.

Utilities & Climate Control: Electricity, with the exception of emergency lighting and power necessary for the fire detection systems and elevators, will be shut off. Water will be disconnected and each building will be drained including traps, drains, heat exchangers, steam radiators, fan coil units, chiller drain and pump coils, softeners, and any other equipment in need of winterizing. Water lines will be cut and capped to prevent leakage from the city water valves in all closed buildings.

A licensed contractor will complete winterization of the buildings. Wet sprinkler systems have been converted to dry systems. The central heating plant and associated steam tunnels will be shut down, winterized, and no heat will be provided to closed buildings. A licensed contractor will also do the winterization of the central heating plant. The University will be following the advice of our consultants to avoid, as much as possible, the threat of moisture and mold when not providing heating and cooling to closed buildings. The goal is to keep the buildings dry, particularly during the change of season. This occurs mainly in the spring when outside temperatures increase at a rate much faster than the buildings' interior temperature. When the sun heats up surfaces such as metal framed windows, the surrounding cold air condenses and moisture forms. Ideally, when the weather turns warm the windows should be opened and the ventilation system turned on until the indoor and outdoor temperatures are close to equal. This will be completed by utilizing air handling systems in good working order, not air-conditioning systems. After that, fluctuations in outdoor temperatures should have minimal effect on condensation.

During the winter months, typically November through February, the sun is lower and will heat up the south side of buildings if the window coverings are kept open. Our consultant recommends that during this period the ventilation system be turned on daily for about an hour to mix the warmer air in the south of the building with the cooler air in the north side of the building. Even on days with no sun, the air movement will help reduce stagnant moist air from lingering on surfaces such as carpet and drywall that may be susceptible to mildew. During the hot summer months, the window coverings can be

kept closed to minimize heat gain. Again, circulating the air on a regular basis will mix the warm and cool air. Condensation occurs less in the summer so the ventilation system could be turned on weekly rather than daily. If feasible, windows could be opened at regular intervals to air out the buildings. Our primary concern for the air handling system will focus on North, South and Main Building; other buildings to a lesser degree.

Locks: The majority of the locks on exterior doors have been changed to a new master key system controlled by the University. Interior doors will remain open with the exception of controlled storage areas within certain buildings.

General Equipment: Most equipment will be stored in the building where it was used prior to the suspension. Equipment deemed in disrepair will be discarded unless it has historic significance. Computer equipment will be evaluated and properly stored centrally for later distribution. Any equipment in need of climate control will be removed and properly stored.

Vehicles: With the exception of a few select vehicles in use by the maintenance crew, all vehicles will be stored inside for the immediate future.

Furniture: Furniture will be stored in the building where it was used prior to the suspension. An exception to this is equipment that would be sensitive to excess heat and humidity and, therefore, stored in a climate controlled area either in the Kettering Building or other climate controlled storage. Examples of this would be pianos and other musical instruments, art pieces, scientific equipment, etc.

Records: Student records will be evaluated and stored in a central location or isolated in locked storage in the building where they were stored prior to suspension, depending upon volume. Some records will be digitized and then destroyed. All historically significant records will be retained.

Paper & Other Flammables: Paper and other flammables other than retained records will be removed from buildings. This includes drapes or other materials deemed flammable in addition to paper and other materials. Exceptions to flammables that will remain are office equipment, couches, mattresses or other interior furniture. All books will be stored until a determination is made for future use or archival significance.

Supplies: Supplies will be evaluated and either disposed of or stored for future use. Office supplies and maintenance supplies will be housed in a central location in the Kettering Building.

Chemicals: Licensed professionals have removed chemicals and other hazardous materials from the Science Building. The process of securing all science labs is a work in progress.

Archives: Valuables and collections located in various buildings throughout the campus have been identified and inventoried by Scott Sanders. At the completion of a building closure, these items will be secured in a climate-controlled environment. The collections of the Antiochiana will remain in the Olive Kettering Library.

Olive Kettering Library: It has been determined from two separate structural reviews that the Olive Kettering Library is sound and not in any danger of collapse. Repairs to the exterior wall have been put on hold until a campus master plan addressing this and other deficiencies have been prioritized.

The Library has a stand-alone air-conditioning system that is operational and provides adequate cooling in the summer. A stand-alone boiler is being installed in the Library to provide heat during the winter months.

On-going Security and Monitoring Procedures

Security: Security will be provided via video surveillance equipment. Phase I of the video surveillance plan called for the installation of 66 cameras mounted on campus buildings. These cameras have infrared capabilities for 24-hour monitoring. The surveillance will be recorded on servers.

The Yellow Springs Police will have Internet access to the cameras for monitoring purposes. A security firm has been retained for additional security. The maintenance crew will be active on campus during the daytime providing additional campus security. All buildings will have a walk-through by the maintenance crew to check for damage from weather or vandals. These inspections will be documented.

Building Monitoring: A pest control contract will be utilized for the control of pests. Elevator and fire detection system maintenance contracts will remain in force.

Grounds Maintenance: The maintenance crew will be responsible for lawn care and snow removal. Trees will be trimmed to increase the visibility of the surveillance cameras. Snow removal will include the sidewalks leading to the Olive Kettering Library and all fire lane areas on campus.

Recent Storm Damage: The high winds that hit Ohio on 9/14/08 caused considerable damage to the campus grounds and only minor damage to the buildings. The electricity was out until 9/17/08. University staff reported to work during the week to join the ground crew in helping to clean up numerous downed trees, broken limbs, and debris. The University has offered to the Village a place on the 'golf course' to dump its vegetation debris alongside what the University has gathered for eventual disposal. Much work is yet to be done, particularly in front of the Main building, but overall the grounds are in good shape.