

REPORT FOR AN ADAPTIVE RE-USE PLAN



Monterey Shock Incarceration Correctional Facility

Town of Orange, County of Schuyler, 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 Monterey Shock Incarceration Correctional Facility (“the Site) that will generate investment and create jobs. The Site, having an address of 2150 Evergreen Hill Road, Beaver Dams, NY, is located in the Town of Orange in Schuyler County, NY. It includes approximately 22 acres of land and 45 buildings of approximately 100,000 square feet, all of which are located within 10,000 acres of state forest land.

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 in 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 MontereyShockCF@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 Monterey Shock Incarceration Correctional Facility.

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I. SITE BACKGROUND

Camp Monterey opened in May 1958 as a minimum-security camp, without fences or walls, on 10,000 acres of state forest land in Schuyler County. Camp Monterey, was the second forestry camp established in New York. For the next 29 years, Camp Monterey would specialize in conservation work for young offenders. In September 1987, New York established its first “shock incarceration” facility at Camp Monterey.

Today, the Site is a minimum-security facility with a capacity for 300 inmates. The facility is comprised of approximately 22 acres of land on both sides of Evergreen Hill Road, within 10,000 acres of state forest land. There are no perimeter security walls or fences. There are 45 buildings on the property, including 4 that are used by the Department of Environmental Conservation (DEC).

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, their relative cost of operation, their 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

Schuyler County, in which the Site is located, is one of eight counties within the Southern Tier Region of New York State.

The Southern Tier lies along the Pennsylvania border, with the cities of Elmira, Hornell, Ithaca, Corning and Binghamton. Binghamton is the birthplace of IBM, Endicott-Johnson, Dick's Sporting Goods and Link Simulators, and home to the fifth-oldest zoo in the country. Visitors to the Southern Tier come from all over the world to see the local natural beauty, visit wineries and the Corning Glass Museum, and take advantage of world-class academic institutions. There are prominent universities and colleges throughout the region, including Cornell University and Binghamton University, both of which are major economic drivers in the region. Binghamton University also has one of New York State's six Centers of Excellence. Industries in the area include manufacturing, electronics, alternative energy, health care, flight simulation, defense, warehouse distribution, agriculture, and insurance. Major employers include Corning, Amphenol, DeMets Candy Company, Ardagh Metal Packaging, Raymond Corporation, BAE Systems, Frito-Lay and Dresser-Rand, Lockheed Martin, IBM, Maines Paper & Food Service, CAF USA, Rockwell Collins, Willow Run Foods, CVS and Best Buy.

At the county level, with a population of 18,472 and 6.2% unemployment, Schuyler County has a lower rate of joblessness than the 8.7% rate experienced across New York State as a whole.¹ The median income of Schuyler County's 7,570 households is \$47,869, which is lower than the State's \$57,683 median household income. The home ownership rate in Schuyler County is 81.1%, higher than the state rate of 54.5%.²

¹ U.S. Census Bureau, 2008-2012 American Community Survey 5-Year Estimates.

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

Figure 2: Local Community Employment by Industry³

Description	New York State		Schuyler County, New York		Town of Orange, Schuyler County	
	Est.	% of total	Est.	% of total	Est.	% of total
Total Civilian employed population 16+ years	9,073,362	100%	8,433	100%	834	100%
Agriculture, forestry, fishing and hunting, and mining	53,189	0.6%	262	3.1%	37	4.4%
Construction	516,447	5.7%	673	8.0%	75	9.0%
Manufacturing	626,972	6.9%	1,111	13.2%	131	15.7%
Wholesale trade	234,615	2.6%	117	1.4%	11	1.3%
Retail trade	979,398	10.8%	873	10.4%	89	10.7%
Transportation and warehousing, and utilities	467,584	5.2%	414	4.9%	33	4.0%
Information	267,293	2.9%	79	0.9%	14	1.7%
Finance and insurance, and real estate and rental and leasing	750,335	8.3%	213	2.5%	13	1.6%
Professional, scientific, and management, and administrative and waste management services	996,852	11.0%	337	4.0%	24	2.9%
Educational services, and health care and social assistance	2,476,252	27.3%	2,610	30.9%	249	29.9%
Arts, entertainment, and recreation, and accommodation and food services	799,098	8.8%	778	9.2%	62	7.4%
Other services, except public administration	460,402	5.1%	415	4.9%	39	4.7%
Public administration	444,925	4.9%	551	6.5%	57	6.8%

Schuyler 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 Schuyler County residents having at least a high school diploma and 29% of residents having at least an Associate's degree. By comparison, 85% of State residents have at least a high school diploma and 41% of residents possess an Associate degree or higher.⁴

³ U.S. Census Bureau, 2008-2012 American Community Survey.

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

Figure 3: Local Educational Attainment Rates

Description	New York State		Schuyler County, New York		Town of Orange, Schuyler County	
	Est.	% of total	Est.	% of total	Est.	% of total
Population 25 years and over	13,101,982	100%	13,130	100%	1,206	100%
Less than 9th grade	903,418	6.9%	439	3.3%	33	2.7%
9th to 12th grade, no diploma	1,078,432	8.2%	1,137	8.7%	159	13.2%
High school graduate (includes equivalency)	3,578,443	27.3%	4,981	37.9%	402	33.3%
Some college, no degree	2,155,666	16.5%	2,764	21.1%	283	23.5%
Associate's degree	1,090,117	8.3%	1,659	12.6%	169	14.0%
Bachelor's degree	2,442,722	18.6%	1,126	8.6%	125	10.4%
Graduate or professional degree	1,853,184	14.1%	1,024	7.8%	35	2.9%

Community Demographics

The Site lies in the town of Orange, a community with an estimated population of just over 1,700 residents. Of the 881 people estimated to be in Orange’s labor force, 5.3% are unemployed according to five-year estimates from the American Community Survey. The majority of Orange’s labor force is employed in sales and office occupations (30.1%), with management, business, science, and arts occupations (23.7%) comprising the next largest sector. The median income of Orange’s 638 households is \$55,000, with about one-third of households earning less than \$35,000 annually. The median value of owner-occupied homes in the town is \$88,000.

Figure 4: Household Income by Jurisdiction

Description	New York State		Schuyler County, New York		Town of Orange, Schuyler County	
	Est.	%	Est.	%	Est.	%
Total households	7,230,896	100%	7,570	100%	638	100%
Less than \$10,000*	567,084	7.8%	306	4.0%	26	4.1%
\$10,000 to \$14,999	377,358	5.2%	480	6.3%	41	6.4%
\$15,000 to \$24,999	716,307	9.9%	912	12.0%	82	12.9%
\$25,000 to \$34,999	660,788	9.1%	977	12.9%	60	9.4%
\$35,000 to \$49,999	871,103	12.0%	1,243	16.4%	85	13.3%
\$50,000 to \$74,999	1,223,080	16.9%	1,720	22.7%	149	23.4%
\$75,000 to \$99,999	869,969	12.0%	778	10.3%	93	14.6%
\$100,000 to \$149,999	1,018,288	14.1%	960	12.7%	89	13.9%
\$150,000 to \$199,999	436,257	6.0%	105	1.4%	13	2.0%
\$200,000 or more	490,662	6.8%	89	1.2%	0	0.0%
Median household income (dollars)	\$57,683	N/A	\$47,869	N/A	\$55,000	N/A
Mean household income (dollars)	\$83,578	N/A	\$57,703	N/A	\$59,188	N/A

*Income in 2012, inflation-adjusted dollars

Surrounding Area Infrastructure

Major cities within a 50-mile radius of the Site include Ithaca to the northeast, and Corning and Elmira to the south. Interstates 390 and 86 connect to numerous state highways in the region and provide access to railways and the Tompkins County Airport located outside of Ithaca. Located just south of the Finger Lakes, the Facility lies within Sugar Hill State Forest and is located within close proximity to more than six additional state or national forests. The area is home to more than 21 universities and colleges including Cornell University, Alfred University, Syracuse University and SUNY College of Technology. For a map of area infrastructure, see 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 fifteen percent decrease in the state crime rate, and a prison population that has declined by almost twenty-four percent since 1999—from a high of 71,600 to approximately 54,600 today.⁵ Accordingly, right-sizing the state’s correctional system is a process that will save taxpayers tens of millions of dollars. Careful considerations have been made regarding facility reforms, including the economic impacts created by each closure.

⁵ “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.

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 124 full-time employees, representing 1.4% of the labor force countywide. 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 affected employees with options for positions within DOCCS and at other state agencies and many Site employees have already begun to move into new positions. While 124 DOCCS employees were working at the Site on July 22, 2013, as of December 24, 2013, there were only 84 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 following: 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 identified as falling among the best candidates 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. One result of this inquiry was a better understanding of the degree to which the Site is integrated with the New York State Department of Environmental Conservation (DEC). Additional information regarding these issues is included in Section VI, Evaluation of Community Input.

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 Corning Leader* and *The Elmira Star-Gazette*.

In addition, ESD listed the correctional facility 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. 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: MontereyShockCF@esd.ny.gov.

Although one direct expression of interest in acquiring the Site was received following the feedback period in early January, and although this interest will be explored as the disposition process unfolds, the primary purpose and result of all aforementioned efforts was to solicit ideas and for stakeholders to inform ESD and community stakeholders of 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.

As of a communicated feedback deadline of Friday, December 20, ESD had received three email responses to the designated Site email account. Excerpts from emails received are included below:

- “The Shock Camp is on Sugar Hill State Forest, Schuyler Reforestation Area #2. The camp was located on the State Forest under agreement between DOCCS and NYSDEC...[which] owns/administers the land that the facility is sited on...NYSDEC has facilities integrated with [the] DOCCS facility. [Additionally, sale of this facility will create an inholding within the State Forest, which some could argue conflicts with a recommendation in the Open Space Plan to consolidate public lands. Lastly, [the] land is currently under lease - secondary term due to production from Talisman's Schuyler SRA2 #1 well.”
- “Continue to use it as a DOCCS Camp. It is the only place in the state where inmates improve, rehab and give something back for the cost of their incarceration.”
- “There is no better use for this property than to leave it as the most successful Shock program in the nation.”

Finally, in addition to soliciting written input for local development at the Site, ESD also led a teleconference meeting in which ideas, opinions preferences and expressions of interest were solicited from community leaders. Perspectives raised in this meeting, which did not necessarily reflect consensus opinions, included the following:

- “The re-use plan should also take into account the loss of free inmate labor, from which the community also benefitted.”
- “The area includes 20,000 acres of state game land and is 10-15 minutes from two Finger Lakes; there’s an influx of tourism during the summer. When promoting the Site, game land is one of the issues that should be detailed—a lot more utilization could occur there.”
- “The area economy is linked to tourism, and the community would like to build on that. We don’t want to see an influx of new residential development; residents and taxpayers in the area need to benefit from what goes on the site...it could include a camp or lodge...with nature walks and environmental activities, as camping facilities are basically non-existent in this area.”
- “The Town of Orange is pretty rural, and most people like it that way. We would probably not want a huge business coming in and bringing a lot of traffic.”

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 is located within the Sugar Hill State Forest, which is managed by the New York State Department of Environmental Conservation. Land uses around the State Forest are primarily residential, agricultural, and light industrial. The nearest commercial retail uses is in the town center of Watkins Glen which is nine (9) miles away.

Based on a review of property tax map lot sizes, tax lots adjacent to the Site exceed twenty (20) acres on average. All of the lots immediately surrounding the Site are State-owned.

While land uses immediately surrounding the Site are exclusively for active and passive recreational use and educational use, 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

The Site is accessed from Evergreen Hill Road. The closest major roads are County Road 16 and County Road 22, which are one (1) mile and two (2) miles, respectively, from the Site. Based on a review of the most recent New York State Department of Transportation (DOT) traffic counts from 2011, 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 Evergreen Hill Road is approximately 545 vehicles per day with a peak of 58 vehicles per hour.

The Site has parking for roughly 94 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.

Utilities

Water service is provided to the Site through three wells. The water from the wells is pumped, then chlorinated on-site and pumped up into a water tank on-site. When the Site is closed, all of the utilities including the water system will be prepared for non-use. As a result of this, a future user would need to evaluate the condition of the water facilities 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. The sewage is collected through underground pipes that connect to a wastewater treatment plan on the Site. 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 which then enter into a Power House that electrifies a number of buildings on the Site. 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:

A Site Closure Plan has been provided in the Appendix. Based on a review of this Plan, 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	5	32,130	37%
Institutional	6	28,635	33%
Utility	14	5,866	7%
Storage	21	20,076	23%
Total	46	86,706	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 five (5) residential buildings on the Site totaling 32,130 square feet or 37% of the total built square feet. Institutional uses total 28,635 square feet or 33% of the total square feet in six (6) 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 7% and 23% 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, many 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, seven (7) of the buildings totaling 40% of the built square feet

connect to the Power House. If the uses were separated, new utility connections would need to be made on the Site. Third, many of the utility and storage buildings are less than 300 square feet, which greatly limits their re-use. Last, twenty-three (23) of the buildings comprising 7% of the total square feet are used as storage for the operations of the correctional facility do not have utility connections. 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 State and 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. As a result of this site being located in a Sugar Hill State Forest, it is recommended that the Department of Environmental Conservation (DEC) review potential re-use options for compliance with the New York State Strategic Plan for State Forest Management.

Based on the feedback from the community as outlined in Section VI, below is a summary table outlining the community’s recommendations, the general land use category of each recommendation and the feasibility and primary challenges of each land use type.

Table 2: Summary of Community Land Use Recommendations

Community Recommendation	Use	Feasibility and Challenges
Repurpose the facility as another correctional facility	Institutional	No land use feasibility issues. Primary challenges are public funding and/or market demand.
Repurpose the site as State game land	Recreational	No land use feasibility issues. Primary challenges are existing site utilization and market demand.
Create a tourism and hospitality destination	Commercial	No land use feasibility issues. Primary challenges are existing site utilization and market demand.

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 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 Appendix E. 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:

- Designated Agricultural District (SCHU002) certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304;
- Surface Water Features that include at least one stream and Federal wetlands; and
- A Principal Aquifer, or a source of water supply for major municipal water supply systems.

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, online property listings, and the availability of draft Report content for review, among other methods. In addition to performing such outreach, this Report builds on the example of prior reports by documenting the outreach undertaken.

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:

- County of Schuyler
- Council of Orange
- 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 Department of Environmental Conservation (DEC)
- 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 Office of Parks, Recreation and Historic Preservation
- Town of Orange
- Schuyler County Legislature

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 and ESD identify possibilities for re-use. 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 disposition procedure for surplus state property.

As an early step in the process of successfully transitioning the Site to a productive future economic re-use, this report is intended to 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: MontereyShockCF@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



MONTEREY SHOCK FACILITY SEEKING PUBLIC INPUT AND INTEREST BY DECEMBER 20, 2013

Evergreen Hill Road
Beaver Dams, New York 14812-9718
Schuyler County

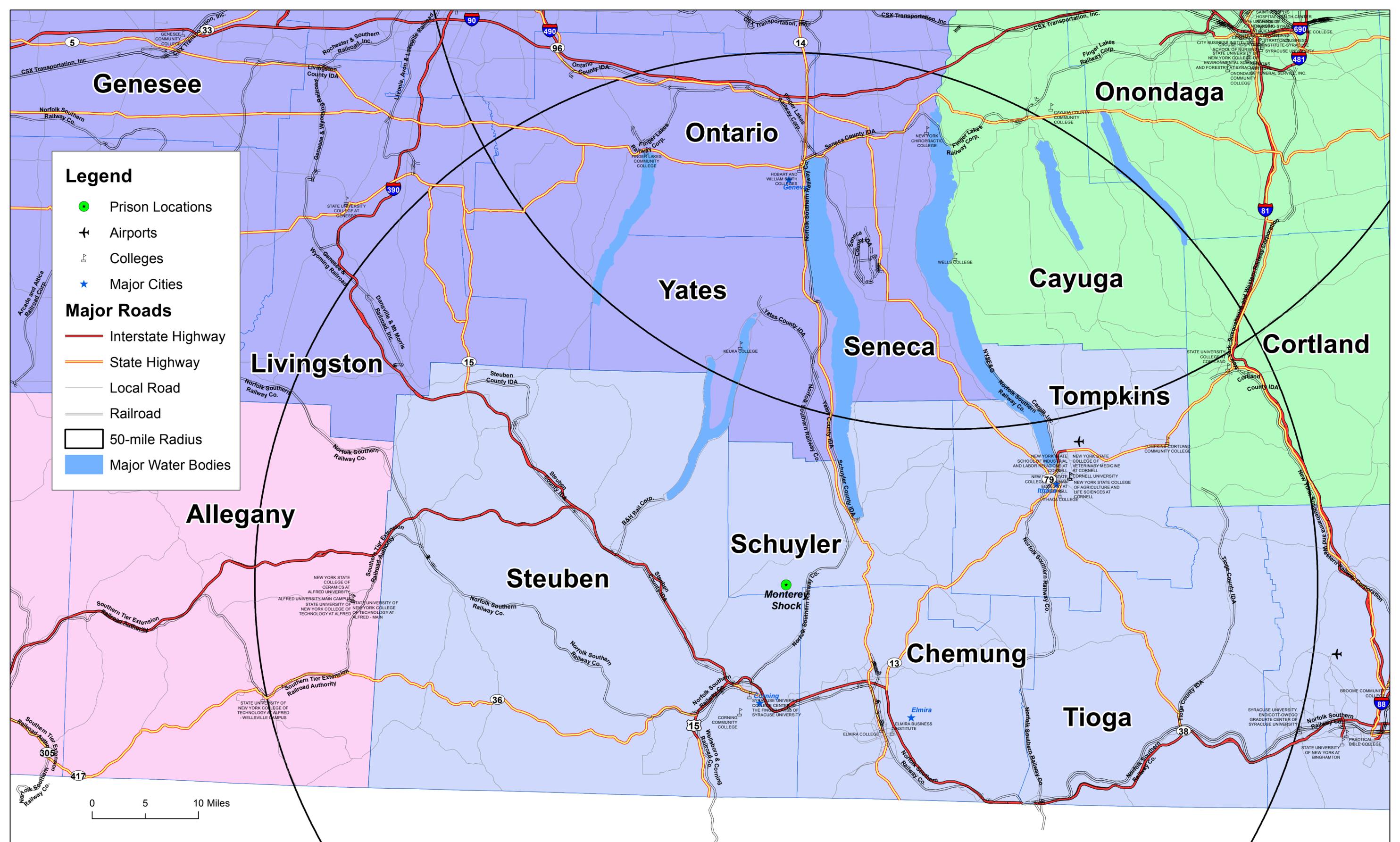
The State of New York is seeking public input and interest in the future local development of Monterey Shock Correctional facility, located at 2150 Evergreen Hill Rd., Beaver Dams, NY 14812-9718. This site, which includes approximately 22 acres of land and 45 buildings of approximately 100,000 square feet, is permanently closing on July 26, 2014.

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



Contact:

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



Monterey Shock Facility, New York

APPENDIX D: MAP OF SURROUNDING AREA INFRASTRUCTURE



Monterey 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

Monterey Shock Correctional Facility opened in May 1958 as a minimum-security camp, without fences or walls, on 10,000 acres of state forest land in Schuyler County. Camp Monterey, as it was originally known, was the second forestry camp established in New York. For the next 29 years, Camp Monterey would specialize in conservation work for young offenders. In September 1987, New York established its first “shock incarceration” facility at Camp Monterey. Monterey Correctional Facility would still perform forestry work, but would be better known to the outside world as a “boot camp”.

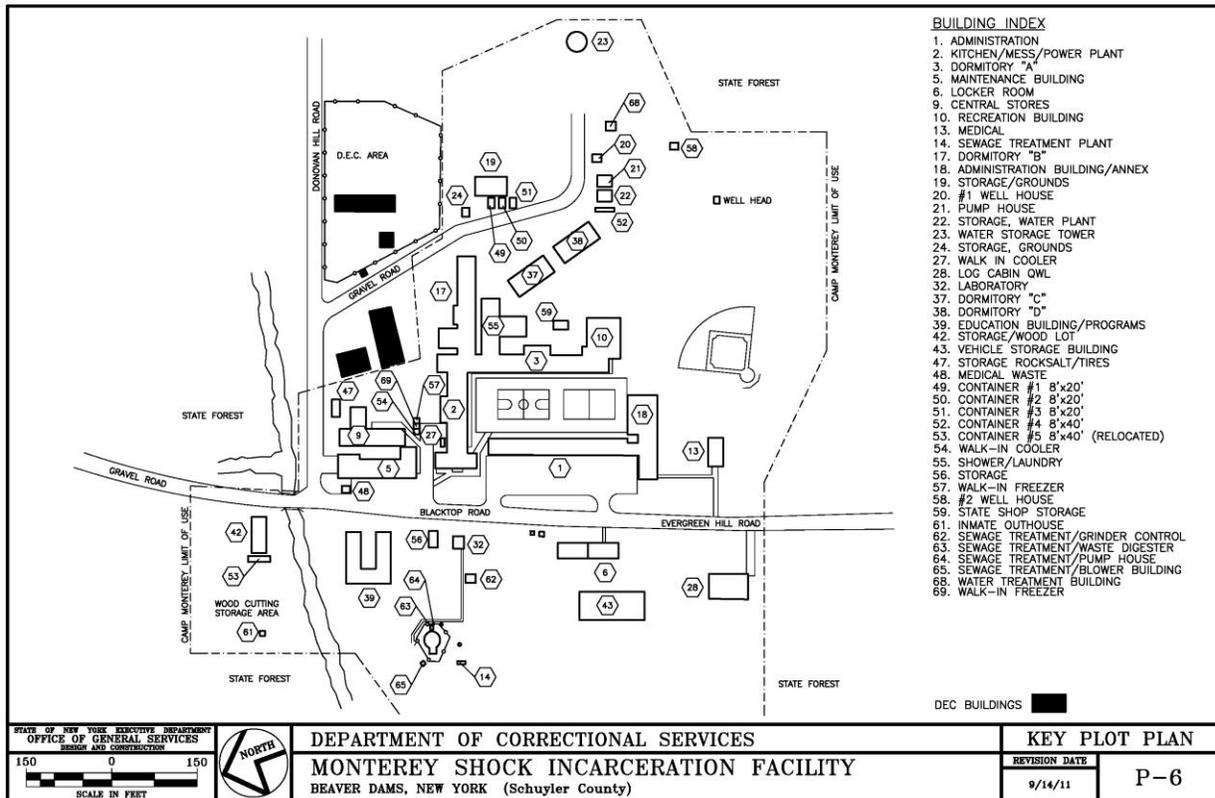
As part of Governor Cuomo’s overall plans for the Department of Correctional Services and Community Supervision (DOCCS), the Monterey Correctional Facility is being closed to reduce costs and consolidate prison inmates to other correctional facilities around the state.

Monterey Correctional Facility is a minimum-security facility with a capacity for 300 inmates. The facility is comprised of approximately 22 acres of land on both sides of Evergreen Hill Road, within 10,000 acres of state forest land. There are no perimeter security walls or fences. There are 45 buildings on the property, including 4 that are used by the Department of Environmental Conservation (DEC).

The premise of this closure plan is to surplus 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”.

Section 2.0 - Existing Buildings

Facility Plot Plan:



Buildings Scheduled to Close

Building # 001: Administration
Building #002 Kitchen / Mess Hall /Power Plant
Building #003: Dorm A
Building #005: Maintenance
Building #006: Locker Room
Building #009: Central Stores
Building #010: Recreation
Building #013: Medical
Building #014: Sewage Treatment Plant
Building #017: Dorm B
Building #018: Administration annex
Building #019: Storage / Grounds
Building #020: Well house #1
Building #021: Pump House
Building #022: Storage Water Plant
Building #023: Water Storage Tower
Building #024: Storage Grounds
Building #027: Walk in Cooler
Building #028: Log Cabin QWL
Building #032: Laboratory
Building #037: Dorm C
Building #038: Dorm D
Building #039: Education / Programs

Building #042: Storage Woodlot
Building #043: Vehicle Storage Building
Building #047: Storage rock salt / tires
Building #048: Medical Waste
Building #049: Storage container #1
Building #050: Storage container #2
Building #051: Storage container #3
Building #052: Storage container #4
Building #053: Storage Container #5
Building #054: Walk in Cooler
Building #055: Shower / Laundry
Building #056: Storage
Building #057: Walk-In Freezer
Building #058: #2 Well House
Building #059: State Shop Storage
Building #061: Inmate Outhouse
Building #062: Sewage Treatment / Grinder
Building #063: Sewage Treatment Waste
Digester
Building #064: Sewage Treatment Pump House
Building #065: Sewage Treatment Blower
Building #068: Water Treatment bldg.
Building #069: Walk-In Freezer

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 Monterey Shock Correctional Facility obtains its water from a facility owned water supply. The supply consists of three (3) wells all being operational. Treatment is provided in the form of chlorination, softening and filtration (three 8" dia., Green Sand filters). The water is delivered to a 225,000 gallon steel standpipe water tower and then distributed throughout the site by underground piping. Additionally, piping extends from the tower riser connection to a location up the hill from the water tower. This was installed to provide a portal to introduce an emergency water supply.

Section 3.1.1 – Decommissioning Goal

Prepare the system for long term non-use and isolate the facility water distribution system from the well supply to protect the water aquifer.

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 water pipe as it enters each 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. The water tower should be drained to prevent freeze damage to the tank. The wells should be isolated from the system, while assuring that any abandoned wells have been properly capped and sealed. Proper well head protection must be in place for active wells. Sand filters should be decommissioned in accordance with manufacturer's recommendations.

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 Monterey Shock Correctional Facility sanitary sewer system is collected through a series of pipes and manholes and routed to a wastewater treatment plant consisting of underground piping, grease trap, grinder, micro screen with auger, flow meter, temperature and Ph probe with recorder, extended aeration, clarifier, Rotating Biological Contactor (RBC), de-nitrification tanks and clear well. The effluent is considered to be a tributary to Meade's Creek. Additionally, a building noted in Section 5 of this closure plan has an individual septic pump station system. The facility waste water treatment plant is operated under DEC SPDES Permit NY 009 8418.

Section 3.2.1 – Decommissioning Goal

The site sanitary sewer collection system will become inactive. Decommissioning will clean all of the collection system, and provide long term storage of mechanical equipment. 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. The waste water treatment plant will be closed in accordance with all DEC regulatory requirements.

Section 3.2.2 – Decommissioning Actions

All of the sanitary collection system needs to be cleaned. Manholes will be cleaned and all manhole covers will be secured. Grease will be removed from all grease traps and disposed of in accordance with appropriate regulatory regulations. Any oil/water separators will be flushed and cleaned with any accumulations of oil being disposed of in accordance with the appropriate regulations. Septic tanks associated with individual septic systems will be cleaned out. Septic tanks, grease traps and oil separator tanks, once cleaned, will be refilled to approximately 1/3rd the volume of the tanks to avoid possible movement of the tanks by ground water pressure. Once all sewage flow ceases, it needs to be ascertained if there is significant infiltration into the system. Comparisons of current water usage and sewage flows indicate there is little infiltration into the system.

A waste water treatment plant closure plan will be created and submitted by DOCCS' environmental consultant for DEC for review and comment prior to any decommissioning activities. The plan will be created in accordance with all regulatory requirements. Following decommissioning, DEC will be provided with a closure summary from DOCCS' environmental consultant with a request for termination of the facility SPDES permit.

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 Monterey Shock Facility is served by underground storm sewer piping, manholes and 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 Monterey 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 22 acres, wooded areas.

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 Monterey Shock 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 reduced to 120/240V, 4W, 3 phase via pole mounted transformers prior to entering the Power House (Building #2) switchgear and breakers. Site power is provided through a combination of underground and overhead lines. The voltage of each building is 120/240 V.

The main facility disconnect is located in the Power House, Building #2 with the Main Switchgear being in the same building. An Onan 250 KW back up emergency generator is also located in Building #2 which powers the majority of the facility. A 17.5 KW portable emergency generator is used to power the

Education/Program building #39 and a 20KW portable emergency generator is used to power the QWL Building #28.

There is electric metering at several locations. The first being at the Power House Building #2, the second being at the Education/Program Building #39, the third located on a pole in between the QWL Building #28 and the parking lot across the street from the Administration Building, Building #1.

Section 3.6.1 – Decommissioning Goal

The primary electrical service and the emergency generator system serving the Monterey Shock 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 as detailed in the individual Building closure plans in Section 5. Power to buildings with central fire alarm systems must all be powered down at the same time. Final disconnection will occur at the service pole near Building #2 and the service account will be closed.

Section 3.6.3 – Maintenance

On a monthly schedule, all overhead lines, insulators, and poles should be checked to assure the lines are still intact and in good condition. The facility generator should be visually inspected on a monthly schedule to insure its condition hasn't changed.

Section 4.0 – Generalized Building Closure Actions

Individual building decommissioning plans are presented in Section 5.0. 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 will 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 quarterly 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 – Emergency Life and Safety Systems

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 present 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 one (1) underground and 14 aboveground petroleum bulk storage tanks registered with the DEC (PBS ID 8-021512).

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

DOCCS maintains a permitted wastewater treatment plant at the Monterey Correctional Facility. The wastewater treatment plant will need to be formally closed in order to eliminate the Discharge Permit (NY 009 8418) and relieve DOCCS of operation of the plant by a licensed operator. The current SPDES permit expires on 10/31/2013 and is in the process of being renewed.

DEC closure requirements for a wastewater treatment facility per Part 750-2.11 of the Environmental Conservation Law requires notification of intent to formally discontinue the permit 60 days prior to the cessation of the operation. Plans need to be developed by a licensed engineer for decommissioning including all conditions that could possibly pose a safety or health hazard to the public or environmental damage. DOCCS' environmental consultant will be requested to perform this function.

Prior to a formal closure of the wastewater treatment plant, short term actions that need to be initiated are the removal of all sludge and liquids in the various treatment tanks. The tanks need to be at a minimum hosed down and cleaned to prevent odors from developing. As well, equipment needs to be isolated to prevent unauthorized operation and covers secured in place over tanks to prevent unauthorized or accidental entry.

Following decommissioning, DEC will be provided with a closure summary from DOCCS' environmental consultant with a request for termination of the facility SPDES permit.

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. This assessment will be conducted by DOCCS' environmental consultant.

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 Office of General Services term contracts.

Section 4.7.2.2.4 - Air Permitting

The Monterey Correctional Facility operates under a DEC Air Facility Registration Certificate (Registration ID 8-4430-00003/00003). The facility operates a 1.44 MMBtu/hr Federal FR-300W wood fired boiler. This boiler is used in the winter months for additional facility heating. There are four additional combustion devices on site that are exempt from permitting: two 2.1 MMBtu/hr and one 1.8 MMBtu/hr oil fired boilers and a 390 HP diesel emergency generator. There are also four other exempt #2 oil fired boilers (<1MMBtu) at the facility.

Air compliance recordkeeping will continue in accordance with Facility's operational procedures until the facility is completely closed. Consult the facility's Environmental Recordkeeping System (ERS) database 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 Monterey SIF does not maintain systems subject to regulation under the NYSDEC Chemical Bulk Storage Program.

Section 4.7.2.3 – Furniture and Equipment

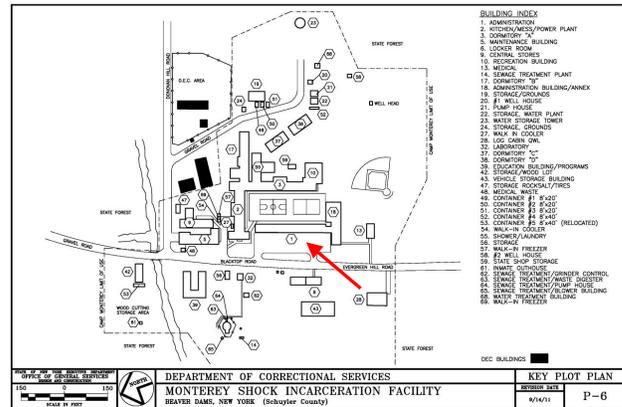
All furniture and non-fixed equipment and selected fixed equipment shall be removed from the buildings. This will be accomplished by DOCCS Support Operations.

Section 4.7.2.4- Phone/Data

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

Section 5.0 – Individual Building Closure Actions

Building # 001 Administration



Size: 8,026 Gross square feet, 2 floors on slab.

Uses: Administration offices.

Heating: Baseboard Hot Water heating system delivered overhead from the Power House, Building #2.

Domestic Hot Water: Supplied from the Power House, Building #2.

Water: Underground served from the site water distribution system.

Sanitary: Facility site wide collection system.

Electrical: The power is fed from the Power House, Building #2 with backup generation from facility main generator.

Ventilation: 2nd Floor is an air conditioned space using a rooftop unit with supply and return ducting. The 1st floor utilizes window ventilation.

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

Emergency Systems: Centralized alarm system that reports back to the Watch Commander's desk in Building #1.

Phone/Data: The main hub for both systems is located in the basement of Building #18, Administration Annex.

Closure Actions:

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

Heat: The hot water from the will be shut off in the Power House, Building #2. Hot water radiator systems, piping and circulators will be drained and air pressure utilized to assure proper removal of water.

Domestic Hot Water System: Domestic hot water is supplied from the Power House, Building #2. The DHW service should be isolated where it enters the building and 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.

Water: Water is provided to the building from the underground site distribution systems. The supply should be turned off at the underground curb valve or isolated by disconnecting the water pipe as it enters the building just past the first valve connection. 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 assessable traps 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 overhead conduit lines originating from the Power House, Building #2. The Main Breaker for this building is located in the Power House Boiler Room. This building has backup generation from the facility emergency generator.

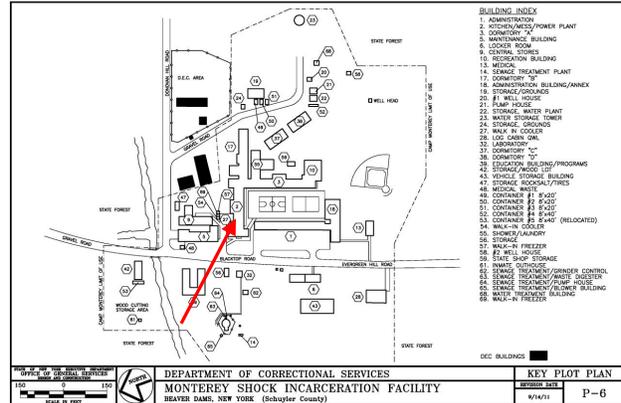
Ventilation: Windows on the 1st Floor shall be tightly secured and boarded up. The ventilation system on the 2nd floor will be disabled at the appropriate panel and breaker. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls 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: Emergency Life and Safety Systems include the fire alarm, emergency lighting and exit lights. 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.

Building #002 – Kitchen / Mess Hall Power Plant



Size: 7,171 Gross square feet, 2 floors with no basement.

Uses: Kitchen, Mess Hall & Boiler Room

Heating: This has a hot water baseboard heating system, provided by three (3) # 2 oil fired hot water boilers.

Domestic Hot Water: Domestic hot water is supplied from within this building via a MTHW exchanger system using 175* to 180* water from the boilers.

Water: Underground served from the site water distribution system.

Sanitary: Facility site wide collection system.

Electrical: The power is fed from the Power House area of Building #2 with backup generation from facility main generator.

Ventilation: Rooftop ventilators, exhaust hoods and common boiler exhaust stacks.

Refrigeration: Domestic refrigerators, walk-in coolers /freezers, ice machines.

Emergency Systems: The fire alarm system reports back to the Watch Commander's desk, located in Building #1. There is also emergency and exit lighting

Phone/Data: The main hub for both systems is located in the basement of Building #18, Administration Annex.

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 and the fuel supply disconnected. The oil piping and bulk fuel storage tank will be cleaned under the tank closure work. The fire side cleaned, the water side flushed and drained, both the hot water return and supply lines isolated from the boiler and otherwise prepared for long term lay up. Chemical feed systems will be deactivated and the chemicals disposed of in accordance with all environmental regulations. The hot water exchange tanks will be valved off and isolated from the system. They are to be drained and cleaned and left in an open state for air circulation.

Domestic Hot Water System: 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.

Water: Water is provided to the building from the underground site distribution systems. The supply should be turned off at the underground curb valve (if it can be located) or isolated by disconnecting the water pipe as it enters the building just past the first valve connection. 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: Main power to the facility enters this building and is also distributed throughout the facility. The electric to this building will be powered down by the utility at the end of the closure activities and the account cancelled.

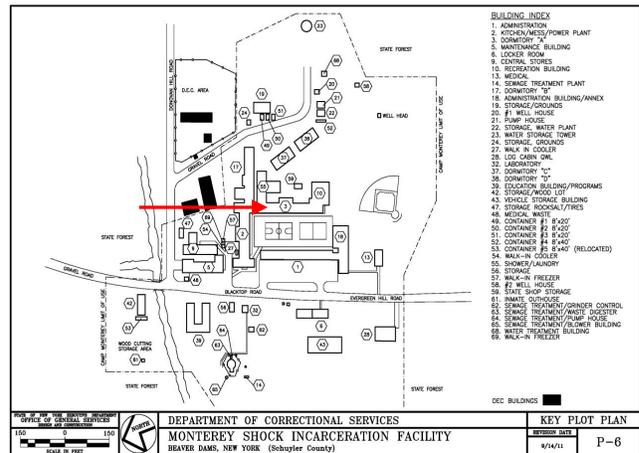
Ventilation: Ventilation systems will be disabled at the appropriate panel and breaker. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation. Penetrations through roofs and walls will be inspected for proper sealing to avoid weather damage. Assure any dampers are closed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

Emergency systems: Emergency life and safety systems include the fire alarm, emergency lighting, exit lights and the kitchen hood system. 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. 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.

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

Building #003 – Dorm A Housing



Size: 7,988 Gross square feet, 1 floor with no basement.

Uses: Housing

Heating: Baseboard hot water heating delivered from the Power House, Building #2

Domestic Hot Water: Produced by an electric hot water heater.

Water: Underground served from the site water distribution system. Water shut off located outside at curb stop.

Sanitary: Facility site wide collection system.

Electrical: Fed from Power House, Building #2, with backup generation from facility's emergency generator.

Ventilation: 100% heating ventilating make up air unit for shower area

Refrigeration: Domestic refrigerator

Emergency Systems: Centralized alarm system that reports back to the Watch Commander's desk located in Building #1.

Phone/Data: The main hub for both systems is located in the basement of the Administrative Annex , Building #18

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 isolated, drained and air pressure utilized to assure proper removal of water.

Domestic Hot Water System: Domestic hot water is produced by an oil fired hot water heater in the mechanical room. The heater will be disabled and the cold water supplies isolated. The heater will be disabled electrically and the fuel oil supply disconnected. The oil piping and day tank will be cleaned under the tank closure work. The fire side of the heater will be cleaned. The water sides will be opened, flushed and drained. All supplies to bath fixtures, showers, and washers will be drained of water utilizing compress air.

Water: Water is provided to the building from the underground site distribution systems. The supply should be turned off at the underground curb valve (located in between the Kitchen section of Building #2 and Building #3) 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 power lines originating at the Power House, Building #2 at which is the Main Breaker for Building #3.

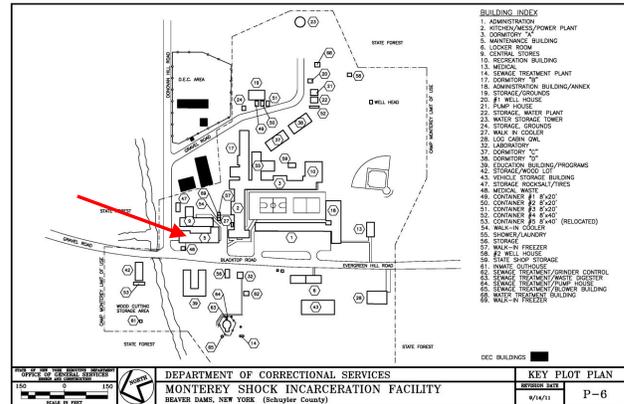
Ventilation: Ventilation fan systems are to be shut down at the appropriate circuit breaker. Disconnect and close all dampers. They are to be checked to assure they are closed tightly. Assure bird screens are in place on all louvers.

Emergency systems: Emergency life and safety systems include the fire alarm, emergency lighting, exit lights. 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. 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.

Building #005 – Maintenance



Size: 3,080 Gross square feet, 1 floor with no basement.

Uses: Maintenance Shops

Heating: There is hot water baseboard perimeter heating originating at the Power House, Building #2.

Domestic Hot Water: Obtained from a 40 gallon electric located in the Maintenance Shop.

Water: Underground served from the site water distribution system. A 3/4" shut off is located in the Auto Shop Building.

Sanitary: Facility site wide collection system.

Electrical: Electric Services are provided to this building through the facility's underground site wide distribution system and originates at Building #2 with backup generation from facility's emergency generator.

Ventilation: Window operation provides natural ventilation

Refrigeration: Domestic refrigerator and water cooler.

Emergency Systems: Supervisory station for the building of a centralized alarm system that reports to the Watch Commander's desk located in Building #1.

Phone/Data: Main hub for both systems is located in the basement of Building #18, Administrative Annex.

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 isolated, disconnected, drained and air pressure utilized to assure proper removal of water.

Domestic Hot Water System: Domestic hot water is produced by a 40 gallon electric hot water heater. The heater will be disabled electrically and drained. The cold and hot water supply lines will be isolated, disconnected and drained. Compressed air will be utilized to remove any water left in the lines. All supplies to bath fixtures and washers will be drained of water utilizing compress air.

Water: Water is provided to the building from the underground site distribution systems. The supply should be turned off using a 3/4" supply valve, located in the Auto Shop, disconnected and drained utilizing compressed air to remove entrained water if necessary. 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 power lines originating at the Power house. A main breaker for this building is located in the Main Distribution panel at the Power House.

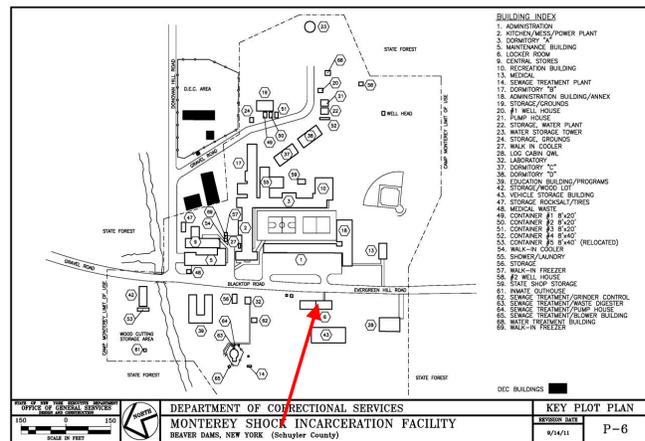
Ventilation: Windows shall be secured in the closed position and boarded up.

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 remaining 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.

Building #006 – Locker Room



Size: 2,446 gross square feet, 1 floor no basement.

Uses: Locker changing area.

Heating: Three (3) hot air, LP fuel, unit heaters.

Domestic Hot Water: 80 gallon electric hot water heater.

Water: Underground served from the site water distribution system.

Sanitary: Facility site wide collection system.

Electrical: This building is fed from a disconnect panel located in the Administration Building, Building #1, with backup generation from facility's emergency generator.

Ventilation: N/A

Refrigeration: Domestic refrigerator and a stand alone heating and ventilation unit.

Emergency Systems: N/A.

Phone/Data: The main hub for both systems is located in the basement of the Administrative Annex, Building #18.

Closure Actions:

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

Heat: LP supply tank(s) shall be closed and secured, disconnected from the supply piping and removed by the vendor. Supply piping to the hot air units shall be purged and the units cleaned and disabled electrically.

Domestic Hot Water System: Domestic hot water is produced by an electric hot water heater. The heater will be disabled by separating it from the power supply and the cold and hot water supply lines disconnected from the heater. Compressed air will be used to remove entrained water in the system piping. All supplies to bath fixtures, showers and washers will be drained of water utilizing compress air.

Water: Water is provided to the building from the underground site distribution systems. The supply should be turned off at the closest underground curb valve. A shut off is located in the utility closet inside this 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 power lines that are located around the site. The power will be disabled at the appropriate disconnect located in Building #1, Administration Building.

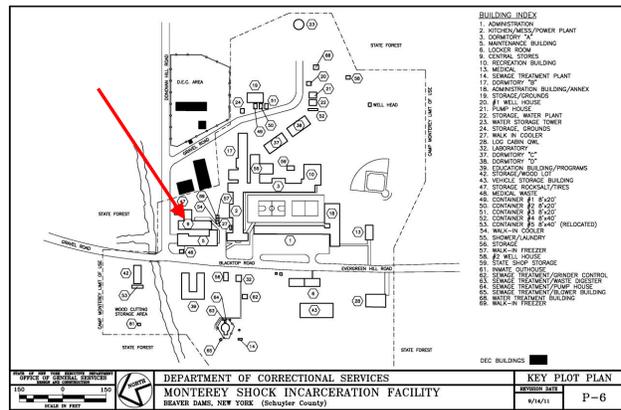
Ventilation: N/A

Emergency systems: N/A

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. HVAC units and any remaining 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.

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

Building # 009 – Central Stores



Size: 2,760 Gross square feet, 1 floor, plus basement.

Uses: Storehouse

Heating: Hot water system fired by #2 fuel oil and hydronic hot air units fired by LP

Domestic Hot Water: Electric Hot water heater

Water: Underground served from the site water distribution system.

Sanitary: Facility site wide collection system.

Electrical: This building is fed from the Power House with backup generation from the facility's emergency generator.

Ventilation: Natural through windows.

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

Emergency Systems: Emergency lighting, smoke detectors with local audible alarms

Phone/Data: The main hub for both systems is located in the basement of the Administration Annex Building #18.

Closure Actions:

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

Heat: Hot water 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 oil piping and bulk fuel storage tank will be cleaned under the tank closure work. The hot air units will be disabled electrically. The radiator system, piping, and circulators will be drained utilizing air pressure as necessary to remove the water. LP supply tanks shall be closed and secured, disconnected from the supply piping and removed by the vendor. 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 electric hot water heaters. These heaters will be disconnected from the electric supply, drained, disconnected from the plumbing, and the supply piping to the building flushed and drained.

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: When appropriate Electric shut down of this building can be accomplished by opening the main breaker in the Power House, Building #2 or by opening the Main Breaker in the local panel inside Building #09.

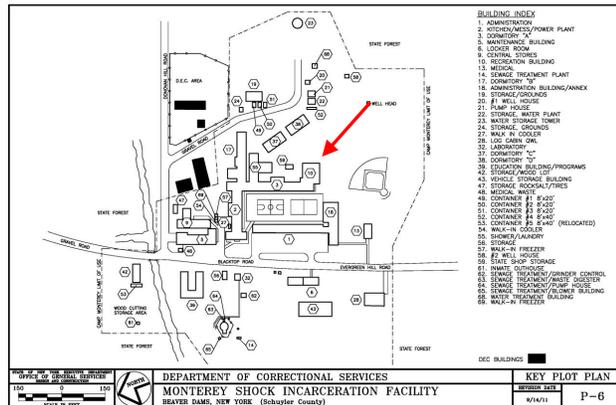
Ventilation: Windows shall be secured in the closed position and boarded up.

Emergency systems: Emergency Life and Safety Systems include the emergency lighting and exit lights. All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. 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 remaining 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.

Building #010 - Recreation



Size: 3,216 Gross square feet, 1 floor, plus basement.

Uses: Recreation

Heating: Hot air fired by fuel Oil #2

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: Fed from Building #3, A Dorm, with backup generation from the facility's emergency generator.

Ventilation: Windows

Refrigeration: N/A

Emergency Systems: N/A.

Phone/Data: This building contains the inmate phones. The main hub for these systems is located in the basement of the Administration Annex, Building #18.

Closure Actions:

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

Heat: The oil fired hot air furnace will be disconnected from its power source and from the oil supply. The fire side of the furnaces will be cleaned. The oil supply lines will be drained and clean during the closing of the petroleum bulk storage tanks.

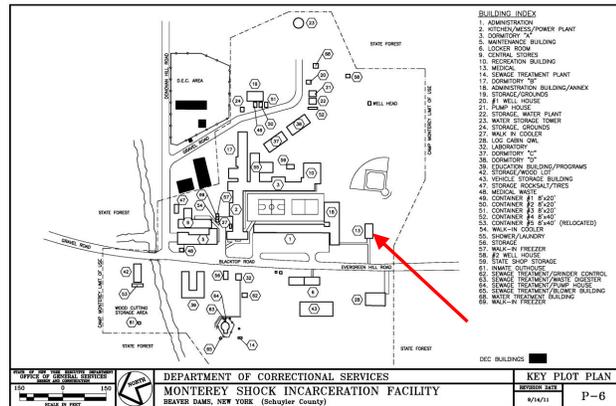
Electric: When appropriate the electric to this building can be disrupted by a disconnect located in Building #3, A Dorm.

Ventilation: Secure windows in a tightly closed position.

Emergency systems: Emergency lighting batteries can be removed.

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

Building #013 - Medical Unit



Size: 760 Gross square feet, 1 floor, no basement.

Uses: Medical Services.

Heating: Hot air heating fired by propane

Domestic Hot Water: Consists of a stand alone electric hot water heater

Sanitary: Facility site wide collection system.

Electrical: This building is fed from a labeled disconnect located in Building #1, with backup generation from facility main generator.

Ventilation: 100% Air conditioned Space. Both the heat and conditioned space equipment are within the same equipment unit.

Refrigeration: Domestic refrigerators and ice machines

Emergency Systems: Emergency lighting and stand alone smoke detectors

Phone/Data: The main hub for both systems is located in the basement of Building #18.

Closure Actions:

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

Heat: LP supply tanks shall be closed and secured, disconnected from the supply piping and removed by the vendor. Supply piping to the hot air unit shall be purged and the units cleaned and disabled electrically.

Domestic Hot Water System: Disconnect from power supply. Isolate heater from water supplies and drain.

Water: Water is provided to the building from the underground site distribution systems. The supply should be turned off at the underground curb valve or a shut off valve located in the bathroom and the supply line opened inside the building. 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: Power to this building to be shut off using a labeled breaker in Building #1

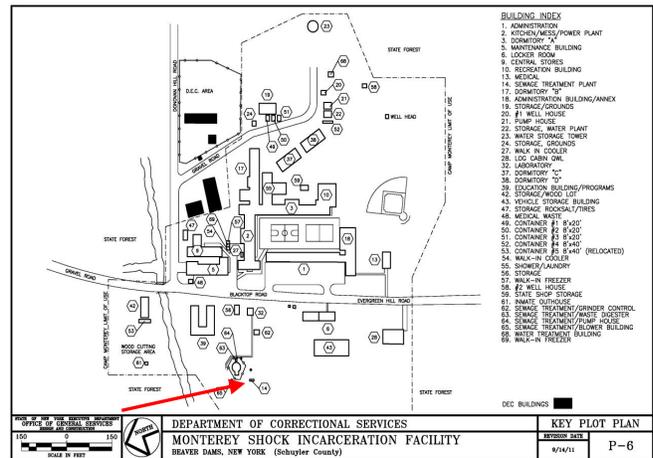
Ventilation: Ventilation fan systems are to be shut down at the appropriate circuit breaker. Disconnect, close and secure all dampers tightly. Assure bird screens are in place on all louvers. The heat and ventilation unit will be shut down.

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. Emergency lighting batteries can be removed.

Refrigeration Systems: Domestic style refrigeration units will be shut down at the appropriate disconnect or otherwise separated from the power supply and removed from the facility for reuse at other facilities or disposed of in accordance with applicable regulations. Any domestic style refrigerators and air conditioning unit 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. Ice Machines can be located to other facilities or prepared for long term storage following the above procedures.

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

Building #014 - Sewage Treatment Plant



Size: 1,573 Gross square feet, 1 floor, no basement.

Uses: Sewage Treatment

Heating: N/A

Domestic Hot Water: N/A.

Water: Underground piping served by the facility site water distribution system.

Sanitary: N/A

Electrical: This building is fed from the Blower Building #65, with backup generation from facility main generator.

Ventilation: N/A

Refrigeration: N/A

Emergency Systems: N/A

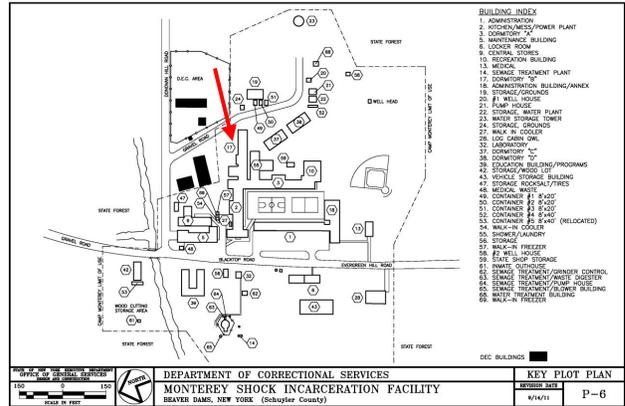
Phone/Data: N/A

Closure Actions:

The building is to be closed in an unheated condition. All of the sanitary collection system needs to be cleaned as per all rules and regulations.

Electric: Power shall be shut off to this building utilizing a breaker in the Blower Building #65

Building # 017 - Dorm B Housing



Size: 7,084 Gross square feet, 2 floors, with basement.

Uses: Housing. B-1 is on the 1st Floor and B-2 is on the 2nd Floor

Heating: Hot water baseboard heating circulated from the Power House, Building #2

Domestic Hot Water: Electric hot water heating. Power disconnect for heater is in the Mechanical Room.

Water: Underground served from the site water distribution system. Curb stop water valve is located outside the East end of A-1, Building #3.

Sanitary: Facility site wide collection system.

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

Ventilation: Natural through windows and one(1) exhaust fan in each inmate bathroom

Refrigeration: Domestic refrigerators.

Emergency Systems: A centralized Fire Alarm system that reports back to the Watch Commander's desk in the Administration Building #1 and Emergency lighting.

Phone/Data: The main hub for both systems is located in the basement of Building #18.

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 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.

Domestic Hot Water System: Domestic hot water is produced by an electric hot water heater. The heater is to be disconnected from the electric supply, drained, disconnected from the plumbing, and the supply piping to the building flushed and 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

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 in the basement opened inside the building. All water supplies to fixtures should be disconnected and the distribution lines within the building drained of all water utilizing compressed air as needed 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 power lines originating at the Power house, Building #2 which is the location of the main breaker.

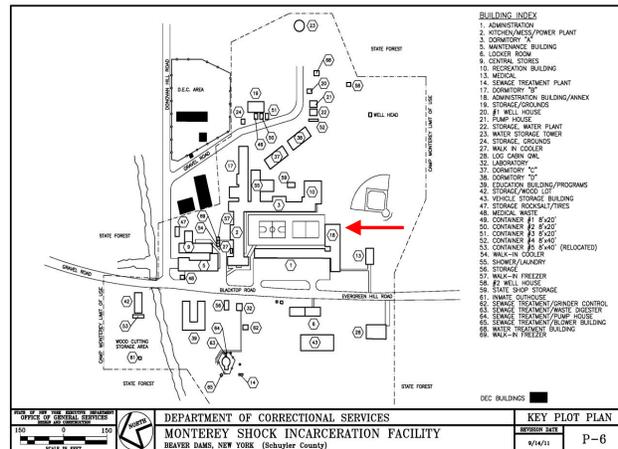
Ventilation: Windows provide natural ventilation. Windows are to be closed, tightly secured and first floor window units boarded over to provide a deterrent for breakage and unauthorized entry. Ventilation exhaust fan systems are to be shut down at the appropriate circuit breaker. Dampers are to be disconnected, closed tightly and secured. Assure that bird screens have been put in place on all louvers.

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. 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. Any remaining 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.

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

Building #018 - Administration Annex



Size: 6,550 Gross square feet, 1 floor no basement.

Uses: Administration - security

Heating: Hydronic heating system with the hotwater originating at the Power House, Building #2

Domestic Hot Water: 40 gal. electric hot water heater

Water: Underground served from the site water distribution system.

Sanitary: Facility site wide collection system.

Electrical: This building is fed from a main disconnect located in Building #1 with backup generation from the facility main generator.

Ventilation: 100% air conditioned space utilizing two(2) units.

Refrigeration: Domestic refrigerators and air conditioned space utilizing two(2) units.

Emergency Systems: Centralized alarm system that reports to the Watch Commander's desk in Building #1.

Phone/Data: The main hub for both systems is located in the basement.

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 opened, drained and air pressure utilized to assure proper removal of water.

Domestic Hot Water System: The electric heater will be shut down using the appropriate breaker, disconnected from the power source. The water supply lines are to be turned off, disconnected from the heater and the heater 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.

Water: Water is provided to the building from the underground site distribution systems. The supply should be turned off at Building #1 and the supply line opened inside Building #18. 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 via a breaker located in Building #1.

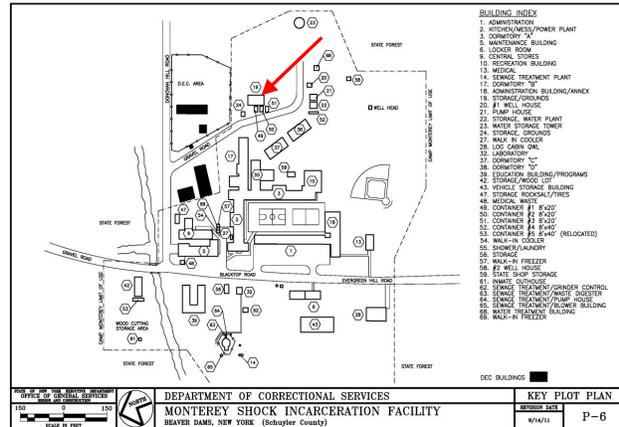
Ventilation: Ventilation systems will be disabled at the appropriate panel and breaker. All ducting shall be cleaned, inspected for integrity and evaluated for pest infestation.

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. Air Conditioning units and any remaining 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. The systems will be filled with nitrogen for long term storage.

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

Building #019 - Storage / Grounds



Size: 970 Gross square feet, 1 floor, no basement.

Uses: Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: Fed from Building #22, with backup generation from facility main generator.

Ventilation: N/A.

Refrigeration: N/A.

Emergency Systems: Only emergency lighting units.

Phone/Data: N/A.

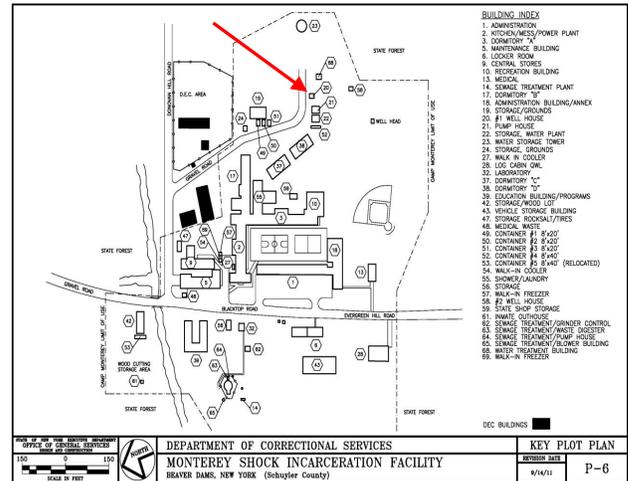
Closure Actions:

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

Electric: Power to this building will be shut off using a Breaker located in Building #22

Emergency systems: Emergency lighting batteries can be removed.

Building #020 - Well house #1



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

Uses: Well pump

Heating: Electric Unit Heater

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: Fed from Building #22, with backup generation from facility main generator.

Ventilation: N/A.

Refrigeration: N/A.

Emergency Systems: N/A

Phone/Data: N/A.

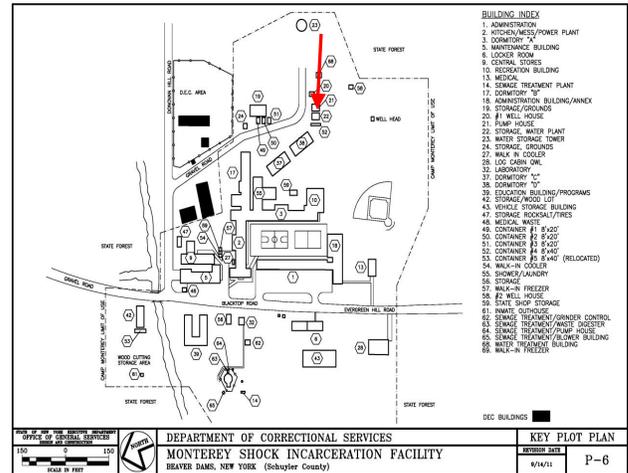
Closure Actions:

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

Water: The building contains the main piping from the water supply. This piping will all be drained once the water system is drained. All water taps in the building will be opened and piping disconnected to allow for complete drainage.

Electric: Electric Service to this building is provided through a circuit in a panel located in Building #22

Building #021 - Pump House



Size: 216 Gross square feet 1 floor no basement

Uses: Water Pump

Heating: Two(2) Electric Units

Domestic Hot Water: 10 gal. electric heater

Water: Tapped of the water main in the building. The shutoff is in the building.

Sanitary: The building sanitary system ties into the facility wide sanitary system.

Electrical: This building is fed from the Power House, Building #2 with backup generation from facility main generator.

Ventilation: N/A

Refrigeration: N/A

Emergency Systems: N/A

Phone/Data: The main hub for both systems is located in the basement of Building #18

Closure Actions:

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

Heat: Open the heater circuit via breaker in panel located in Building. Disconnect units from power supply.

Domestic Hot Water System: Open circuit via breaker in breaker panel. Isolate supply line from heater and drain. All water supplies to fixtures should be disconnected and the distribution lines within the building drained of all water utilizing compressed air as needed.

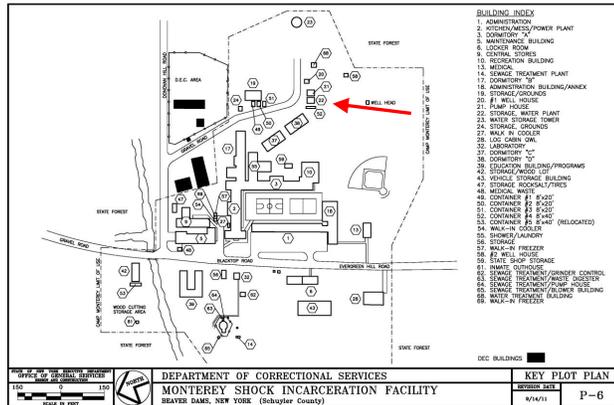
Water: The building contains the main piping from the water supply. This piping will all be drained once the water system is drained. All water taps in the building will be opened and piping disconnected to allow for complete drainage. All site distribution supplies that originate in this building must 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: All traps accessible should be disassembled and drained.

Electric: Electric Service to this building is provided through a breaker circuit originating at the power House, Building #2.

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

Building #022 - Storage Water Plant



Size: 192 Gross square feet. No basement

Uses: Storage shed.

Heating: N/A

Domestic Hot Water: N/A.

Water: N/A.

Sanitary: N/A.

Electrical: N/A.

Ventilation: N/A

Refrigeration: N/A.

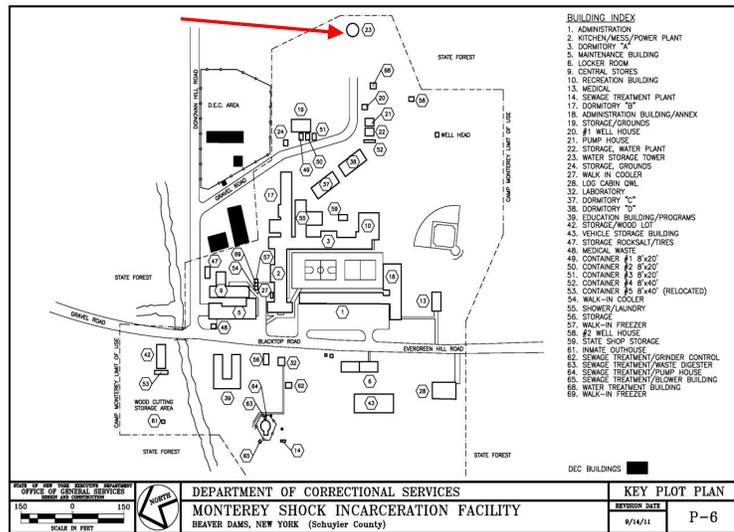
Emergency Systems: N/A.

Phone/Data: N/A.

Closure Actions;

The building is to be closed in an unheated condition.

Building # 023 - Water Storage Tower



Size: 0 Gross square feet, 1 floor, no basement.

Uses: Water storage

Heating: Portable Electric heater

Domestic Hot Water: N/A.

Water: Main supply to site distribution. Valves, bubbler system and cathodic protection equipment is located in a pit under the tower. There are two(2) pipes extending up the hill away from the tower that are utilized for emergency water supply situations.

Sanitary: N/A.

Electrical: Facility underground site distribution originating from the Power House, Building #2 with emergency generator backup.

Ventilation: N/A.

Refrigeration: N/A.

Emergency Systems: N/A.

Phone/Data: N/A.

Closure Actions:

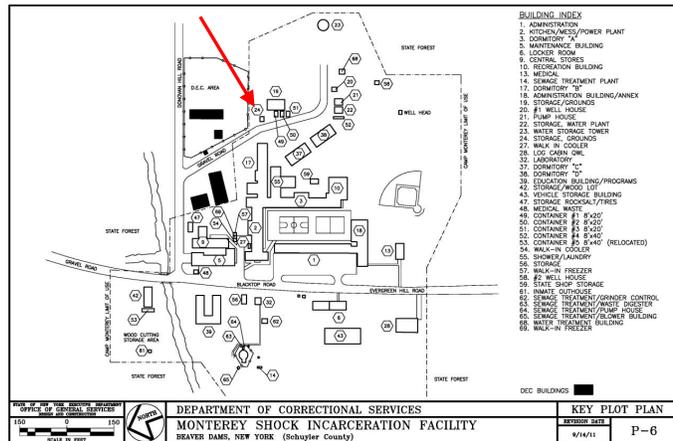
The building is to be closed in an unheated condition. The following specific actions apply to the building's systems.

Heat: Electric heating unit to be disconnected from the power source

Water: The tower contains the main storage and piping that supply potable water to the site distribution system. The piping will be drained at the time the tower is drained. Care should be taken to assure equipment that regulates the water level of the tower is completely free of water.

Electric: Electric service is provided to the tower through the facility's underground site wide distribution system and originates from Building #2. The electric service to the tower will be turned off at Building #2.

Building #024 - Storage Grounds



Size: 90 Gross square feet, 1 floor, no basement.

Uses: Storage

Heating: N/A

Domestic Hot Water: N/A.

Water: N/A.

Sanitary: N/A.

Electrical: N/A

Ventilation: N/A.

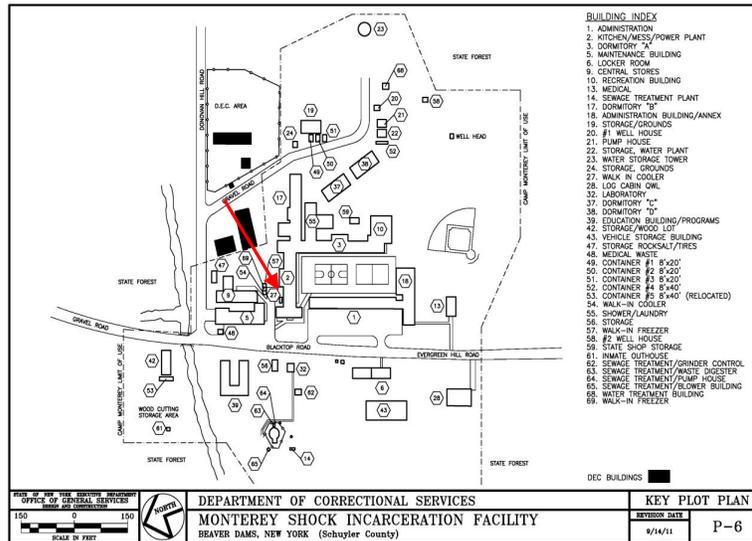
Refrigeration: N/A

Emergency Systems: N/A.

Phone/Data: N/A.

Closure Actions: There are no requirements for closure actions of this building.

Building #027 - Walk in Cooler



No picture Available

Size: 180 Gross square feet, 1 floor, no basement.

Uses: Walk-in Cooler.

Heating: N/A.

Domestic Hot Water: N/A.

Water: N/A.

Sanitary: N/A.

Electrical: This unit is fed from Building #2, Kitchen area, with backup generation from facility main generator.

Ventilation: N/A.

Refrigeration: Walk in Cooler. Refrigeration compressors for this unit are located the back wall of the enclosure.

Emergency Systems: There is a local audible temperature alarm.

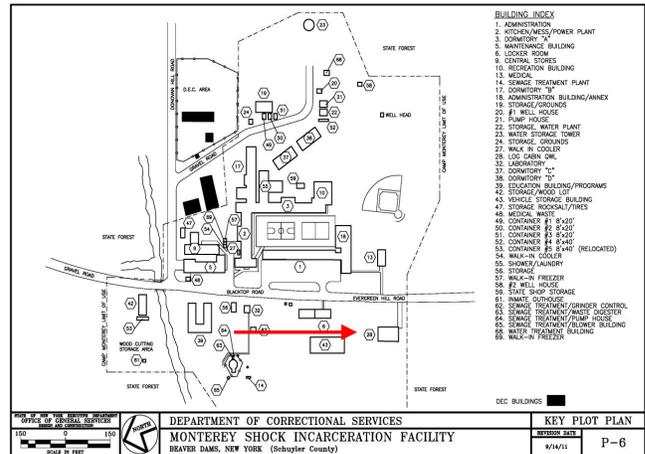
Phone/Data: N/A.

Closure Actions:

Electric: Electric Service to this building will be shut off using a disconnect located in the Kitchen area of building #2

Refrigeration: Walk-in cooler units will be shut down at the appropriate disconnect or otherwise separated from the power supply and units 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. They should be recharged with nitrogen for long term lay up.

Building # 028 - Log Cabin QWL



Size: 1,618 Gross square feet, 1 floor, no basement.

Uses: QWL – officers’ housing

Heating: Liquid Propane is the primary source of heating fuel for a forced hot air system. Electric baseboard heating is back up, .

Domestic Hot Water: 40 gallon electric hot water heater.

Water: Underground water service served from the site water distribution system.

Sanitary: This building has its own sewage collection tank with Lift Station.

Electrical: This building is metered separately from the facility. The disconnect for this building is located on a pole adjacent to the parking lot.

Ventilation: N/A.

Refrigeration: Domestic refrigerators, window AC’s,

Emergency Systems: Stand alone fire system

Phone/Data: The main hub for these systems is located in the basement of Building #18.

Closure Actions;

The building is to be closed in an unheated condition.

Heating: The hot air furnace will be disconnected from its power source. The gas supply will be shut off at the LP tank. The fuel lines will be disconnected and purged. The vendor will be notified to pick up the LP tank. The electric baseboard heaters will be shut off at the breaker and disconnected at the power source.

Domestic Hot Water: The heater shall be isolated fro the power source by use of opening the breaker for this unit. Supply lines will be shut off and disconnected from the heater unit. All water supplies to fixtures should be disconnected and the distribution lines within the building drained of all water utilizing compressed air as needed.

Water: Water is provided to the building from the underground site distribution systems. The supply should be turned off using the curb stop located in front of the building and the supply line opened inside

Building #18. 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: All of the sanitary collection system needs to be cleaned. Manholes will be cleaned and all manhole covers will be secured. Septic tanks associated with individual septic systems will be cleaned out. Septic tanks once cleaned, will be refilled to approximately 1/3rd the volume of the tanks to avoid possible movement of the tanks by ground water pressure. Once all sewage flow ceases, it needs to be ascertained if there is significant infiltration into the system. Comparisons of current water usage and sewage flows indicate there is little infiltration into the system. 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.

Electric: As this building is metered separately, the electric will be powered down by the utility at the end of the closure activities and the account cancelled.

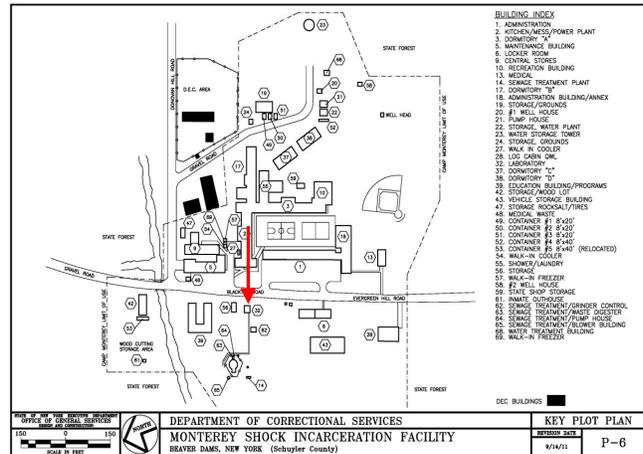
Ventilation: Dampers shall be disconnected and/or secured and bird screening installed.

Refrigeration: Portable refrigeration units will be removed from the facility for reuse at other facilities or for appropriate disposal.

Emergency Systems: The fire alarm, emergency lighting and exit lights, 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.

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

Building #032 - Laboratory



Size: 360 Gross square feet, 1 floor, no basement.

Uses: water sampling

Heating: Electric unit heater

Domestic Hot Water: 10 gallon electric hot water heater

Water: Underground water service served from the site water distribution system.

Sanitary: Facility site wide collection system.

Electrical: Fed from the Blower Building, Building #65, with backup generation from facility main generator.

Ventilation: Electric sidewall unit

Refrigeration: Domestic refrigerators, window AC's

Emergency Systems: N/A.

Phone/Data: The main hub for these systems is located in the basement of Building #18

Closure Actions:

Heating: Shut off the circuit breaker for the unit and disconnect from source

Domestic Hot Water: The electric heater shall be isolated from the power source by use of opening the breaker for this unit. Supply lines will be shut off and disconnected from the heater unit. All water supplies to fixtures should be disconnected and the distribution lines within the building drained of all water utilizing compressed air as needed.

Water: Water is provided to the building from the underground site distribution systems. The supply should be turned off using the curb stop located in the center yard of the treatment plant. 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: 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.

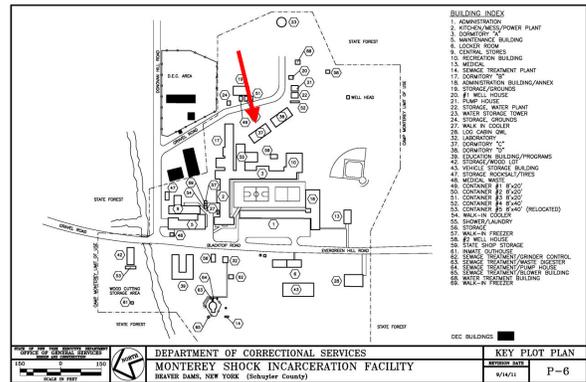
Electric: The power for this building is fed from the Power house, Building #2 with its own breaker. This building does have backup generation via the facility's emergency generator.

Ventilation: Dampers should be disconnected and/or secured and bird screening installed.

Refrigeration: Portable refrigeration units will be removed from the facility for reuse at other facilities or for appropriate disposal.

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

Building # 037 - Dorm C Housing



Size: 7,720 Gross square feet, 1 floors, no basement.

Uses: Housing

Heating: Hot water, baseboard heating, fired by #2 oil

Domestic Hot Water: 100 gallon, #2 fuel fired hot water heater.

Water: Underground served from the site water distribution system.

Sanitary: Facility site wide collection system.

Electrical: This building is fed from the facility electrical system originating at the Power House, with backup generation from facility main generator.

Ventilation: Natural through windows. Four(4) sidewall exchange air units

Refrigeration: Domestic refrigerators and water coolers

Emergency Systems: Emergency lighting and Fire Alarm system that reports back to the Watch Commander's desk in Building #1

Phone/Data: The main hub for both systems is located in the basement of Building #18.

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.

Domestic Hot Water System: Domestic hot water is produced by a #2 fuel fired hot water heater. These heaters will be disconnected from the electric supply, drained, disconnected from the plumbing, and the supply piping to the building flushed and drained. The boiler will be disabled, the fuel supply disconnected and the fire side cleaned.

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 after the shut off valve in the Mechanical room is closed. 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 can be isolated by opening a breaker in the Power House, Building # 2.

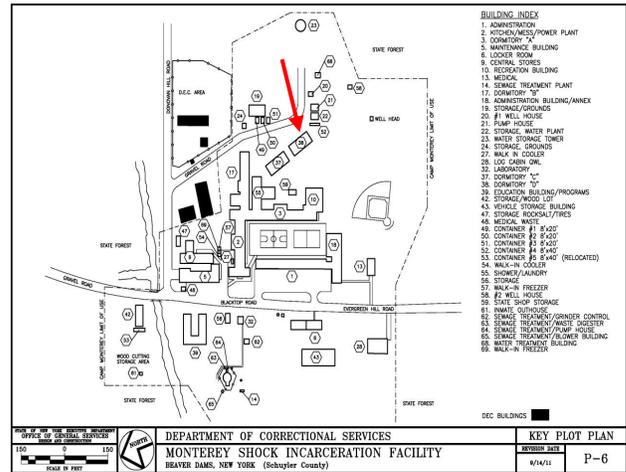
Ventilation: Close tightly and secure all windows and board up the 1st floor windows.

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. 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. 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.

Building # 038 - Dorm D Housing



Size: 7,720 Gross square feet, 1 floors, no basement.

Uses: housing

Heating: Hot water, baseboard heating, fired by #2 oil

Domestic Hot Water: 100 gallon, #2 fuel fired hot water heater.

Water: Underground served from the site water distribution system.

Sanitary: Facility site wide collection system.

Electrical: This building is fed from facility electrical system originating at the Power House, with backup generation from facility main generator.

Ventilation: Natural through windows.

Refrigeration: Domestic refrigerators and water coolers

Emergency Systems: Emergency lighting and Fire Alarm system that reports back to the Watch Commander's desk in Building #1

Phone/Data: The main hub for both systems is located in the basement of Building #18.

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.

Domestic Hot Water System: Domestic hot water is produced by a #2 fuel fired hot water heater. These heaters will be disconnected from the electric supply, drained, disconnected from the plumbing, and the supply piping to the building flushed and drained. The boiler will be disabled, the fuel supply disconnected and the fire side cleaned.

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 after the shut off valve in the Mechanical room is closed. 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 can be isolated by opening a breaker in the Power House, Building # 2.

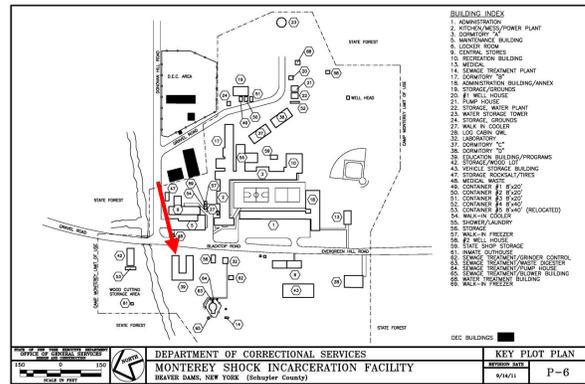
Ventilation: Ventilation: Close tightly and secure all windows and board up the 1st floor windows.

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. 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. 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.

Building # 039 Education building



Size: 2,912 Gross square feet, 1 floors, with basement.

Uses: Education classrooms

Heating: Hot water, baseboard heating, utilizing a sectional #2 fuel fired boiler in the basement.

Domestic Hot Water: Two(2) 80 gallon electric hot water heaters.

Water: Underground served from the site water distribution system. The shutoff is located in the basement.

Sanitary: Facility site wide collection system.

Electrical: Electric service is fed from utility pole and overhead power line to a metering device dedicated to this building only. There is no backup generation from facility main generator.

Ventilation: Natural through windows.

Refrigeration: Two(2) water coolers.

Emergency Systems: N/A

Phone/Data: The main hub for both systems is located in the basement of Building #18.

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 compressed 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.

Domestic Hot Water System: Domestic hot water is produced by electric hot water heaters. These heaters will be disconnected from the electric supply, drained, disconnected from the plumbing, and the supply piping to the building flushed and drained. Compressed air pressure will be utilized to assure the proper removal of water as needed.

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 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.

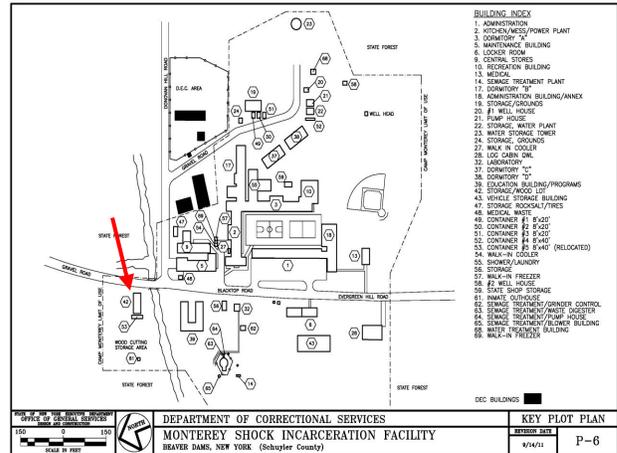
Electric: Electric Service to this building is provided through dedicated overhead power lines and is metered separately. The electric to this building will be powered down by the utility at the end of the closure activities and the account cancelled.

Ventilation: Ventilation is accomplished by opening the windows. All windows will be secured and boarded up to deter unauthorized access into the building.

Refrigeration Systems: Free standing water coolers can be located to other facilities and built-in units prepared for long term storage and 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.

Building # 042 Woodlot Storage



Size: 2,240 Gross square feet, 1 floor, no basement.

Uses: Equipment storage building

Heating: Hot air unit heater fueled with liquid propane.

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: Power is fed from a disconnect, located in Building #39.

Ventilation: N/A

Refrigeration: One(1) domestic refrigerator.

Emergency Systems: Emergency lighting only

Phone/Data: The main hub for both systems is located in the basement of Building #18.

Closure Actions:

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

Heat: The unit heater will be disabled electrically at the appropriate breaker, the fuel supply shut off at the tank, the supply lines disconnected and bled and the vendor called for tank removal.

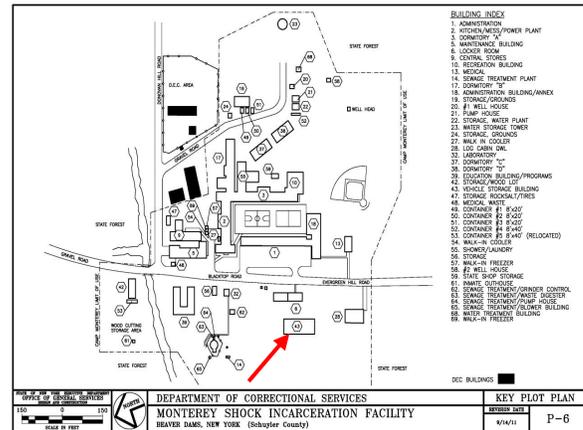
Electric: Electric Service to this building is received from Building #39. The electric to this building will be powered at the end of the closure activities and the account cancelled.

Emergency systems: 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.

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

Building # 043 Vehicle Storage Building



Size: 5,292 Gross square feet, 1 floor, no basement.

Uses: Vehicle Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: This building is fed from facility electrical system originating in Building #2 with backup generation from facility main generator.

Ventilation: N/A

Refrigeration: N/A

Emergency Systems: Emergency lighting.

Phone/Data:

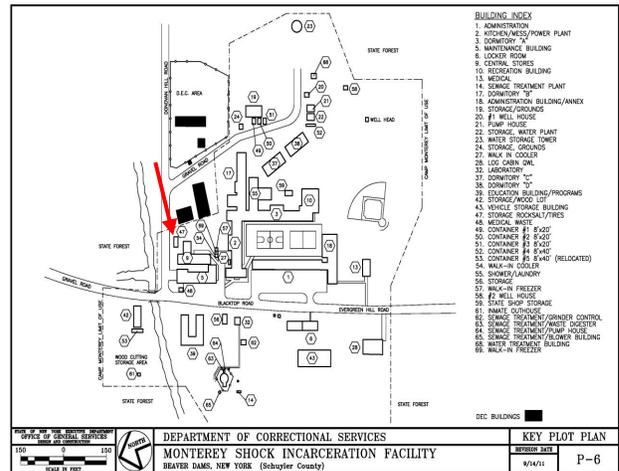
Closure Actions:

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

Electric: Electric Service to this building originates from a dedicated breaker in the Power House, Building #2.

Emergency Systems: Emergency lighting batteries can be removed.

Building # 047 Rock Salt, Tire Storage



Size: 336 Gross square feet, 1 floor, no basement.

Uses: Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: N/A

Ventilation: N/A

Refrigeration: N/A

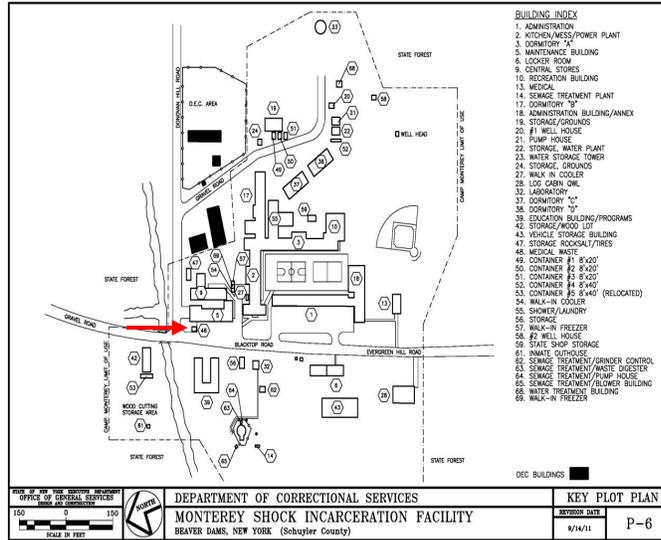
Emergency Systems: N/A

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 # 048 Medical Waste



Size: 36 Gross square feet, 1 floor, no basement.

Uses: Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: N/A

Ventilation: N/A

Refrigeration: N/A

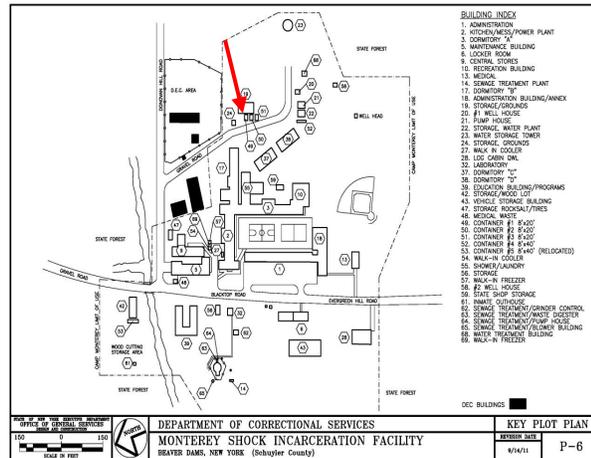
Emergency Systems: N/A

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 # 049 - Storage Container



Size: 160 Gross square feet, 1 floor, no basement.

Uses: Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: N/A

Ventilation: N/A

Refrigeration: N/A

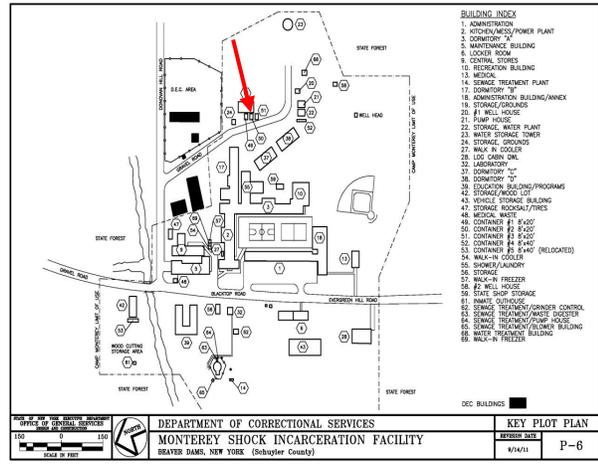
Emergency Systems: N/A

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 # 050 - Storage Container



Size: 160 Gross square feet, 1 floor, no basement.

Uses: Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: N/A

Ventilation: N/A

Refrigeration: N/A

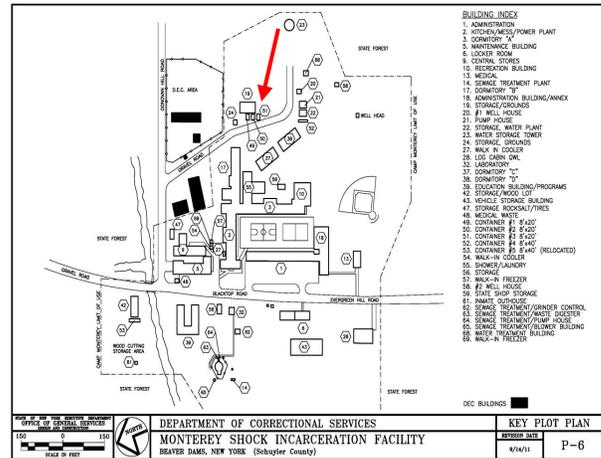
Emergency Systems: N/A

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 # 051 Storage Container



Size: 160 Gross square feet, 1 floor, no basement.

Uses: Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: N/A

Ventilation: N/A

Refrigeration: N/A

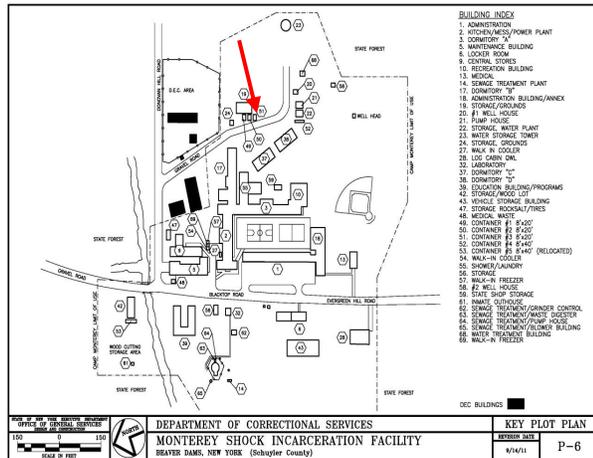
Emergency Systems: N/A

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 # 052 Storage Container



Size: 320 Gross square feet, 1 floor, no basement.

Uses: Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: N/A

Ventilation: N/A

Refrigeration: N/A

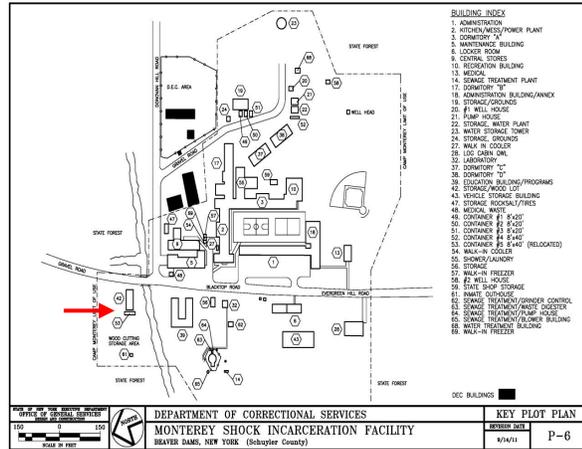
Emergency Systems: N/A

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 # 053 - Storage Container



Size: 320 Gross square feet, 1 floor, no basement.

Uses: Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: N/A

Ventilation: N/A

Refrigeration: N/A

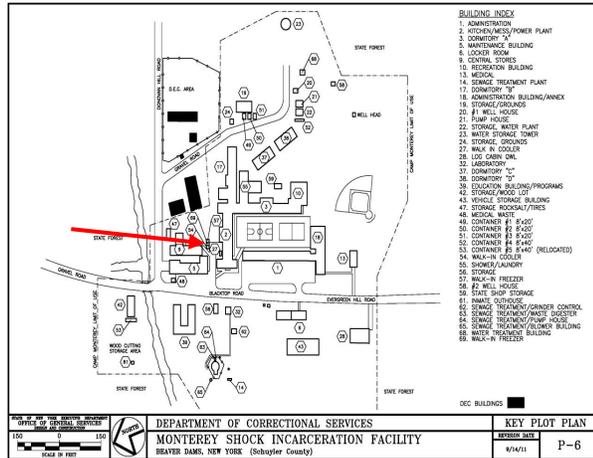
Emergency Systems: N/A

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 # 054 Walk-in Cooler



Size: 462 Gross square feet, 1 floor, no basement.

Uses: Storage of food product

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: This unit is fed from the Kitchen area of Building #2 and has backup generation from the facility main generator.

Ventilation: N/A

Refrigeration: Walk in cooler. The condenser is located on top of unit.

Emergency Systems: Local high temperature alarm

Phone/Data: N/A

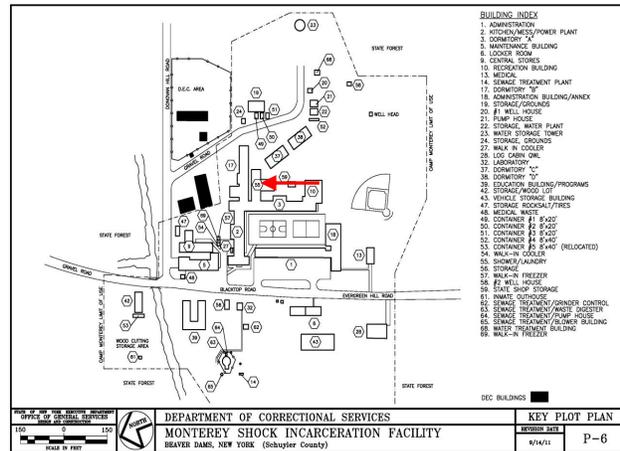
Closure Actions:

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

Electric: Power to these units can be shut off using the appropriate beaker located in the Kitchen of Building #2.

Refrigeration Systems: 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. This commercial style walk in cooler 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. They should be recharged with nitrogen for long term lay up. The facility refrigeration inventory will be amended to reflect the removal of the refrigerant and equipment for reference in the future. The cooler shall be thoroughly cleaned and the doors left open to provide air movement. All locking hardware and latches shall be removed.

Building #055 - Shower Laundry



Size: 2,443 Gross square feet, 1 floor no basement.

Uses: Laundry Operations

Heating: Hydronic hot water system provided through overhead lines originating at the Power House, Building #2

Domestic Hot Water: Low temperature hot water from the Power house, Building #2, supply a heat exchanger in Building #55.

Water: The underground site water distribution system. The shut off for this building is located in the Laundry

Sanitary: Facility site wide collection system.

Electrical: It is fed from facility electrical system in Building #2, with backup generation from facility main generator.

Ventilation: The four(4) gas clothes dryers are vented through an outside wall via duct. Ventilation for bathroom heating contains glycol loop which must be drained.

Refrigeration: Domestic refrigerators.

Emergency Systems: Centralized alarm system. Supervisory station for the building reports back to the Watch Commander's desk located in Building #18.

Phone/Data: The main hub for both systems is located in the basement of Building #18.

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 compressed air pressure utilized to assure proper removal of water.

Domestic Hot Water System: Hot water supply and return lines are to be isolated and drained. Compressed air will be used to ensure total removal of water if needed. The heat exchanger will be opened, drained and cleaned. Piping is to be disconnected from the exchanger unit. All supplies to

bath fixtures and washers shall be disconnected and drained of water using compressed air if necessary.

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 originates from a breaker located in the Power House, Building #2. To reduce load on the initial startup of the facility emergency generator, this building has a shunt trip that opens when there is a loss of utility power. When the emergency generator proves out the shunt trip for Building #55 can then be closed manually.

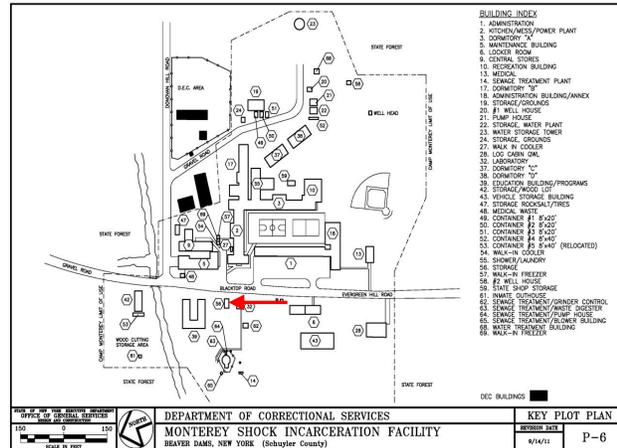
Ventilation: All exhaust fans should be secured with any gravity louvers secured to prevent rodent intrusion. Ventilation for bathroom heating contains glycol loop which must be drained. Ventilation for the dryers is ducted through the wall and must be secured to prevent pest and bird intrusion.

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 smoke detector 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. 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.

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

Building #056 - Storage



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

Uses: Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: Power is supplied from the Sewage Plant Laboratory, Building #32

Ventilation: N/A

Refrigeration: N/A

Emergency Systems: N/A

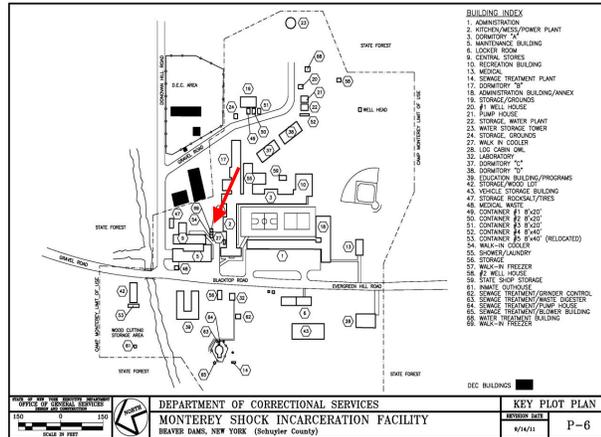
Phone/Data: N/A

Closure Actions;

The building is to be closed in an unheated condition. The following, for building system layout, is provided.

Electric: Power can be shut of using the appropriate breaker in Building #32, Laboratory

Building #057 - Walk-in Freezer



Size: 160 Gross square feet, 1 floor no basement.

Uses: Storage of food products

Heating: N/A

Domestic Hot Water: N/a

Water: N/A

Sanitary: N/A

Electrical: This unit is fed from the Kitchen area of Building #2, with backup generation from facility main generator.

Ventilation: N/A

Refrigeration: Condenser unit is located on top of the outside unit

Emergency Systems: N/A

Phone/Data: N/A

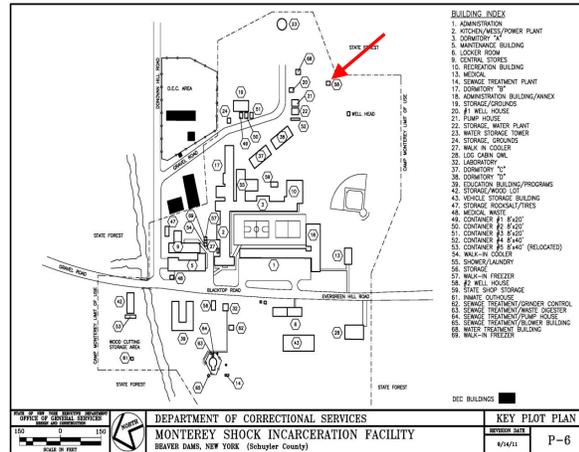
Closure Actions:

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

Electric: Power to these units can be shut off using the appropriate beaker located in the Kitchen of Building #2.

Refrigeration Systems: 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. This commercial style walk in freezer 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. They should be recharged with nitrogen for long term lay up. The facility refrigeration inventory will be amended to reflect the removal of the refrigerant and equipment for reference in the future. The freezer shall be thoroughly cleaned and the doors left open to provide air movement. All locking hardware and latches shall be removed.

Building #058 - Well House #2



Size: 63Gross square feet, 1 floor, no basement.

Uses: Well pump

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: Power is fed from Pump House, Building #21 with backup generation from main facility generator.

Ventilation: N/A.

Refrigeration: N/A.

Emergency Systems: N/A

Phone/Data: N/A.

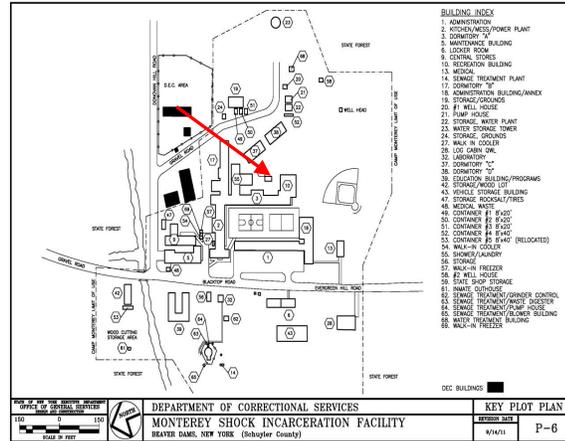
Closure Actions;

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

Water: The wells should be isolated from the system, assure any abandoned wells have been properly capped and sealed and proper well head protection is in place for active wells. The building contains the main piping from the water supply. This piping will all be drained once the water system is drained. All water taps in the building will be opened and piping disconnected to allow for complete drainage.

Electric: Electric Service to this building can be shut off using the appropriate breaker in Building #21

Building #059 - State Shop Storage



Size: 448 Gross square feet, 1 floor, no basement.

Uses: Storage

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: N/A

Ventilation: N/A.

Refrigeration: N/A.

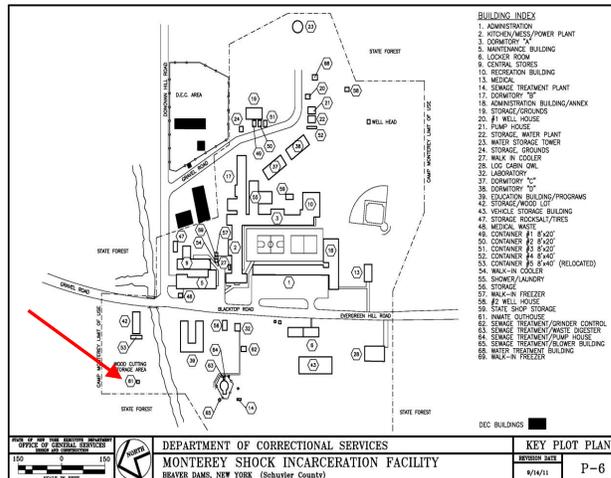
Emergency Systems: N/A

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 #061 - Inmate Outhouse



Size: 25 Gross square feet, 1 floor, no basement.

Uses: Toilet

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: N/A

Ventilation: N/A

Refrigeration: N/A

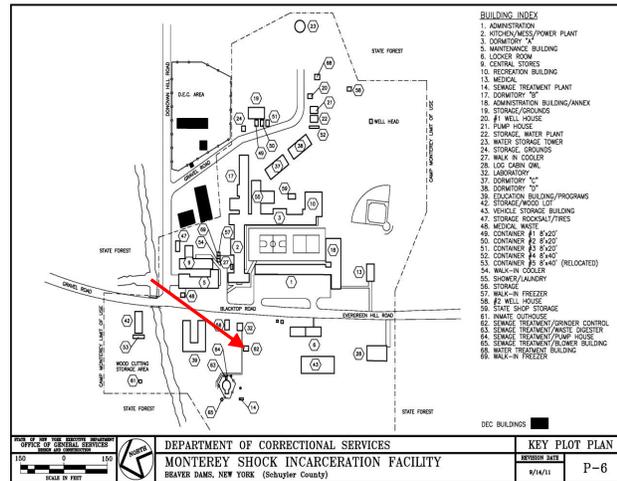
Emergency Systems: N/A

Phone/Data: N/A

Closure Actions:

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

Building #062 - Sewage Treatment Grinder



Size: 160 Gross square feet, 1 floor, no basement.

Uses: Sewage Grinder

Heating: Two(2) Electric unit heaters with thermostats

Domestic Hot Water: N/A

Water: There is a hose bib with the shut off being the yard curb stop valve

Sanitary: Sewage Treatment Equipment

Electrical: Fed from the Sewage Plant Laboratory, Building #32

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.

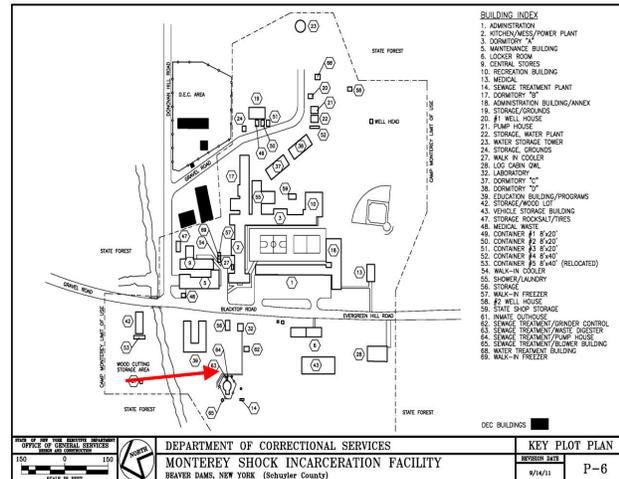
Heat: Disconnect the unit heaters electrically after opening the appropriate breaker located in Building #32.

Water: Close yard curb stop and drain hose bib line.

Sanitary: All of the sanitary collection system needs to be cleaned. Manholes will be cleaned and all manhole covers will be secured. Grease will be removed from all grease traps and disposed of in accordance with appropriate regulatory regulations. Once all sewage flow ceases, it needs to be ascertained if there is significant infiltration into the system. Comparisons of current water usage and sewage flows indicate there is little infiltration into the system.

Electric: Open the appropriate breaker located in Building #32.

Building #063 - Sewage Treatment Waste Digester



Size: 368 Gross square feet, 1 floor, no basement.

Uses: Sewage Treatment

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: Sewage Treatment Equipment

Electrical: Power is fed from the Blower Building, #65 with backup generation from main facility generator.

Ventilation: N/A.

Refrigeration: N/A.

Emergency Systems: N/A

Phone/Data: N/A.

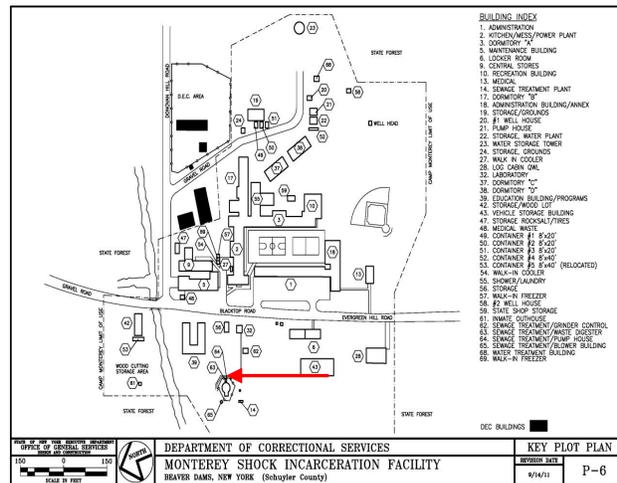
Closure Actions:

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

Sanitary: All of the sanitary collection system needs to be cleaned. Manholes will be cleaned and all manhole covers will be secured. Grease will be removed from all grease traps and disposed of in accordance with appropriate regulatory regulations. Once all sewage flow ceases, it needs to be ascertained if there is significant infiltration into the system. Comparisons of current water usage and sewage flows indicate there is little infiltration into the system.

Electric: Electric Service to this building can be shut off by opening the appropriate breaker located in the Blower Building, #65.

Building #064 - Sewage Treatment Pump House



Size: 18 Gross square feet, 1 floor, no basement.

Uses: sewage pump

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: Sewage treatment equipment

Electrical: This building is fed from the yard storm shelter in the sewage treatment plant yard with backup generation from facility main generator.

Ventilation: N/A.

Refrigeration: N/A.

Emergency Systems: N/A

Phone/Data: N/A.

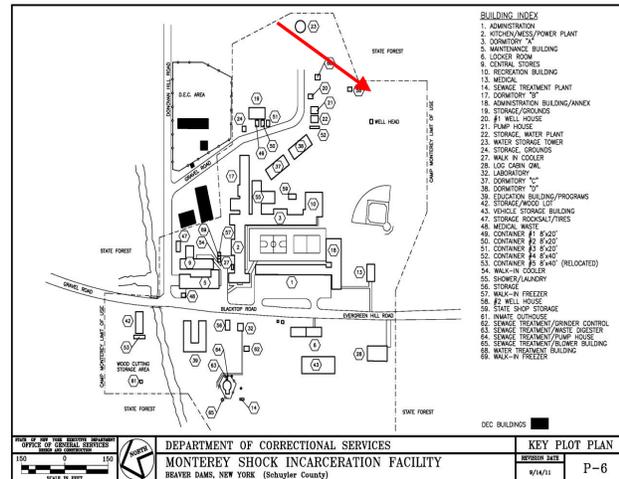
Closure Actions:

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

Sanitary: All of the sanitary collection system needs to be cleaned. Manholes will be cleaned and all manhole covers will be secured. Grease will be removed from all grease traps and disposed of in accordance with appropriate regulatory regulations. Once all sewage flow ceases, it needs to be ascertained if there is significant infiltration into the system. Comparisons of current water usage and sewage flows indicate there is little infiltration into the system.

Electric: Open the appropriate breaker in the yard storm shelter.

Building #065 - Sewage Treatment Blower



Size: 242 Gross square feet, 1 floor, no basement.

Uses: Sewage Treatment

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: Sewage Treatment Equipment

Electrical: This building is fed from the Power House, Building #2 with backup generation from main facility generator.

Ventilation: Intake and Exhaust dampers.

Refrigeration: N/A.

Emergency Systems: N/A

Phone/Data: N/A.

Closure Actions:

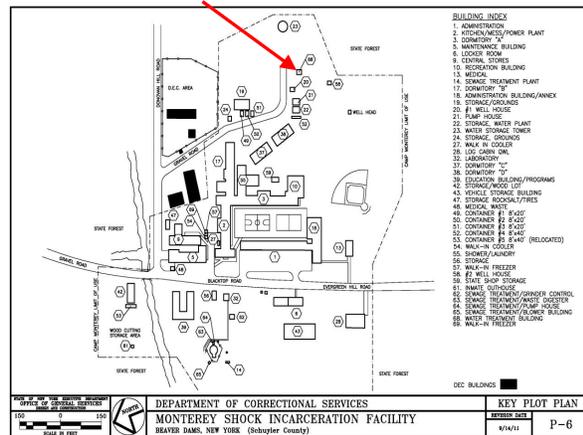
The building is to be closed in an unheated condition. The following specifics for building systems layup are provided.

Sanitary: All of the sanitary collection system needs to be cleaned. Manholes will be cleaned and all manhole covers will be secured. Grease will be removed from all grease traps and disposed of in accordance with appropriate regulatory regulations. Once all sewage flow ceases, it needs to be ascertained if there is significant infiltration into the system. Comparisons of current water usage and sewage flows indicate there is little infiltration into the system.

Electric: Electric Service to this building is provided through underground power lines from Building #2, Power House.

Ventilation: The electric to the dampers is to be disconnected after power to the building has been shut off. Dampers are to be securely closed.

Building #068 - Water Treatment Building



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

Uses: Water treatment

Heating: Two(2) electric unit heaters.

Domestic Hot Water: N/A

Water: Underground and above ground piping transporting water for treatment and distribution. There is also water treatment equipment and devices. Green sand filter filtration and both pre and post chlorination

Sanitary: N/A

Electrical: the power is fed from the Power House, Building #2 with backup generation from the main facility generator.

Ventilation: A through the wall exhaust fan

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 the unit heaters electrically after building power has been shut off.

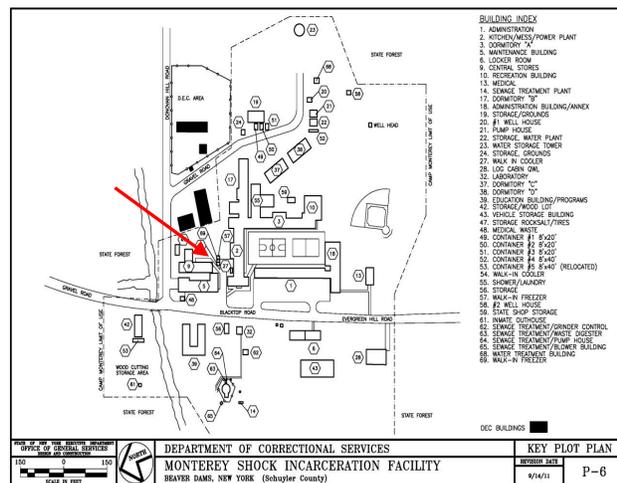
Water: The building contains the main piping from the water supply. This piping will all be drained once the water system is drained. All water taps in the building will be opened and piping disconnected to allow for complete drainage.

Electric: Electric Service to this building can be shut off utilizing the appropriate breaker located in the Power House, Building #2.

Ventilation: After the power has been turned off to this building the dampers are to be tightly secured and screening be installed if necessary to protect against pest and bird intrusions.

Miscellaneous: The building contains well pump controls. The controls will be placed in a manual position and the pumps disabled when the power is turned off. The chlorination system will be drained and disabled and the pump placed prepared for long term non-use. Any water treatment chemicals and test reagents will be removed from the facility.

Building #069 – Walk-In Freezer



Size: 145 Gross square feet, 1 floor, no basement.

Uses: Storage of Food product

Heating: N/A

Domestic Hot Water: N/A

Water: N/A

Sanitary: N/A

Electrical: This unit is fed from the Kitchen area of Building #2 and has backup generation from the facility main generator.

Ventilation: N/A.

Refrigeration: Walk in freezer. The condenser is located on top of unit.

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: The electric service to this unit can be shut off using the appropriate breaker located in the Kitchen area of Building #2

Refrigeration Systems: 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. This commercial style walk in Freezer 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. They should be recharged with nitrogen for long term lay up. The facility refrigeration inventory will be amended to reflect the removal of the refrigerant and equipment for reference in the future. The freezer shall be thoroughly cleaned and the doors left open to provide air movement. All locking hardware and latches shall be removed.