

Nebraska State Capitol

# Office of the Capitol Commission

Annual Report  
2012

# Lincoln Monument Centennial 1912 – 2012

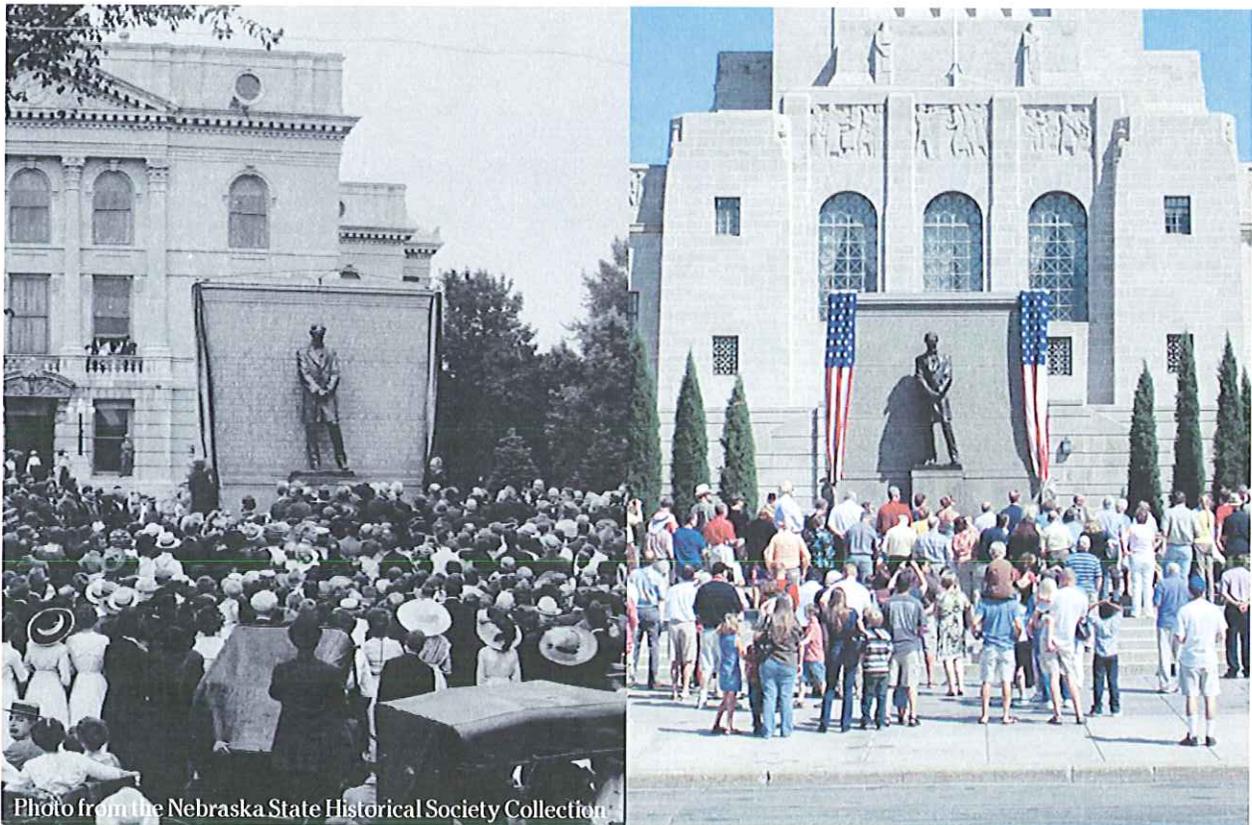


Photo from the Nebraska State Historical Society Collection

On September 2, 2012 the Office of the Capitol Commission, with support from the Nebraska Humanities Council and the Nebraska Cultural Endowment, celebrated the 100th Anniversary of the dedication of the Lincoln Monument on the west side of the Nebraska State Capitol. OCC staff began preparation for the event in March. Staff researched the history of the Lincoln Monument and the process which led to its creation. This information was shared with the public via a July 10th Brown Bag presentation for the Preservation Association of Lincoln, available on demand through the PAL link on the Capitol's website, and a display on ground floor of the Capitol. For the rededication ceremony Capitol staff created wooden frames to mount United States flags on the Monument's granite stele as a tribute to the unveiling 100 years to the day earlier. The day's interior and exterior programs can be viewed on demand from Lincoln's 5 CITY TV via a link on the capitol.org blog. The September 2nd event was the culmination of five months planning and preparation, including conservation of the Lincoln statue, and was deemed a great success.

## **Capitol Tours and Special Events**

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### **Tours-**

During the past year almost 1800 tours were given.

- over 20,000 school children during Spring 2012
- Over 80,000 total visitors in Capitol
- Special tours for guests of Executive, Legislative and Judicial branches, trade mission tours, Mayor's Committee for International Friendship, groups traveling with US State Department, classes from colleges across Nebraska to meet curriculum needs, art and architecture tours, pre-school and day care tours

### **Special Events-**

- 34 News Conferences
- 97 Wedding events and activities
- 27 Rallies/Events on the Capitol Grounds
- 32 Displays, First Floor Rotunda, State or Non-Profit Sponsored
- 10 Concerts, Second Floor Rotunda
  - Music in Our Schools Concert Series
- 5 Capitol Dining Room Events, Private Vendor
- 21 Rotunda Ceremonies, including:
  - Martin Luther King Ceremony
  - State Bar Association Swearing In Ceremony
  - Girls and Boys State Events
  - Governor's Employee/Supervisor of the Year Ceremony
  - Youth Art Month Award Ceremony
  - Department of Education Ceremonies and Programs
  - Hispanic Heritage Month Commemoration
  - Department of Corrections Awards Ceremony
  - Nebraska Girl Scouts Awards Ceremony
- 4 special exterior lightings of Capitol
- 3 road race events at Capitol
- 1 Military Commissioning Ceremony

# Capitol Custodial

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## Recycling Increases

Since Governor Kay Orr first began recycling programs for state government, recycling efforts have continued to expand and increased volumes have been achieved. In addition to their daily cleaning duties, the Office of the Capitol Commission's custodial staff handles the paper, cardboard and material recycling efforts in the Capitol. During the past year there has been a 10% increase in recycling volume in the Capitol. This increase can be attributed to an increase in the distribution of recycling bins throughout the Capitol and more staff awareness of the importance of recycling. Proceeds from the sale of recyclable materials are used to expand the state's recycling efforts. Below, custodian Rick Naber collects recyclables from an office: blue recycle bins are placed near copy machines and desks to collect office paper. In the basement, paper is sorted by type, office paper and corrugated cardboard have more value than mixed books and magazines.



Recycling bins near vending machines collect glass, plastic and aluminum. In the basement these materials are stored in green bins separately from the paper.

## **Capitol Custodial**

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-Five nights/week, 52 weeks/year OCC custodial staff cleans 70,000 sq. ft. of Preservation space. OCC oversees Service Master custodial services cleaning an additional 195,000 sq. ft. of adaptive use space daily.

-OCC staff has increased corridor cleaning in the areas of interior renovation this past year and has cleaned office suites after construction renovation

-OCC cleans carpet in the Capitol and does specialty cleaning of exotic finishes in all preservation spaces

-OCC has increased custodial presence in the Law Library to maintain this Preservation Space and new office space based on an increased use of the Law Library by the Supreme Court Judicial Education Division.

-OCC staff manages recycling duties in the Capitol, primarily paper and cardboard, the amount of recycling within the Capitol has increased by 10% over the past year, plastic and aluminum recycling continues to increase

-OCC staff handles approximately 7 tons of cardboard, 50 tons of office paper, 10 tons of newsprint, 2 tons of magazines, 6 tons of mixed paper and approximately ½ a ton each of aluminum and plastic

-OCC staff has all floor cleaning duties and this year, due to contract staff turnover, has begun an extensive training program to introduce new workers to the unique nature of the Capitol's floors by stripping, refinishing and restoring wardrobe and sink closet floors in newly renovated offices, this training has integrated the contract floor crew with in-house staff to produce results that meet or exceed contract requirements

-OCC staff continues the floor renovation program which will eventually strip and refinish all perimeter stone floors on first and second floors

-OCC custodial staff continues to be involved with event setups as more groups discover the beauty of the building and have event in the Capitol

# Grounds Maintenance

Office of the Capitol Commission November 2011-2012

## Equipment Maintenance

The daily maintenance of 43.32 acres of landscape and hardscape by the combined Office of the Capitol Commission and State Building Division grounds staff requires an extensive inventory of equipment. This inventory includes power equipment and hand tools. Grounds staff use several trucks with snow blades, a stock truck and a trailer. This equipment is maintained by a full time mechanic who is also called upon to use the equipment and support grounds staff. While the grounds crew is mowing in summer, maintenance is being done on snow equipment. During the winter months, after the snow is removed from parking lots and sidewalks, the mechanic returns to the shop to repair and prepare mowers and turf equipment for the upcoming spring. Those working in the Capitol and the many visitors benefit from the mechanics skill in keeping the grounds equipment in top running order.



Above, snow removal equipment is lined up in the Mechanic's shop waiting for inspection and maintenance in preparation for the coming winter. All equipment is cleaned before it is put away for the season, and then serviced before the season begins. Right, in mid-October snow plows are installed on trucks in anticipation of the first snow.



## **Grounds Maintenance**

Office of the Capitol Commission November 2011-2012

- Daily maintenance of 1,886,981 square feet (43.32 acres) of landscape and hardscape by combined Office of the Capitol Commission and State Building Division grounds staff.
- Modified irrigation schedule, July - September, due to drought and water restrictions, watered trees and shrubs by hand
- Installed new shrubs in the Executive lot east of the Capitol
- Repaired irrigation lines, due to squirrel's seeking water by chewing lines
- Restriped parking lots
- Power washed and prepped north drive for painting
- Planted a Sugar Maple tree on the northeast Capitol lawn for Arbor Day.
- Removed shrubs and tree stumps on Centennial Mall prior to construction yards being established
- Selected, cut, decorated, maintained and removed Capitol Rotunda Holiday tree
- Maintained grounds at newly acquired 1526 Building
- Tried to remove candle wax after vigil
- Replaced Concolor Fir trees at north and south entrances

-Mechanic and assistant maintained:

Six vehicles (four pickups with snow blades and two stock trucks)

Three Toro riding mowers with snow broom attachments in winter

Three John Deere tractors, one with a front end loader, snow blower, aerator, and forklift attachment and two smaller tractors

Seven push mowers

Self propelled and pull type aerator

Two riding spreaders for the lawn and smaller push spreaders

Assorted weed whips and edgers

Tennant floor sweeper for cleaning parking lots and garages

Three sprayers for the lawn

Five snow blowers and three self-propelled snow brooms

## Capitol Collections

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### **The way it was..... Room #1201 in 1930**



DRAFTING ROOM FEBRUARY, 1930

The Nebraska Capitol Collection Archive contains important photographic documentation of the Nebraska State Capitol and its uses through the years. The image above came to the Capitol Collection Archive via the Nebraska Department of Roads. In 1930, when this photograph was taken, the Department of Public Works (later renamed the Department of Roads) was located in the southeast quadrant of ground floor. At that time Room #1201 was a drafting room. As the Office of the Capitol Commission adapts Bertram Goodhue's Capitol to meet the changing needs of government, historical photos are important documentation of these changes. Room #1201 is being partitioned to provide additional Legislative Office space. After the project is complete, this photo will remind future Capitol caretakers of the original configuration of Room #1201.

## **Capitol Collections Program-**

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### **Program Activity-**

- Updated Archivists Toolkit database
  - added detailed descriptions of original construction correspondence
  - verified and cross referenced remotely located materials
  - enhanced ability to search specific topics in database
  
- Replaced construction era blueprint reference drawings in Maintenance Shop
  - searched Collection for the best copies of the original blueprint drawings showing the mechanical, electrical and plumbing systems
  - duplicated drawings on stronger, more durable Tyvek
  - acquired digital copies of drawings for future reproduction
  - retired original blueprint linen drawings to Archive
  
- Provided tours of archive for various groups
  
- Processed photo requests
  
- Administered Humanities Grant supporting September 2, 2012 Lincoln Monument Rededication Ceremony
  
- Displayed materials related to Lincoln Monument in First Floor Rotunda

### **New materials added to our collections:**

- Number of donors: 20
- Total number of OCC purchases: 56
- Number of items acquired: 107
- Examples of items added to the collections:
  - 5 new books
  - Lincoln Monument images
  - 22 images of Capitol and grounds

# Building Conservation

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## Finishing Touches

Bertram Goodhue's design for the Nebraska State Capitol featured numerous large open plan offices. The Office of the Capitol Commission identifies these areas as adaptive use space. This year, OCC is adapting a large office area for the Legislature. The installation of interior walls will create an additional Senator's Office Suite and a private office for an administrator. The work of constructing the offices is handled by contractors with OCC staff providing the finish work. Below, in the first steps, the contractors partition the space with concrete blocks which are then covered in plaster in a manner compatible with the original building fabric. The offices feature transom windows which allow light from courtyard windows to reach the interior offices. OCC uses walnut and slate, for window, door and floor trim, matching the Capitol's original finishes. Once the new trim has been added and the existing trim has been refinished, lighting is installed, the final phase of the project is carpet installation. The new



offices will be furnished with a combination of Capitol original and compatible furnishings. The goal is to create office space which looks like it's always been a part of the Capitol.



## **Building Conservation-**

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### **Restoration Activity/Carpentry Shop Furniture Program-**

- Restored 51 blind units on 1<sup>st</sup> and 2<sup>nd</sup> floor, stripped, repainted, repaired hardware and installed new cords, tapes, and slats.
- Restoration of venetian blinds in Law Library, 3 large blinds from Reading Room and 11 blinds from main library room removed, cleaned, and repaired
- Restored/reupholstered four banquette type seating benches for the Governor's Reception Room, repaired and rebuilt bench frames, finish, upholstery support and padding cushions and covering
- Restored 31 doors and doorway casings for Room/Suites #2216, 2219, 2220, 2103 and 1201
- Restored nine desks
- Restored five conference tables
- Restored seven chairs
- Restored two hall trees
- Restored two six section barrister bookcases
- Transported and stored office furnishings during room renovations
- Repaired and restored two southwest elevator interior Walnut doors

### **Shop staff daily work-**

- Responded to work orders
- Helped with snow removal
- Machinist
  - Ongoing key and lock maintenance program
  - Manufacture blind hardware
  - Repaired and cleaned door and window hardware for office renovation
  - Fabricated temporary window covers
  - Fabricated hardware for installation of elevator floor indicator

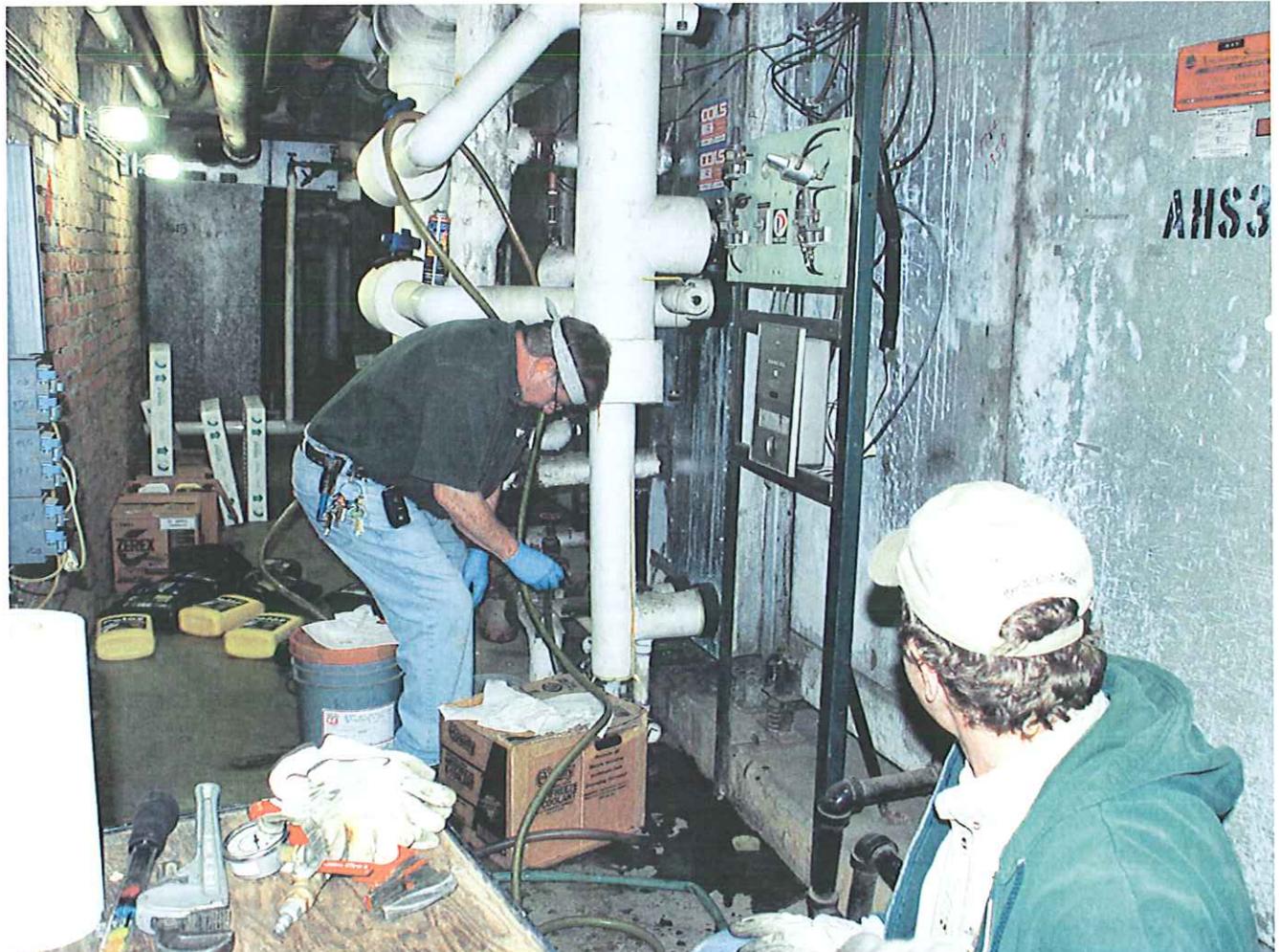
- Cabinetry
  - Supported furniture shop with repair of furniture, helped repair and reinstall blinds
  - Fabricated and installed 24 new Senator's name boards
  - Assisted with office renovation, removed all woodwork
  - Fabricated three new doors and door jams for new offices in #1201 and all the wood trim for walls
  - Fabricated 22 windows for the new offices in #1201 and all wooden trim for windows
  - Fabricated 640 feet of new picture molding for #1201
  - Fabricated three new birch cabinets for Supreme Court Judges in offices #2218, 2219, 2222
  - Replaced damaged window panes in Room #2219 and #2221
  - Remodeled 1<sup>st</sup> Floor Information Desk woodwork
  - Continued restoration of courtyard benches
- Mason
  - Ongoing cleaning and repair of interior stone finishes
  - Cleaned all slate base in all office renovation areas
  - Added electrical receptacle boxes in masonry walls of office renovation areas
  - Added slate threshold in Room #2101 (Speaker's Suite)
  - Cleaned southwest elevator vestibules as part of elevator renovation project
  - Prepared southwest elevator vestibules for installation of elevator floor indicator dials

# Maintenance and Preventative Maintenance

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## Making the Switch

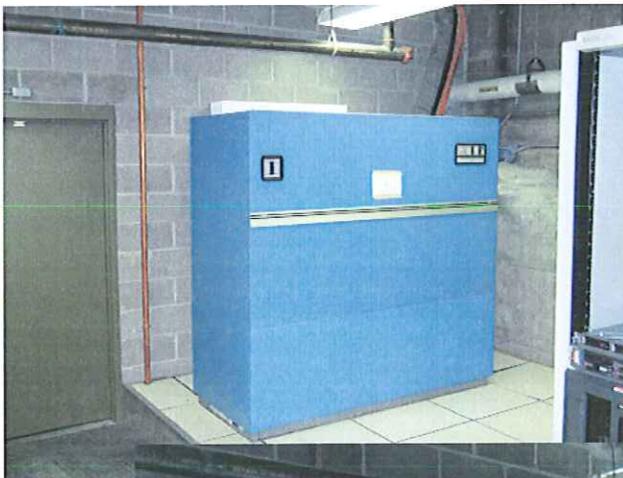
The Office of the Capitol Commission Maintenance staff works hard to see that the Capitol's heating and cooling system runs as efficiently and safely as possible. Twice a year, when staff switches the steam and chilled water systems from heating to cooling and back again, the numerous pumps and pipes are inspected for leaks and wear. It may be necessary to replace a pump rather than repair it because some parts are no longer manufactured due to pump technology advances. As the switch from cooling to heating is made, staff pressurizes the pumps and pipes blowing out any residual water. Staff then adds antifreeze to the lines and circulates it throughout the system. The antifreeze keeps the chilled water pipes from freezing in winter. There are eight pumping stations in the basement, six on third floor, and 3 in the tower. If staff was able to dedicate all their time and resources to this one seasonal activity it would take a week and a half to complete. Because of their other duties and their involvement with renovation projects, the transition sometimes takes longer. Below, John Steele and Kent Bonebright, with the Office of the Capitol Commission can be seen at work winterizing a chilled water pump.



# Building Technology Improvement

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The Office of the Chief Information Officer maintains a supplemental data center in the basement of the Capitol. While the Office of the Chief Information Officer funds the maintenance and operation of the data center, Office of the Capitol Commission staff act as project managers for the OCIO. This year the two oldest computer room air conditioners were replaced with slightly used computer room air conditioners which had been surplus by another agency. The Capitol Manager conducted meetings with OCC and OCIO staff to plan the project and identify construction activity. The Office of the Capitol Commission contracted with Alvine Engineering to complete a feasibility study and create final design documents. The Capitol Manager oversaw the bid process this summer and Bryant Heating and Air Conditioning was the successful bidder. The project was completed to the satisfaction of the Office of the Chief Information Officer.



Twenty year old cooling equipment, left, and a newly installed computer room air conditioner, below, were part of an upgrade conducted by the Office of the Capitol Commission. The new more energy efficient unit will save the state money and improve conditions in the Office of the Chief Information Officer's data center located in the Capitol basement. The unit is monitored in-house by Office of the Capitol Commission maintenance staff and by Office of the Chief Information Officer technical support staff.



# **HVAC/Electrical/Plumbing**

## **Maintenance and Preventative Maintenance**

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### **Shop staff daily work-**

- daily rounds to inspect HVAC equipment for proper operation
- hot/cold calls from Capitol occupants, lights out calls, etc.
- sound system and electrical for Capitol events
- seasonal heating/cooling change, work on steam and chilled water system pneumatic controls

### **Preventative Maintenance/ Work Orders**

- responded to over 500 work order calls
- staff performs approximately 1,050 PM's per year
- check and replace air filters
- grease motor and fan bearings
- check air handler belts
- tear down and inspect hot water boilers
- service air compressors for pneumatic system
- service ice makers and café kitchen equipment
- inspect electrical system in Capitol
- clean and inspect special A/C units in server and hearing rooms
- clean and inspect all roof drains semi-annually
- inspect exterior lighting weekly to insure safety and security
- re-lamp Capitol chandeliers
- change ballasts for office lighting upgrades
- clean cooling coils in induction units
- install power and lighting in renovated offices