

FACILITIES MANAGEMENT ANNUAL REPORT

2023–2024





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OUR MISSION

As the service division supporting an institution dedicated to Forming Good Men and Good Citizens, the Facilities Management Division of Hampden-Sydney College is committed to achieving excellence in serving our campus community. We aim to optimize resource utilization, provide outstanding customer service, and act as responsible stewards through effective management and sustainable practices, while fostering a supportive and inspiring environment for learning and growth.



LETTER FROM THE VP

Our Facilities Management staff is an amazing group of people, truly the "unsung heroes" on the Hampden-Sydney campus.

Over the past couple of years, we have made so much progress in the renovations of many of our older buildings and in areas of new construction and on the grounds throughout the campus, but there is always more to do. I applaud the tireless efforts of our Facilities staff, and I marvel at their resiliency. Collegiate campuses across the country are dealing with labor shortages, lack of skilled applicants for many job vacancies and escalating prices for many needed repair parts. These circumstances are no stranger to us at Hampden-Sydney, but I am so proud of how our staff continues to come to work every day and do all in their power to make a difference for our faculty, staff, and students.



We've been able to reduce work order response time and the instances of room damage in our dorms has gone down drastically over the past three years due to a renewed effort and cooperation between our Facilities staff and the Office of Student Affairs. We continue to work diligently to standardize many of the building systems across campus, thereby reducing costs by gaining greater efficiencies. We also are always on the lookout for opportunities to advance our staff into roles of greater responsibility. We are very fortunate, even in the current local labor market, to have hired and retained so many talented and dedicated employees.

I am grateful for the efforts these employees put forth each day and I look forward to all of the positive contributions they'll make in the coming year.

I am proud to serve alongside the entire Facilities Management team, and I applaud their efforts to help form good men and good citizens each and every day.

With Kindest Regards,

Ken Copeland
V.P. for Business Affairs and Finance

LETTER FROM THE DIRECTOR



As we reflect on the past year, I am proud to highlight the exceptional work of our Facilities Management team. Our dedicated staff demonstrated unwavering commitment to maintaining and enhancing our campus infrastructure despite the challenges posed by staffing shortages, an increase in capital projects, the impact of inflation on our purchasing power, and adapting to the ever-evolving demands to serve our community

This annual report showcases our accomplishments, from completing critical maintenance projects to implementing sustainable initiatives. We have made significant strides in the following areas.

- Completion of the Venable Hall Historic Preservation Project
- Improved student housing through capital projects at The Rivers Apartments and Whitehouse Quadrangle
- Completed construction of the grant-funded Apiary
- Numerous campus improvement projects
- Energy efficiency and HVAC upgrades

Our team's expertise, collaboration, and customer-focused approach have been instrumental in supporting the College's strategic goals. I extend my gratitude to each team member for their tireless efforts.

Looking ahead, we will prioritize our efforts in a wide range of areas.

- Energy management and sustainability
- Continue to improve our Historic Preservation standards and efforts
- Improve the resiliency of our campus utility systems
- Prioritize defining service standards within our departments

Thank you to our partners across the College for their collaboration and trust. Together, we will continue to create a safe, efficient, and inspiring environment to form good men and good citizens.

Sincerely,

Kevin Miller
Director of Facilities Management

PLANT ADMINISTRATION



KEVIN MILLER

Director of Facilities Management

AREAS OF FOCUS

- Plant administration
- Capital projects
- Campus planning
- Historic preservation



DAVID GILES

Assistant Director of Buildings and Utilities

AREAS OF FOCUS

- Building maintenance
- Deferred maintenance
- Small projects
- Campus utility systems
- Energy management



WILLIAM GILLEN

Assistant Director of Operations

AREAS OF FOCUS

- Building services and special event support
- Customer service desk
- Campus fire and safety
- Access control and ID
- Inventory and purchasing



DERRICK GARBY

Superintendent of Grounds

AREAS OF FOCUS

- Landscape maintenance
- Forest management
- Special event support
- Motor pool and fleet management



SARAH TOLLEY

Office Manager

AREAS OF FOCUS

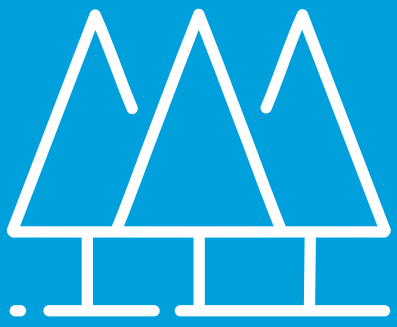
- Budget tracking
- Invoice processing
- Document archives
- Administrative support

CAMPUS SUMMARY

BUILDING TOTALS BY PRIMARY USE

Academic Buildings	13	287,692
Faculty/Staff Housing	21	59,436
Facilities Management	1	48,000
Water/Sewer	4	1,790
Fraternity Housing	13	75,871
Athletics	5	138,027
Administrative Buildings	10	33,882
Student Housing	32	246,627
Student Services	9	84,006
Other	2	4,353
Total	110	979,684

979,684
TOTAL SQUARE FOOTAGE

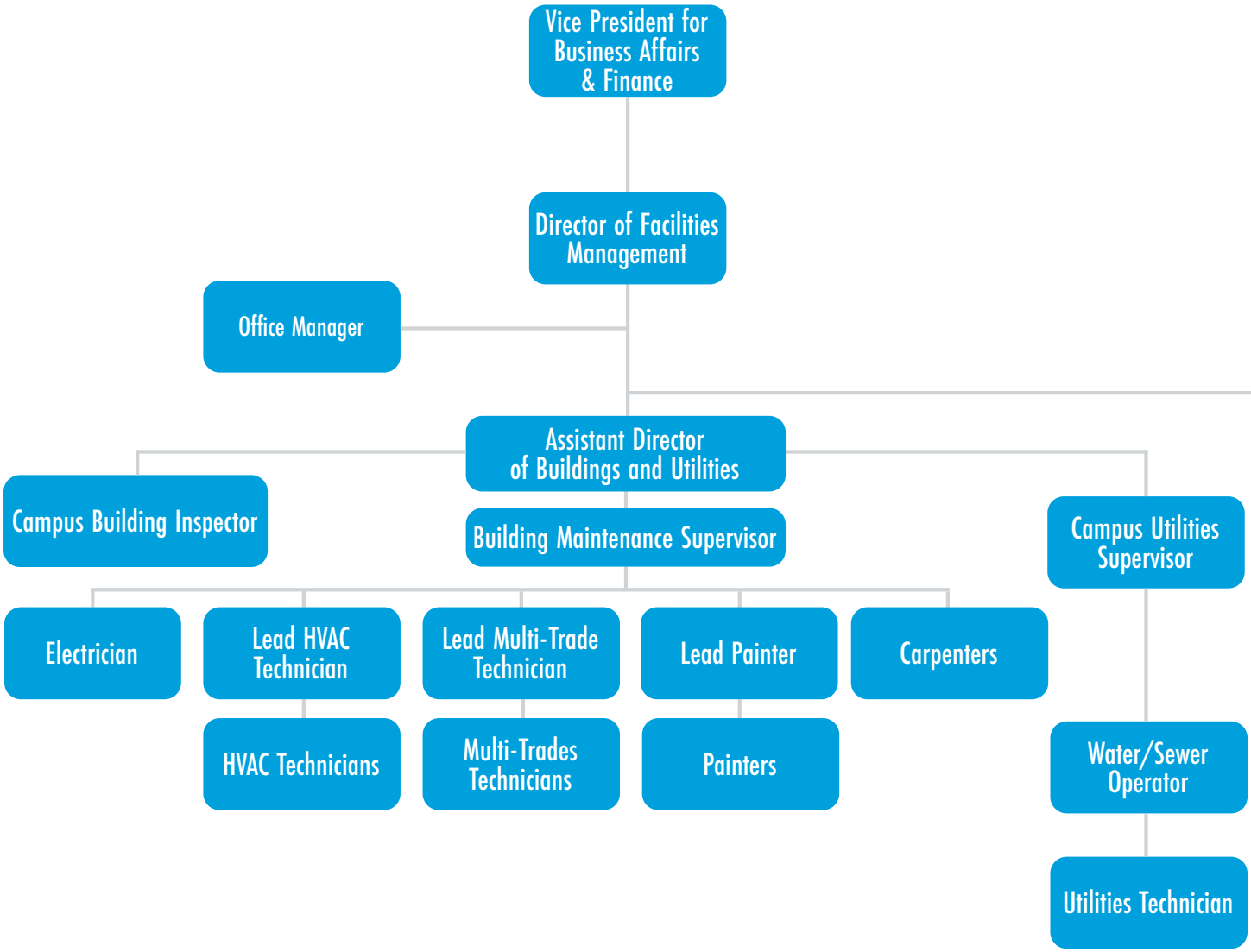


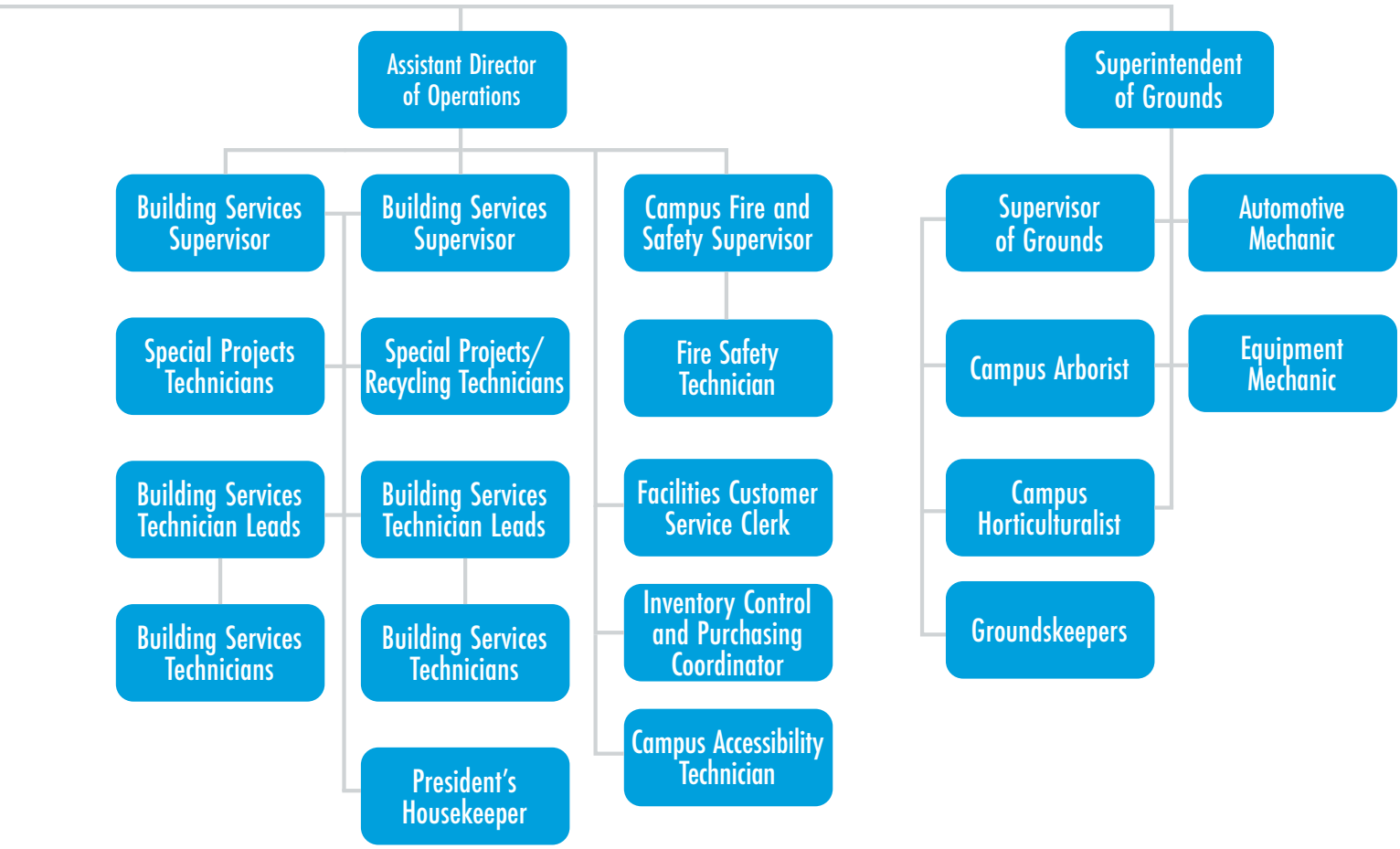
263
DEVELOPED ACRES

1075
UNDEVELOPED ACRES

1,338
TOTAL ACREAGE

ORGANIZATIONAL CHART




Assistant Director of Operations
Superintendent of Grounds
Building Services Supervisor
Building Services Supervisor
Campus Fire and Safety Supervisor
Supervisor of Grounds
Automotive Mechanic
Special Projects Technicians
Special Projects/ Recycling Technicians
Fire Safety Technician
Campus Arborist
Equipment Mechanic
Building Services Technician Leads
Building Services Technician Leads
Facilities Customer Service Clerk
Campus Horticulturalist
Building Services Technicians
Building Services Technicians
Inventory Control and Purchasing Coordinator
Groundskeepers
President's Housekeeper
Campus Accessibility Technician


HOT WATER RETURN




DANGER ZONE
DO NOT ENTER
DANGER ZONE







BUILDING MAINTENANCE AND UTILITIES



DAVID GILES
Assistant Director of Buildings and Utilities



THOMAS GRAHAM
Building Maintenance Supervisor



JERRY CARTER
Campus Building Inspector



MATT COLEMAN
Campus Utilities Supervisor

MAINTENANCE LEAD GROUP



NOLAN ALIFF
Lead HVAC Technician

SHAWN MAHAN
Lead Multi-trade Technician



ROBERT WILLIAMS
Lead Painter



ALVIN MASON
HVAC Technician

BRUCE MCMAHAN
Multi-Trade Technician

RICHARD WILKERSON
HVAC Technician

MELVIN ADCOCK
Carpenter

STEPHEN GLOVER
HVAC Technician

ASHTON GILES
Painter

TIMOTHY FRANKLIN
Multi-Trade Technician
(Not Pictured)

BUILDING MAINTENANCE TEAM SUMMARY

COMPLETED PROJECTS

CAMPUS IMPROVEMENTS

- Hellmuth-Gibson Field—LED lighting upgrade
- Tennis Courts—Scoreboard and sports lighting
- Ty Cobb Baseball Stadium—Sports lighting
- Memorial brick walk
- Basketball office suite
- Blake Apartments

HVAC

- Pi Kappa Alpha
- Maples
- Westmerton
- Middlecourt
- Wauchope House
- Gilmer Greenhouse
- Cushing Hall

DEFERRED MAINTENANCE

- Pannill Commons improvements
- Elliott House—Bathroom upgrade
- Slate Hill Cottage—Roof and interior improvements
- Phi Gamma Delta—Roof and building envelope
- Penshurst—Kitchen upgrades and exterior repairs
- Brinkley Hall—Controls upgrade
- Thornton Place—Deck replacement
- Nelson House—Roof
- Wellness Center—Rear roof
- Blake Apartment E—Rear deck replacement
- Manor Cottages—Paint and porch maintenance

APPA STANDARDS OF MAINTENANCE



LEVEL 1—HIGH FREQUENCY/SHOWPIECE FACILITY

» Recommended Staffing: Approximately 1 maintenance staff per 10,000 to 15,000 sq. ft.
» Tasks: Daily or as-needed repairs, preventive maintenance, and immediate attention to issues. Emphasis on maintaining equipment and systems in top condition with high operational efficiency.



LEVEL 2—MODERATE FREQUENCY/COMPREHENSIVE STEWARDSHIP

» Recommended Staffing: Approximately 1 maintenance staff per 15,000 to 20,000 sq. ft.
» Tasks: Regular preventive maintenance, scheduled repairs, and addressing minor issues. Routine inspections and upkeep to prevent system failures and ensure reliability.



LEVEL 3—LOW FREQUENCY/MANAGED CARE

» Recommended Staffing: Approximately 1 maintenance staff per 20,000 to 25,000 sq. ft.
» Tasks: Periodic inspections, preventive maintenance, and less frequent reactive repairs. Maintenance is performed on a less urgent basis with essential upkeep.



LEVEL 4—DEFERRED CARE/REACTIVE MANAGEMENT

» Recommended Staffing: Approximately 1 maintenance staff per 25,000 to 30,000 sq. ft.
» Tasks: Deferred or minimal maintenance tasks, with occasional preventive maintenance and reactive repairs only when necessary. Focuses on preserving facility condition with minimal intervention.



LEVEL 5—NO CARE/CRISIS RESPONSE (OUR CURRENT LEVEL)*

» Recommended Staffing: Minimal or no dedicated maintenance staff.
» Tasks: No routine maintenance performed; only addressed in emergency situations. Facilities and systems are left in a deteriorated state with no regular upkeep.

**Note: Due to the dedication, hard work, and targeted approach towards high-priority areas, there may not be alignment with the perceived level of service compared to APPA guidelines. These guidelines serve as a reminder of the potential stress applied to our team members as we aim to serve our campus community.*

Total Staff: 12 | Total Sq. Footage Servicing: 918,458 | Sq. Ft. Per Employee: 76,538



2,528
WORK ORDERS



UTILITIES TEAM SUMMARY

COMPLETED PROJECTS

- Blake Apartments—Electrical service upgrade
- Hemler House—Generator
- Kirby Field House—Fiber relocation and mechanical yard electrical service upgrade
- Whitehouse—Underground electrical, water, propane, and fiber upgrades
- The Rivers—Underground propane
- Venable Hall—Underground electric, propane, fiber, telecom



STEVEN LIBBY
Water/Sewer Operator

Campus Utilities Technician (Vacant)

39
WORK ORDERS

NON-WORK ORDER DUTIES

- Water and sewer system
- Emergency generators
- Pool treatment
- Utility marking
- Utility meter reading
- Utility pumping system


BOMAG




CAT
302.5




TIGER BAS























OPERATIONS



WILLIAM GILLEN
Assistant Director of Operations



CATHIE SHELTON
Building Services Supervisor



SHERARD SIMS
Building Services Supervisor

BUILDING SERVICES LEAD GROUP



BRANDIN RAMSEY
Building Services Lead Technician

ADRIENNE RAMSEY
Building Services Lead Technician



GAIL HAMLIN
President's Housekeeper



KENNETH JENKINS
Special Projects Technician

LARRY WADE
Special Projects Technician



TOM CAMP
Recycling/Special Projects Technician



Tahera Ahmadi
Barry Allen*
Jackie Bowler*
Janice Braxton
Shirley Brooks
Eugene Brown
Louise Brown*
Thomas Camp
Steve Chambers*
Mary Crawley*
David Dooley
Mark Fears*
Javin Ford
Brandon Glenn
Gail Hamlin
Robert Hartnett
Alice Haskins
Anthony Irving
Anthony Jackson
Kenneth Jenkins
Kimberly Lamon
Edward Marshall
Adrienne Ramsey
Brandin Ramsey
Cathie Shelton
Sherard Sims
John Shepherdson*
Tammy Smith
Larry Wade
Brenda Wiley

*Not Pictured

BUILDING SERVICES TEAM SUMMARY

SERVICES WE PROVIDE

- Building cleaning
- Indoor trash removal
- Recycling
- Athletic event support
- Special event setups and support
- Summer camps and conferences
- Disaster and emergency response

610
WORK ORDERS

NON-WORK ORDER DUTIES

- Daily cleaning
- Trash services
- Recycling services
- Floor maintenance
- Laundry/linen services
- Brass polishing

APPA STANDARDS OF CUSTODIAL CARE



LEVEL 1—HIGH FREQUENCY/ORDERLY & SPOTLESS

- Recommended Staffing: Approximately 1 custodian per 5,000 to 7,500 sq. ft.
- Tasks: Daily cleaning and maintenance of high-traffic areas, including sweeping, mopping, vacuuming, dusting, and sanitizing restrooms, lobbies, hallways, and other frequently used spaces.
- Focus: Ensure cleanliness and hygiene in heavily used areas that require constant attention to maintain a presentable and safe environment.



LEVEL 2—MODERATE FREQUENCY/ORDINARY TIDINESS

- Recommended Staffing: Approximately 1 custodian per 7,500 to 10,000 sq. ft.
- Tasks: Regular cleaning of areas with moderate traffic, including weekly or bi-weekly cleaning of offices, conference rooms, break rooms, and other spaces with less frequent use than high-traffic areas.
- Focus: Maintain overall cleanliness and addresses dirt accumulation in areas that do not require daily attention but still need regular upkeep.



LEVEL 3—LOW FREQUENCY/CASUAL ATTENTION

- Recommended Staffing: Approximately 1 custodian per 10,000 to 15,000 sq. ft.
- Tasks: Periodic cleaning of low-traffic or specialized areas, including monthly or quarterly tasks like deep-cleaning carpets, polishing floors, and maintaining less-used storage rooms or specialized areas.
- Focus: Focus on deep cleaning and maintenance that is less urgent but necessary for preserving the condition of facilities and equipment over time.



LEVEL 4—DEFERRED CARE/MINIMAL CARE

- Recommended Staffing: Approximately 1 custodian per 15,000 to 20,000 sq. ft.
- Tasks: Maintenance tasks that are postponed or addressed infrequently, including occasional tasks like major carpet cleaning or intensive wall washing, typically driven by specific needs or budget constraints.
- Focus: Handle tasks that are not immediately critical but are important for long-term maintenance and appearance.



LEVEL 5—NO CARE/NEGLECTED (OUR CURRENT LEVEL)*

- Recommended Staffing: Minimal or no regular staffing; typically only addressed in emergency situations.
- Tasks: No routine cleaning or maintenance. Areas are only attended to if major issues arise or in response to specific complaints.
- Focus: Areas are left neglected, requiring significant intervention to address cleanliness and maintenance problems.

**Note: Due to the dedication, hard work, and targeted approach towards high-priority areas, there may not be alignment with the perceived level of service compared to APPA guidelines. These guidelines serve as a reminder of the potential stress applied to our team members as we aim to serve our campus community.*

Total Staff: 29 | Total Sq. Footage Servicing: 782,221 | Sq. Ft. Per Employee: 26,973






HAMPDEN-SYDNEY COLLEGE
Faculty, Staff, & Students Flu Vaccine Clinic
October 8th 7-11 am
Venable Hall
Parents and Friends
HUMAN RESOURCES








FACILITIES





SUPPORT SERVICES



TAYLOR DAVIS

Campus Accessibility Technician

AREAS OF FOCUS

- ID cards
- Campus signage
- ADA compliance
- Key control
- Card control access



KRISHEENA BROWN

Inventory Control and Purchasing Coordinator

AREAS OF FOCUS

- Purchasing
- Warehouse and inventory control
- Surplus auctions
- Shipping and receiving



RAE DIAL

Facilities Customer Service Clerk

AREAS OF FOCUS

- Work order management
- ID cards
- Motor pool scheduling
- Dispatcher
- Customer service representative



JOHN SHELTON

Campus Fire and Safety Supervisor

AREAS OF FOCUS

- Fire alarm system maintenance
- Campus safety assessments
- Incident investigation
- Safety training



TJ COOK

Fire Safety Technician

AREAS OF FOCUS

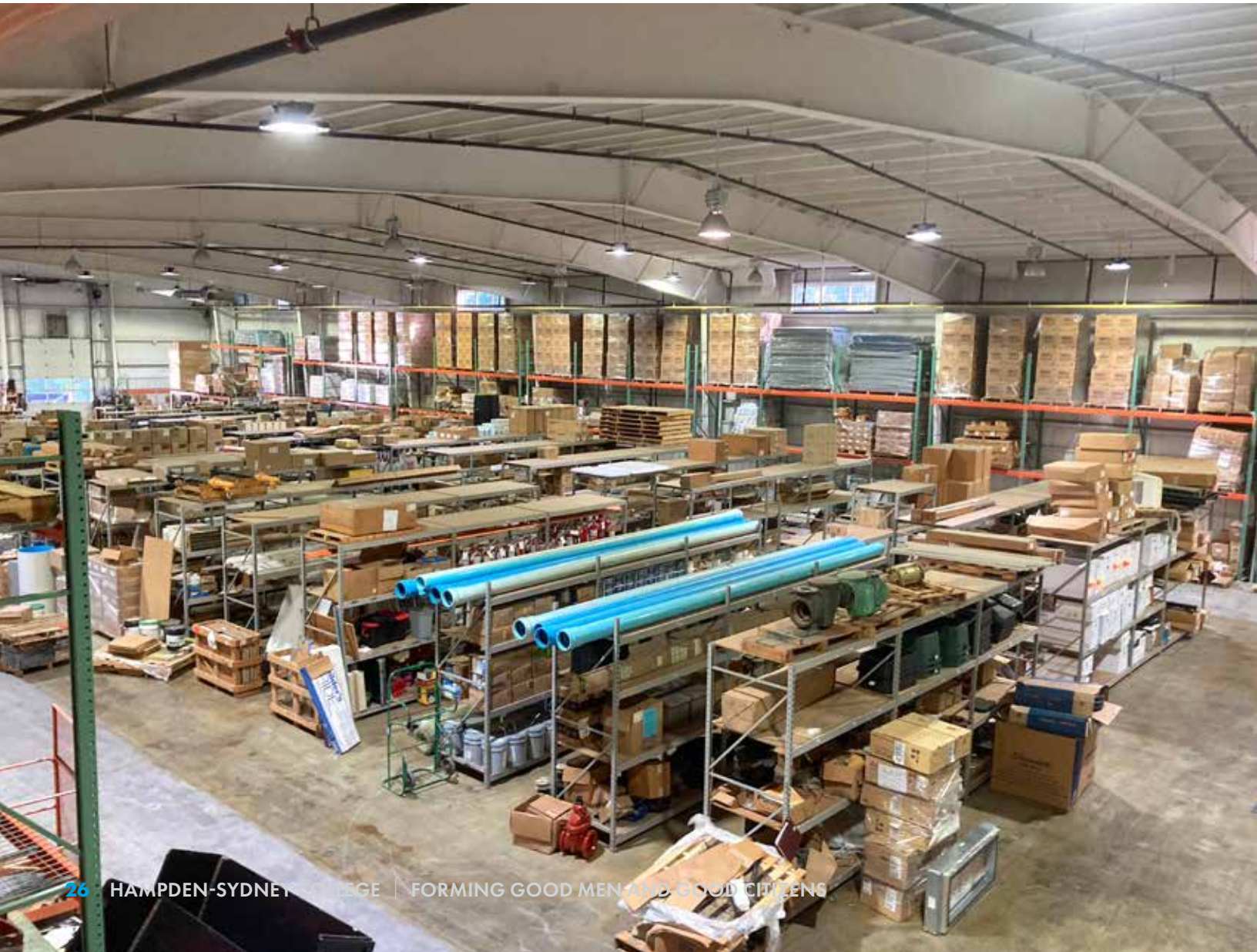
- Eyewash stations
- Fire extinguisher checks
- Fire system checks
- Work orders






NISSAN





















GROUNDS AND MOTOR POOL



DERRICK GARBY
Superintendent of Grounds



KEN WATSON
Supervisor of Grounds



MOLLY LEDBETTER
Campus Horticulturalist



Campus Arborist

MECHANICS GROUP



GREG DIX
Automotive Mechanic



LINWOOD FULCHER
Equipment Mechanic

GROUNDSKEEPERS



Raymond Alexander
Kenneth Copeland
Terrill Hall*
Kennith Toney
TyJamar Vaughan
Preston Venable
Reuben Williams
Brant Sraver*

***Not Pictured**



GROUNDS TEAM SUMMARY

SERVICES WE PROVIDE

- Grass cutting and turf management
- Outdoor trash removal
- Recycling
- Athletic event support
- Special event support
- Snow removal
- Disaster and emergency response

418
WORK ORDERS

NON-WORK ORDER DUTIES

- Grass cutting
- Shrubbery trimming
- Edging
- Bed maintenance
- Trash removal
- Trail maintenance

Total Staff: 11 | Total Acres Maintained: 228.4 | Acres Per Grounds Member: 25

APPA STANDARDS OF GROUNDS CARE



LEVEL 1—HIGH FREQUENCY/STATE-OF-THE-ART MAINTENANCE

- Recommended Staffing: Approximately 1 groundskeeper per 3 to 5 acres.
- Turf Care: Grass is mowed according to species and variety at least once every 5 days, or as often as every 3 days. Aeration is required no fewer than 4 times per year. Reseeding is done as needed. Weed control is maintained at no more than 1% of the surface.
- Tasks: Daily maintenance of high-traffic areas, including mowing, edging, trimming, weeding, litter removal, and general upkeep of lawns, sidewalks, and flower beds.
- Focus: Ensure outdoor spaces are meticulously maintained with constant attention to aesthetics and functionality.



LEVEL 2—MODERATE FREQUENCY/ORDINARY TIDINESS

- Recommended Staffing: Approximately 1 groundskeeper per 5 to 7 acres.
- Tasks: Regular maintenance of moderately used areas, including weekly mowing, periodic weeding and seasonal tasks like mulching, and general upkeep.
- Focus: Maintain overall appearance with scheduled upkeep and moderate intervention.



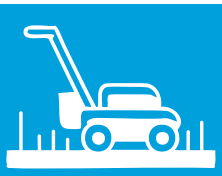
LEVEL 3—LOW FREQUENCY/CASUAL ATTENTION

- Recommended Staffing: Approximately 1 groundskeeper per 7 to 10 acres.
- Tasks: Periodic maintenance of low-traffic areas, including bi-weekly or monthly mowing, deep pruning, and occasional turf management.
- Focus: Provide essential maintenance with less frequent attention, focusing on preserving the condition of less-utilized spaces.



LEVEL 4—DEFERRED CARE/MINIMAL CARE

- Recommended Staffing: Approximately 1 groundskeeper per 10 to 15 acres.
- Tasks: Minimal maintenance, including infrequent mowing, occasional weeding, and basic upkeep of low-priority areas.
- Focus: Address basic maintenance needs on a reduced schedule, focusing on long-term preservation with minimal immediate care.



LEVEL 5—NO CARE/NEGLECTED (OUR CURRENT LEVEL)*

- Recommended Staffing: As needed for emergency situations or severe issues; typically, no regular groundskeeping staff assigned.
- Tasks: No routine maintenance; only addressed if significant problems arise, such as safety hazards or severe overgrowth.
- Focus: Areas are left in a neglected state with no regular upkeep, requiring substantial intervention to restore.

**Note: Due to the dedication, hard work, and targeted approach towards high-priority areas, there may not be alignment with the perceived level of service compared to APPA guidelines. These guidelines serve as a reminder of the potential stress applied to our team members as we aim to serve our campus community.*



MOTOR POOL AND EQUIPMENT SUMMARY

SERVICES WE PROVIDE

- Fleet maintenance
- Motor pool maintenance
- Vehicle repairs
- Tire maintenance and repair
- State inspections
- Jump-starts
- Heavy equipment maintenance
- Small equipment maintenance

122
WORK ORDERS

64
VEHICLES

2008
AVERAGE MODEL YEAR

103,555
AVERAGE MILEAGE






KUB
M6040







CAPITAL PROJECTS

HISTORIC PRESERVATION

Venable Hall
- 2022–2024
- Cost: $26 million
- Projected tax credits: $4 million

Whitehouse Quadrangle
- 2023–2024
- Cost: $13 million
- Projected tax credits: $2 million

Gilmer Hall
- 2024–2026
- Budget: $20 million
- Projected tax credits: $4 million

RENOVATION

The Rivers Apartments
- 2022–2023
- Cost: $13 million

Kirby Field House
- 2021–2026
- Budget: developing

Fulton Field Improvements
- 2025–2026
- Budget: developing

Athletic Field Improvements
- 2025–2026
- Budget: developing

Carpenter X & Y
- 2024–2025
- Budget: $7.6 million

Carpenter Z
- 2025
- Budget: to be determined

VENABLE HALL







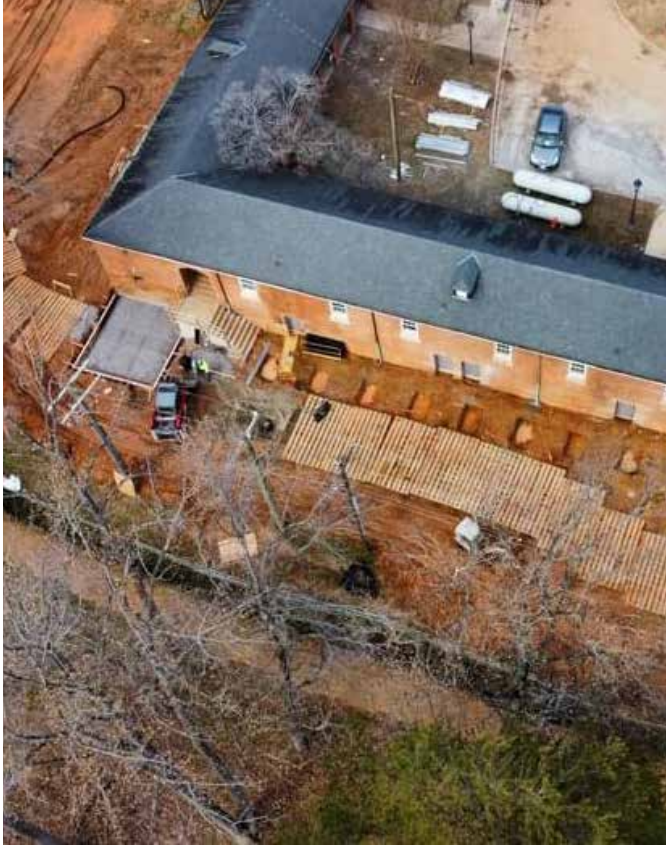








WHITEHOUSE QUADRANGLE












WHITEHOUSE







KIRBY FIELD HOUSE









ENERGY MANAGEMENT

$53,200

Energy Savings from 12 Completed Projects

OPTIMIZATION STRATEGIES

Outdoor lighting control
Indoor occupancy control
Equipment scheduling
Optimal start/stop sequences
Comparative enthalpy control
Duct static optimization
Demand ventilation control
Set point control
Peak demand management

AREAS OF FOCUS

Building technology improvements
Data analytics
Indoor air quality
Mechanical system efficiency
Building automation optimization
Energy efficient lighting

IN COLLABORATION WITH

Trane Digital & Controls—Ly Ritz, Laura Sneed, Myra Dyke





SUSTAINABILITY

RECYCLING INITIATIVE

We will seek to increase our recycling participation through outreach and an increase in the availability of recycling locations.

NATURAL AND INTEGRATED PEST MANAGEMENT

Using purposeful landscape design and management strategies, H-SC will seek to reduce our usage of herbicides and pesticides through the development of an integrated pest management program. This program will seek to use companion and beneficial plants.

COMMUNITY OUTREACH

We recognize our role as a leader within our local community, and we seek to share our knowledge and best practices through community outreach programs. This will be accomplished through workshops, speaking events, presentations, and campus tours.

RESPONSIBLE LAND MANAGEMENT

Pond and Stormwater Management: Maintain biodiversity of ponds and actively manage them. Goats around the shoreline for natural maintenance. Treated and stocked.

Minimizing land disturbance and erosion during new construction.



ACCOUNTABILITY

YEARLY REPORTING

Building and Energy Performance

» Trane quarterly building and energy performance reports
» Energy Conservation Measures (ECM)—Develop and review ECM projects as related to equipment reliability, comfort, and energy savings.

Recycling

» Annual report of recycling throughput

Land and Pest Management

» Annual report of chemicals consumed
» Annual report of land disturbed





Created in Partnership with the Office of Communications and Marketing

