



Annual Report on the Operations and Maintenance Costs of all
Buildings Controlled, Maintained, and Operated by the
Department of General Services (DGS)

**TO THE CHAIRS OF THE HOUSE APPROPRIATIONS AND SENATE FINANCE
AND APPROPRIATIONS COMMITTEES, THE SECRETARY OF
ADMINISTRATION, AND THE DEPARTMENT OF PLANNING AND BUDGET**



**COMMONWEALTH OF VIRGINIA
RICHMOND
SEPTEMBER 1, 2025**

EXECUTIVE SUMMARY

Item 71 A.3, Chapter 725 of the 2025 Virginia Acts of Assembly requires the Department of General Services (DGS) to report to the Chairmen of the House Appropriations and Senate Finance and Appropriations Committees, the Secretary of Administration, and the Department of Planning and Budget regarding the operations and maintenance costs of all buildings controlled, maintained, and operated by the Department of General Services. The report shall include, but not be limited to, the cost and fund source associated with the following: utilities, maintenance and repairs, security, custodial services, groundskeeping, direct administration and other overhead, and any other operations or maintenance costs for the most recently concluded fiscal year. The amount of unleased space in each building shall also be reported.

FY 2025 OFM Internal Service Fund 0604 Expenditure Report Required by Item 71. A.3., Chapter 725, 2025 Appropriation Act				
Expense Item	Non-discretionary Expenses	Discretionary Expenses	Service Agreements	Total
Electricity	\$5,685,594		\$1,185,353	\$6,870,947
Water & Sewer	\$1,207,665		\$180,426	\$1,388,091
Steam	\$314,374		\$122,258	\$436,632
Natural Gas	\$988,529		\$34,137	\$1,022,666
Total, Utilities	\$8,196,162	\$0	\$1,522,174	\$9,718,336
Personal Services Costs- Salaries & Benefits	\$5,785,567		\$1,600,439	\$7,386,006
Overtime and Wage	\$553,158		\$103,351	\$656,509
Elevators- Maintenance & Repair- contractual	\$1,640,709		\$176,500	\$1,817,209
Building Controls - Maintenance & Repair- contractual	\$657,000	\$105,000	\$157,000	\$919,000
HVAC/Chiller Maintenance & Repair - contractual	\$1,689,000		\$595,000	\$2,284,000
Life Safety Systems Maintenance & Repair - contractual	\$989,000		\$238,000	\$1,227,000
Building Access Systems Maintenance & Repair - contractual	\$446,000		\$63,500	\$509,500
Generator Service- Maintenance and Repair - contractual	\$105,000		\$59,500	\$164,500
Water Treatment (HVAC)- Maintenance & Repair- contractual	\$176,000		\$42,350	\$218,350
Air Filtration Program (HVAC)- Maintenance & Repair- contractual	\$144,175		\$35,600	\$179,775
Repair and Maintenance Supplies and Materials	\$533,672		\$139,900	\$673,572
Non-Power Repair and Maintenance	\$0		\$0	\$0
Power Repair and Maintenance Equipment	\$0		\$9,418	\$9,418
Building Improvements	\$0		\$2,800	\$2,800
Paint and Carpet	\$0	\$117,000	\$0	\$117,000
Critical Project Management	\$0		\$22,500	\$22,500
Work Orders - Agency Requests for Services	\$0	\$3,537,700	\$0	\$3,537,700
Total, Maintenance and Repair Services	\$12,719,281	\$3,759,700	\$3,245,858	\$19,724,839
Security - Personal Services	\$528,721		\$0	\$528,721
Security - contractual	\$1,897,935		\$0	\$1,897,935
Security Badging/building access materials	\$242,200		\$0	\$242,200
Total, Security	\$2,668,856	\$0	\$0	\$2,668,856
Custodial - Personal Services	\$1,984,306		\$922,000	\$2,906,306
Custodial Supplies	\$375,822		\$74,400	\$450,222
Custodial services - contractual	\$2,626,400		\$114,000	\$2,740,400
Extermination Services - contractual	\$29,445		\$4,890	\$34,335
Refuse and Recycling Services - contractual	\$199,739		\$115,100	\$314,839
Total, Custodial Services	\$5,215,712	\$0	\$1,230,390	\$6,446,102
Snow removal - contractual	\$2,200		\$5,550	\$7,750
Landscaping - contractual	\$89,500		\$27,000	\$116,500
Agricultural Supplies	\$1,662		\$1,000	\$2,662
Plants	\$20,500		\$5,167	\$25,667
Total, Groundskeeping	\$113,862	\$0	\$38,717	\$152,579
VITA/Telecommunications/IT Expenditures	\$824,464		\$60,613	\$885,077
Personal Services - Admin	\$461,753		\$0	\$461,753
Agency support services (fiscal, HR, procurement, etc.)	\$1,211,000		\$700	\$1,211,700
Admin M&O	\$208,809		\$208,478	\$417,287
Maintenance Overhead	\$0		\$0	\$0
Total, Direct Administration & Overhead	\$2,706,026	\$0	\$269,791	\$2,975,817
Payment in Lieu of Taxes	\$2,452,725		\$28,790	\$2,481,515
Insurance (Property, Boiler/ Machinery, Auto, General Liability,	\$376,067		\$92,625	\$468,692
Debt Service: ESCOs (due through 2027)	\$1,471,740		\$0	\$1,471,740
Equipment Rentals	\$20,476		\$18,220	\$38,696
Equipment Installment Purchases	\$0		\$0	\$0
Non-operating Part 3 cash transfers	\$0		\$0	\$0
Total, Other	\$4,321,008	\$0	\$139,635	\$4,460,643
TOTAL, ALL COSTS	\$35,940,907	\$3,759,700	\$6,446,565	\$46,147,172

FUND SOURCES FOR 0604		
Rent Plan (State & Private Tenants, Insurance Recoveries)		\$35,892,236
Service Agreements		\$6,446,565
Special Maintenance Services		\$2,117,130
TOTAL, FUND SOURCES		\$44,455,931

Unleased Office Space in DGS-Owned Facilities

As of July 1, 2025

In accordance with Item 71 A.3. of Chapter 2, 2024 Appropriation Act, "On or before September 1 of each year, DGS shall report to the Chairmen of the House Appropriations and Senate Finance Committees, the Secretary of Administration, and the Department of Planning and Budget regarding the operations and maintenance costs of all buildings controlled, maintained, and operated by the Department of General Services. The report shall include, but not be limited to, the cost and fund source associated with the following: utilities, maintenance and repairs, security, custodial services, grounds keeping, direct administration and other overhead, and any other operations or maintenance costs for the most recently concluded fiscal year. The amount of unleased space in each building shall also be reported"

Building	Unleased Office Space Types (sf)			Comments
	Available Office Space no prospective tenant and not undergoing or pending renovation	Undergoing or Pending Renovation in <2 years	Pending Renovation in 2+ years, or Pending Demolition	
Carillon		500		Undergoing Renovations
Pocahontas			345011	Pending Demolition - early 2026
Monroe			600000	Pending Demolition or Sale
Old City Hall	28000			House / Senate to assign space assignments - early 2026
Washington		8873		Pending agency move from Monroe - Fall of 2025
Main St Centre		43500		Relocating TAX from part of their floors, move of other agencies to make space for Monroe building designated tenants - early 2026
Oliver Hill		2800		Pending agency moves from Monroe - early 2026
TOTALS	28000	55673	945011	