



Corrections and Community Supervision

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Governor

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Lincoln Correctional Facility



Facility Closure Plan

Utility Services

Building Systems

Maintenance Requirements

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June 13, 2019

Section 1.0 - Narrative

Lincoln Correctional Facility (“Facility”) is a work and educational release facility located near Central Park in the New York City (“NYC”) Borough of Manhattan. The facility is an eight-story building located between two well-kept buildings and contained entirely within the walls of the building complex at 31-33 West 110th Street, NY, NY. The facility’s capacity is approximately 392 beds and is classified as a minimum security facility.

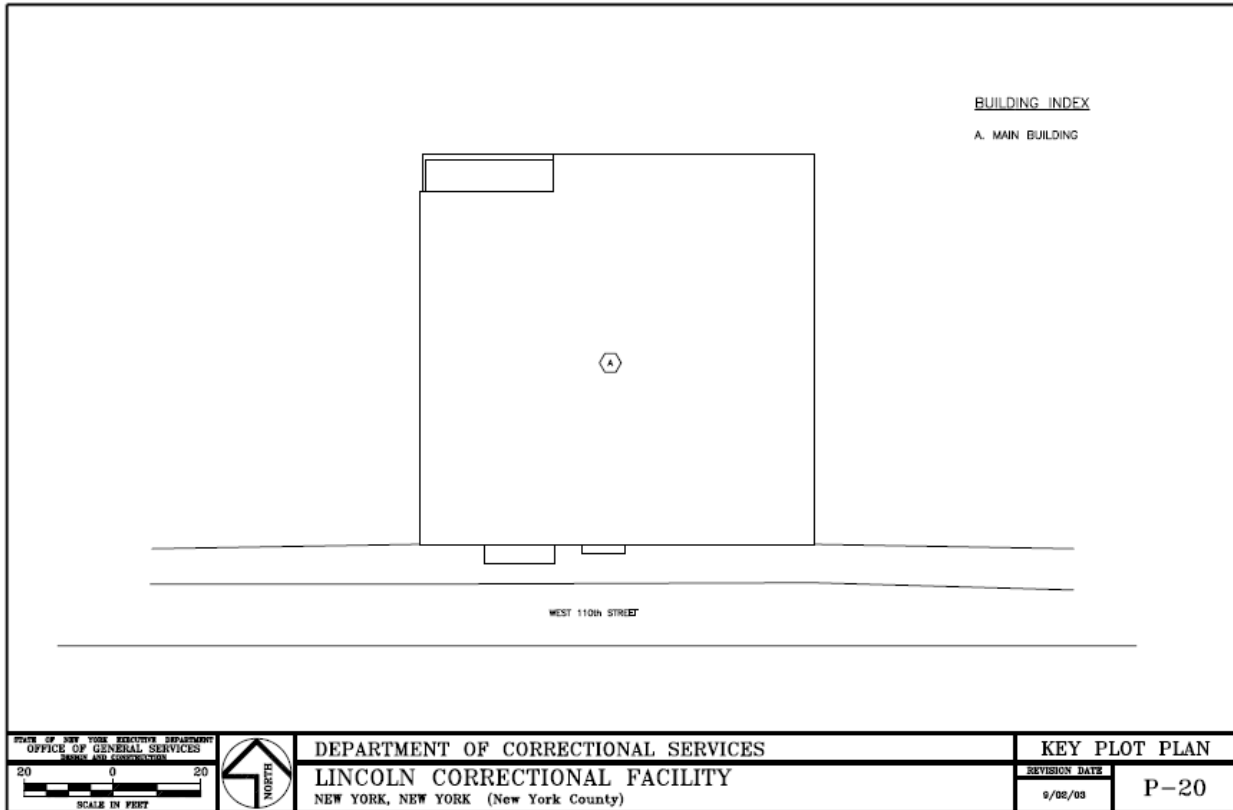
As part of Governor Cuomo’s overall plans for the Department of Corrections and Community Supervision (DOCCS), the Lincoln Correctional Facility is being closed to reduce costs and consolidate inmates at other correctional facilities around the state.

The brick building originally opened in 1914 as a Young Women’s Hebrew Association to serve newly arrived immigrants. At the beginning of World War II the building was occupied by the U.S. Army as a place of rest and relaxation for the troops. In the late 1940’s and early 1950’s, the building was rented by New York City school officials and used as “The New Lincoln School”, also called “the New Experimental School”. New York City School officials purchased the building in 1951 for continued use as a school. The state obtained the building through eminent domain in 1976.

This document provides guidance for the decommissioning of utility services and building services for the facility. This document also provides direction for ongoing maintenance activities required to keep the capital assets in good condition and protect the structure, building systems, and utility distribution systems for reuse later.

The premise of this closure plan is to close the building in a heated “warm” state. The plan will address shutting down systems in such a way that degradation due to inactivity would be held to a minimum. In most instances this would focus on periodic inspection, maintaining heating and water systems, and eliminating possible “environmental issues”.

Section 2.0 – Existing Building



Buildings Scheduled to Close

<i>Building #A: Lincoln Correctional Facility</i>	
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Section 3.0 – Building Data

Size: 72,428 Gross square feet, 8 floors with cellar, basement and roof.

Uses: Housing, Dining Area, Security Offices, Gym, and Administration.

Heating: Two dual fuel, natural gas / #2 oil fired, 200 HP boilers feed hot water and steam from the boiler room located in the basement. Low temperature hot water is distributed through the building to baseboard radiators.

Domestic Hot Water: Domestic hot water is produced in basement utilizing two natural gas fired 100,000 BTU steam boilers with 250-gallon tanks.

Water: Underground from municipal system.

Sanitary: Discharged to municipal system.

Electrical: Provided by Con-Ed in underground to the facility main electrical room in the basement. The electrical service consists of a main shut off, an Automatic Transfer Switch (ATS), electrical panels, and a 280 kW natural gas powered emergency generator located on the roof in a weather tight enclosure.

Ventilation: Natural through windows. Two roof mounted exhaust fans serve the kitchen and the bathrooms, one make-up air unit serves the kitchen. A heating, ventilating and air-conditioning system serves the program spaces. A split AC system serves the medical offices.

Fire Suppression: No sprinklers. Dry chemical kitchen hood system.

Refrigeration: Two refrigerated coolers and two freezers and one quick chiller in kitchen.

Emergency Systems: Centralized fire alarm system. Supervisory station in the building.

Phone/Data: Central phone room.

Section 4.0 – Utility Services and Systems

The facility receives its water, sanitary sewer, and stormwater service from the City of New York (NYC). Natural gas service is provided by Consolidated Edison (Con-Ed).

Section 4.1 – Water Distribution System

The Lincoln Correctional Facility is served by a 3" buried galvanized water main that enters the building from 110th Street. The system includes standpipes for fire suppression but no sprinkler heads for fire protection. Water is provided from the City of New York water treatment system.

Section 4.1.1 – Decommissioning Goal

The water system will not be affected by the facility closure.

Section 4.1.2 – Decommissioning Actions

Because the facility will be closed in a heated "warm" state, no formal decommissioning activities will be required for the water distribution system.

Section 4.1.3 – Maintenance

Periodic (monthly) interior and exterior visual observations of the building water systems should occur to ensure that no leaks or breaks are present. Repairs should be made as necessary to address any damaged or otherwise failing system components.

Section 4.2 – Sanitary Sewer System

The facility is served by underground sanitary sewer service from the city collection system located on 110th Street. Also included are (1) 40-gallon and (1) 15-gallon grease trap below the floor in the kitchen. The discharge from the grease traps flows through the building sanitary piping system and connects to the City of New York public sanitary sewer system.

Section 4.2.1 – Decommissioning Goal

The site sanitary sewer system will, for the most part, become inactive.

Section 4.2.2 – Decommissioning Actions

The grease traps shall have any accumulated grease/debris removed. Following grease removal, the traps will be flushed and pumped out. All

material removed from this activity will be disposed of in accordance with appropriate regulatory regulations.

Because the facility will be closed in a heated condition, no other formal decommissioning activities will be required for the sanitary system.

Section 4.2.3 – Maintenance

Periodic (monthly) interior visual observations of the building sanitary systems should occur to ensure that no leaks or breaks are present. Repairs should be made as necessary to address any damaged or otherwise failing system components.

Section 4.3 – Stormwater System

The Lincoln Correctional Facility is served by a stormwater collection system consisting of roof drains which exit the building from room C-22 in the cellar.

Section 4.3.1 – Decommissioning Goal

The drainage structures currently onsite will remain active to provide drainage of the roof and basement access area drain due to rain and snow.

Section 4.3.2 – Decommissioning Actions

The stormwater collection system will remain active.

Section 4.3.3 – Maintenance

The Lincoln Correctional Facility does not fall under the regulatory requirements of the DEC Municipal Separate Storm Sewer System (MS4) for stormwater management. The roof drains should be inspected weekly and any sediment, debris, or structural defect affecting their function should be cleaned and/or repaired as necessary.

Section 4.4 – Exterior Building, Street and Walkway Lighting

Exterior building lighting will remain in-place following facility closure.

Section 4.4.1 – Decommissioning Goal

Any exterior building lighting will remain in place.

Section 4.4.2 – Decommissioning Actions

No decommissioning activities are necessary for the exterior building lighting as the facility will be closed with active power systems.

Section 4.4.3 – Maintenance

Exterior lighting deemed necessary for public safety shall be inspected monthly and expired bulbs replaced as encountered. Expired bulbs shall be disposed of in accordance with Universal Waste management regulations.

Section 4.5 – Electrical Distribution

Electric service for Lincoln Correctional is provided by Con-Ed. Power delivered is 240 volts 3 phase power. The power enters the basement of the building at front of the building on West 110th street. The main disconnect is in the cellar, room C-21. Power is then distributed throughout the building. Emergency generator back up is provided by an onsite 280 KW natural gas fired generator located on the roof.

Section 4.5.1 – Decommissioning Goal

The electrical distribution system including the emergency power system will remain active as the facility will be closed in a heated “warm” condition.

Section 4.5.2 – Decommissioning Actions

No decommissioning activities are necessary for the electrical distribution system, including the emergency generator systems.

Section 4.5.3 – Maintenance

On a semi-annual schedule, power panels and breakers should be visually inspected. The facility generator should be inspected on a weekly schedule to insure its condition hasn't changed. There are no transformers in the building.

Section 5.0 – Generalized Building Closure Actions

Section 5.1 – Heating Systems

Section 5.1.1 – 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 maintain heat systems in a heated condition for future reuse.

Section 5.1.2 – Decommissioning Actions

The heating systems will remain active and set at a minimum temperature to maintain the building in an appropriately heated condition.

Section 5.1.3 – Maintenance

The condition of the buildings and systems should be inspected monthly 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 noted accumulations of water from piping and equipment.

Section 5.2 – Potable Water Systems

Section 5.2.1 – Decommissioning Goal

The goal of decommissioning is to achieve protection of existing water piping and fixtures for future use.

Section 5.2.2 – Decommissioning Actions

Water systems will remain active as the building will be maintained in a heated condition. The hot water heaters located in the boiler room should be shut off and drained.

Section 5.2.3 – Maintenance

Weekly visual observations of the building water systems should occur to ensure that no leaks or breaks are present. Repairs should be made as necessary to address any damaged or otherwise failing system components. The backflow preventer will be tested annually.

Section 5.3 – Sanitary Sewer Systems

Section 5.3.1 – 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 5.3.2 – Decommissioning Actions

Wastewater systems will remain active as the facility will be closed in a heated condition.

Section 5.3.3 – Maintenance

Review of the condition of the building sanitary sewer systems should be performed on a weekly basis by qualified maintenance personnel and any repairs made as needed.

Section 5.4 – Emergency Life and Safety Systems

Section 5.4.1 – Decommissioning Goal

Emergency Life and Safety Systems include standpipes, fire alarm, emergency lighting, exit lights, and kitchen hood fire suppression system will remain active and functional.

Section 5.4.2 – Decommissioning Actions

Life safety systems will be maintained active and functional as the facility will be maintain in a heated “warm” condition.

Section 5.4.3 – Maintenance

Review of the condition of the life safety systems will be performed on a weekly basis by qualified maintenance personnel and any repairs made, or contracted out, as needed. There are two combustible storage cabinets in the boiler room that will be removed.

Section 5.5 – Lighting

Section 5.5.1 – Decommissioning Goal

Interior building lights are to be turned off.

Section 5.5.2 – Decommissioning Actions

Shut off lights.

Section 5.5.3 – Maintenance

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

Section 5.6 – Refrigeration and Air-Conditioning Systems

Section 5.6.1 – Decommissioning Goal

Air conditioning and refrigeration systems at the facility are comprised of commercial grade coolers and freezers located in the kitchen, a split AC system that serves the medical unit, and a self-contained AC unit for the program space that is currently inoperable. There are thru window AC units in offices and staff occupied spaces in various locations. The goal is to maintain the fixed equipment in the kitchen in the best possible condition and in compliance with environmental regulations. Any thru window AC unit present during the decommissioning should be removed and disposed of in accordance with department policy and environmental laws.

Section 5.6.2 – Decommissioning Action

The facility's refrigerant program will be amended to reflect any changes resulting from the removal of equipment and then be filed for future reference.

Section 5.6.3 – Maintenance

On a weekly basis, the equipment should be inspected for any signs of oil or refrigerant leaks and corrective action taken as needed.

Section 5.7 – Miscellaneous

Section 5.7.1 – Decommissioning Goal

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

Section 5.7.2 – Decommissioning Actions

Section 5.7.2.1 - Daily fire and safety inspections

Weekly fire and safety inspections should be conducted once the facility is closed.

Section 5.7.2.2 - Regulatory Environmental Requirements

Section 5.7.2.2.1 - Petroleum Bulk Storage (PBS)

The Lincoln Facility has one (1) 2,500-gallon #2 fuel oil aboveground Petroleum Bulk Storage (PBS) Tank (ID #001) that is in the basement and registered with the Department of Environmental Conservation (Registration ID 2-151645). There are currently no open petroleum spills on file with NYSDEC. The tank may be maintained in its current condition as “out of service” for up to 12 months. After 12 months of “out of service”, the tank must be permanently closed in accordance with DEC regulations. Permanent closure of the tank may be accomplished in-place or with physical removal. The OGS Tank Program may be utilized for permanent tank closure. A determination will be made in the future at the appropriate time.

Section 5.7.2.2.2 – 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 5.7.2.2.3 - Air Permitting

Lincoln Correctional Facility operates a 280KW natural gas emergency generator and two (2) natural gas boilers. The facility maintains an Air Facility Registration Certification with DEC. If the generator and boilers remain operational, all air permit recordkeeping must continue to be maintained by DOCCS staff. If the generator and/or boilers are ultimately decommissioned, DOCCS will utilize its environmental consultant to terminate the air permit.

Section 5.7.2.2.4 – Chemical Bulk Storage

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

Section 5.7.2.3 – Wastewater

Lincoln Correctional Facility discharges its sanitary sewage to the City of New York Publicly Owned Treatment Works (POTW) for treatment.

Section 5.7.2.4 - Environmental Site Assessment

A Phase 1 Environmental Site Assessment will be conducted at the facility to ascertain if there are any environmental conditions that warrant further investigation.

This assessment will review the history of the facility and perform an inspection of the property.

If the above assessment results in conditions that need further investigation, then a Phase 2 environmental site assessment will need to be conducted. Both assessments will be coordinated as necessary through OGS.

Section 5.7.2.5 – Furniture and Equipment

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

Section 5.7.2.6- Roof

The roof should be inspected weekly for physical damage and debris weekly. The roof drains should be observed and cleaned as needed.

Section 5.7.2.7- Phone/Data

The decommissioning of phone and data systems will be coordinated with ITS.