

REPORT FOR AN ADAPTIVE RE-USE PLAN



Butler Correctional Facility

Towns of Butler and Wolcott, County of Wayne, New York

January 26, 2014



INTRODUCTION

This report (“the Report”) is being provided by the New York State Department of Economic Development, doing business as Empire State Development (“ESD”), to inform future adaptive re-use plans for Butler Correctional Facility (“the Site) that will generate investment and create jobs. The Site address is 14001 Westbury Cutoff Rd., Red Creek, New York 13143. It includes approximately 50 acres of land and 18 buildings of more than 180,000 square feet, spread between the towns of Butler and Wolcott in Wayne County.

This Report is being provided under the New York State Corrections Law, Article 4, sections 79-A and 79-B, which require ESD to provide a report for an adaptive re-use plan for each correctional facility at least six months prior to its effective planned closure date. On July 26, 2013, the New York State Department of Corrections and Community Supervision (DOCCS) announced that it planned to close four correctional facilities. These closures will continue prior reforms that are a result of a substantial reduction in the state crime rate and drug offenses – factors which contributed to a shrinking inmate population and a reduced number of correctional facilities necessary for operations. The four closures are anticipated to save taxpayers more than \$30 million annually.

The following table below provides additional information on each planned closure:

Figure 1: Data on Correctional Facilities to be Closed

Facility	FTEs*	Inmate Population*	Maximum Capacity	County	ESD Region
Mt. McGregor	320	455	544	Saratoga	Capital District
Butler	130	177	240	Wayne	Finger Lakes
Monterey Shock	124	158	300	Schuyler	Southern Tier
Chateaugay	111	234 (all technical parole violators on short holds)	240	Franklin	North Country

**As of July 22, 2013*

For each of the correctional facilities to be closed, ESD is required to provide a report that evaluates each of the following:

- 1) The State government’s potential to re-use the facility, including for a new purpose as part of the criminal justice system;
- 2) The potential for the State to sell the facility to another government entity;

- 3) The potential for the State to sell the facility to a private developer;
- 4) The community's input for future local development; and
- 5) The condition of the facility and any necessary investments required to bring it into good repair.

In each community, ESD evaluated the above issues in consultation with elected and appointed government officials, economic development partners, community members, and the commissioners and officials of various state government agencies, including: DOCCS, the Department of Civil Service (DCS), the Office of General Services (OGS), the Division of Criminal Justice Services, the Governor's Office of Employee Relations (GOER), officials of local governments of political subdivisions in which the correctional facility is located, and other appropriate state agencies and authorities.

The correctional facilities are scheduled for closure on July 26, 2014, one year after the closure announcement, to allow for a gradual transition and provide affected employees with options for positions within DOCCS and at other state agencies. In many cases, employees will be transferred to other nearby correctional facilities, with some able to transfer to facilities that are closer to their homes. For those with geographic restrictions, DOCCS and the State will continue to work with DCS to facilitate employment opportunities at other state agencies.

Acknowledging the necessity of staff transition in some cases, it is important to note that these closures are occurring due to New York's tremendous progress in reducing crime. The operation of fewer facilities is an unmistakable sign of a right-sized government, stronger communities and a safer state.

Furthermore, this Report should be seen only as one of the first steps of a collaborative process between the State and the communities, governments and agencies impacted by facility closures. ESD, DOCCS, and other agencies of New York State government recognize that appropriate measures will still be needed to minimize any resulting negative economic impact on affected communities. Moving forward, issues requiring coordination will include, among others, the process of providing assistance and support for any displaced staff, identifying re-uses for each site that are reflective of community input and the real estate marketplace, and implementing an effective property disposition strategy.

Keeping all of the above in mind, the goal of this Report is to increase the efficacy with which the site is returned to productive economic re-use by informing the development of an adaptive re-use plan for the Site. In the interim, feedback on the Report, the Site, or the process can be sent to ButlerCF@esd.ny.gov. Interested parties are able to view other reports on ESD's website at: <http://esd.ny.gov/resources.html>.

Thank you for your interest in the future of Butler Correctional Facility.

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I. SITE BACKGROUND

The Butler Correctional Facility opened in January 1989 as a Shock Incarceration Facility with 288 beds. In 1990, one year after the opening of Butler Shock, the 240-bed Butler Alcohol and Substance Abuse Counseling and Training (ASACT) Center opened on an adjacent parcel of State-owned land. In 1993, the Shock Incarceration Site was reclassified as a minimum-security facility, and in 2007, the 240 bed ASACT Site was reclassified as a medium-security facility. The current combined capacity for both facilities is approximately 528 beds.

To meet the original needs of the Department of Correctional Services, the Butler Correctional Facility was constructed with two distinct sections of the Site, which are easily distinguished and separable into two different complexes.

There are approximately 24 acres of land within the perimeter of both facilities and 26 acres outside the occupied perimeter. The perimeter security is comprised of a single row of fencing topped with coiled blades of razor ribbon around the medium-security Butler Correctional Facility and a four foot chain link privacy fence surrounding the former minimum-security section correctional facility.

The New York Department of Environmental Conservation utilized a building as a staging area and office. At one point in time, inmate work crews from the Butler minimum-security site worked closely on DEC projects and coordination was done through this office.

The minimum-security correctional facility has 22 buildings including 3 barracks-style housing units. The medium-security correctional facility of the property has 18 buildings, including 3 barracks-style housing units. Each facility has its own administration building, visitors building and food service building. All buildings on both campuses have individual mechanical rooms and boilers. Both facilities share some utility infrastructure including potable water, electric, sewer and storm water.

II. RATIONALE FOR SITE CLOSURES

The DOCCS Acting Commissioner has a dual responsibility of operating the prison system in a safe and efficient manner, while allocating staff and resources to areas of need. In fulfilling this role, as a result of the declining inmate population and the excess prison capacity in New York State medium and minimum security facilities—including Moriah and Lakeview Shock Incarceration Facilities—the decision was made to close the Chateaugay, Butler and Mt. McGregor Correctional Facilities, and the Monterey Shock Incarceration Correctional Facility on July 26, 2014 in compliance with Correction Law Section 79-a(3).

With a 15% reduction in the statewide crime rate since 2003 and a 71% reduction in the number of drug offenders since 1996, the inmate population continues to decline. The number of drug-related commitments has steadily declined, which has a direct correlation to the Shock Incarceration Program. This decrease in the shock population is happening despite the Legislature's expansion of shock eligibility in 2009 to include older, otherwise crime-eligible offenders and those who are in general confinement and within at least three years of their earliest release.

This ongoing decline of the inmate population prompted DOCCS to begin consolidating operations in the fall of 2008—a process that continues to the present. The consolidations consisted of vacating a number of housing units or dormitories in various correctional facilities. This consolidation was accomplished by transferring inmates out of underutilized units and into vacant beds in other occupied units within the same facility. At the same time, the agency redeployed security staff from those underutilized units into other vacant positions within the same facility. With the continued decline in the population, DOCCS is now at a point in time where it can close the four identified facilities on July 26, 2014. It will absorb those remaining inmates and parole violators by utilizing a combined approach of transferring them into other facilities with staffed, vacant beds and re-opening a number of previously consolidated dormitories at active sites—a more cost-effective approach than continuing to operate excess facilities and maintain significant unused space throughout the correctional system.

In determining which specific facilities to close, a number of factors were considered, including the size of the selected facilities, relative cost of operation, lack of capacity to offer specialized programs and services (which are mandated to be provided to an increasing number of inmates), and, where facilities did have programs, the ability for the inmate to be absorbed into existing or newly-created similar programs at other facilities. Though the facilities identified for closure operated effectively, it was evident that the services they provided and the staff assigned to each site could be more cost-effectively absorbed into other facilities, while still allowing for DOCCS to continue operating safe and secure facilities for both staff and inmates alike.

III. NOTIFICATION AND SUPPORT OF EMPLOYEES IMPACTED BY SITE CLOSURES

On July 26, 2013, DOCCS Acting Commissioner Anthony J. Annucci and members of his executive team met with representatives from the Civil Service Employees Union (CSEA), the Public Employees Federation, the New York State Law Enforcement Officers Union (Council 82) and the New York State Correctional Officers & Police Benevolent Association (NYSCOPA) to advise them of the decision to close the Butler, Chateaugay, and Mt. McGregor correctional facilities, and the Monterey Shock Incarceration Correctional Facility on July 26, 2014. While these meetings were being conducted, the Superintendent at each affected facility was also notifying employees of the decision. Additionally, the DOCCS Deputy Commissioner for Administration sent electronic notifications to representatives of OGS, GOER, DCS and ESD to advise them of the closure decision, and a press release was then issued to the public at the following address: http://www.doccs.ny.gov/PressRel/2013/Prison_Closure_Announcement.html.

On August 6, 2013, the DOCCS Director of Personnel next issued a memorandum to the Superintendents of the four closure facilities, advising of a schedule of employee informational meetings to be held at the facilities to be closed. These meetings were scheduled in order for the DOCCS Director of Personnel to meet with the affected employees, explain the Reduction-in-Force process, advise employees of the voluntary negotiated reassignment policy that each negotiating unit has with the agency, and answer employee questions with regard to the employee placement process.

Three employee informational meetings were held at each of the four facilities on the following dates. These meetings were held at three different times on each date in order to allow employees on all shifts an opportunity to attend.

- Mt. McGregor September 5, 2013
- Chateaugay September 12, 2013
- Butler September 17, 2013
- Monterey September 18, 2013

For DOCCS employees in the security titles of Correction Officer, Correction Sergeant, and Correction Lieutenant these reassignments are done strictly by seniority, as defined in their respective collective bargaining agreements. A component of the security titles reassignment agreement is that bi-annually, all security employees who have voluntarily added their name to a reassignment list to be reassigned to another correctional facility will be re-ranked in seniority order. These bi-annual re-rankings are held every year on May 1 and November 1.

With the announcement of the four facility closures, NYSCOPBA and Council 82, the labor organizations representing the Correction Officers, Correction Sergeants, and Correction Lieutenants made a request to expedite the scheduled November 1, 2013, re-ranking in an effort to allow employees at these four facilities who, previous to the

closure announcement, chose not to participate in the voluntary reassignment process, an opportunity to do so. This request was granted and the scheduled November 1 re-ranking was held on October 1, 2013. This date was chosen because it was after the scheduled employee informational meeting held at each facility and thus allowed each employee to make an informed decision to participate in the voluntary reassignment process.

A major component of the employee meetings was to educate each employee of their negotiated reassignment agreement and to encourage each employee to participate in their voluntary reassignment programs. On July 22, 2013, there were 685 employees working at these four correctional facilities. As of December 24, 2013, there were 435 DOCCS employees at these facilities who had not yet accepted new employment.

The DOCCS Director of Personnel will hold additional formal employee meetings at the four closure facilities in February, 2014, at which time DOCCS will allow employees to participate in the Agency Reduction Transfer List system, which is managed by DCS and allows staff who are impacted by a facility closure to receive preference in retaining employment with another state agency.

IV. COMMUNITY CONTEXT AND ECONOMIC IMPACT OF THE CLOSURE

In order to evaluate the community impact of the Site's closure, it is helpful to acknowledge the region, county and community in which the Site is located. Accordingly, the accompanying demographic information is presented in order to provide additional context with which to evaluate the impact of the Site closure and inform re-use plans and discussions.

Regional and County Demographics

The Site is located in Wayne County, one of nine counties within the Finger Lakes Region of New York State. The Finger Lakes Region is located within a day's travel of ten of the largest cities in North America, including both American and Canadian markets, and is home to the City of Rochester. The pristine Finger Lakes and more than 100 wineries are popular tourist destinations. Additionally, the Finger Lakes is home to a wealth of academic and research institutions, an extensive transportation network, numerous industrial parks, advanced research and development facilities, a highly educated and productive workforce and advanced health care systems. Major industries in the region include Optics, Photonics and Imaging, General and Advanced Manufacturing, High-tech Electronics and Software, Life Sciences, Telecommunications and IT, Medical Devices, Food Processing, Back Office Operations, wineries, Agricultural Production and Alternative Energy (e.g., fuel cells, wind). Leading employers include Eastman Kodak, Xerox, Bausch & Lomb, Harris Corporation, Graham Corporation, Guardian Glass, Kraft, Seneca Foods, Constellation Brands, Barilla Pasta, ITT Industries, Carestream, Pactiv, Paetec, One Communications, Wegmans Markets, JP Morgan Chase, Frontier Communications, Paychex, University of Rochester and the Rochester Institute of Technology.¹

At the county level, with a population of 93,476 and 7.5% unemployment, Wayne County has a slightly lower rate of joblessness than the unemployment rate experienced across New York State as a whole.² Wayne County median household income is \$53,497, lower than the State's \$57,683 median household income. The home ownership rate in Wayne County is 77.2%, higher than the State's 54.5% homeownership rate.³

¹ For additional information on this and other regions, please visit: <http://startup-ny.com/eligibility/regional-profiles/>.

² U.S. Census Bureau, 2008-2012 American Community Survey 5-Year Estimates.

³ "U.S. Census Bureau: State and County QuickFacts," Data derived from Population Estimates, American Community Survey, Census of Population and Housing, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits, Last Revised: Tuesday, 17-Dec-2013. Accessed December 19, 2013 at <http://quickfacts.census.gov/qfd/states/36/36117.html>.

Figure 2: Local Community Employment by Industry⁴

Description	New York State		Wayne County, New York		Butler, Wayne County, NY		Wolcott, Wayne County, NY	
	Est.	% of total	Est.	% of total	Est.	% of total	Est.	% of total
Total Civilian employed population 16+ years	9,073,362	100%	44,930	100%	597	100%	1,835	100%
Agriculture, forestry, fishing and hunting, and mining	53,189	0.6%	1,565	3.5%	95	15.9%	139	7.6%
Construction	516,447	5.7%	3,176	7.1%	43	7.2%	143	7.8%
Manufacturing	626,972	6.9%	8,905	19.8%	110	18.4%	428	23.3%
Wholesale trade	234,615	2.6%	874	1.9%	17	2.8%	38	2.1%
Retail trade	979,398	10.8%	4,905	10.9%	60	10.1%	118	6.4%
Transportation and warehousing, and utilities	467,584	5.2%	1,607	3.6%	37	6.2%	91	5.0%
Information	267,293	2.9%	641	1.4%	3	0.5%	0	0.0%
Finance and insurance, and real estate and rental and leasing	750,335	8.3%	1,783	4.0%	21	3.5%	86	4.7%
Professional, scientific, and management, and administrative and waste management services	996,852	11.0%	3,525	7.8%	21	3.5%	178	9.7%
Educational services, and health care and social assistance	2,476,252	27.3%	11,479	25.5%	102	17.1%	389	21.2%
Arts, entertainment, and recreation, and accommodation and food services	799,098	8.8%	3,103	6.9%	16	2.7%	128	7.0%
Other services, except public administration	460,402	5.1%	1,973	4.4%	45	7.5%	45	2.5%
Public administration	444,925	4.9%	1,394	3.1%	27	4.5%	52	2.8%

Wayne County has higher rates of high school degree attainment but lower rates of college degree attainment when compared with the State of New York. 88% of Wayne County residents have at least a high school diploma and 33% of residents have at least an Associate degree. By comparison, 85% of State residents have at least a high school diploma and 41% of residents possess an Associate degree or higher.⁵

⁴ U.S. Census Bureau, 2008-2012 American Community Survey.

⁵ U.S. Census Bureau, 2008-2012 American Community Survey.

Figure 3: Local Educational Attainment Rates

Description	New York State		Wayne County, New York		Butler, Wayne County, NY		Wolcott, Wayne County, NY	
	Est.	% of total	Est.	% of total	Est.	% of total	Est.	% of total
Population 25 years and over	13,101,982	100%	64,230	100%	1,485	100%	3,035	100%
Less than 9th grade	903,418	6.9%	2,342	3.6%	120	8.1%	146	4.8%
9th to 12th grade, no diploma	1,078,432	8.2%	5,278	8.2%	230	15.5%	371	12.2%
High school graduate (includes equivalency)	3,578,443	27.3%	23,077	35.9%	693	46.7%	1,448	47.7%
Some college, no degree	2,155,666	16.5%	12,307	19.2%	228	15.4%	522	17.2%
Associate's degree	1,090,117	8.3%	8,159	12.7%	151	10.2%	226	7.4%
Bachelor's degree	2,442,722	18.6%	8,038	12.5%	45	3.0%	167	5.5%
Graduate or professional degree	1,853,184	14.1%	5,029	7.8%	18	1.2%	155	5.1%

Community Demographics

The Site itself lies in the towns of Butler and Wolcott, communities with a combined population close to 7,000 residents. Of the 1,984 people in the Wolcott’s labor force, 7.5% are unemployed according to 2008-2012 estimates from the American Community Survey. The majority of Wolcott’s labor force is employed in production, transportation, and material moving occupations (29.4%) with management, business, science, and arts occupations comprising the next largest sector (24.1%). The median income of Wolcott’s 1,714 households is \$38,616, with more than 40% of households earning less than \$35,000 annually. The median value of owner-occupied homes in the town is \$79,100.

The town of Butler has 17.4% unemployment with a local workforce of 723 people. The majority of Butler’s workforce (25.1%) is employed in production, transportation, and material moving occupations with natural resources, construction, and maintenance occupations employing 22.1% of the local workforce. The median income of Butler’s 656 households is \$44,412, with more than 34% of households earning less than \$35,000 annually.⁶ The median value of owner-occupied homes in the town is \$75,200.

⁶ U.S. Census Bureau, 2008-2012 American Community Survey 5-Year Estimates.

Figure 4: Household Income by Jurisdiction

Description	New York State		Wayne County, New York		Butler, Wayne County, NY		Wolcott, Wayne County, NY	
	Est.	% of total	Est.	% of total	Est.	% of total	Est.	% of total
Total households*	7,230,896	100%	36,646	100%	656	100%	1,714	100%
Less than \$10,000	567,084	7.8%	1,872	5.1%	32	4.9%	98	5.7%
\$10,000 to \$14,999	377,358	5.2%	1,794	4.9%	27	4.1%	95	5.5%
\$15,000 to \$24,999	716,307	9.9%	3,686	10.1%	76	11.6%	299	17.4%
\$25,000 to \$34,999	660,788	9.1%	4,036	11.0%	97	14.8%	247	14.4%
\$35,000 to \$49,999	871,103	12.0%	5,751	15.7%	151	23.0%	296	17.3%
\$50,000 to \$74,999	1,223,080	16.9%	7,605	20.8%	151	23.0%	287	16.7%
\$75,000 to \$99,999	869,969	12.0%	5,552	15.2%	74	11.3%	241	14.1%
\$100,000 to \$149,999	1,018,288	14.1%	4,585	12.5%	43	6.6%	91	5.3%
\$150,000 to \$199,999	436,257	6.0%	1,331	3.6%	2	0.3%	27	1.6%
\$200,000 or more	490,662	6.8%	434	1.2%	3	0.5%	33	1.9%
Median household income (dollars)	\$57,683	N/A	\$53,497	N/A	\$44,412	N/A	\$38,616	N/A
Mean household income (dollars)	\$83,578	N/A	\$63,737	N/A	\$51,572	N/A	\$52,550	N/A

*Income in 2012, inflation-adjusted dollars

Surrounding Area Infrastructure

Major cities within a 50-mile radius of the Site include Rochester to the west, Geneva to the south and Syracuse to the east. Interstates 90 and 81 connect to numerous state highways in the area and provide access to railways and regional airports including Greater Rochester International Airport, Oswego County Airport and Syracuse Hancock International Airport. Located just south of Lake Ontario, the Site lies north of the Finger Lakes with numerous colleges and universities within 50 miles of the site. Monroe Community College, Hobart and Williams Smith Colleges, University of Rochester and SUNY College of Environmental Science and Forestry are among the 32 institutes of higher education in the area. A map of this and other infrastructure can be found in Appendix D, Map of Surrounding Area Infrastructure.

Economic Impact of the Closure

As described earlier, over the past ten years, New York has seen a 15% decrease in the state crime rate and a prison population that has declined by almost 24% since 1999—from a high of 71,600 to approximately 54,600 today.⁷ Accordingly, right-sizing the state’s correctional system is a process that will save taxpayers tens of millions of

⁷ “Prison Closure Announcement,” Press Release, New York State Department of Corrections and Community Supervision, June 26, 2013, accessed December 17, 2013, http://www.doccs.ny.gov/PressRel/2013/Prison_Closure_Announcement.html.

dollars. Careful considerations have been made regarding facility reforms, including the economic impacts created by each closure.

Even as the closure of facilities will result in savings of millions of dollars annually, the closures will also impact the communities that previously hosted them. Host communities receive several forms of economic benefit from facilities. The direct economic impacts include the immediate benefits such as jobs created at the site. The indirect economic benefits relate to the companies and businesses that supply goods and services to a facility—such as a vendor providing materials for minor rehabilitation projects at the facility. Last are the induced benefits, or the local spending generated by the wages earned at the facility, including income spent at restaurants, grocery stores and other businesses that then generate additional economic output.

Although the State is seeking to implement a “zero layoff plan,” which includes offering employees the opportunities to be reassigned to other facilities and helping employees to find positions at other state agencies, facility closures still involve the possible exit of existing prison staff and the transfer of the inmate population to other facilities in the State. As of July 22, 2013, the Site had 130 full-time employees, representing 0.3% of the county’s labor force. The economic impact of these changes in the localities in which each of the prisons is located will reflect a number of factors, including:

- The size of the facility;
- The region in which the facility is located;
- The number of staff and inmates that will transfer out of their respective regions; and
- The number of staff and inmates relocated to each of the receiving facilities and their locations

The Site’s transition has the potential to provide the affected employees with options for positions within DOCCS and at other state agencies, and many Site employees have already begun to identify new positions. While 130 DOCCS employees were working at the Site on July 22, 2013, as of December 24, 2013, there were only 79 employees at the Site who had not yet accepted new employment. Although the region that previously hosted the Site may see a loss of jobs and income upon the Site’s closure, job and inmate transfers will result in an economic gain for the receiving region. Further, the re-use of the Site, when re-activated, will be a source of job creation and other positive benefits for the community. Lastly, DOCCS is projected to achieve substantial operational cost savings from these reforms, which are estimated to total more than \$30 million per year and will provide positive taxpayer and economic impact.

V. EVALUATION OF THE RE-USE POTENTIAL OF THE SITE

Prior to the Site's effective planned closure date, ESD is also required to perform an evaluation of: the potential to utilize the property for another state government purpose, including for a new purpose as part of the criminal justice system; the potential to sell or transfer the site to a local government or other governmental entity; and the potential for the sale of the Site to a private entity for development into a business, residential or other purpose.

Site Potential for Re-Use by the State Government

With regards to the re-use of the site by the State for a criminal justice system purpose, as explained in the Introduction and Section II, Rationale for Site Closures, the ongoing decline of the inmate population has already left DOCCS and the overarching criminal justice system with excess space. Moreover, as also outlined in Section II, prior to the closure announcement, the Site was chosen for closure based on factors including, but not limited to, the following: the size of the selected facilities, relative cost, lack of capacity to offer specialized programs and services (which are mandated to be provided to an increasing number of inmates), and, where facilities did have programs, the ability for the inmate to be absorbed into similar programs at other facilities or the ability to duplicate the program elsewhere. It was evident that the services provided at the Site and the staff assigned to each site could be more cost-effectively absorbed into other facilities, while allowing for the agency to continue operating safe and secure facilities for both staff and inmates alike.

In addition to considering the potential to utilize the property for another criminal justice system purpose, DOCCS and ESD also notified peer state agencies of the Site to evaluate whether or not the Site might be used for another State government purpose, even though, just as DOCCS is right-sizing its facilities footprint, so too are other state agencies attempting to more efficiently utilize their existing space before expanding onto new sites. Agencies notified include the Department of Civil Service (DCS), the Office of General Services (OGS), the Division of Criminal Justice Services, the Governor's Office of Employee Relations (GOER) and the Office of Child and Family Services. At this time, ESD has received no information to suggest potential re-uses for other State government purposes at the Site.

Site Potential for Re-Use by a Private Party, Local Government or Other Public Entity

In an effort to evaluate the potential to sell or transfer the Site to a private party, local government or other governmental entity, ESD conducted direct outreach to economic development partners and local appointed and elected officials.

As part of this effort, ESD circulated letters to economic development officials, industry partners and government representatives of the political subdivisions in which the Site is located. Letter recipients were also asked to forward the letter to prospective acquirers and developers.

ESD also placed advertisements for approximately one week of circulation in several newspapers that included subscribers either in or close to the impacted communities. These local newspapers included *The Times of Wayne County*, *The Finger Lakes Times*, and *The Rochester Democrat and Chronicle*.

In addition, ESD listed the Site on its property sales website under a special heading, “Seeking Input and Interest,” found at <http://properties.esd.ny.gov/seekinginputinterest.html>. A sample of this listing is provided in the Appendix.

Finally, ESD led a teleconference meeting in which verbal expressions of interest and input for development were solicited from local representatives. A list of meeting participants is included in the Appendix, and discussion content from this meeting is described in greater detail in Section VI, Evaluation of Community Input for Local Development.

In all written and verbal solicitations, ESD directed respondents to express their interest and input for future local development in the Site by e-mailing a dedicated account that was established for the Report: ButlerCF@esd.ny.gov.

Although no direct expressions of interest in acquiring the Site were received, the primary purpose and result of all aforementioned efforts was to solicit ideas and for stakeholders to inform ESD and community stakeholders as to any such interest likely to be forthcoming. Full marketing of the Site has not yet begun, and will not begin until closer to the Site’s actual closure. It is also worth highlighting the recent successful disposition of several correctional facility sites. OGS successfully sold the former Camp Georgetown Correctional Facility at auction to a private developer—one of four bidders—for \$241,000 on May 9, 2013. Subsequently, it sold the former Lyon Mountain Correctional Facility for \$140,000. Both sites will serve as valuable additions to property tax rolls.

Lastly, in evaluating potential re-uses for the Site, it is important to note that the Site, or portions thereof, were acquired, constructed or renovated with the proceeds of the sale of tax-exempt bonds by the New York State Urban Development Corporation, doing business as ESD. Accordingly, certain federal rules related to tax-exempt financing may apply in the event that the Site is intended to be used for a private purpose. These rules may restrict the use of the proceeds of a sale, and some of the terms of a lease or sale.

VI. EVALUATION OF COMMUNITY INPUT FOR LOCAL DEVELOPMENT

As described in the previous section, in an effort to evaluate community input for local development (as well as evaluate re-use potential), ESD solicited interest through multiple communication channels that included mailings, newspaper advertisements, online property listings, and teleconference meetings.

In total, as of a communicated feedback deadline of Friday, December 20, ESD had received three written submissions with feedback on the Site. Excerpts from emails received are included below:

- “Use the site to house, train and provide health services to homeless vets. Allow them to grow their own food and participate in internships locally. Homeless veterans would benefit from a structured environment to successfully re-enter society.”
- “Provide an alternative to incarceration for 15-29 year olds via a rehab/halfway house/job training campus. Monroe County has been successful with the Alternative Drug Court started by Judge John Schwartz. But more is needed. The facility would be staffed by professional drug and alcohol counselors. Training would be provided by unions. Alternative housing paid by the residents. The cost and benefits to the individuals and society would outweigh the costs of incarceration. Jail offers no job training, no self-esteem building and no opportunity for the individual to get the help needed to be a member of society.”
- “High-tech small company that would bring jobs to the area.”

ESD also led a teleconference meeting in which ideas, opinions preferences and expressions of interest were solicited from community leaders. Two formal responses were provided following this discussion.

First, one note included a joint letter issued on Friday, December 20, on behalf of Supervisors Dave Spickerman and Kim Park, County Administrator James Marquette, IDA Executive Director Peg Churchill and Wayne County Planning & Economic Development Director Bob McNary. The points raised in this email, sent by McNary, include:

- The group expressed a strong desire to have the property sold to an industry, business, public use or other entity that will create direct jobs, hopefully in excess of 100 at a minimum.
- We [do] not want to see the site used for open space or other passive uses, such as athletic fields; the priority is jobs, not additional maintenance efforts for local governments.

- We do not want to see the site sold for a use(s) that will be detrimental or harmful to the character of the community.
- We are not opposed to other public or institutional uses, provided they create new jobs in the community.
- We strongly prefer good-paying jobs at the site.
- We like the concept of selling the facility to a private entity to get it back on the tax rolls, however, creation of new jobs at the site is the most important factor.
- We would like to be able to jointly market the property with the State and come to a consensus on the end user.
- It is the County's position that the State of New York has an agreement with the Wayne County Water and Sewer Authority, assuring a yearly payment of \$115,000 for partial operation and maintenance expenses of the Wolcott Sewer Treatment Facility. Continuation of this is very important to the economic viability of the plant and future users that may occupy the Correctional Facility, as well as other residents and businesses in the area.
- We would like to access State financing and incentives to prepare an attractive package for a private buyer. This might include, but not be limited to, Excelsior Tax Credits and possible new State appropriations under the Economic Transformation Program (ETP).
- We feel that maintaining flexibility on the pricing of the facility is important for its sale, possibly allowing it to be sold for a very low price.

Second, a memorandum was provided by County Executive James Marquette, also on Friday, December 20, 2013, that included the following points:

“Thank you for the opportunity to provide input regarding the re-use strategy for the Butler Correctional Facility, if, in fact, it is to be closed. As was indicated in our conference call on December 17, 2013, the priority for the local community is foremost job retention and/or creation.

As part of our discussion, we pointed out that the State of New York may wish to consider repurposing the facility to house the plethora of state inmates now being held in county facilities throughout the State of New York.

According to information furnished to me by the Wayne County Sheriff, on December 16, 2013, there were 250 State Ready inmates and 778 State Parole Violators incarcerated in County facilities throughout the State of New York. The State does not reimburse local governments for the costs of housing these inmates; a payment is received for any State Ready inmates the County houses for ten days or more, however. The State of New York may wish to consider continuing to operate the Butler facility for the purpose of removing these inmates from the County facilities.”

VII. LAND USE ANALYSIS AND RE-USE FINDINGS

The potential re-use options for the Site in “as-is condition” are limited by site conditions, existing building types and uses and the physical condition of the buildings. In addition, there are market constraints which will be briefly addressed by this report, but will be further explored by future actions of the State and ESD.

Site Conditions:

Adjacent Land Uses

The Site, having an address of 14003 Westbury Cutoff Road, is located split between the Towns of Butler and Walcott in Wayne County, NY. The Site address is in the Village of Red Creek, which is part of the town of Walcott. Land uses around the Site are primarily residential and agricultural with ancillary agricultural uses along the main roads such as propane distribution businesses and agricultural supply stores. Opposite the Site along NYS Route 370, is the Wayne County Water Authority, a utility use. The nearest commercial retail uses are in the town centers of Red Creek and Wolcott, which are three (3) miles and five (5) miles away, respectively.

Based on a review of property tax map lot sizes, tax lots adjacent to the Site exceed twenty (20) acres on average with smaller lots of approximately one (1) acre nearby, scattered along NYS Route 370 and Old Route 104.

While land uses immediately surrounding the Site are typically single-use across multiple acres, given that the Site was built for a variety of uses (institutional, residential, utility and storage), if a private user were to re-purpose the Site using just existing buildings, it is likely that the user would need to incorporate several uses, as a single-use user would not be able to utilize all of the facilities in an efficient manner (See Table below). In the event a private user intends to demolish the existing buildings or supplement the existing buildings with new buildings, the Site could support a variety of land uses; however it will remain unclear as to which scenario would be most attractive to a private user until proposals and offers are made to re-use the Site.

Transit and Parking

There are two major roads adjacent to the Site, NYS Route 370 and Old Route 104. Based on a review of the most recent New York State Department of Transportation (DOT) traffic counts from 2009, there is additional capacity on the roads adjacent to the Site for automobiles and trucks, should an alternative land use yield more vehicles. The average annual daily traffic for NYS Route 370 is approximately 1,078 vehicles per day with a peak of 107 vehicles per hour. The average annual daily traffic for Old Route 104 is 2,891 vehicles per day with a peak of 124 vehicles per hour. Depending on the re-use of the Site, users and local stakeholders may wish to explore the possibility of extending Route 370 directly from Old Route 104 to reduce the potential traffic impact on Old Route 104.

The Site itself has parking for roughly 160 cars using existing spaces. Additional parking spaces could be created on the perimeter of the Site which is currently used for open space and recreation depending on the future use.

Utilities

While the existing Site has water service that is provided by the Wayne County Water and Sewer Authority through a water main that loops around the campus, when the Site is closed, it will be prepared for non-use. As a result of this, a future user would need to evaluate the condition of the water main, as well as all utilities that are decommissioned at the time of re-use and determine whether or not they are suitable for the proposed purpose. The Site also has an underground sanitary sewage system that is accessed through manholes. There is no active wastewater treatment plant on the Site; therefore any future development would need to build a wastewater treatment plant or contract with the Wayne County Water and Sewage Authority to receive sewage depending on the intensity of the use. Power at the Site is serviced by New York State Electric and Gas (NYSEG). The power capacity to the Site is 13,200 volts linked to pad mounted transformers and High Voltage switches, for additional demand. While the existing capacity is more than adequate for most uses, a private user would need to determine their power requirements in any re-use scenario.

Existing Building Types:

Provided in this report is a Facility Closure Plan provided by the Department of Corrections and Community Supervision (DOCCS). Based on a review of the report, below is a summary table of the types of uses that are found on developed portions of the Site, the square feet of each use and the percent of square feet.

Figure 5: Summary of Major Land Uses

Use	Buildings	Square Feet (SF)	% of SF
Residential	6	60,125	39%
Institutional	16	86,699	56%
Utility	10	12,505	8%
Storage	14	23,731	15%
Total	43	153,999	100%

There are four major land uses on the Site – residential, institutional, utility and storage. Residential uses on the Site are the buildings that were constructed to house inmates. There are six residential building on the Site totaling 60,125 square feet or 39% of the total built square feet. The majority of uses on the Site are institutional uses, which total 86,699 square feet or 56% of the total square feet in 16 buildings. These buildings were used for a variety of support services for the correctional facility such as kitchens, laundry, schools and gyms. The remaining uses, utility and storage occupy a total of 8%

and 15% respectively, of the total built square footage. Based on a review of the existing buildings, the re-use potential of many of these buildings is limited. First, all of the buildings were built as slab on grade, which means they have no basement. If the Site were to have a variety of uses that were not associated with each other, each building would need separate utility connections, which would occupy ground level space, making the utilization of the Site less efficient. Second, many of the utility and storage buildings are less than 300 square feet, which greatly limits their re-use. Last, fourteen of the buildings comprising 15% of the total square feet are used as storage for the operations of the correctional facility. Many of these buildings use electric heat and hot water, which are not cost effective for everyday use. Despite these challenges, the Site as-is is well-positioned to be re-used for institutional uses or businesses that require campus-like facilities.

Recommendations:

In summary, the existing buildings on the Site lend themselves to be re-used by another institutional user such as a school, hospital, assisted living facility, senior housing facility, or business that requires a campus-like operation. The reason for this is that most of these operations have a need for multiple uses, which the Site was built for, such as shared dining facilities, residential uses, machine shops and storage. That said; there are no existing restrictions other than local land use ordinances which would prevent another use from being developed on the Site. The roads surrounding the Site have additional road capacity, the water, sewage and electrical service to the Site are ample for most uses and there is unused land on the property where development could be realized.

Based on the feedback from the community as outlined in Section VI, below is a summary table outlining the uses proposed by the community, feasibility on the Site, and primary challenges.

Figure 6: Summary of Community Land Use Recommendations

Community Recommendation	Use	Feasibility and Challenges
Create a health services facility for homeless veterans	Institutional	No land use feasibility issues. Primary challenges are public funding and market demand.
Create a rehab/job-training facility	Institutional	No land use feasibility issues. Primary challenges are public funding and market demand.
Create a campus for high-tech companies	Commercial	No land use feasibility issues. Primary challenges are existing site utilization and market demand.
Create a public or private office park	Commercial	No land use feasibility issues. Primary challenges are existing site utilization and market demand.

Repurpose the facility as a county correctional facility	Institutional	No land use feasibility issues. Primary challenges are public funding and market demand.
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All of the recommendations shown in Figure 6 are feasible, so long as a user can take advantage of the mixed-use nature of the Site. The greatest unknown to re-purposing this Site is not the uses that the Site can handle; it is the interest from the private market. Given the dearth of institutional and major commercial users surrounding this particular location, it is difficult to ascertain market interest from institutions at this time. Because of this, we are recommending that ESD along with the appropriate New York State agencies work with community groups in the area after the facility closes to outline a disposition process that reflects community needs, regional economic development goals and the realities of the private market.

VIII. EVALUATION OF THE SITE AND THE INVESTMENTS REQUIRED TO KEEP THE STRUCTURE IN GOOD REPAIR, OR TO MAKE IT VIABLE FOR RE-USE

Ultimately, the investments required to keep the Site viable for re-use will be dependent on the nature of the future Site re-use. For example, the requisite investment for a future owner who planned to demolish certain buildings would be different from the investment required for a future owner who planned to rehabilitate the same structures.

Notwithstanding the inherent uncertainty with regards to future Site re-uses, a Site closure plan (“the Closure Plan”) that was prepared by DOCCS can be found in the Appendix. In addition to a structure-by-structure description of facilities located on the Site, the Closure Plan outlines a series of actions planned to surplus the buildings in an unheated state, including the process of shutting down systems in such a way that degradation due to inactivity and exposure to cold conditions would be held to a minimum. In most instances, this would focus on sealing the building’s envelope, draining heating and water systems, and eliminating possible environmental issues.

The full summary of the Site’s building systems, utility services and maintenance requirements—as well as how their status may impact future re-uses and any accompanying prerequisite investments—is included in the DOCCS Closure Plan located in the Appendix.

When considering the Site’s future re-use, it is also necessary to consider environmental and historic features. Based on preliminary analysis using the Department of Environmental Conservation (DEC)’s Environmental Application Form Mapper, issues that may impact development may include, but are not limited to, the following:

- Location in a Special Planning District, the West Erie Canal Heritage Corridor, a New York State Heritage Area;
- Location in a Designated Agricultural District (WAYN001) certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304
- Surface Water Features that include the Federal wetland(s);
- A Principal Aquifer, a highly productive aquifer presently utilized as sources of water supply by major municipal water supply systems; and
- A species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or areas identified as habitat for an endangered or threatened species.

To learn more about these features, individuals are encouraged to visit the Department of Environmental Conservation’s Environmental Application Form Mapper, which can be found at <http://www.dec.ny.gov/eafmapper/>.

IX. CONSULTATION OF STATE AND LOCAL PARTNERS IN PREPARATION OF REPORT

This Report was prepared in consultation with a wide range of elected, appointed, state employee, and volunteer stakeholders. These consultations included various meetings, newspaper advertisements, direct e-mail solicitations, listing the properties online, and making draft Report content available for review, among other methods employed. In addition to performing such outreach, this Report builds on the example of prior reports by documenting the outreach undertaken.

All in all, ESD solicited input from numerous individuals and agencies in the preparation of this Report. Individuals who were directly notified and solicited for input belonged to a range of organizations, including:

- Clyde Chamber of Commerce
- County of Wayne
- Finger Lakes Community College
- Greater Rochester Enterprise
- Lyons Chamber of Commerce
- Macedon Palmyra Walworth Chambers of Commerce Inc.
- Newark Chamber of Commerce
- New York State Assembly - District 130
- New York State Department of Civil Service
- New York State Department of Corrections and Community Supervision (DOCCS)
- New York State Department of Criminal Justice Services
- New York State Department of Economic Development (d/b/a Empire State Development)
- New York State Governor's Office of Employee Relations
- New York State Office of Child and Family Services
- New York State Office of General Services (OGS)
- New York State Senate – District 54
- Ontario Chamber of Commerce
- Reliant Credit Union
- Savannah Chamber of Commerce
- Sodus Chamber of Commerce
- Town of Butler
- Town of Wolcott
- Wayne County Board of Supervisors
- Wayne County Business Council
- Wayne County Economic Development and Planning Department
- Wayne County Industrial Development Agency
- Williamson Chamber of Commerce
- Wolcott Area Chamber of Commerce

X. CONCLUSION AND NEXT STEPS

Notice of the availability of these facilities for reutilization will be given to OGS, which will coordinate with ESD to follow the procedures set forth in the Public Lands Law for providing public notice of the availability of these properties for disposition. The short-range plan for adaptive re-use is, therefore, to care for and to maintain the Site's buildings until such time as OGS, ESD and the community identify opportunities for re-use. Once again, these steps are outlined further in the appendix, which includes the Site Closure Plan.

In the near future, DOCCS will finalize the closure of the facilities, including the relocation of inmates and DOCCS employees as appropriate. DOCCS will then formally transmit to OGS a certificate of abandonment of land and structures that constitute the Site. In addition, in the interest of public safety, DOCCS will notify the Division of State Police, as well as local police and fire agencies that the Site is vacated. DOCCS and ESD will continue to work with OGS and respond to parties who want to tour these Sites or who otherwise express interest.

As outlined in Section III, Notification and Support to Employees Impacted by Site Closures, appropriate measures are being taken to minimize the impact of these closures on the state work force and local economies. The various agencies within state government having jurisdiction will take measures to preserve the facilities, once they are closed, and to ascertain appropriate re-uses by following the rules for the disposition of surplus state property.

As an early step in the process of successfully transitioning the Site to a productive future economic re-use, it is our hope that this report will help initiate productive discussions and adaptive re-use planning. ESD, DOCCS, and other State agencies view this Report as only one of the first steps in the State's work to help the local community identify and secure new site uses, which will continue up to and beyond the Site's July 26, 2014 planned closure date.

To the best of ESD's knowledge, the information provided in this Report is accurate. However, in order to produce a report that reflected a broad base of stakeholder input, on a number of occasions, ESD has relied on information submitted by third parties. All interested stakeholders and potential site developers should undertake appropriate investigation and perform due professional diligence prior to site disposition.

In the meantime, although this formal Report has been published, individuals may continue to send feedback throughout the disposition process to the designated email account: ButlerCF@esd.ny.gov.

APPENDIX A: LIST OF SITE MEETINGS HELD

The following represent formal meetings held with community and local officials to solicit input and interest in the future local development of the four closing correctional facilities:

- Chateaugay Correctional Facility: Wednesday, December 4, 2013
- Mount McGregor Correctional Facility: Friday, December 13, 2013
- Butler Correctional Facility: Tuesday, December 17, 2013
- Monterey Shock Incarceration Correctional Facility: Tuesday, December 17, 2013

APPENDIX B: LIST OF NEWSPAPER ADVERTISEMENTS PLACED

ESD placed a series of advertisements in local newspapers with circulation in or near the community in which the to-be-closed correctional facility was located. These advertisements were typically placed as classified legal notices or announcements for approximately one week in the period between December 13 and December 20.

A list of newspapers in which such advertisements were placed is as follows:

- Butler Correctional Facility:
 - Times of Wayne County
 - Finger Lakes Times
 - Rochester Democrat & Chronicle

- Chateaugay Correctional Facility:
 - Malone Telegram

- Mount McGregor Correctional Facility:
 - The Post Star
 - The Saratogian
 - The Times Union
 - The Daily Gazette

- Monterey Shock Incarceration Correctional Facility:
 - The Corning Leader
 - Elmira Star-Gazette

APPENDIX C: SITE PROPERTY LISTING

The below is an example of the appearance of the Site property listing:



New York State Surplus Properties

Business and Development Opportunities



- Home
- Available Properties
- Property Locator Map
- Requests for Proposals
- Seeking Input & Interest



BUTLER CORRECTIONAL FACILITY

SEEKING PUBLIC INPUT AND INTEREST BY DECEMBER 20, 2013

14001 Westbury Cutoff Road
Red Creek, New York 13143
Wayne County

The State of New York is seeking public input and interest in the future local development of Butler Correctional Facility, located at 14001 Westbury Cutoff Rd., Red Creek, NY 13143. The medium-security portion of this site, which includes approximately 50 acres of land and 18 buildings of more than 180,000 square feet, is permanently closing on July 26, 2014.

If you are interested in acquiring this site, or are a citizen with opinions on the site's future reuse, please send an e-mail to Empire State Development at ButlerCF@esd.ny.gov.



Contact:

Director of Real Estate Development
Empire State Development
ButlerCF@esd.ny.gov

Butler Facility, New York

Empire State Development

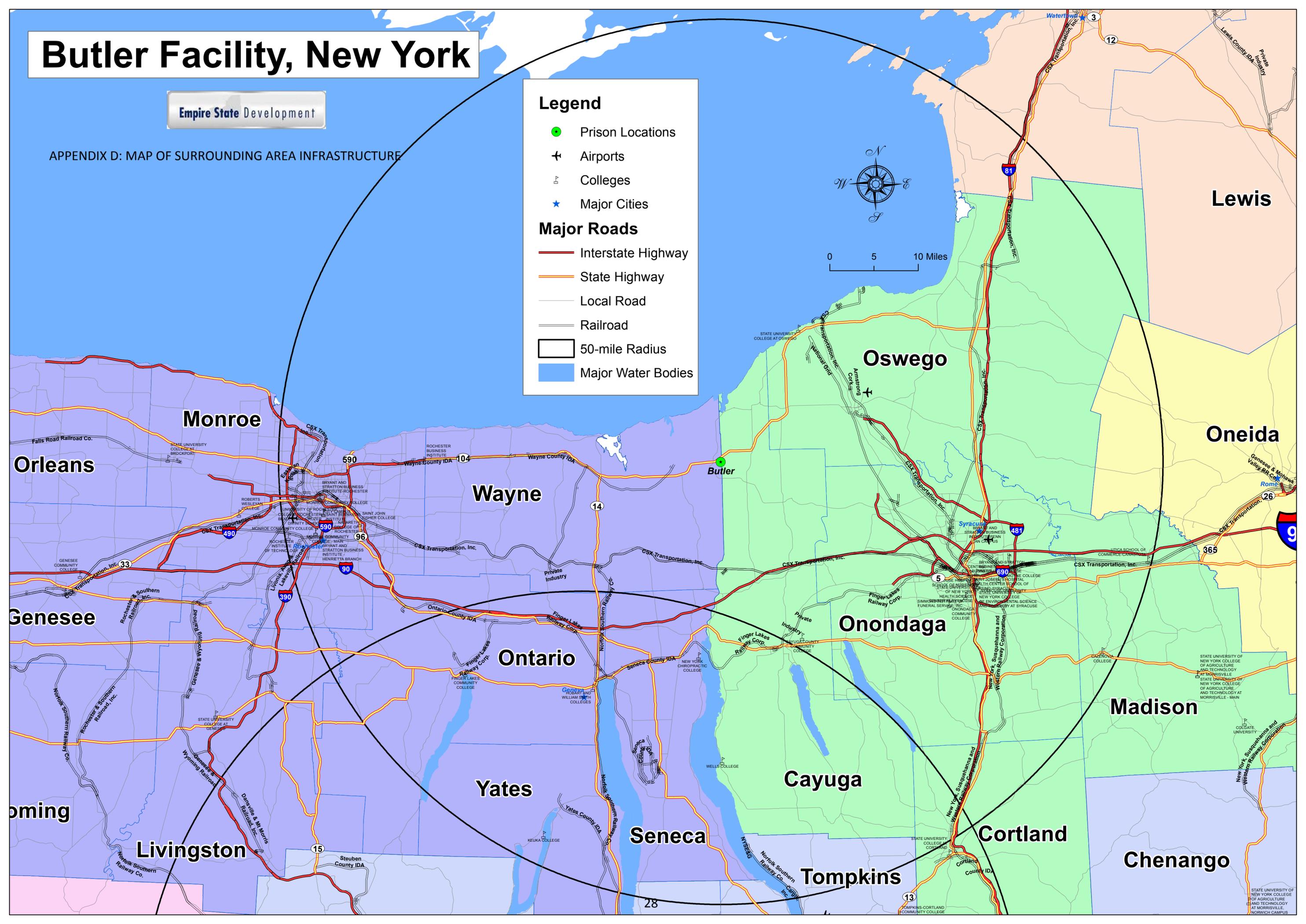
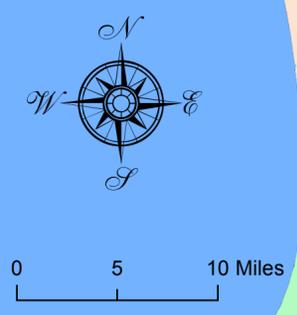
APPENDIX D: MAP OF SURROUNDING AREA INFRASTRUCTURE

Legend

- Prison Locations
- ✈ Airports
- 🎓 Colleges
- ★ Major Cities

Major Roads

- Interstate Highway
- State Highway
- Local Road
- Railroad
- 50-mile Radius
- Major Water Bodies





STATE OF NEW YORK

**DEPARTMENT OF CORRECTIONS
AND COMMUNITY SUPERVISION**

THE HARRIMAN STATE CAMPUS – BUILDING 2
1220 WASHINGTON AVENUE
ALBANY, N.Y. 12226-2050

ANTHONY J. ANNUCCI
ACTING COMMISSIONER

DANIEL F. MARTUSCELLO III
DEPUTY COMMISSIONER
ADMINISTRATIVE SERVICES

Butler Correctional Facility



Facility Closure Plan

Utility Services
Building Systems
Maintenance Requirements

Prepared By:
Facilities Planning & Development
Technical Services Group
September 12, 2013

Section 1.0 – Narrative

As part of Governor Cuomo's overall plans for the Department of Correctional Services and Community Supervision (DOCCS), the Butler Correctional Facility is being closed to reduce costs and consolidate prison inmates to other correctional facilities around the state.

This document provides guidance for the decommissioning of utility services and building systems for the structures comprising the Minimum Facility. This document also provides direction for on going maintenance activities required to keep the capital assets in good condition and protect the structures, building systems and utility distribution systems for reuse at a future date.

It is the premise of this closure plan to mothball the buildings in an unheated state. The plan will address shutting down systems in such a way that degradation due to inactivity and exposure to cold conditions would be held to a minimum. In most instances this would focus on sealing the building's envelope, draining heating and water systems and eliminating possible "environmental issues".

The Butler Correctional Facility opened in January 1989 as a Shock Incarceration Facility with 288 beds. In 1990, one year after the opening of Butler Shock, the 240 bed Butler Alcohol and Substance Abuse Counseling and Training (ASACT) Center opened on an adjacent parcel of State owned land. In 1993, the Shock portion of the facility changed its primary function to that of a minimum security facility. In 2007, the ASACT portion of the facility changed its primary function to a Medium security facility. The current combined capacity for both facilities is approximately 528 beds.

To meet the original needs of the Department of Correctional Services, the Butler Correctional Facility was constructed with two distinct sections of the facility which are easily distinguished and separable into two different complexes.

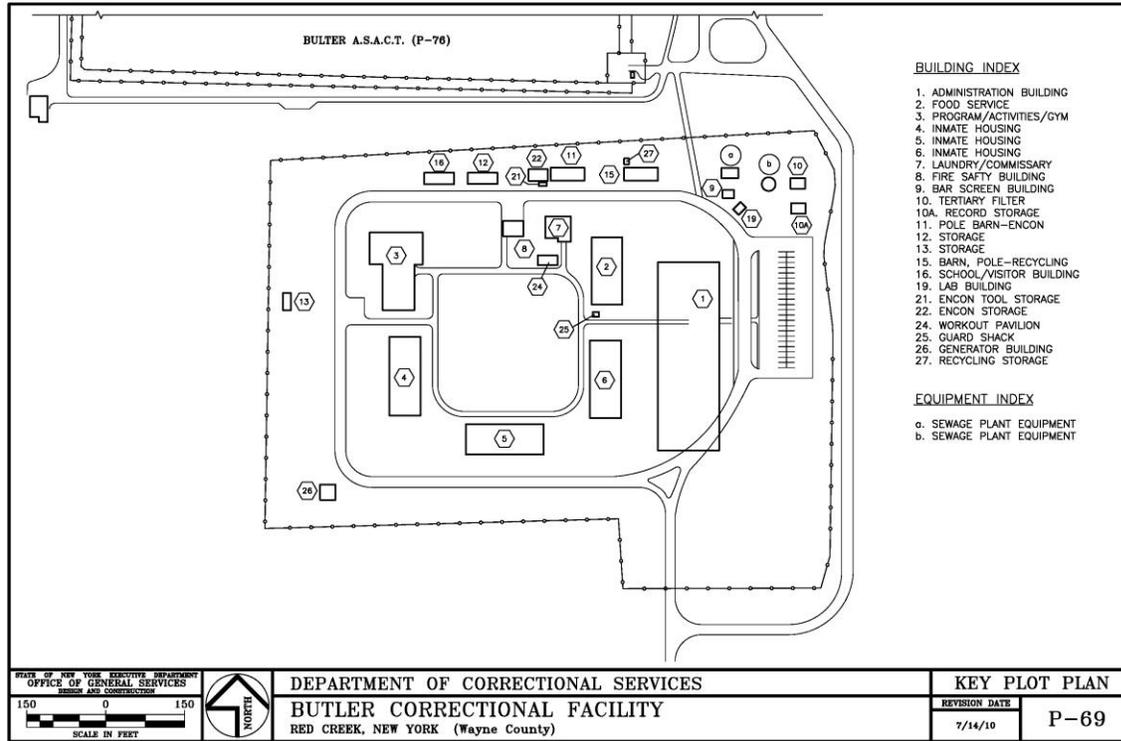
There are approximately 24 acres of land within the perimeter of both facilities and 26 acres outside the occupied perimeter. The perimeter security is comprised of a single row of fencing topped with coiled blades of razor ribbon around the Medium security portion of the Butler Correctional Facility and a 4' chain link privacy fence surrounding the minimum security section of the facility.

The New York Department of Environmental Conservation utilized a building as a staging area and office. At one point in time inmate work crews from the Butler Minimum Facility worked closely on DEC projects and coordination was done through this office.

The minimum security property has 22 buildings including 3 barracks-style housing units. The Medium security section of the property has 18 buildings including 3 barracks-style housing units. Each facility has its own administration building, visitors building and food service building. All buildings on both campuses have individual mechanical rooms and boilers. Both facilities share some utility infrastructure including potable water, electric, sewer and storm water.

Section 2.1 - Existing Buildings - Minimum (SHOCK)

Facility Plot Plan:

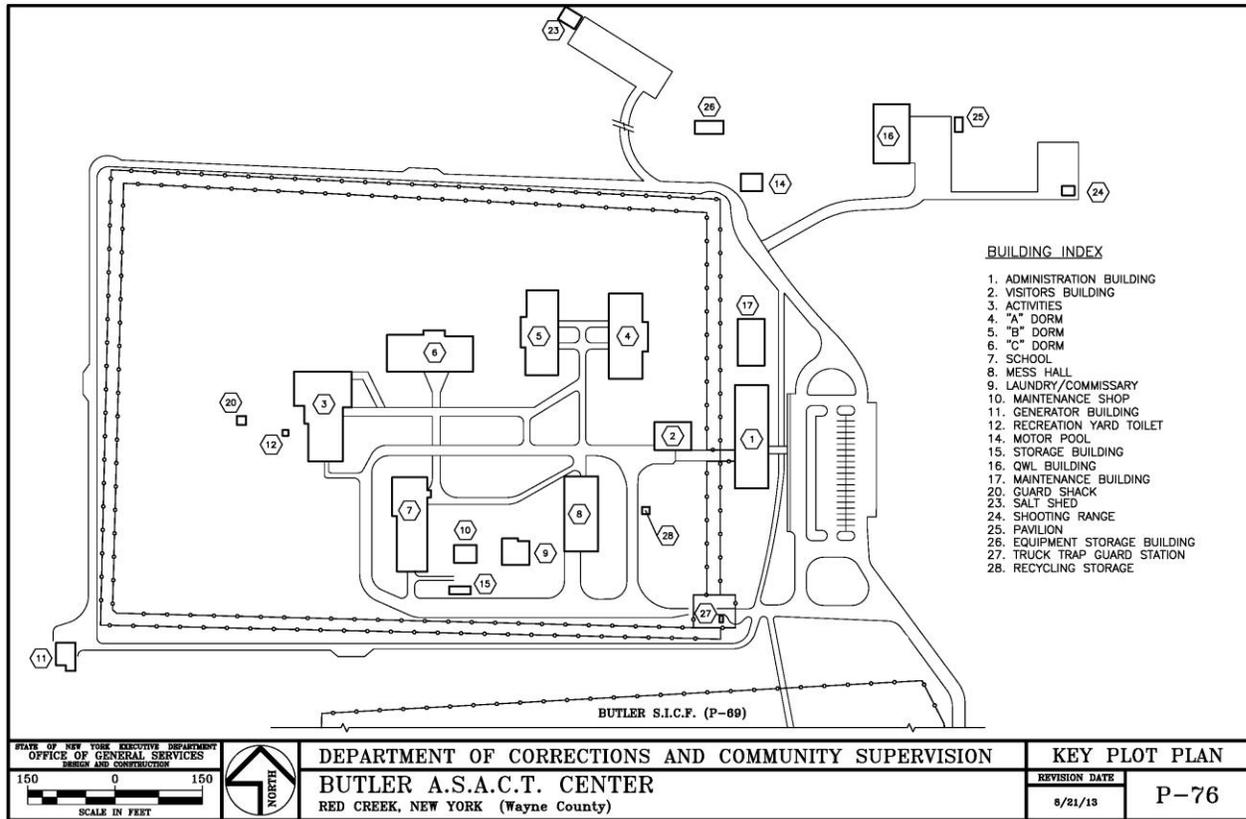


Buildings Scheduled to Close

<p><i>Building # 1: Administration</i></p> <p><i>Building # 2: Food Service</i></p> <p><i>Building #3: Program/Activities/Gym</i></p> <p><i>Building # 4: Inmate Housing</i></p> <p><i>Building # 5: Inmate Housing</i></p> <p><i>Building # 6: Inmate Housing</i></p> <p><i>Building # 7: Laundry, Commissary</i></p> <p><i>Building # 8: Fire Safety</i></p> <p><i>Building # 9: Bar Screen</i></p> <p><i>Building # 10: Tertiary Filter</i></p> <p><i>Building #10A: Record Storage</i></p> <p><i>Building #11: Pole barn Encon.</i></p>	<p><i>Building #12: Storage (Frisk Area)</i></p> <p><i>Building #13: Storage</i></p> <p><i>Building #15: Recycling</i></p> <p><i>Building #16: School, Visiting</i></p> <p><i>Building #19: Lab (Escape/Pursuit Storage)</i></p> <p><i>Building #21: Encon Tool Storage</i></p> <p><i>Building #22: Encon Storage</i></p> <p><i>Building #24: Workout Pavilion</i></p> <p><i>Building #25: Guard Shack</i></p> <p><i>Building #26: Generator Building</i></p> <p><i>Building #27: Recycling Storage</i></p>
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Section 2.2 - Existing Buildings – Medium (ASACT)

Facility Plot Plan:



Buildings Scheduled to Close

Building #001: Administration Building
Building #002: Visitors Building
Building #003: Activities Building
Building #004: A Dorm
Building #005: B Dorm
Building #006: C Dorm
Building #007: School
Building #008: Mess Hall
Building #009: Laundry Commissary
Building #010: Maintenance Shop – Fire Safety
Building #011: Generator Building
Building #012: Recreation Yard Toilet
Building #014: Motor Pool

Building #015: Storage Building
Building #016: QWL Building
Building #017: Maintenance Building
Building #020: Guard Shack
Building #023: Salt Shed
Building #024: Shooting Range
Building #025: Pavilion
Building #026: Equipment Storage
Building #027: Truck Trap Guard Station
Building #028: Recycling Storage

Section 3.0 – Site Utility Services and Systems

Site utility services and systems include all electrical, mechanical and infrastructure systems located outside of the buildings which are the subject of the closure plan. These include underground water distribution piping, sanitary sewer collection system, storm water collection system, street lighting, and buildings and grounds.

Section 3.1 – Water Distribution System

The Butler Medium Security Facility is provided water from the Wayne County Water and Sewer Authority. Water is delivered via an underground water main that loops around the facility. The same water main had also served the Butler Minimum Facility. The distribution system provides potable water to all buildings in the compound and also consists of a number of fire hydrants through out the compound.

Section 3.1.1 – Decommissioning Goal

Isolate and decommission the facility water distribution system from the municipality's water system and prepare for long term non-use.

Section 3.1.2 – Decommissioning Actions

The water mains on the site will become inactive. The water service to each building should be isolated from the site piping by disconnecting the pipe as it enters each building just past the first valve connection. The water needs to be removed from the supply lines at least to a level below the frost line. This will allow the draining of the system to prevent freezing. Draining should be accomplished by opening all fixtures and utilizing compressed air to aid in water removal, if necessary. The water main should be closed off and disconnected from the municipality's piping. The facility should check with the municipality for direction to coordinate any disconnection activities.

Section 3.1.3 – Maintenance

No maintenance is necessary until the system is put back in use at which time flushing and disinfection would have to occur.

Section 3.2 – Sanitary Sewer System

The Butler Correctional facility is served by underground sanitary sewer piping and manholes located throughout the compound. Also included is a grease trap in the Food Service building. Sewage is collected and combined from the Shock and ASACT facilities and is routed to the bar screen building, located at the Butler Shock Facility. In 2005, Butler Correctional Facility entered into a contract agreement with Wayne County Water and Sewage Authority to receive sewage waste after the DOCCS wastewater treatment plant was decommissioned.

Section 3.2.1 – Decommissioning Goal

The site sanitary sewer collection system will become inactive. All potential health hazards associated with the system will be addressed. Decommissioning will involve flushing the collection system piping and manholes for removal of all grit and solids from the system.

Section 3.2.2 – Decommissioning Actions

All of the sanitary collection system must be cleaned. Manholes will be cleaned and all manhole covers secured. The sewage grinder and bar screen system will be decommissioned. Grease will be removed from any grease traps and disposed of in accordance with appropriate environmental regulations.

Section 3.2.3 – Maintenance

The sanitary sewer system must be inspected and maintained in order to prevent early deterioration of the asset as well as possible environmental concerns. The system should be inspected semi-annually for infiltration or inflow from extraneous flows. Manhole covers should be removed at key major junction points of the main sanitary lines running through the facility. Any observed significant flows of water in the system should be identified and the source located and eliminated.

Section 3.3 – Storm Water System

The facility is served by underground storm water piping, manholes and area drainage catch basins located throughout the compound.

Section 3.3.1 – Decommissioning Goal

The site storm water system will remain active in order to provide drainage of the site and roadways due to rain and snow.

Section 3.3.2 – Decommissioning Actions

The underground storm water system will remain active. All catch basins and manholes will be secured.

Section 3.3.3 – Maintenance

The Butler Correctional Facility does not fall under the regulatory requirements of the DEC Municipal Separate Storm Sewer System (MS4) for storm water management. However, storm water manholes and catch basins should be visually inspected semiannually to ensure that they are not clogged or otherwise in disrepair. If these structures are filled with sediment, debris, or have any structural defect affecting their function, they should be cleaned and repaired as necessary.

Section 3.4 – Exterior Building, Street and Walkway Lighting

The exterior building, street, and walkway lighting will be deactivated with the shutdown of power to the site. Outside lighting consists of exterior building mounted lighting, free standing pole lighting, and lighting attached to overhead power poles.

Section 3.4.1 – Decommissioning Goal

The exterior building, street, and walkway lighting will be deactivated.

Section 3.4.2 – Decommissioning Actions

The exterior building, street, and walkway lighting systems will be disabled. Exterior building lighting will be shut off as individual buildings are decommissioned. High pressure sodium, mercury vapor, and any external metal halide bulbs will be removed and disposed of as universal waste.

Section 3.4.3 – Maintenance

No further maintenance on this system is required unless it is reactivated.

Section 3.5 – Lawns and Grounds

The facility grounds consist of approximately 24 inside the perimeter fence and 26 acres outside the perimeter fencing consisting of lawn, wooded areas, open fields, and roadways.

Section 3.5.1 – Decommissioning Goal

The facility grounds shall no longer be maintained by DOCCS

Section 3.5.2 – Decommissioning Actions

All power equipment, gasoline and oil and hand equipment should be removed from the site.

Section 3.5.3 – Maintenance

Upon decommissioning, the lawns, grounds, roadways and parking lots will no longer be maintained.

Section 3.6 – Electrical Distribution

Electrical service for the Butler Medium Correctional Facility is supplied by New York State Electric and Gas (NYSEG). Power is received from the utility at 13,200 Volts 3 phase and is distributed to pad mounted transformers and High Voltage (HV) switches around the site via underground conduit. The voltage of each building is 120/208 V.

The main facility disconnect is located near Building #11- Switchgear/Generator A Kato, 500 KW, back up emergency generator is located within the Switchgear Building.

Section 3.6.1 – Decommissioning Goal

The primary electrical service and the emergency generator system serving the Butler Medium Correctional Facility buildings will be decommissioned.

Section 3.6.2 – Decommissioning Actions

The system will be powered down in phases. The backup emergency generator will be prepared for long term inactivity by qualified personnel. As buildings without central fire alarms are decommissioned, they can be powered down at the main panel or at the appropriate pad mounted transformer HV Switch. Power to buildings with central fire alarm systems must all be powered down at the same time.

Section 3.6.3 – Maintenance

On a monthly schedule, all overhead lines, insulators, and transformers should be checked to assure the power distribution system is still intact and in good condition. The facility generator should be visually inspected on a monthly schedule to insure its condition hasn't changed. Facility transformers should be checked for signs of oil leakage.

Section 4.0 – Generalized Building Closure Actions

Individual building decommissioning plans are presented in Section 5.1 and 5.2. In most cases, a generalized approach can be taken due to the commonality of systems serving each building. These generalized actions include:

Section 4.1 – Heating Systems

Section 4.1.1 – Decommissioning Goal

Maintain the buildings in good condition to allow for reuse and to maintain the asset in an acceptable state. Take appropriate action to protect heating systems in an unheated condition for future reuse.

Section 4.1.2 – Decommissioning Actions

Heating systems in all buildings are to be turned off. For buildings that utilize hot water systems, these systems should be drained or if not practical, non-toxic antifreeze should be added to protect the systems down to minus 50 degree burst temperature. Compressed air should be used to remove the majority of the water in the lines. The boilers will be drained, cleaned, and prepared for long term lay up. The Department of Labor should be notified that the boilers are being taken out of service.

Section 4.1.3 – Maintenance

The condition of the buildings and systems should be inspected on a semi-annual basis to assure buildings are weather tight and no visible damage to heat systems has occurred. Repairs to the building envelope should be completed as well as corrections of any situations that might result in heat system damage such as accumulations of water in piping and equipment.

Section 4.2 – Potable Water Systems

Section 4.2.1 – Decommissioning Goal

The goal of decommissioning is to protect the existing water piping, fixtures, and equipment within the buildings for future use.

Section 4.2.2 – Decommissioning Actions

Water systems will be placed in an inactive state once all other utilities have been disconnected, combustible storage has been removed, and fire protection is no longer necessary. The actions necessary to perform decommissioning of building water systems is presented in the individual building decommissioning plans presented in Section 5.0

Section 4.2.3 – Maintenance

The system should be checked on a semi-annual basis to assure goals of decommissioning are maintained. Water supplies to buildings should be checked to assure no flow from the site water system and no accumulation of water or damage to piping has occurred. If such conditions are found, evaluate and take action to eliminate any further damage.

Section 4.3 – Sanitary Sewer Systems

Section 4.3.1 – Decommissioning Goal

The goal of the decommissioning process related to the building sanitary sewer systems is to ensure that the systems can be reused in the future.

Section 4.3.2 – Decommissioning Actions

Wastewater systems (including floor drains) must be free of water as all buildings will be unheated. Traps are to be removed and drained wherever possible. Fixtures with internal traps such as toilets and floor drains must have non toxic antifreeze added to prevent freezing and prevent the escape of gases into the building.

Section 4.3.3 – Maintenance

Review of the condition of the building sanitary sewer systems should be performed on a semi annual basis by qualified maintenance personnel and any repairs made as needed. Fixture traps are to be replenished with antifreeze as needed to maintain gas seals.

Section 4.4.1 – Decommissioning Goal

Emergency Life and Safety Systems include the fire alarm, emergency lighting, exit lights, and kitchen hood system. These systems will remain active and functional in all buildings until all services to a building are turned off, the building has no occupancy, and no combustible storage is in the building.

Section 4.4.2 – Decommissioning Actions

Specific procedures for decommissioning are included in individual building closure plans. Once all life safety systems are decommissioned, the building must have signage indicating that “This Building’s utility service has been disconnected and Fire Prevention systems disabled.”

Section 4.4.3 – Maintenance

A periodic inspection to ensure nothing has changed, the signs are still in place, and that all systems are off.

Section 4.5 – Lighting

Section 4.5.1 – Decommissioning Goal

Building lights are to be turned off. Batteries in any exit lighting and emergency lighting are to be removed to prevent possible damage to fixtures and eliminate potential environmental concerns.

Section 4.5.2 – Decommissioning Actions

Shut off lights.

Section 4.5.3 – Maintenance

No specific maintenance of the lighting system is necessary other than housekeeping activities in the case of broken bulbs noted during building inspections.

Section 4.6 – Refrigeration Systems

Section 4.6.1 – Decommissioning Goal

Air conditioning and refrigeration systems at the facility are comprised of kitchen refrigeration, domestic type refrigeration, and window AC units. The goal is to maintain equipment in the best possible condition and eliminate any situation that may result in potential environmental harm.

Section 4.6.2 – Decommissioning Action

Portable refrigeration units will be removed from the facility for reuse at other facilities or for appropriate disposal. Fixed refrigeration systems such as coolers and freezers will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The systems will be filled with nitrogen for long term storage. The facility's refrigerant program will be amended to reflect any changes and will then be filed for future reference. Coolers and freezers should be thoroughly cleaned and doors left open to provide air movement. All locking hardware and latches shall be removed.

Section 4.6.3 – Maintenance

On an annual basis, equipment should be inspected for any signs of oil leaks and corrective action taken as needed.

Section 4.7 – Miscellaneous

Section 4.7.1 – Decommissioning Goal

The goal of the decommissioning actions is to maintain the buildings in good condition and maintain compliance with environmental regulations.

Section 4.7.2 – Decommissioning Actions

Section 4.7.2.1 - Daily fire and safety inspections

Daily fire and safety inspections are not necessary but weekly and monthly inspections should be conducted until buildings are fully decommissioned.

Section 4.7.2.2 - Regulatory Environmental Requirements

Section 4.7.2.2.1 - Petroleum Bulk Storage

The facility has 7 petroleum bulk storage (PBS) tanks (2 underground and 5 aboveground) that are registered with the Department of Environmental Conservation (PBS ID 3-074667).

DOCCS has two options that can be pursued with respect to the onsite tanks. The tanks can be temporarily closed. This procedure must be initiated within 30 days of discontinuation of use. If the tanks remain temporarily closed, the tanks remain subject to all DEC regulations. Monitoring of the tanks need to be continued with documented monthly visual inspections. If this is the method selected, all product must be removed from the tanks to reduce the possibility of a future spill.

The second option is to temporarily close the tanks and then proceed with permanent closing. This procedure relinquishes the necessity of any

further monitoring at the site. This is the recommended course of action for long term surplus of the property. The temporary or permanent closing of the tanks will be accomplished through the in place OGS Petroleum Tank Contract.

Section 4.7.2.2.2 - Wastewater

The facility discharges its sanitary sewage to the Wayne County Water and Sewer Authority Publically Owned Treatment Works (POTW) for treatment. Coordination with the POTW should commence to ensure that any associated permitting is terminated with the closure of the facility.

Section 4.7.2.2.3 - Environmental Site Assessment

A Phase 1 Environmental Site Assessment will be conducted at the facility in order to ascertain if there are any environmental conditions warrant further investigation. This assessment will review the history of the facility and perform an inspection of the property.

If the above assessment results in conditions that need further investigation, then a Phase 2 environmental site assessment will need to be conducted. Both of these assessments would be coordinated through DOCCS' environmental consultant.

Section 4.7.2.2.4 - Air Permitting

The facility operates under a DEC Air Facility Registration Certificate (Registration ID 8-5448-00253/00001). The facility operates one 760 HP diesel fueled Cummins and one 896 HP diesel fueled Caterpillar emergency generators that are included in the emergency demand reduction program. The facility operates 41 other exempt small combustion sources. These emission sources are registered with the DEC and certain regulatory requirements are mandated. It is recommended that once the facility is closed the registration be formally terminated with DEC.

Air compliance recordkeeping may be required depending on operational procedures in the Facility's closed condition. Consult the facility's Operation and Compliance Manual (OPM) for details on the facility's air permitting requirements.

Section 4.7.2.2.5 – Hazardous Waste

Any hazardous waste encountered during closure procedures shall be handled in accordance with DOCCS Directive 4055 and all Local, State, and Federal regulations.

Section 4.7.2.2.6 – Chemical Bulk Storage

The Butler Correctional Facility does not maintain systems subject to regulation under the NYSDEC Chemical Bulk Storage Program.

Section 4.7.2.3 – Furniture and Equipment

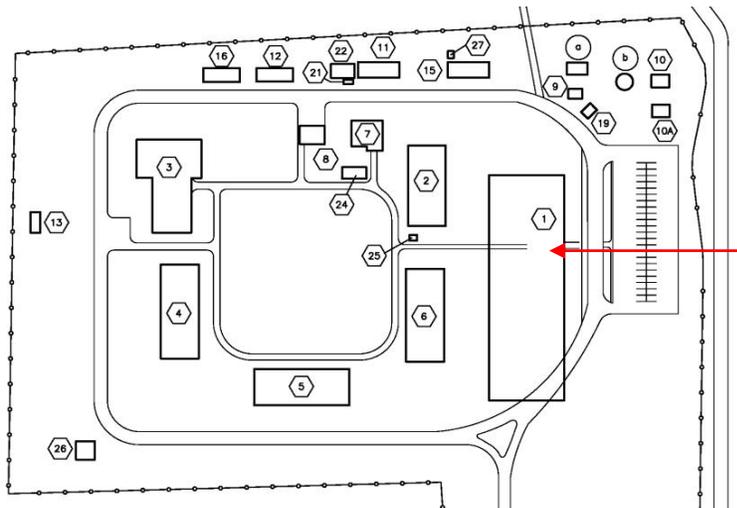
All furniture and non-fixed equipment and selected fixed equipment shall be removed from the buildings. This will be accomplished by DOCCS Support Operations.

Section 4.7.2.4- Phone/Data

The decommissioning of phone and data systems will be coordinated by MIS.

Section 5.1 – Individual Building Closure Plans, Minimum (SHOCK)

Shock - Building # 1 - Administration



Size: 11,991 Gross square feet, 1 floor with no basement.

Use: Security/Program/Administration Offices

Heat: Natural gas fired hot water boiler/fin tube radiation/cabinet unit heaters/air handlers

Domestic Hot Water: Natural gas fired boiler and indirect water heater

Water: Underground from facility site distribution system

Sanitary: Facility site

Electrical: Facility site distribution from pad mount transformer. Main controls for parking lot lighting.

Ventilation: Natural/Mechanical. Wall mounted exhaust fans. Two Make up Air handlers.

Emergency Systems: Centralized alarm system and standpipe system

Refrigeration: 25 Ton AC unit.

Phone/Data: The main hub for both systems is located in the Mechanical Room of Building #1

Closure Actions:

The building is presently utilized as an Administrative office building. It also provides office space for security, program and parole staff. Additionally, the key room for the facility is located in this building. The building will be closed in an unheated condition. The following specific actions apply to the building systems.

Heat: Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG). Supply piping to the hot air units shall be purged and the units cleaned and disabled.

Domestic Hot Water System: Domestic hot water is produced by an indirect water heater. The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All bath fixtures will be disconnected at supplies faucets opened and drained and utilize compressed air to aid in water removal if necessary.

Water: Water is provided from the Wayne County Water and Sewer Authority. The underground distribution water mains on the site will become inactive. The water service to the building should be isolated from the site piping by disconnecting the water pipe as it enters the building just past the first valve connection. This will allow the draining of the system to prevent freezing. Draining should be accomplished by opening all fixtures and utilizing compressed air to aid in water removal if necessary.

Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Electric Service to this building is provided through underground feeder system originating from building # 11 generator switchgear building. Each building has a high voltage (HV) switch and pad mount transformer, the HV switch should be opened and locked to disconnect power from facility grid system, and this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

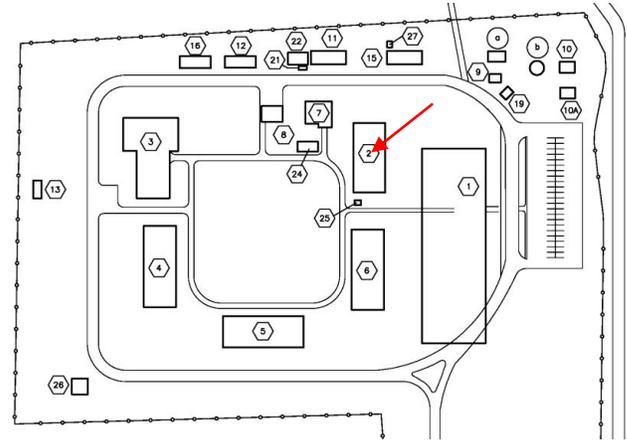
Ventilation: Ventilation Exhaust and supply fan systems are to be shut down at the appropriate circuit breaker. Disconnect and close all dampers are to be checked to assure they are closed tightly. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact. Windows shall be boarded up.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed. The fire stand pipe should be isolated from the water main and drained. Fire hoses will be removed and relocated to other Department of Corrections and Community Services (DOCCS) facilities.

Refrigeration Systems: Portable refrigeration units will be removed from the facility for reuse at other facilities. AC systems will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference. Free standing water coolers can be located to other facilities and built-in units prepared for long term storage following the above procedures.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

Shock - Building #2 – Food Service



Size: 8,460 Gross square feet, 1 floor with no basement.

Uses: Food Service/Store House/Package Room

Heating: Hot water natural gas fired boiler.

Domestic Hot Water: Hot water plate type heat exchanges with 375 gallon storage tank.

Water: Underground site distribution

Sanitary: Site wide underground collection system

Electrical: Site Distribution system disconnected at pad mount transformer

Ventilation: Natural/ Mechanical exhaust/ Cooking exhaust hood system/ Air Handler with heat coils

Emergency Systems: Central fire alarm system/Standpipe system/Hood suppression system

Refrigeration: Window AC / Freezer and refrigeration storage/ Ice machines

Equipment: Refrigeration Equipment/ Food prep equipment/Dish washer/Water Softener/Package X-Ray machine

Phone/Data: The main hub for these systems is located in the Mechanical Room of Building #1

Closure Actions:

The building will be closed in an unheated condition. The following specific actions apply to the building systems.

Heat: The heat system is controlled and monitored through a central building control system that can be accessed at the Butler Medium Facility. Heat is provided by two (2) natural gas fired hot water boiler. Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG). Supply piping to the hot air units shall be purged and the units cleaned and disabled.

Domestic Hot Water: Domestic hot water is provided through plate heat exchangers that utilize boiler hot water to heat the water. The plate exchangers should be isolated from the boiler water and the DHW supply to the building and drained. All hot water supplies to fixtures will be disconnected, faucets opened and drained and utilize compressed air to aid in water removal if necessary. Additionally, the electric hot water booster heater for the dishwasher should be disconnected, drained and prepared for long term storage in accordance with the manufacturer's recommendations. The 375 gallon hot water storage tank shall be disconnected from the circulating system, drained, flushed, cleaned, dried and left open.

Water: Water is provided from the underground site distribution system. The supply should be turned off at the underground curb valve or a shut off valve located inside the building and the supply line opened after the valve. All fixtures and equipment should be disconnected from the water system and drained utilizing compressed air as needed. Included in the water system is a building wide water softener. This softener should be disconnected from the system and prepared for long term storage per manufacturer's recommendations.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled, drained and the sanitary connection sealed. Drain any tank type toilets. Fixtures with integral traps must be kept full of water to provide proper gas seals or removed and drained and the sanitary connection sealed. The 1000 gallon grease trap associated with this building shall be pumped out, cleaned and refilled partially with clear water to prevent floating or movement.

Electrical: Electric power is provided from a pad mount transformer. The service can be deactivated at the transformer.

Ventilation: Ventilation systems will be disabled at the appropriate panel and breaker. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact. Windows shall be boarded up.

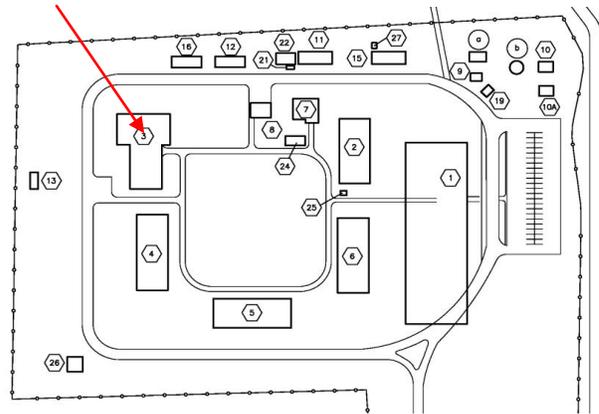
Emergency Systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. The fire alarm system will be decommissioned when all services are deactivated, all combustible storage is removed and there is no occupancy in the building. Any stand pipes and fire hose piping will be drained in conjunction with the water system deactivation. Emergency lighting and exit sign batteries can be removed.

Refrigeration: The commercial refrigeration units will have all refrigerant removed and prepared for a period of long term non use. The refrigeration work will be conducted by a certified individual and the refrigerant removed from the facility. The refrigeration inventory will be amended to reflect the removal of the refrigerant and equipment for reference in the future.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

Miscellaneous: Cooking equipment should be disconnected from all services. Any water should be drained and the equipment prepared for long term storage according to specific manufacturer's recommendations. The chemical system for the pot sinks should be emptied of chemical, appropriately disposed and vendor contacted to acquire of the disposition of the injection system. The removal of the kitchen and food service equipment will be coordinated by the Department's Food Production Office. Any equipment remaining will be prepared for long term storage in place per the manufacturer's recommendations.

Shock - Building #3 – Program/Activities/Gym



Size: 12,325 Gross square feet, 1 floor with no basement.

Uses: Recreation/Programs/Medical.

Heating: Hot water natural gas fired boiler/ Find tube radiation/cabinet unit heaters/ air handlers for Gym

Domestic Hot Water: Indirect tank heater off hot water boiler

Water: Underground site distribution

Sanitary: Site wide collection system

Electrical: Site Distribution system disconnected at pad mount transformer

Ventilation: Mechanical exhaust/Air Handler systems for Gym

Emergency Systems: Central site wide alarm system/ Standpipe system

Refrigeration: Split AC system for Pharmacy area/Window AC

Phone/Data: The main hub for these systems is located in the Mechanical Room of Building #1

Closure Actions:

The building is to be closed in an unheated condition. The following specific actions apply to the building systems.

Heat: Heat is provided by a natural gas fired hot water boiler. Hot water is distributed through the building to fin tube radiation, cabinet unit heaters and air handler coils. The air handler systems will be disabled and the heat coils will be drained using compressed air to remove any residual water if needed. Dampers are to be disconnected, tightly closed and secured as to avoid pest and bird intrusions.

Domestic Hot Water: Domestic hot water is provided by an indirect-fired water heater utilizing hot water from the heat system. The indirect heater should be isolated from the boiler water supply and the hot and cold water supplies. The tank should be flushed, cleaned and drained. All hot water supplies shall be disconnected from the equipment and bath fixtures drained, using compressed air for residual moisture removal as needed.

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping by disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled, drained and the sanitary connection sealed. Drain any tank type toilets. Fixtures with integral traps must be kept full of water to provide proper gas seals or removed and drained and the sanitary connection sealed.

Electric: Electric Services are provided to this building through the facility's site wide distribution service and originates at a pad mounted transformer adjacent to the building. This building can be isolated from the distribution system via a disconnect located at the transformer pad.

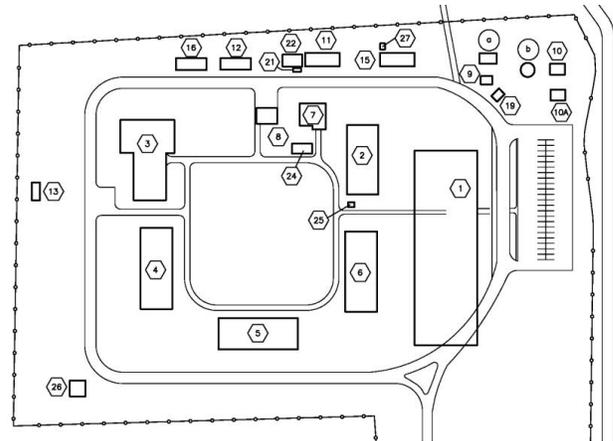
Ventilation: The exhaust fans and air handlers will be disabled at the appropriate breaker. Assure dampers are closed and insect/bird screens are intact. The heat coil in the ventilation unit will be drained and the fans disabled. Supply air dampers will be closed and fixed in that position. Assure insect/bird screens are intact. Windows shall be boarded up.

Emergency Systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. The fire alarm system will be decommissioned when all services are deactivated, all combustible storage is removed and there is no occupancy in the building. Any stand pipes and fire hose piping will be drained in conjunction with the water system deactivation. Emergency lighting and exit sign batteries can be removed.

Refrigeration: Window AC units, split type units and free standing water coolers will be removed from the building and transferred to other facilities or disposed of. If disposed of, all refrigerant will be evacuated from the unit(s) by a certified individual and the refrigerant removed from the facility. The refrigeration inventory will be amended to reflect the removal of the refrigerant and equipment for reference in the future. Any built in water coolers will remain and will have to be drained and refrigerant removed per the above information. The fixed units should be evacuated of all refrigerant and refilled with nitrogen to prepare them for long term storage.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

Shock - Building #4 - Inmate Housing



Size: 9,687 Gross square feet, 1 floor no basement.

Use: Inmate Housing

Heating: Hot water natural gas fired boiler/ Fin tube radiation/cabinet unit heaters/ Air Handler

Domestic Hot Water: Natural gas fired hot water heater with 400 gallon storage tank

Water: Underground site distribution

Sanitary: Site wide collection system

Electrical: Site Distribution system disconnected at pad mount transformer

Ventilation: Mechanical exhaust and make-up air handler

Emergency System: Central site wide alarm system/ Standpipe system

Refrigeration: Stand alone water cooler

Phone/Data: The main hub for these systems is located in the Mechanical Room of Building #1

Closure Actions:

The building is to be closed in an unheated condition. The following specific actions apply to the building systems.

Heat: Hot water radiator systems will be isolated and disconnected from the circulated system, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The air handler system will be deactivated and the heat coil will be isolated from the circulation system, disconnected and drained, using compressed air to remove any residual water if needed. Dampers are to be disconnected, tightly closed and secured as to avoid pest and bird intrusions. The fuel supply shall be closed and secured. Supply piping will be disconnected from the boiler and incoming supply and purged. The Ultimate shut off of the entire facility supply will be accomplished by the local utility company

Domestic Hot Water: Domestic hot water is provided by an individual hot water boiler and the system includes a 400 gallon storage tank. The boiler should be disconnected electrically. The boiler should be isolated from the cold water system and the natural gas system, cleaned and prepared for long term storage in accordance with the manufacturer's recommendations. The storage tank should be isolated heater, the cold water supply, and the DHW supplies to the building, the tank should be flushed, drained and dried. All hot water supplies should be disconnected from equipment and fixtures and drained.

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping by disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to

be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained and sealed. Drain any tank type toilets. Fixtures with integral traps must be kept full of water to provide proper gas seals.

Electric: Electric Services are provided to this building through the facility's site wide distribution service and originates at a pad mounted transformer adjacent to the building. This building can be isolated from the distribution system via the electrical disconnect located at the transformer pad.

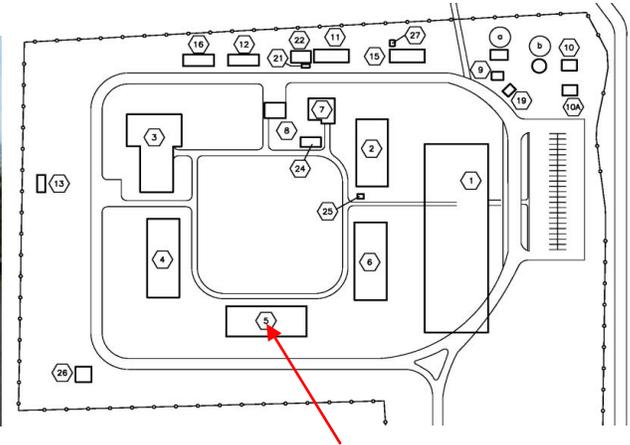
Ventilation: The exhaust fans and air handlers shall be deactivated. Dampers and louvers to the outside should be checked to assure they are properly closed and additional measures taken if necessary to eliminate any air infiltration. Insect and bird screens should be checked to assure they are intact. Windows shall be boarded up.

Emergency Systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. The fire alarm system will be decommissioned when all services are deactivated, all combustible storage is removed and there is no occupancy in the building. Any stand pipes and fire hose piping will be drained in conjunction with the water system deactivation. Emergency lighting and exit sign batteries can be removed.

Refrigeration: Free standing water coolers will be removed from the building and transferred to other facilities or disposed of. If disposed of, all refrigerant will be evacuated from the unit(s) by a certified individual and the refrigerant removed from the facility. The refrigeration inventory will be amended to reflect the removal of the refrigerant and equipment for reference in the future. Any built in water coolers will remain and will have to be drained and refrigerant removed per the above information. The fixed units should be evacuated of all refrigerant and refilled with nitrogen to prepare them for long term storage.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

Shock - Building # 5 – Inmate Housing



Size: 9,687 Gross square feet, 1 floor no basement.

Use: Inmate Housing

Heating: Hot water natural gas fired boiler/ Fin tube radiation/cabinet unit heaters/ Air Handler

Domestic Hot Water: Plate Heat exchanges utilizing hot water off heat boiler

Water: Underground site distribution

Sanitary: Facility Site

Electrical: Site Distribution system disconnected at pad mount transformer

Ventilation: Mechanical exhaust and make-up air handler

Emergency Systems: Central site wide alarm system/ Standpipe system

Refrigeration: Stand alone water coolers

Phone/Data: The main hub for these systems is located in the Mechanical Room of Building #1

Closure Actions:

The building is to be closed in an unheated condition. The following specific actions apply to the building systems.

Heat: Hot water radiator systems will be isolated and disconnected from the circulated system, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The air handler system will be deactivated and the heat coil will be isolated from the circulation system, disconnected and drained, using compressed air to remove any residual water if needed. Dampers are to be disconnected, tightly closed and secured as to avoid pest and bird intrusions. The fuel supply shall be closed and secured. Supply piping will be disconnected from the boiler and incoming supply and purged. The Ultimate shut off of the entire facility supply will be accomplished by the local utility company

Domestic Hot Water: Domestic hot water is provided by an individual hot water boiler and the system includes a 400 gallon storage tank. The boiler should be disconnected electrically. The boiler should be isolated from the cold water system and the natural gas system, cleaned and prepared for long term storage in accordance with the manufacturer's recommendations. The storage tank should be isolated heater, the cold water supply, and the DHW supplies to the building, the tank should be flushed, drained and dried. All hot water supplies should be disconnected from equipment and fixtures and drained.

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping by

disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained and sealed. Drain any tank type toilets. Fixtures with integral traps must be kept full of water to provide proper gas seals.

Electric: Electric Services are provided to this building through the facility's site wide distribution service and originates at a pad mounted transformer adjacent to the building. This building can be isolated from the distribution system via the electrical disconnect located at the transformer pad.

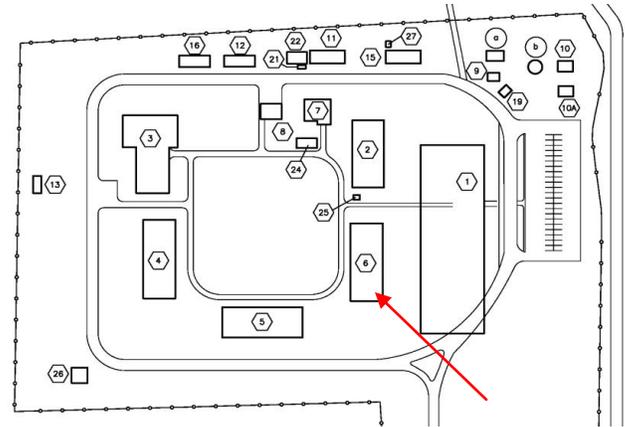
Ventilation: The exhaust fans and air handlers shall be deactivated. Dampers and louvers to the outside should be checked to assure they are properly closed and additional measures taken if necessary to eliminate any air infiltration. Insect and bird screens should be checked to assure they are intact. Windows shall be boarded up.

Emergency Systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. The fire alarm system will be decommissioned when all services are deactivated, all combustible storage is removed and there is no occupancy in the building. Any stand pipes and fire hose piping will be drained in conjunction with the water system deactivation. Emergency lighting and exit sign batteries can be removed.

Refrigeration: Free standing water coolers will be removed from the building and transferred to other facilities or disposed of. If disposed of, all refrigerant will be evacuated from the unit(s) by a certified individual and the refrigerant removed from the facility. The refrigeration inventory will be amended to reflect the removal of the refrigerant and equipment for reference in the future. Any built in water coolers will remain and will have to be drained and refrigerant removed per the above information. The fixed units should be evacuated of all refrigerant and refilled with nitrogen to prepare them for long term storage.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

Shock - Building #6 – Inmate Housing



Size: 9,687 Gross square feet 1, floor no basement.

Use: Inmate Housing

Heating: Hot water natural gas fired boiler/ Fin tube radiation/cabinet unit heaters/ Air Handler

Domestic Hot Water: Plate Heat exchanges utilizing hot water off heat boiler

Water: Underground site distribution

Sanitary: Facility Site

Electrical: Site Distribution system disconnected at pad mount transformer

Ventilation: Mechanical exhaust and make-up air handler

Emergency Systems: Central site wide alarm system/ Standpipe system.

Refrigeration: Stand alone water coolers

Phone/Data: The main hub for these systems is located in the Mechanical Room of Building #1

Closure Actions:

The building is to be closed in an unheated condition. The following specific actions apply to the building systems.

Heat: Hot water radiator systems will be isolated and disconnected from the circulated system, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The air handler system will be deactivated and the heat coil will be isolated from the circulation system, disconnected and drained, using compressed air to remove any residual water if needed. Dampers are to be disconnected, tightly closed and secured as to avoid pest and bird intrusions. The fuel supply shall be closed and secured. Supply piping will be disconnected from the boiler and incoming supply and purged. The Ultimate shut off of the entire facility supply will be accomplished by the local utility company.

Domestic Hot Water: Domestic hot water is provided by an individual hot water boiler and the system includes a 400 gallon storage tank. The boiler should be disconnected electrically. The boiler should be isolated from the cold water system and the natural gas system, cleaned and prepared for long term storage in accordance with the manufacturer's recommendations. The storage tank should be isolated heater, the cold water supply, and the DHW supplies to the building, the tank should be flushed, drained and dried. All hot water supplies should be disconnected from equipment and fixtures and drained.

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping, by disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained and sealed. Drain any tank type toilets. Fixtures with integral traps must be kept full of water to provide proper gas seals.

Electric: Electric Services are provided to this building through the facility's site wide distribution service and originates at a pad mounted transformer adjacent to the building. This building can be isolated from the distribution system via the electrical disconnect located at the transformer pad.

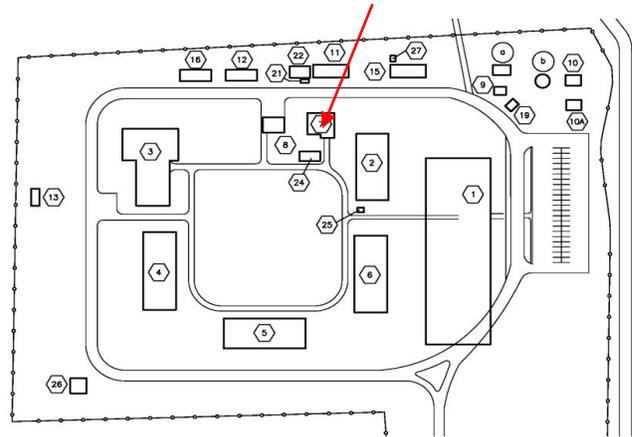
Ventilation: The exhaust fans and air handlers shall be deactivated. Dampers and louvers to the outside should be checked to assure they are properly closed and additional measures taken if necessary to eliminate any air infiltration. Insect and bird screens should be checked to assure they are intact. Windows shall be boarded up.

Emergency Systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. The fire alarm system will be decommissioned when all services are deactivated, all combustible storage is removed and there is no occupancy in the building. Any stand pipes and fire hose piping will be drained in conjunction with the water system deactivation. Emergency lighting and exit sign batteries can be removed.

Refrigeration: Free standing water coolers will be removed from the building and transferred to other facilities or disposed of. If disposed of, all refrigerant will be evacuated from the unit(s) by a certified individual and the refrigerant removed from the facility. The refrigeration inventory will be amended to reflect the removal of the refrigerant and equipment for reference in the future. Any built in water coolers will remain and will have to be drained and refrigerant removed per the above information. The fixed units should be evacuated of all refrigerant and refilled with nitrogen to prepare them for long term storage.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

Shock - Building #7 – Laundry –Commissary



Size: 2,148 Gross square feet 1, floor no basement.

Uses: Central Laundry/State shop

Heating: Hot water natural gas fired boiler/ Fin tube radiation/Unit heaters

Domestic Hot Water: Natural gas fired hot water heater with 175 gallon storage tank

Water: Underground site distribution

Sanitary: Facility Site

Electrical: Site Distribution system disconnected at pad mount transformer

Ventilation: Supply air to dryers and boilers

Emergency Systems: Central site wide alarm system

Phone/Data: The main hub of these systems is located in the Mechanical Room of Building #1

Equipment: Commercial Laundry equipment/Chemical Injection system

Closure Actions:

The building is to be closed in an unheated condition. The following specific actions apply to the building systems.

Heat: Hot water radiator systems will be isolated and disconnected from the circulated system, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The unit heaters will be deactivated electrically and the heat coil will be isolated from the circulation system, disconnected and drained, using compressed air to remove any residual water if needed. The fuel supply shall be closed and secured. Supply piping will be disconnected from the boiler and incoming supply and purged. The Ultimate shut off of the entire facility supply will be accomplished by the local utility company.

Domestic Hot water: Domestic hot water is provided by an individual hot water boiler and the system includes a 175 gallon storage tank. The boiler should be disconnected electrically. The boiler should be isolated from the cold water system, isolated from the natural gas system, cleaned and prepared for long term storage in accordance with the manufacturer's recommendations. The storage tank should be isolated from the boiler water and the DHW supplies to the building. The tank should be flushed, cleaned and drained. All hot water supplies should be disconnected from equipment and fixtures and drained.

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping, by dis-connecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained and sealed. Drain any tank type toilets. Sanitary connections for the washers should be sealed. Fixtures with integral traps must be kept full of water to provide proper gas seals.

Electric: Electric Services are provided to this building through the facility's site wide distribution service and originates at a pad mounted transformer adjacent to the building. This building can be isolated from the distribution system via the electrical disconnect located at the transformer pad.

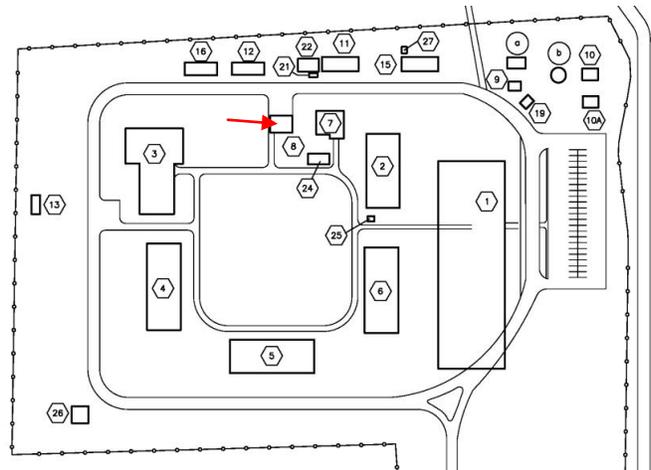
Ventilation: All exhaust fans shall deactivated electrically with any gravity louvers secured to prevent rodent intrusion. Ventilation systems will be disabled at the appropriate panel and breaker. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact.

Emergency Systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. The fire alarm system will be decommissioned when all services are deactivated, all combustible storage is removed and there is no occupancy in the building. Any stand pipes and fire hose piping will be drained in conjunction with the water system deactivation. Emergency lighting and exit sign batteries can be removed.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

Miscellaneous: Chemicals should be removed and the chemical injection system should be flushed including pumps and feed lines and drained. Final disposition of the laundry equipment will be coordinated by DOCS Support Operations.

Shock - Building #8 – Fire Safety



Size: 1,420 Gross square feet, 1 floor no basement.

Use: Fire and Safety Office

Heating: Natural Gas. The building is heated by three ceiling wall mounted natural gas fired unit heaters.

Domestic Hot Water: Electric Hot Water Heater

Water: Facility Site underground

Sanitary: Site wide sewage collection system. One Bathroom

Electrical: Underground from Bldg. #7

Ventilation: Mechanical Exhaust

Emergency Systems: Central site wide alarm system

Refrigeration: Window AC unit

Phone/Data: The main hub of these systems is located in the Mechanical Room of Building #1

Closure Actions:

This building will be closed in an unheated state. The following specific actions apply to the building systems.

Heat: The natural gas line is to be turned off on the outside of the building. Each heater is individually vented and the vents should be sealed against entry by weather, rodents and insects. Signage should be provided on the heaters indicating gas vents have been sealed.

Domestic Hot Water System: Domestic hot water is provided by an electric hot water heater. Power should be disconnected to the heater. The heater should be disconnected or from the cold water system and flushed and drained. Hot water piping should be disconnected at the fixtures and piping drained utilizing compressed air if necessary.

Water: The cold water service should be turned off at the underground valve adjacent to the building. The piping should be disconnected inside the building at the closest point possible to the water service, disconnected at fixtures and drained utilizing compressed air if necessary. Water should be removed from the service line between the outdoor curb stop to a point below frost level.

Sanitary: The trap on the sink should be removed and drained. The sanitary line should be sealed to prevent entry of gas and odors into the building. The toilet is a tank type and should be removed from sanitary and drained. The sanitary line should be sealed at floor level.

Electrical: Power to this building can be disconnected at Building #7.

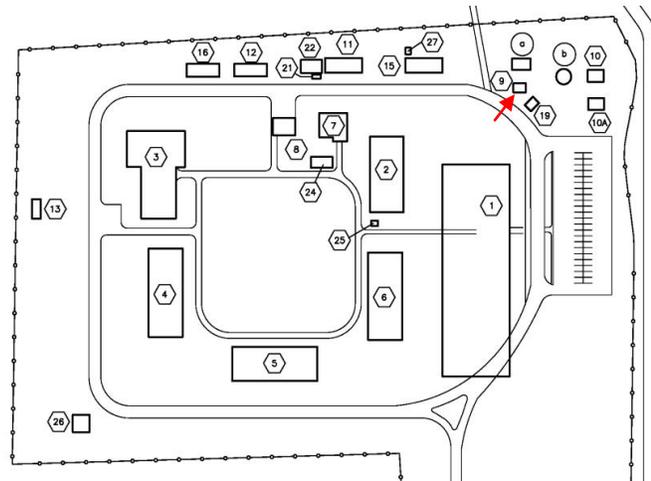
Ventilation: The mechanical exhaust fan serving the electric room shall be disabled. It shall be assured the damper is in a closed and sealed position. Windows shall be boarded up.

Emergency Systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. The fire alarm system will be decommissioned when all services are deactivated, all combustible storage is removed and there is no occupancy in the building. Any stand pipes and fire hose piping will be drained in conjunction with the water system deactivation. Emergency lighting and exit sign batteries can be removed.

Refrigeration: The window AC unit should be removed and disposed of in accordance with applicable regulatory regulations. If disposed of, all refrigerant will be evacuated from the unit(s) by a certified individual and the refrigerant removed from the facility. The refrigeration inventory will be amended to reflect the removal of the refrigerant and equipment for reference in the future.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

Shock - Building #9 - Bar Screen



Size: 434 Gross square feet, 1 floor no basement.

Use: Wastewater preliminary treatment

Heating: Electric unit heaters

Domestic Hot Water: Electric Hot water heater

Water: Facility Site underground

Sanitary: None

Electrical: Underground from adjacent pad mount transformer

Ventilation: Mechanical

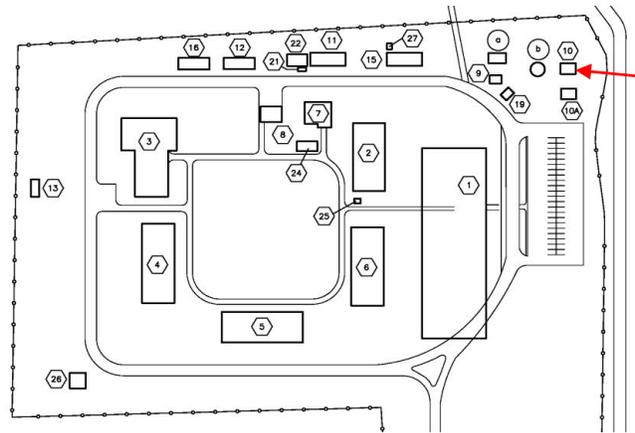
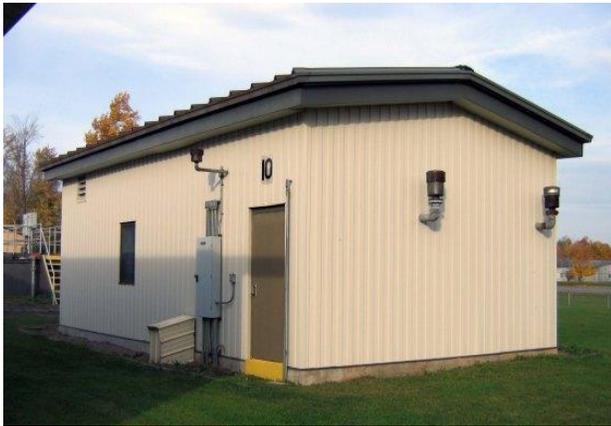
Emergency System: None

Equipment: Sewage treatment equipment: Sewage grinder pump and bar screen

Closure Actions:

The operation and maintenance of this building was designated to the Wayne County Water and Sewer Authority under an agreement entered into with the Authority. The building will not be affected by the closure of Butler Minimum Correctional Facility.

Shock - Building #10 - Tertiary Filter Plant



Size: 624 Gross square feet, 1 floor with no basement.

Use: Records Storage

Heating: Electric ceiling heaters.

Domestic Hot Water: None

Water: None

Sanitary: None

Electrical: Underground from adjacent pad mount transformer

Ventilation: Mechanical Exhaust

Emergency Systems: None

Phone/Data: None

Closure Actions:

The building was originally part of the wastewater treatment plant. With the previous decommissioning of the treatment plant, all equipment was removed from the building and the building designated as future storage.

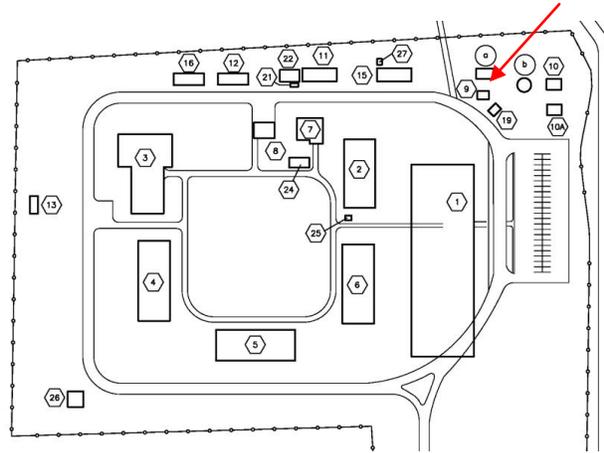
This building will be closed in an unheated state. The following specific actions apply to the building systems.

Heating: Heating units are to be deactivated.

Electric: Electric Services are provided to this building through the facility's site wide distribution service and originates at a pad mounted transformer adjacent to the building. This building can be isolated from the distribution system via the electrical disconnect located at the transformer pad.

Ventilation: The mechanical exhaust fan serving the electric room shall be disabled. It shall be assured the damper is in a closed and sealed position.

Shock - Building #10A – Record Storage



Size: 1,548 gross square feet, no basement.

Uses: Presently designated as Record Storage: Proposed Equipment Storage.

Heating: Electric Unit Heaters

Domestic Hot Water: None

Water: None

Sanitary: None

Electrical: From outdoor panel adjacent to Building #8

Ventilation: Mechanical

Emergency System: None

Phone/Data: None

Closure Actions:

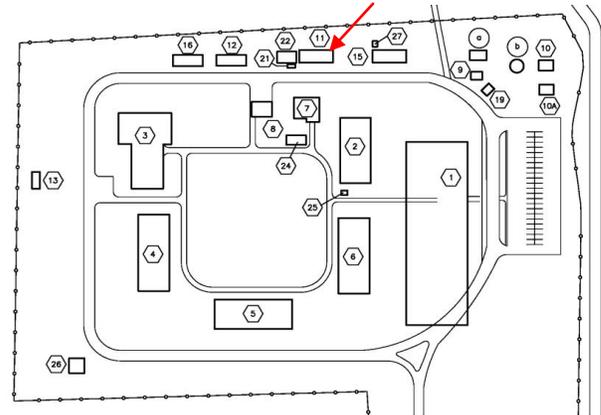
This building will be closed in an unheated state. The following specific actions apply to the building systems.

Heating: The unit heaters will be deactivated electrically.

Electric: Power to this building can be shut off by opening a breaker located in an outdoor panel adjacent to Building #8.

Ventilation: Exhaust fan is to be deactivated electrically. Dampers are to be in the closed position and secured to prevent pest and bird entry. Windows are to be boarded up.

Shock - Building #11 – Pole Barn Encon



Size: 1,564 Gross square feet, 1 floor no basement.

Use: Utilized by Department of Environmental Conservation

Heating: LP gas unit heaters

Domestic Hot Water: Electric

Water; Underground from site distribution

Sanitary: Facility site

Electrical: Underground from Building #15

Ventilation: None

Emergency Systems None

Phone/Data: None

Closure Actions:

It is anticipated DEC will vacate this building so complete closing steps are listed below to be followed once the building is vacated. At that time, it will be fully decommissioned. This building will be closed in an unheated state. The following specifics apply to the full decommissioning activities.

Heat: Heat is provided by propane fired unit heaters. The fuel supplies will be disconnected and sealed and the vents sealed. Signage should be provided on the heaters indicating the heater vents have been sealed. The LP gas line will be disconnected at the tank and tank removed by the fuel vendor.

Domestic Hot Water: Domestic Hot water is provided by an electric hot water heater. Power should be disconnected to the heater. The heater should be disconnected from the cold water system and flushed and drained. Hot water piping should be disconnected at the fixture and piping drained utilizing compressed air if necessary.

Water: Water is provided via an underground water main. The water can be isolated at the curb stop outside the building. The water piping should be disconnected inside the building as close as possible to where the service enters the building. Water must be removed from the service line to a point below the frost line. All piping should be drained utilizing compressed air. All fixtures should be disconnected.

Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps. Toilets are to be removed, drained and the sanitary connection sealed. The building's sanitary system contains a sewage pump. This pump will be removed and prepared for long term

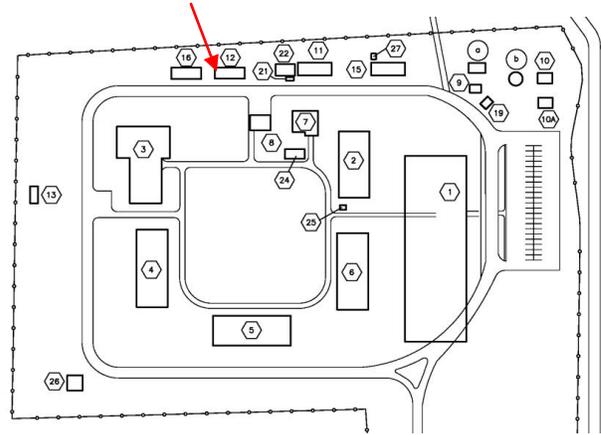
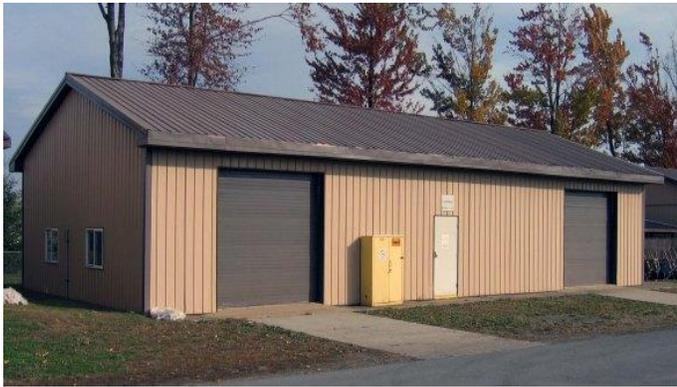
storage and the sump flushed, cleaned and resealed. Water shall fill 1/3 of the sump to help avoid tank movement.

Electrical: Electrical is provided to the building underground from Building 15. Power can be disconnected at building 15.

Ventilation: Mechanical exhaust fans should be disabled. Assure back draft dampers are closed and bird screens intact.

Phone/Data lines: At the time of full decommissioning, the phone and any data lines will be disabled at the point of origin by MIS.

Shock - Building #12 - Storage /Frisk Building



Size: 2,147 Gross square feet, 1 floor no basement.

Use: Storage and Inmate Crew Frisk Area.

Heating: Natural gas Hot water boiler/Fin tube radiation/hot water unit heaters

Domestic Hot Water: Indirect heater off Hot water boiler

Water: Underground Site distribution

Sanitary: Facility Site

Electrical: Underground from Building #16

Ventilation: Natural/Mechanical

Emergency Systems: None

Phone/Data: The main hub for these systems is located in the Mechanical Room of Building

Closure Actions:

This building will be closed in an unheated state. The following specific actions apply to the building systems.

Heat: The fuel supplies will be disconnected and the vents sealed. Signage shall be provided on the heaters indicating the heater vents have been sealed. The fuel lines shall be plugged and the gas shut off locked to prevent unauthorized operation of the gas valve. The boiler should be disconnected from the electric source, cleaned and drained. Circulation pumps shall be removed and drained. The heat piping and heaters shall be disconnected from the boilers and drained utilizing compressed air if necessary.

Domestic Hot Water: Domestic Hot water is provided by an indirect hot water heater utilizing hot water from the heat boiler. The heater shall be disconnected from the cold water system and the boiler system and flushed and drained. Hot water piping shall be disconnected at the fixtures and piping drained utilizing compressed air if necessary.

Water: Water is provided via an underground water main. The water shall be isolated at the underground curb stop. The cold water shall be disconnected inside the building at the entry into the building. Fixtures shall be disconnected from the piping. Supply lines shall be drained utilizing compressed air. Water needs to be removed between the building and the outside curb stop to a level below the frost line.

Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible shall be disassembled and drained. The toilets are floor mounted tank type that shall be removed and drained. Sanitary connections to fixtures shall be plugged. Add non-toxic antifreeze to any building traps and any floor drain traps that can not be drained.

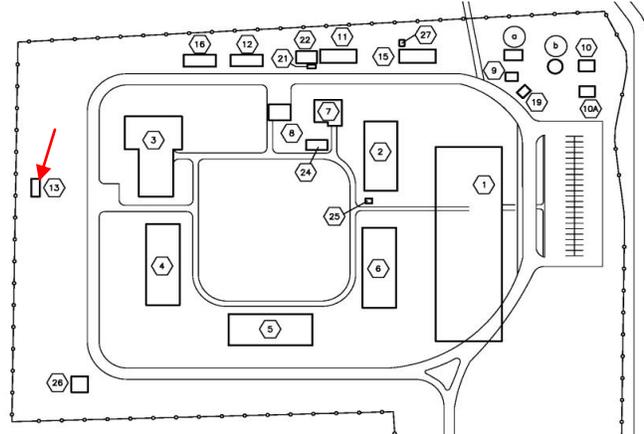
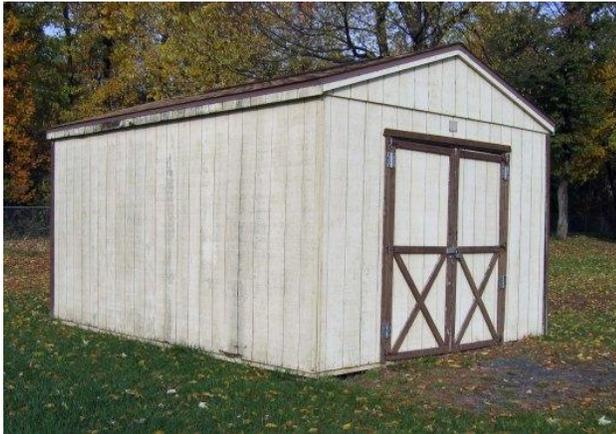
Electrical: Electrical is provided to the building underground from Building 16. Power can be disconnected at building 16.

Ventilation: Mechanical exhaust fans shall be disabled. Assure back draft dampers are closed and bird screens intact.

Phone/Data: At the time of full decommissioning, the phone and any data lines will be disabled at the point of origin by MIS.

Miscellaneous: The building should be secured and appropriate decommissioning signage installed at the entrance after all services are disconnected and all combustible storage removed.

Shock - Building #13 - Storage



Size: 184 Gross square feet, 1 floor no basement.

Use: Maintenance Storage

Heating: None

Domestic Hot Water: None

Water: None

Sanitary: None

Electrical: None

Ventilation: None

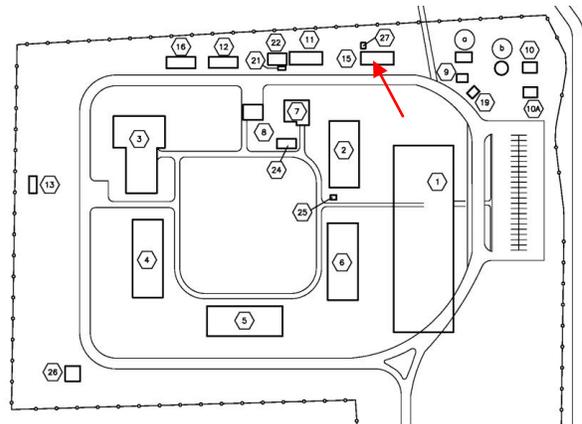
Emergency Systems: None

Phone/Data: None

Closure Actions:

This building will be closed in an unheated state. There are no specific actions that apply to the building systems.

Shock - Building #15 – Pole Barn Recycling



Size: 2,615 Gross square feet, 1 floor no basement.

Use: Recycling Facility

Heating: Natural Gas Unit Heaters

Domestic Hot Water: Electric

Water: Facility site distribution

Sanitary: Facility Site

Electrical: Facility site from transformer

Ventilation: Natural

Emergency Systems: None

Phone/Data: The main hub of these systems is located in the Mechanical Room of Building #1

Equipment: Recycling Equipment, Facility trash compactor

Closure Actions:

This building will be closed in an unheated state. The following specific actions apply to the building systems.

Heating: The fuel supplies will be disconnected and the vents sealed. Signage shall be provided on the heaters indicating the heater vents have been sealed. The fuel lines shall be plugged and the gas shut off locked to prevent unauthorized operation of the gas valve. The boiler should be disconnected from the electric source, cleaned and drained. The heaters will be deactivated electrically.

Domestic Hot Water: Domestic Hot water is provided by an electric hot water heater. Power should be disconnected to the heater. The heater should be disconnected from the cold water system and flushed and drained. Hot water piping should be disconnected at the fixture and piping drained utilizing compressed air if necessary.

Water: Water is provided via an underground water main. The water shall be isolated at the underground curb stop. The cold water shall be disconnected inside the building at the entry into the building. Fixtures shall be disconnected from the piping. Supply lines shall be drained utilizing compressed air. Water needs to be removed between the building and the outside curb stop to a level below the frost line.

Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible shall be disassembled and drained. The toilets are floor mounted tank type that shall be removed and drained. Sanitary connections to fixtures shall be plugged. Add non-toxic antifreeze to any building traps and any floor drain traps that can not be drained.

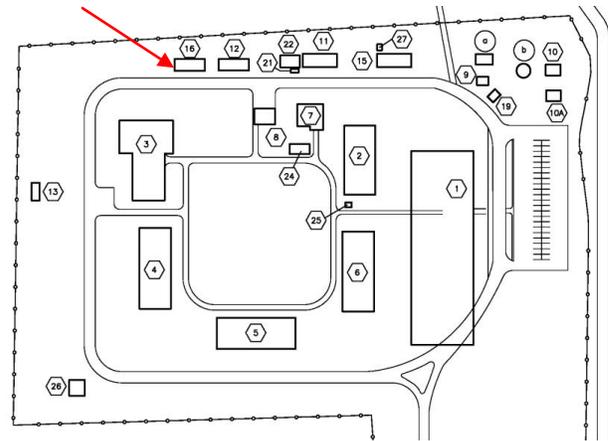
Electric: Services are provided to this building through the facility's site wide distribution service and originates at a pad mounted transformer adjacent to the building. This building can be isolated from the distribution system via the electrical disconnect located at the transformer pad.

Ventilation: Provided by manual operation of windows. Windows shall be secured in the closed position and boarded up.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

Miscellaneous: Recycling Equipment Cooking should be disconnected from all services and the equipment prepared for long term storage according to specific manufacturer's recommendations. The removal of the recycling equipment will be coordinated by the Department's Recycling Office. The trash compactor shall be deactivated electrically and hydraulically and the vendor notified for pickup.

Shock - Building #16 – School/Visitors



Size: 3,040 Gross square feet, 1 floor no basement.

Uses: School/Visitors Building

Heating: Hot water boiler/Fin Tube Radiation

Domestic Hot Water: Electric

Water: Underground site distribution

Sanitary: Facility Site

Electrical: Underground from Building 8

Ventilation: Mechanical Exhaust

Emergency Systems: Central site wide alarm system

Phone/Data: The main hub of these systems is located in the Mechanical Room of Building #1

Closure Actions:

This building will be closed in an unheated state. The following specific actions apply to the building systems.

Heating: Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed and secured, disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG). Supply piping to the hot air units shall be purged and the units cleaned and disabled.

Domestic Hot Water: Domestic hot water is provided by an electric hot water heater. Power should be disconnected to the heater. The heater should be disconnected from the cold water system and flushed and drained. Hot water piping should be disconnected at the fixture and piping drained utilizing compressed air if necessary.

Water: Water is provided via an underground water main. The water shall be isolated at the underground curb stop. The cold water shall be disconnected inside the building at the entry into the building. Fixtures shall be disconnected from the piping. Supply lines shall be drained utilizing compressed air. Water needs to be removed between the building and the outside curb stop to a level below the frost line.

Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible shall be disassembled and drained. The toilets are floor mounted tank type that shall be removed and

drained. Sanitary connections to fixtures shall be plugged. Add non-toxic antifreeze to any building traps and any floor drain traps that can not be drained.

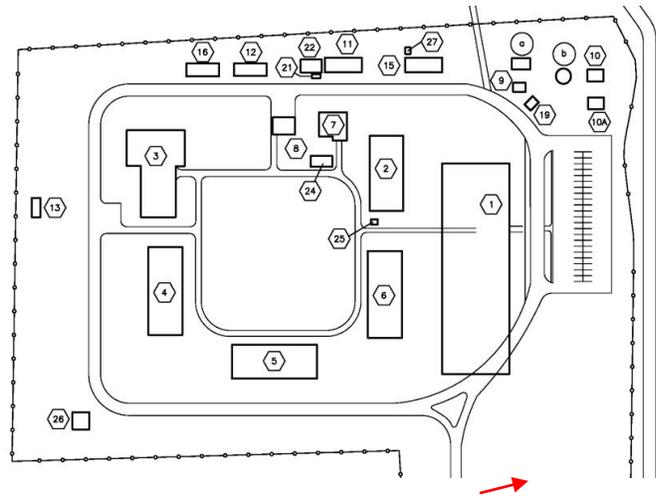
Electrical: Electrical is provided to the building underground from Building #8. Power can be disconnected at building #8.

Ventilation: Mechanical exhaust fans shall be disabled. Assure back draft dampers are closed and bird screens intact. Windows shall be boarded up.

Emergency Systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. The fire alarm system will be decommissioned when all services are deactivated, all combustible storage is removed and there is no occupancy in the building. Any stand pipes and fire hose piping will be drained in conjunction with the water system deactivation. Emergency lighting and exit sign batteries can be removed.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

Shock - Building #19 – Escape/Pursuit



Size: 303 Gross square feet, 1 floor no basement.

Use: Security Storage

Heating: Electric wall units

Domestic Hot Water: Electric hot water heater

Water: Facility site distribution

Sanitary: Facility Site

Electrical: Facility site distribution from pad mount transformer.

Ventilation: Natural

Emergency Systems: Central

Phone/Data: The main hub of these systems is located in the Mechanical Room of Building #1

Closure Actions:

This building will be closed in an unheated state. The following specific actions apply to the building systems.

Heat: Deactivate the wall units electrically.

Domestic Hot Water: Domestic hot water is provided by an electric hot water heater. Power should be disconnected to the heater. The heater should be disconnected from the cold water system and flushed and drained. Hot water piping should be disconnected at the fixture and piping drained utilizing compressed air if necessary.

Water: Water is provided via an underground water main. The water shall be isolated at the underground curb stop. The cold water shall be disconnected inside the building at the entry into the building. Fixtures shall be disconnected from the piping. Supply lines shall be drained utilizing compressed air. Water needs to be removed between the building and the outside curb stop to a level below the frost line.

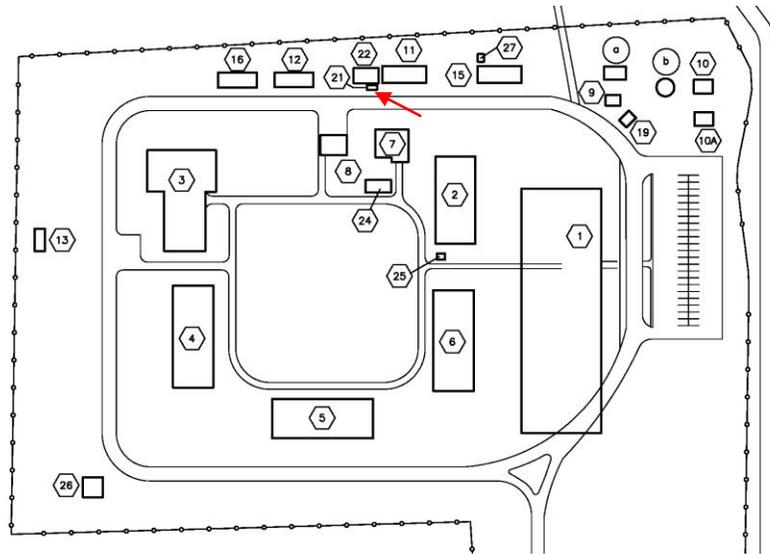
Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible shall be disassembled and drained. The toilets are floor mounted tank type that shall be removed and drained. Sanitary connections to fixtures shall be plugged. Add non-toxic antifreeze to any building traps and any floor drain traps that can not be drained.

Electric: Services are provided to this building through the facility's site wide distribution service and originates at a pad mounted transformer adjacent to the building. This building can be isolated from the distribution system via the electrical disconnect located at the transformer pad.

Ventilation: Provided by manual operation of windows. Windows shall be secured in the closed position and boarded up.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

Shock - Building #21 – Encon Tool Storage



Size: 19 Gross square feet, 1 floor no with basement.

Use: Tool storage

Heating: None

Domestic Hot Water:: None

Water: None

Sanitary: None

Electrical: None

Ventilation: None

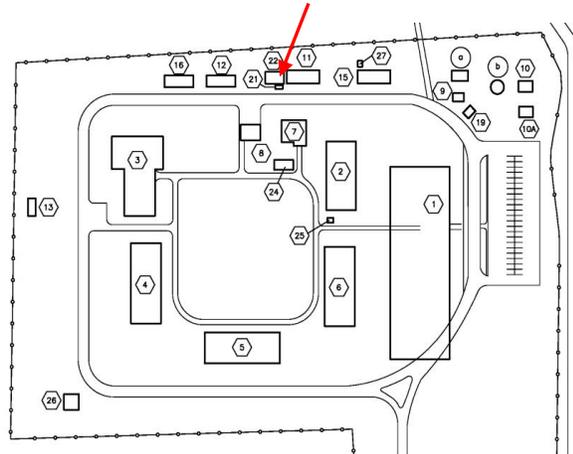
Emergency Systems: None

Closure Actions:

This building will be closed in an unheated state. The following specific action(s) apply to the building systems.

Miscellaneous: Secure the building to deter unauthorized entry.

Shock – Building #22 – Encon Building



Size: 353 Gross square feet, 1 floor no basement.

Uses: Storage Shed

Heating: None

Domestic Hot Water: None

Water: None

Sanitary: None

Electrical: None

Ventilation: None

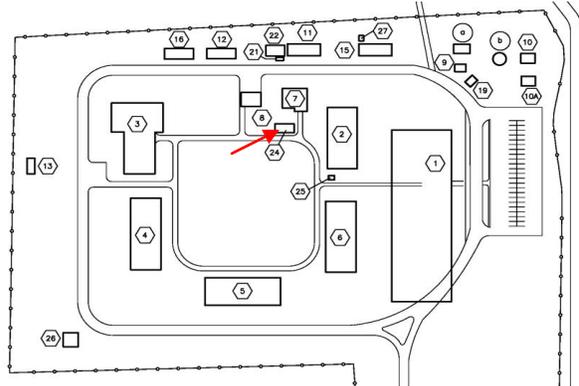
Emergency Systems: None

Closure Actions:

This building will be closed in an unheated state. The following specific action(s) apply to the building systems.

Miscellaneous: Secure the building to deter unauthorized entry.

Shock - Building #24 – Workout Pavilion



Size: 1,770 Gross square feet, 1 floor no basement.

Use: Inmate Recreation

Heating: None

Domestic Hot Water: None

Water: None

Sanitary: None

Electrical: Underground conduit from Building #8

Ventilation: None

Emergency Systems: None

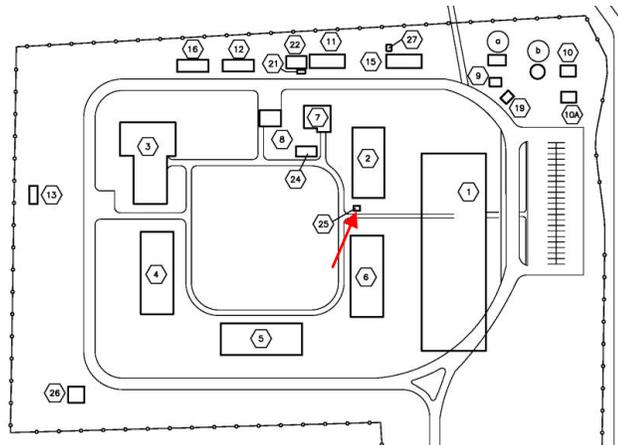
Closure Actions:

The following specific actions apply to the building systems

Electric: Power shall be shut off to this building by disconnecting the supply in Building #8.

Miscellaneous: The removal of any remaining weight equipment will be coordinated by the DOCCS Programs Department.

Shock - Building #25 – Guard Shack



Size: 42 Gross square feet, 1 floor no basement

Use: Correction Officer's Protection Unit

Heating: Electric

Domestic Hot Water: None

Water: None

Sanitary: None

Electrical: Underground from Building #2.

Ventilation: Natural

Emergency Systems: None

Refrigeration: Window AC unit

Closure Actions:

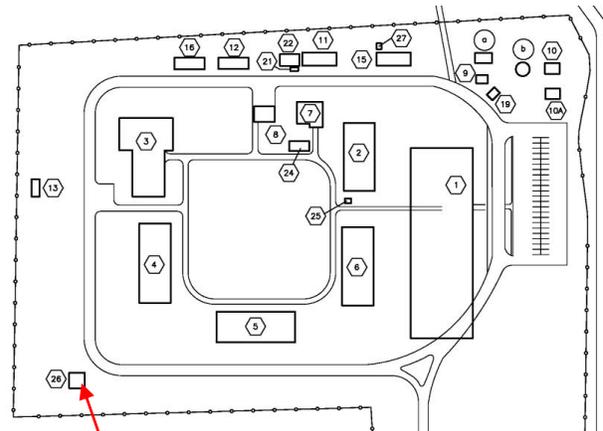
This building will be closed in an unheated state. The following specific actions apply to the building systems.

Heat: The electric heater will be deactivated and disconnected electrically.

Electric: Power to this building shall be disconnected from Building #2

Refrigeration: Window AC units will be removed from the building and transferred to other facilities or disposed of. If disposed of, all refrigerant will be evacuated from the unit(s) by a certified individual and the refrigerant removed from the facility. The refrigeration inventory will be amended to reflect the removal of the refrigerant and equipment for reference in the future.

Shock - Building #26 – Emergency Generator



Size: 1,116 Gross square feet, 1 floor no with basement.

Use:

Heating: Electric

Domestic Hot Water: None

Water: None

Sanitary: None

Electrical: Power to this building is supplied by facility power distribution system

Ventilation: Mechanical

Emergency Systems: Central site wide alarm system

Phone/Data: The main hub of these systems is located in the Mechanical Room of Building #1

Closure Actions:

This building will be closed in an unheated state. The following specific actions apply to the building systems.

Heat: The electric heaters will be deactivated and disconnected electrically.

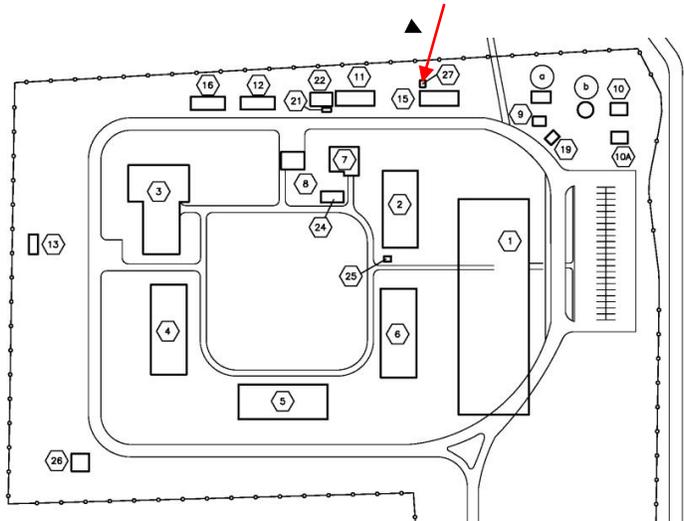
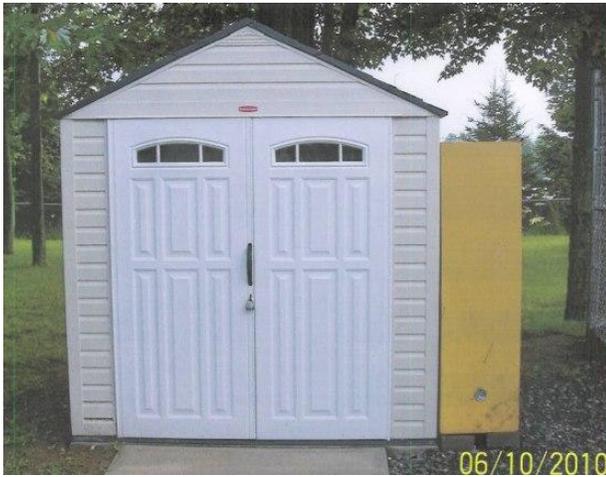
Electric: The High Voltage (HV) switch shall be opened and locked to disconnect power from the facility grid system to this building.

Ventilation: Dampers will be locked in the closed position. Assure that the dampers are secured and that pest and bird screening is in place.

Emergency Systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. The fire alarm system will be decommissioned when all services are deactivated, all combustible storage is removed and there is no occupancy in the building. Any stand pipes and fire hose piping will be drained in conjunction with the water system deactivation. Emergency lighting and exit sign batteries can be removed.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

Shock - Building #27 – Storage



Size: 64 Gross square feet, 1 floor no basement.

Use: Storage

Heating: None

DHW: None

Water: None

Sanitary: None

Electrical: None

Ventilation: None

Fire systems: None

Equipment: None

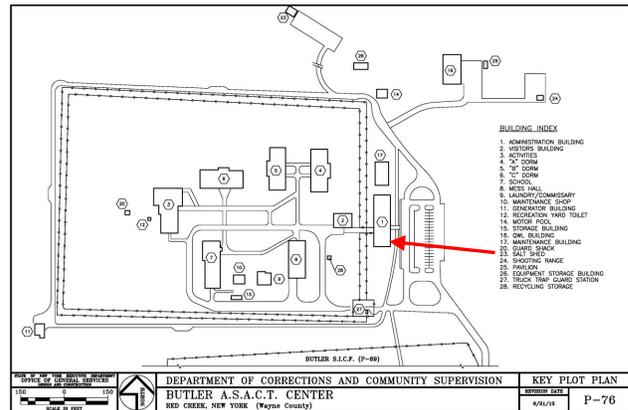
Closure Actions:

This building will be closed in an unheated state. The following specific actions apply to the building systems.

Miscellaneous: Secure doors to deter unauthorized entry. Chemicals should be removed per standards and regulations

Section 5.2 – Individual Building Closure Actions – Medium (ASACT)

ASACT - Building #1 - Administration



Size: 12,000 Gross square feet, 1 floor on slab.

Use: Administration offices.

Heating: Hot Water, fired by natural Gas

Domestic Hot Water: Fired by natural Gas

Water: Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines.

Sanitary: Site wide collection system.

Electrical: Facility site distribution from pad mount transformer with backup from the facility's emergency generator. Main controls for parking lot lighting.

Ventilation: Exhaust fans

Refrigeration: Domestic refrigerators, window AC's, water coolers.

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building. Building also contains Exit and Emergency lighting

Phone/Data: The main hub for these systems is located in the Phone Room of Building #1.

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat: Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Domestic Hot Water: The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All bath fixtures will be disconnected at supplies

faucets opened and drained and utilize compressed air to aid in water removal if necessary. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Water: The underground distribution water mains on the site will become inactive. The water service to the building should be isolated from the site piping by disconnecting the water pipe as it enters the building just past the first valve connection. This will allow the draining of the system to prevent freezing. Draining should be accomplished by opening all fixtures and utilizing compressed air to aid in water removal if necessary.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Electric Service to this building is provided through underground feeder system originating from Building # 11, Generator Switchgear Building. This building has a pad mount transformer and a high voltage (HV) switch. The HV switch should be opened and locked to disconnect power from facility grid system as this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

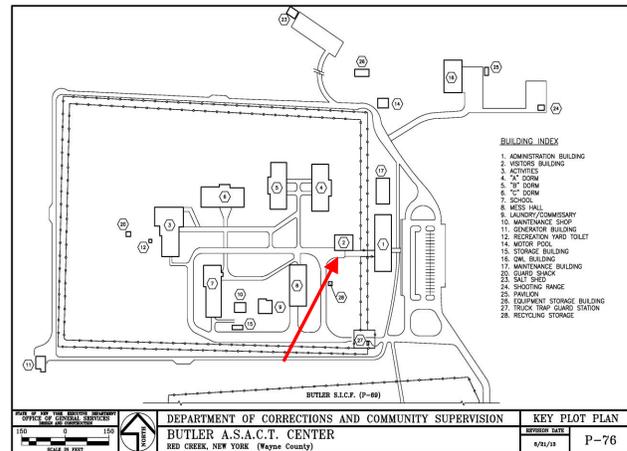
Ventilation: Ventilation, exhaust and supply fan systems are to be shut down at the appropriate circuit breaker. Disconnect and close all dampers are to be checked to assure they are closed tightly. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact. Windows are to be tightly closed, secured and boarded up.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Refrigeration Systems: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Window AC units and any domestic style refrigerators will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect changes and will then be filed for future reference. Free standing water coolers can be located to other facilities and built-in units prepared for long term storage following the above procedures.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #2 – Visitors Building



Size: 3,500 Gross square feet, 1 floor with no basement.

Use: Visiting room

Heating: Hot water fired by Natural gas

Domestic Hot Water: Domestic hot water is made with Natural Gas heaters.

Water: Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines.

Sanitary: Site wide collection system.

Electrical: Facility site distribution from pad mount transformer with backup from the facility's emergency generator. .

Ventilation: 100% Air conditioned space

Refrigeration: Domestic refrigerators, Window AC's, Water coolers.

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building. Building also contains Exit and Emergency lighting

Phone/Data: The main hub for these systems is located in the Phone Room of Building #1.

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layout are provided.

Heat: Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Domestic Hot Water: The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All bath fixtures will be disconnected at supplies faucets opened and drained and utilize compressed air to aid in water removal if necessary. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping, by disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Electric Service to this building is provided through underground feeder system originating from Building # 11, Generator Switchgear Building. This building has a pad mount transformer and a high voltage (HV) switch. The HV switch should be opened and locked to disconnect power from facility grid system as this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

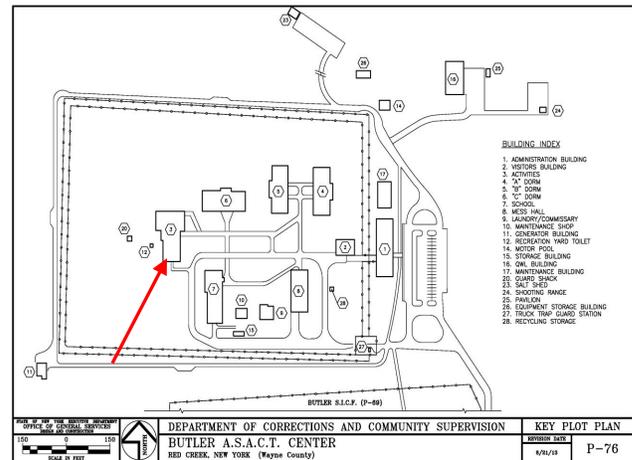
Ventilation: Ventilation, exhaust and supply fan systems are to be shut down at the appropriate circuit breaker. Disconnect and close all dampers are to be checked to assure they are closed tightly. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact. Windows are to be tightly closed, secured and boarded up.

Emergency Systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Refrigeration Systems: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Window AC units, Centralized Air Conditioning units and any domestic style refrigerators will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference. Free standing water coolers can be located to other facilities. Any refrigerated vending machines will be handled by the appropriate vendor.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #3 – Activities Building



Size: 12,200 Gross square feet, 1 floor with no basement.

Use: Recreation Gymnasium

Heating: Hot water fired by Natural gas

Domestic Hot Water: Domestic hot water is made with Natural Gas heaters.

Water: Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines.

Sanitary: Facility site wide collection system.

Electrical: Facility site distribution from pad mount transformer with backup from the facility's emergency generator. There is also a 112kva transformer inside the building for the Yard Lighting

Ventilation: Roof Ventilators

Refrigeration: Domestic refrigerators, Water coolers.

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building. Building also contains exit and emergency lighting and Fire Hose system.

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1.

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat: Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Domestic Hot Water: The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All bath fixtures will be disconnected at supplies faucets opened and drained and utilize compressed air to aid in water removal if necessary. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping, by disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Electric Service to this building is provided through underground feeder system originating from Building # 11, Generator Switchgear Building. This building has a pad mount transformer and a high voltage (HV) switch. The HV switch should be opened and locked to disconnect power from facility grid system as this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

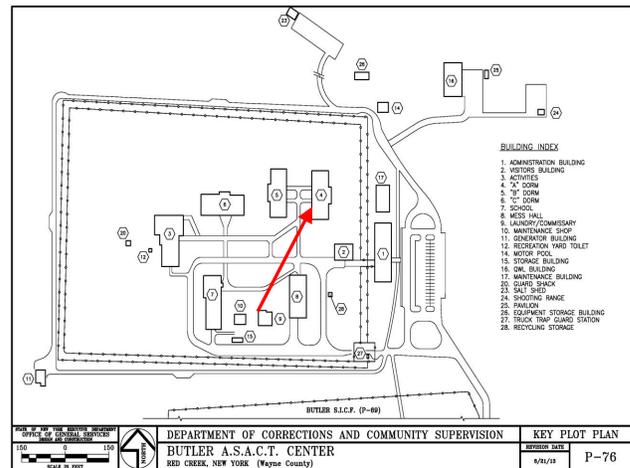
Ventilation: Ventilation, Exhaust and supply fan systems are to be shut down at the appropriate circuit breaker. Disconnect and close all dampers are to be checked to assure they are closed tightly. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact. Windows are to be tightly closed, secured and boarded up.

Refrigeration: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Any domestic style refrigerators will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference. Free standing water coolers can be located to other facilities and built-in units prepared for long term storage following the above procedures.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #4 – A-Dorm



Size: 10,373 Gross square feet, 1 floor with no basement.

Use: Housing for inmates

Heating: Hot water fired by Natural gas

Domestic Hot Water: Domestic hot water is made with Natural Gas heaters.

Water: ; Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines.

Sanitary: Site wide collection system.

Electrical: Facility site distribution from pad mount transformer with backup from the facility's emergency generator.

Ventilation: Natural

Refrigeration: Domestic refrigerators and Water coolers.

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building. Building also contains Exit and Emergency lighting and Fire Hose system

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1..

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat: Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Domestic Hot Water: The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All bath fixtures will be disconnected at supplies faucets opened and drained and utilize compressed air to aid in water removal if necessary. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping, by disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Electric Service to this building is provided through underground feeder system originating from Building # 11, Generator Switchgear Building. This building has a pad mount transformer and a high voltage (HV) switch. The HV switch should be opened and locked to disconnect power from facility grid system as this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

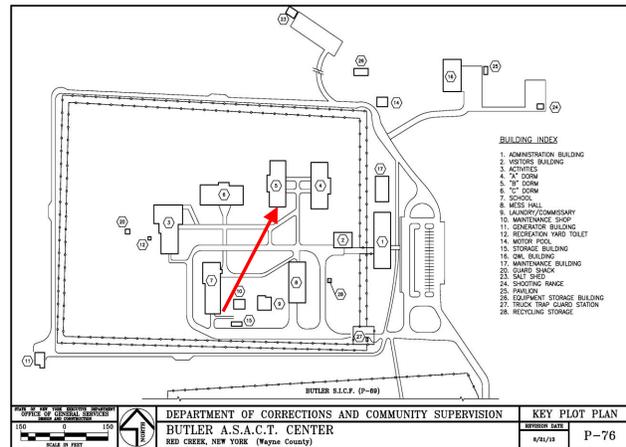
Ventilation: Ventilation, exhaust and supply fan systems are to be shut down at the appropriate circuit breaker. Disconnect and close all dampers are to be checked to assure they are closed tightly. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact. Windows are to be tightly closed, secured and boarded up.

Refrigeration: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Any domestic style refrigerators will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference. Free standing water coolers can be located to other facilities and built-in units prepared for long term storage following the above procedures.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #5 – B-Dorm



Size: 10,373 Gross square feet, 1 floor with no basement.

Use: Housing for inmates

Heating: Hot water fired by Natural gas

Domestic Hot Water: Domestic hot water is made with Natural Gas heaters.

Water: Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines.

Sanitary: Site wide collection system.

Electrical: Facility site distribution from pad mount transformer with backup from the facility's emergency generator.

Ventilation: Natural

Refrigeration: Domestic refrigerators and Water coolers.

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building. Building also contains Exit and Emergency lighting and Fire Hose system

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1.

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Domestic Hot Water: The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All bath fixtures will be disconnected at supplies faucets opened and drained and utilize compressed air to aid in water removal if necessary. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping, by

disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Electric Service to this building is provided through underground feeder system originating from Building # 11, Generator Switchgear Building. This building has a pad mount transformer and a high voltage (HV) switch. The HV switch should be opened and locked to disconnect power from facility grid system as this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

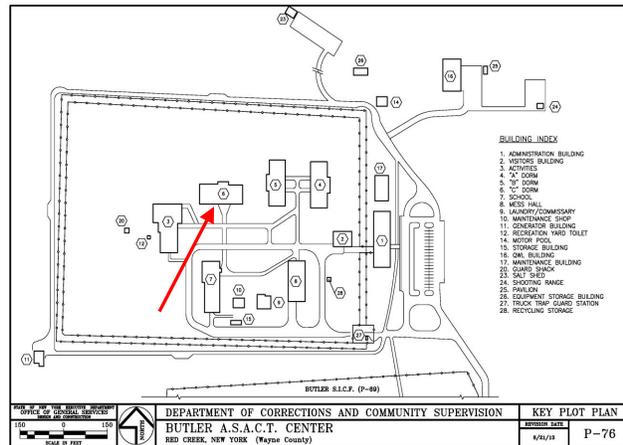
Ventilation: Ventilation, Exhaust and supply fan systems are to be shut down at the appropriate circuit breaker. Disconnect and close all dampers are to be checked to assure they are closed tightly. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact. Windows are to be tightly closed, secured and boarded up.

Refrigeration: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Any domestic style refrigerators will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference. Free standing water coolers can be located to other facilities and built-in units prepared for long term storage following the above procedures.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #6 – C-Dorm



Size: 10,318 Gross square feet, 1 floor with no basement.

Use: Housing for inmates

Heating: Hot water fired by Natural gas

Domestic Hot Water: Domestic hot water is made with Natural Gas heaters.

Water: Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines.

Sanitary: Site wide collection system.

Electrical: Facility site distribution from pad mount transformer with backup from the facility's emergency generator.

Ventilation: Natural

Refrigeration: Domestic refrigerators and Water coolers.

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building.

Building also contains Exit and Emergency lighting and Fire Hose system

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1..

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat: Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Domestic Hot Water: The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All bath fixtures will be disconnected at supplies faucets opened and drained and utilize compressed air to aid in water removal if necessary. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping, by disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Electric Service to this building is provided through underground feeder system originating from Building # 11, Generator Switchgear Building. This building has a pad mount transformer and a high voltage (HV) switch. The HV switch should be opened and locked to disconnect power from facility grid system as this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

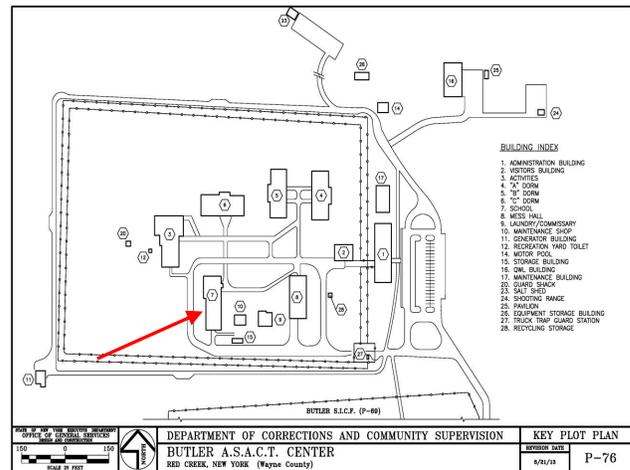
Ventilation: Ventilation, Exhaust and supply fan systems are to be shut down at the appropriate circuit breaker. Disconnect and close all dampers are to be checked to assure they are closed tightly. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact. Windows are to be tightly closed, secured and boarded up.

Refrigeration: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Any domestic style refrigerators will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference. Free standing water coolers can be located to other facilities and built-in units prepared for long term storage following the above procedures.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #7 – School



Size: 9,800 Gross square feet, 1 floor with no basement.

Use: Academics

Heating: Hot water fired by Natural gas

Domestic Hot Water: Domestic hot water is made with Natural Gas heaters.

Water: Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines..

Sanitary: Facility site wide collection system.

Electrical: Facility site distribution from pad mount transformer with backup from the facility's emergency generator.

Ventilation: Natural

Refrigeration: Domestic refrigerators, Window AC's, Water coolers.

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building. Building also contains Exit and Emergency lighting and Fire Hose system

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat: Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Domestic Hot Water: The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All bath fixtures will be disconnected at supplies faucets opened and drained and utilize compressed air to aid in water removal if necessary. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping, by disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Electric Service to this building is provided through underground feeder system originating from Building # 11, Generator Switchgear Building. This building has a pad mount transformer and a high voltage (HV) switch. The HV switch should be opened and locked to disconnect power from facility grid system as this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

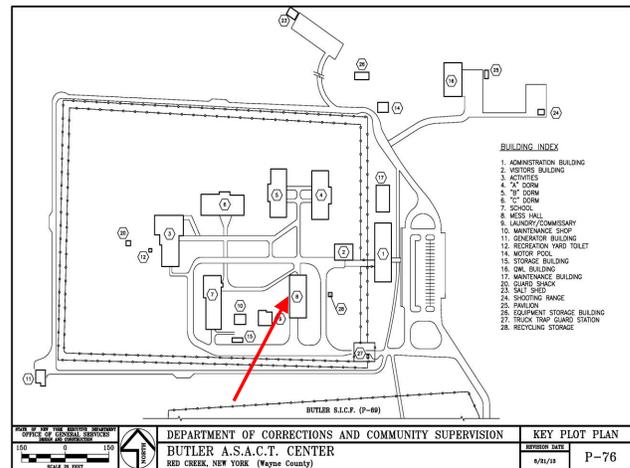
Ventilation: Ventilation, exhaust and supply fan systems are to be shut down at the appropriate circuit breaker. Disconnect and close all dampers are to be checked to assure they are closed tightly. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact. Windows are to be tightly closed, secured and boarded up with ZIP sheathing.

Refrigeration Systems: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Window AC units and any domestic style refrigerators being disposed of will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference. Free standing water coolers can be located to other facilities and built-in units prepared for long term storage following the above procedures.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #8 – Mess Hall



Size: 8,400 Gross square feet, 1 floor with no basement.

Use: Mess Hall Kitchen

Heating: Hot water fired by Natural gas

Domestic Hot Water: Domestic hot water is made with Natural Gas heaters.

Water: Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines.

Sanitary: Facility site wide collection system.

Electrical: Facility site distribution from pad mount transformer with backup from the facility's emergency generator.

Ventilation: Mechanical exhaust unit for hoods

Refrigeration: Commercial refrigerators, Coolers and Freezers, Ice Machines and Water coolers.

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building. Building also contains Exit and Emergency lighting and Fire Hose system.

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat: Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Domestic Hot Water: The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All fixtures and equipment will be disconnected at supplies faucets opened and drained and utilize compressed air to aid in water removal if necessary. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping, by disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Electric Service to this building is provided through underground feeder system originating from Building # 11, Generator Switchgear Building. This building has a pad mount transformer and a high voltage (HV) switch. The HV switch should be opened and locked to disconnect power from facility grid system as this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

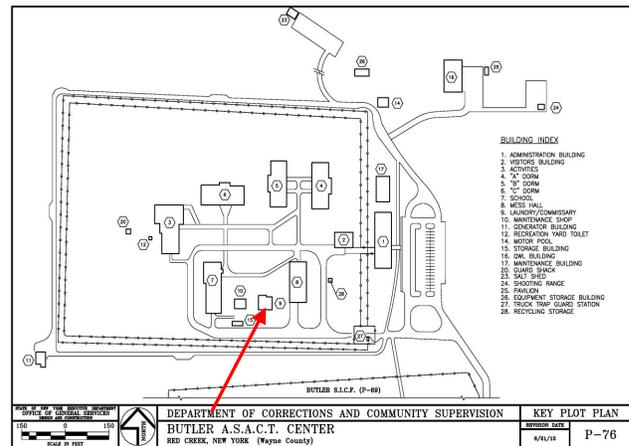
Ventilation: Ventilation, Exhaust and supply fan systems are to be shut down at the appropriate circuit breaker. Disconnect and close all dampers are to be checked to assure they are closed tightly. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact. Windows are to be tightly closed, secured and boarded up.

Refrigeration Systems: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Any domestic style refrigerators to be disposed will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference. Coolers and freezers should be thoroughly cleaned and doors left open to provide air movement. All locks and latches shall be removed from the units. These systems should have all refrigerant removed following the above mentioned procedures. They should be recharged with nitrogen for long term lay up. Free standing water coolers can be located to other facilities and built-in units prepared for long term storage following the above procedures.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #9 Commissary/Laundry



Size: 2,725 Gross square feet, 1 floor with no basement.

Uses: Laundry / Commissary

Heating: Hot water fired by Natural gas

Domestic Hot Water: Domestic hot water is made with Natural Gas heaters.

Water: Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines.

Sanitary: Facility site wide collection system.

Electrical: Facility site distribution from pad mount transformer with backup from the facility's emergency generator.

Ventilation: Ducted ventilation from dryer units

Refrigeration: Domestic refrigerators, Window AC's, Water coolers.

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building. Building also contains Exit and Emergency lighting and Fire Hose system.

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1

Equipment: Three(3) electric dryers

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layout are provided.

Heat: Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Domestic Hot Water: The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All fixtures and equipment will be disconnected at supplies faucets opened and drained and utilize compressed air to aid in water removal if necessary. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping by disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Electric Service to this building is provided through underground feeder system originating from Building # 11, Generator Switchgear Building. This building has a pad mount transformer and a high voltage (HV) switch. The HV switch should be opened and locked to disconnect power from facility grid system as this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

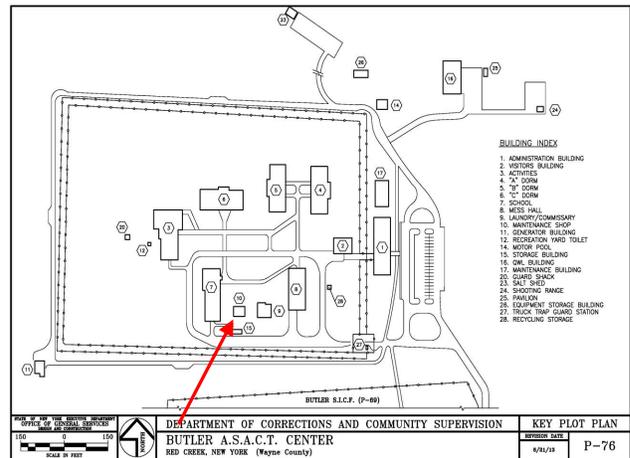
Ventilation: Ventilation or exhaust fans should disabled by shutting off power switches. Any openings to fans, vents, or louvers should be inspected for any possible rodent intrusion and repaired if necessary. . Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact. Any ducting will be cleaned and penetrations will be secured and covered to avoid entry of weather and pests.

Refrigeration Systems: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Any domestic style refrigerators to be disposed will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference. Free standing water coolers can be located to other facilities and built-in units prepared for long term storage following the above procedures.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #10 Fire Safety



Size: 450 Gross square feet, 1 floor with no basement.

Use: Fire Safety

Heating: Electric

Domestic Hot Water: N/A

Water: Underground served from the site water distribution system.

Sanitary: Facility site wide collection system.

Electrical: Fed from facility electrical system, with backup generation from facility main generator.

Ventilation: Gravity

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building. Building also contains Exit and Emergency lighting and Fire Hose system.

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat: The electric unit heaters will be deactivated electrically.

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping by disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary collection system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

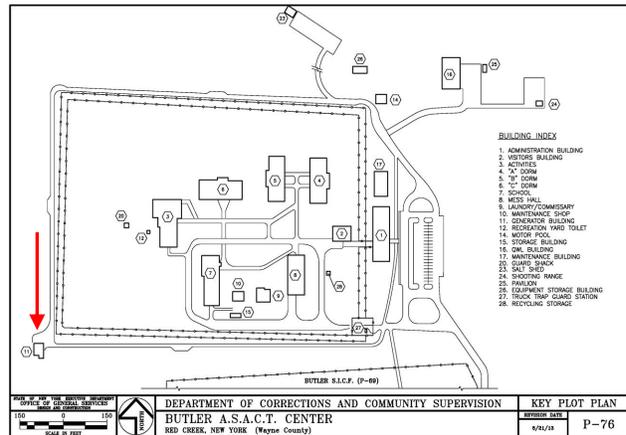
Electric: Electric Service to this building is provided through underground feeder system originating from Building # 11, Generator Switchgear Building. This building has a pad mount transformer and a high voltage (HV) switch. The HV switch should be opened and locked to disconnect power from facility grid system as this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

Ventilation: Ventilation or exhaust fans should be disabled by shutting off power switches. Any openings to fans, vents, or louvers should be inspected for any possible rodent intrusion and repaired if necessary. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #11 Generator / Switchgear



Size: 1,400 Gross square feet, 1 floor with no basement.

Use: Generator for emergency power

Heating: Electric

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: Fed from facility electrical system, with backup generation from facility main generator.

Ventilation: Exhaust fans.

Refrigeration: N/A

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building.

Building also contains Exit and Emergency lighting and Fire Hose system.

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layout are provided.

Heat: All electric heating will be discontinued with power shutdown.

Electric: The High Voltage (HV) switch shall be opened and locked to disconnect power from the facility grid system to this building.

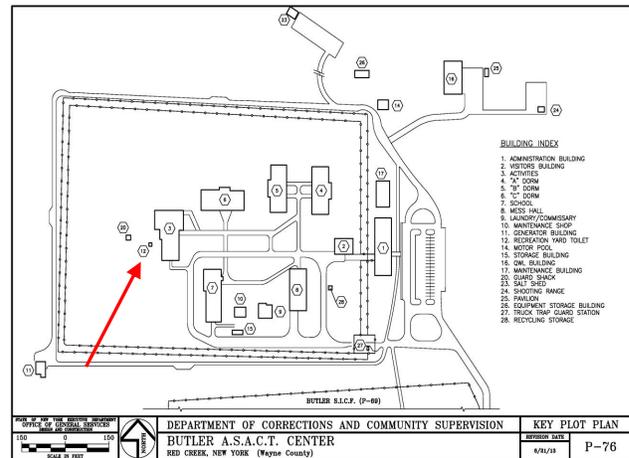
Ventilation: Ventilation or exhaust fans should be disabled by shutting off power switches. Any openings to fans, vents, or louvers should be inspected for any possible rodent intrusion and repaired if necessary. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed and that insect and bird screens are intact.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed. Emergency Generator will need to be serviced by a qualified manufacturer representative and prepared for a long term layout. This will include the removal of engine lubricants and replaced with new or approved type of fluids for engine layout. Coolants should be removed or replaced according to factory

spec for long time storage. Unit to be labeled or tagged to note status of unit and not to re-start until fully serviced again.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #12 Rec Yard Toilet



Size: 141 Gross square feet, 1 floor with no basement.

Use: Toilet

Heating: Electric Baseboard

Domestic Hot Water: N/A

Water: Underground served from Building #3.

Sanitary: Facility site wide collection system.

Electrical: Fed from a panel located in Building #3, with backup generation from facility main emergency generator.

Ventilation: Natural

Refrigeration: N/A

Emergency Systems: N/A

Phone/Data: N/A

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat: This heater can be isolated and deactivated by opening the breaker located in Building #3. This breaker shall be identified by labeling at time of deactivation.

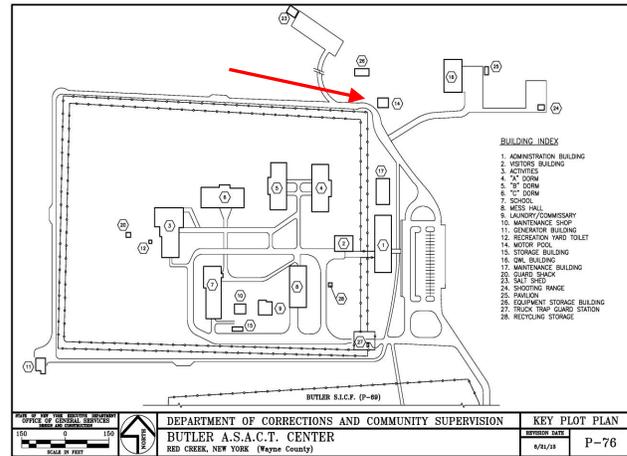
Water: Water is provided to the building from Building #3 and shall be turned off at the supply valve located in this building #3. All site distribution supplies that originate in this building must be drained. All water supplies to fixtures should be disconnected and the distribution lines within the building drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: The Electric Service to this building can be isolated and deactivated by opening the breaker located in Building #3. This breaker shall be identified by labeling at time of deactivation.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustibile storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

ASACT - Building #14 Motor Pool



Size: 2,285 Gross square feet, 1 floor with no basement.

Use: Vehicle Maintenance

Heating: Hot Air fired by Natural gas

Domestic Hot Water: Domestic hot water is made with Electric Hot Water Heater.

Water: Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines.

Sanitary: Site wide collection system.

Electrical: Facility site distribution from pad mount transformer with backup from the facility's emergency generator.

Ventilation: Air conditioned office space.

Refrigeration: Domestic refrigerators, Window AC's, Water coolers.

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building. Building also contains Exit and Emergency lighting.

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Domestic Hot Water System: This heater will be disconnected from the electric supply, disconnected from the plumbing, drained and the supply piping to the building flushed and drained.

Water: Water is provided from the underground site distribution system. The water will be shut off at the outside curb stop. The water service to the building should be isolated from the site piping, by

disconnecting the water pipe as it enters the building just past the first valve connection. Water needs to be removed in the supply line to the building to a level below frost. Supplies to all fixtures should be disconnected and the piping drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Electric Service to this building is provided through underground feeder system originating from building # 11 generator switchgear building. Each building has a high voltage (HV) switch and pad mount transformer, the HV switch should be opened and locked to disconnect power from facility grid system, and this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

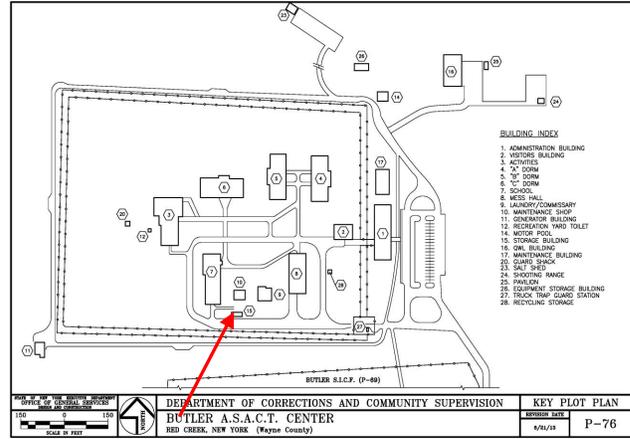
Ventilation: Ventilation or exhaust fans should disabled by shutting off power switches. Any openings to fans, vents, or louvers should be inspected for any possible rodent intrusion and repaired if necessary.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustibile storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Refrigeration Systems: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Window AC units and any domestic style refrigerators will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference. Free standing water coolers can be located to other facilities and built-in units prepared for long term storage following the above procedures.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASAT - Building #15 Storage



Size: 240 Gross square feet, 1 floor with no basement.

Use: Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: N/A

Ventilation: N/A

Refrigeration: N/A

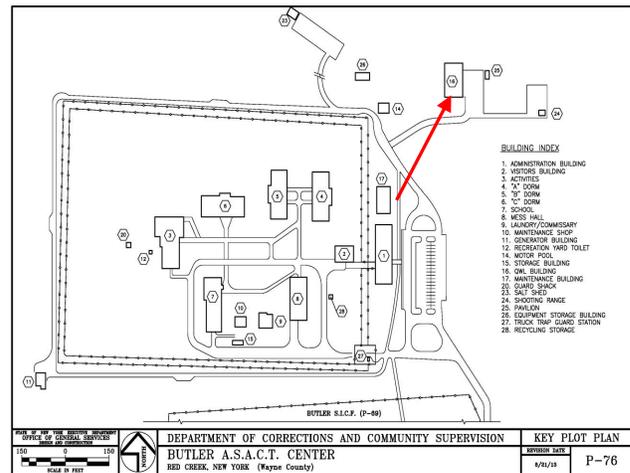
Emergency Systems: N/A

Phone/Data: N/A

Closure Actions:

The building is to be closed in an unheated condition. There are no specifics for building systems layout.

ASACT - Building #16 QWL



Size: 2,560 Gross square feet, 1 floor with no basement.

Uses: Meeting, Gathering, Training Space

Heating: Hot water fired by Natural gas

Domestic Hot Water: Domestic hot water is made with Natural Gas heaters.

Water: Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines.

Sanitary: Facility site wide collection system.

Electrical: Fed from a panel located in Building #14, with backup generation from facility main generator.

Ventilation: Natural

Refrigeration: Domestic refrigerators, Window AC's.

Emergency Systems: N/A

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat: Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Domestic Hot Water: The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All fixtures and equipment will be disconnected at supplies faucets opened and drained and utilize compressed air to aid in water removal if necessary. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Water: Water is provided to the building from the underground site distribution systems. The supply should be turned off at the underground curb valve and the supply line opened inside the building. All site distribution supplies that originate in this building must be drained. All water supplies to fixtures should be disconnected and the distribution lines within the building drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Electric Service to this building is provided through underground feeder system originating from building # 14. Power to this building shall be shut off utilizing the dedicated breaker in Building #14. This breaker will be labeled indicating that it is dedicated to Building #16.

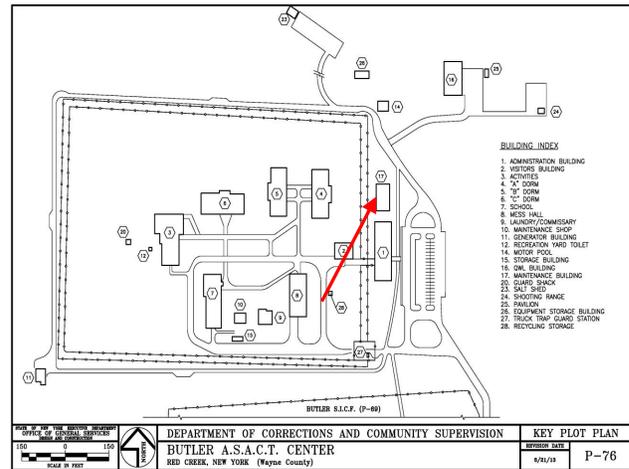
Ventilation: Windows will be tightly closed, secured and boarded up.

Emergency systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Refrigeration Systems: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Window AC units and any domestic style refrigerators will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference. Free standing water coolers can be located to other facilities and built-in units prepared for long term storage following the above procedures.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #17 Maintenance Building



Size: 6,000 Gross square feet, 1 floor with no basement.

Use: Maintenance Shops

Heating: Hot water fired by Natural gas

Domestic Hot Water: Domestic hot water is made with Natural Gas heaters.

Water: Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines.

Sanitary: Facility site wide collection system.

Electrical: Fed from Building #1, with backup generation from facility main generator.

Ventilation: N/A

Refrigeration: Domestic refrigerators, Window AC's, Water coolers.

Emergency Systems: Centralized alarm system. There is a Supervisory station for the building. Building also contains Exit and Emergency lighting.

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat: Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water. The boiler will be disabled, the fuel supply disconnected, the fire side cleaned and the water side flushed and drained. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Domestic Hot Water: The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All fixtures and equipment will be disconnected at supplies faucets opened and drained and utilize compressed air to aid in water removal if necessary. Natural gas supply lines shall be closed, secured and disconnected from the supply piping with the ultimate shut off being accomplished by the Utility (NYSEG).

Water: Water is provided to the building from the underground site distribution systems. The supply should be turned off at the underground curb valve and the supply line opened inside the building. All site distribution supplies that originate in this building must be drained. All water supplies to fixtures should be disconnected and the distribution lines within the building drained of all water utilizing compressed air as needed.

Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

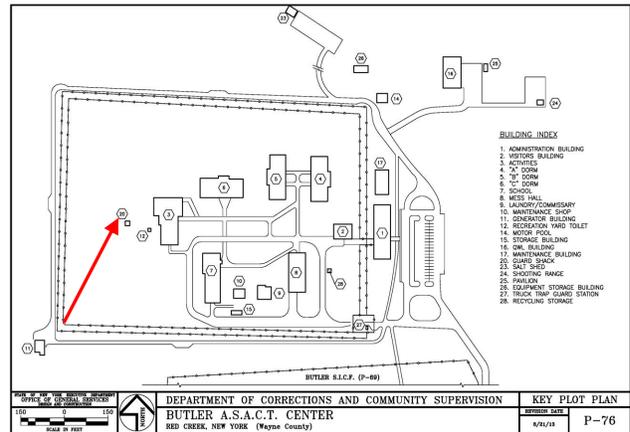
Electric: Electric Service to this building is provided through underground feeder system originating from building # 11 generator switchgear building. Each building has a high voltage (HV) switch and pad mount transformer, the HV switch should be opened and locked to disconnect power from facility grid system, and this will isolate the building. All main circuit breakers within the building distribution panels should be shut off. All power will be discontinued to this facility when utility is disconnected at the main source.

Emergency Systems: All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed.

Refrigeration Systems: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Window AC units and any domestic style refrigerators will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference. Free standing water coolers can be located to other facilities and built-in units prepared for long term storage following the above procedures.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #20 Guard Shack



Size: 73 Gross square feet, 1 floor with no basement.

Use: Guard Post

Heating: Electric baseboard heater

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: Power is fed from Bldg #3

Ventilation: N/A

Refrigeration: N/A

Emergency Systems: N/A

Phone/Data: N/A

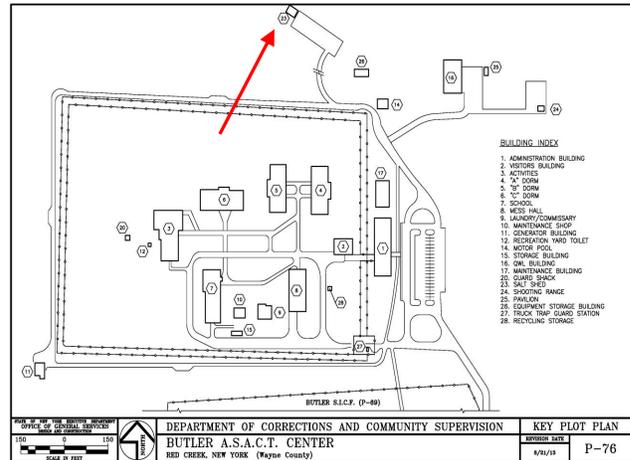
Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layout are provided.

Heat: Disconnect heater from incoming power supply after service power is turned off.

Electric: Power to this building is supplied from Building #3. After identifying the breaker or disconnect, identify breaker by labeling.

Building #023 Salt Storage



Size: 1,2000 Gross square feet, 1 floor with no basement.

Use: Storage of Salt supply

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: Fed from Building #14 with backup generation from facility main generator.

Ventilation: N/A

Refrigeration: N/A

Emergency Systems: N/A

Phone/Data: N/A

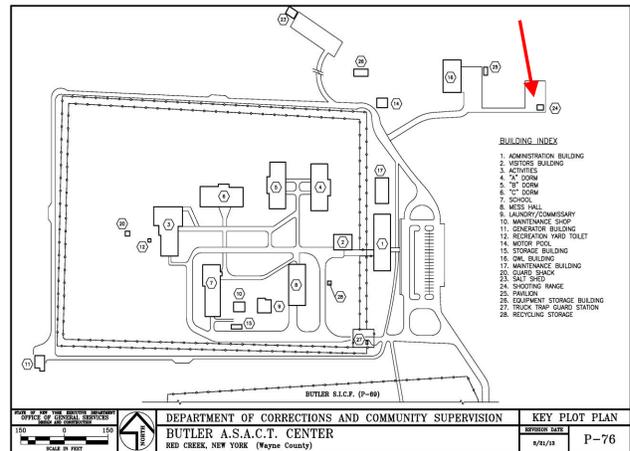
Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Electric: This building is fed from the disconnect located in Building #14. After switching this disconnect to the off position, label same to indicate use.

Miscellaneous: All salt is to be cleaned out of building as per all rules and regulations.

ASACT - Building #24 Shooting Range



Size: 161 Gross square feet, 1 floor with no basement.

Use: Shooting range and storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: N/A

Ventilation: N/A

Refrigeration: N/A

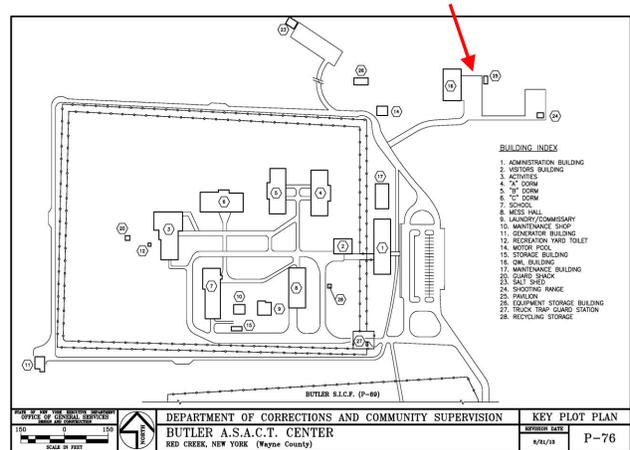
Emergency Systems: N/A

Phone/Data: N/A

Closure Actions:

The building is to be closed in an unheated condition. There are no specifics for building systems layout.

Building #025 Pavilion



Size: 151 Gross square feet, 1 floor with no basement.

Use: Pavilion

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: N/A

Ventilation: N/A

Refrigeration: N/A

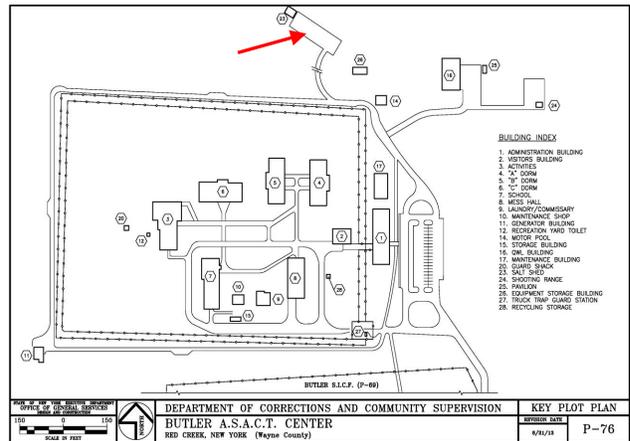
Emergency Systems: N/A

Phone/Data: N/A

Closure Actions:

The building is to be closed in an unheated condition. There are no specifics for building systems layout.

Building #026 Vehicle Equipment Storage



Size: 7,200 Gross square feet, 1 floor with no basement.

Use: Equipment and Vehicle Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: This building is fed from a 200A disconnect located in Building #14, with backup generation from facility main generator.

Ventilation: N/A

Refrigeration: N/A

Emergency Systems: N/A

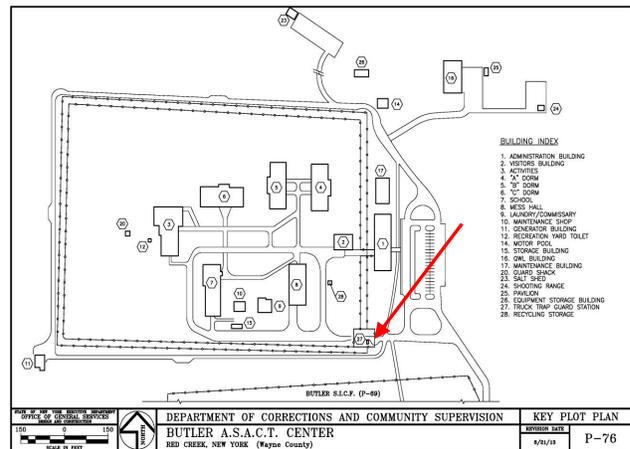
Phone/Data: N/A

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layout are provided.

Electric: Power to this building can be shut off by switching the disconnect to the off position. This disconnect shall be labeled to indicate purpose.

ASACT - Building #27 Truck Trap Guard Station



Size: 226 Gross square feet, 1 floor with no basement.

Use: Guard Station

Heating: Electric Heat pump

Domestic Hot Water: Electric

Water: Water is provided from the Wayne County Water and Sewer Authority. Distribution is provided through underground lines.

Sanitary: Facility site wide collection system.

Electrical: Facility site distribution from pad mount transformer with backup from the facility's emergency generator.

Ventilation: Natural through windows

Refrigeration: Domestic refrigerators, heat pump, water coolers.

Emergency Systems: N/A

Phone/Data: The main hub for both systems is located in the Phone Room of Building #1

Closure Actions

Heat: Electric in that it utilizes a heat pump to supply tempered air into the space. Unit will be deactivated electrically.

Domestic Hot Water: The heater will be disconnected from the water supplies, the system drained, and the supply piping to the building flushed and drained. All fixtures and equipment will be disconnected at supplies faucets opened and drained and utilize compressed air to aid in water removal if necessary. The electric to this unit will be deactivated disconnecting it from the electric system after the High Voltage switch has been opened at the transformer.

Water: Water is provided to the building from the underground site distribution systems. The supply should be turned off at the underground curb valve and the supply line opened inside the building. All site distribution supplies that originate in this building must be drained. All water supplies to fixtures should be disconnected and the distribution lines within the building drained of all water utilizing compressed air as needed.

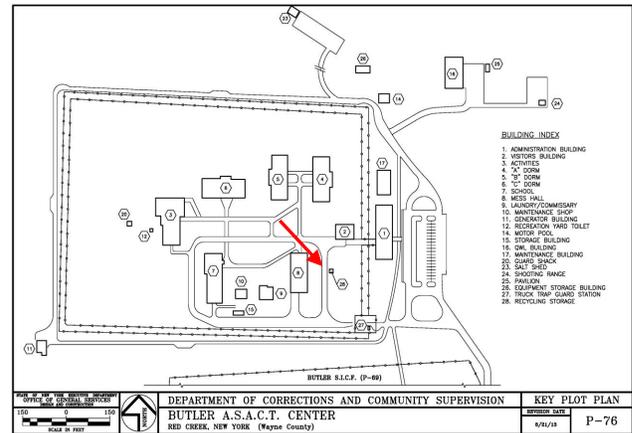
Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electric: Each building has a high voltage (HV) switch and pad mount transformer, the HV switch should be opened and locked to disconnect power from facility grid system, and this will isolate the building. All main circuit breakers within the building distribution panels should be shut off.

Refrigeration Systems: Domestic style refrigeration units will be removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Heat pumps will be evacuated by a certified refrigeration mechanic and the refrigerants reclaimed, and removed from the site. The facility's refrigerant program will be amended to reflect all changes and will then be filed for future reference.

Phone/Data: This equipment will be decommissioned by the Department's MIS group.

ASACT - Building #28 Recycling Storage



Size: 56 Gross square feet, 1 floor with no basement.

Use: Recycling Storage

Heating: Electric wall hung unit

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: This building is fed electrically from Building #8, with backup generation from facility main generator.

Ventilation: N/A

Refrigeration: N/A

Emergency Systems: N/A

Phone/Data: N/A

Closure Actions:

The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Heat: Disconnect power supply fro unit after power to building has been turned off.

Electric: Electric Service to this building is provided through underground circuit originating from building #8 Mess Hall, Disconnect and label circuit at source in building.