WELCOME

Monthly Building Coordinator Meeting

Via ZOOM

July 17, 2024

IOWA

Facilities Management

Agenda

University Classroom Building Hours:

Renee Houser – Director, Classroom Management and Operations

FM Custodial Services:

Andy Bruckner - Director, Custodial Services

Surplus Property System Implementation:

Sherry Reynolds-Miller, Steve Stange, Kris Halter –UI Surplus Property Office

Design and Construction Services – Change Management Updates:

Ryan Dehart and Dave DeGroot– Associate Directors, Design & Construction

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Facilities Management

University Classroom Building Hours

Classroom Scheduling, Renee Houser

University Classroom Building Hours Background

→ Classroom Scheduling oversees

- 312 University Classrooms and schedules within 34 academic buildings

→ Class & event times are scheduled across all buildings

- 7:30 am – 9:30 pm, M-TH
- 7:30 am – 6:00 pm, F
- Weekends support supplemental activities at various time frames

→ Building hours are created by building occupants with oversight by the building coordinator

- However, Classroom Scheduling is not always included in discussion

The Challenge

→ Campus does not operate on a standard building hour philosophy creating access inconsistencies across campus

→ No consistent practice to communicate with Classroom Scheduling when changes are desired, permanent or temporary
  - Our notification in some cases results only on the action [or memory] of Security Engineering Services, SES (aka DPS Access Services)

→ Changes requested by occupants may not take the UCR classroom schedules into consideration – essentially "locking" out previously scheduled classroom users
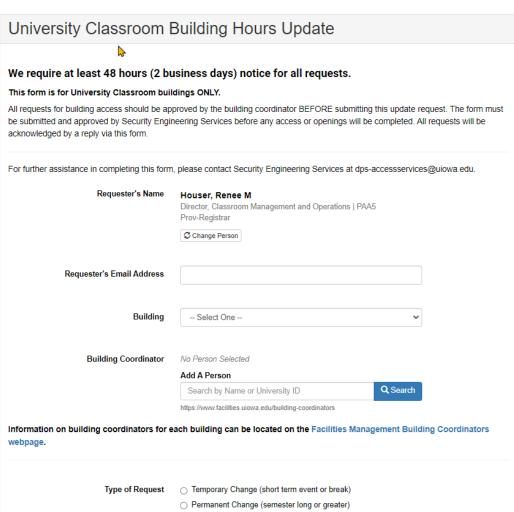
Process Improvement

→ New strategy supported by Office of the Executive Vice President and Provost

→ Creation of a workflow form allows stakeholders to review, comment, and approve building hours, effective July 1, 2024

→ Provides a streamlined, cohesive platform that will ensure students, staff, and faculty have access to the most accurate information. **This process simply replaces the previous email to our office or SES**

→ All building coordinators or approved staff who manage hours of **campus buildings where UCRs reside are now required** to use the new **University Classroom Building Hours Workflow Form**

→ For **all non-UCR buildings**, an email request to Security Engineering Services can continue without use of the form

University Classroom Building Hours Workflow Form

→ Requests must be submitted with 48 hours notice (2 business days) to completed the routing path

→ Building Coordinator should approve departmental request BEFORE form submission

→ Classroom Scheduling & SES must approve the form BEFORE any building access is programmed

University Classroom Building Hours Update

We require at least 48 hours (2 business days) notice for all requests.

This form is for University Classroom buildings ONLY.

All requests for building access should be approved by the building coordinator BEFORE submitting this update request. The form must be submitted and approved by Security Engineering Services before any access or openings will be completed. All requests will be acknowledged by a reply via this form.

For further assistance in completing this form, please contact Security Engineering Services at dps-accessservices@uiowa.edu.

Requester's Name   **Houser, Renee M**
Director, Classroom Management and Operations | PAA5
Prov-Registrar

↻ Change Person

Requester's Email Address [   ]

Building   [-- Select One --   ▾]

Building Coordinator   *No Person Selected*
Add A Person
[Search by Name or University ID] [🔍 Search]
https://www.facilities.uiowa.edu/building-coordinators

Information on building coordinators for each building can be located on the Facilities Management Building Coordinators webpage.

Type of Request   ○ Temporary Change (short term event or break)
○ Permanent Change (semester long or greater)

Required Information

→ Requester's name

→ Building Coordinator's name

→ Type of Request
- Temporary – short term event or break
- Permanent – semester long or greater

→ UCR building name

→ Reason for request

→ Date or Date Range

→ Unlock time for each day of the series

→ Relock time for each day of the series

→ Entrance number(s) to be adjusted (e.g., **ENT #7 and #8**)

→ Optional: Attachment field for documents, memos, or spreadsheet to share complex programming requests

Stakeholder on Workflow Path

→ After submission of the workflow
- Stop 1   Classroom Scheduling Office
  - Upon approval, form advances

- Stop 2   SES
  - Upon approval, form completed & notification to requestor & Classroom Scheduling so we can continue our coordination tasks

- Stop 3   Space Planning / CLAS (Maggie Vogel)
  - VIEW Only for courtesy & FM's building hours table

- Stop 4   Building Coordinator (BC)
  - VIEW for courtesy, can provide comments.
  - **If** Classroom Scheduling ad-hoc the BC into the workflow path, their approval is necessary

New Hours Display . . . Finally

https://facilities.uiowa.edu/building/0002

Online Form Links

Want More Details?

https://classrooms.uiowa.edu/classroom-assistance/building-hours-information

Frequently Asked Questions: Building Hours Workflow Form

Are there standard hours required for buildings housing University Classrooms?	⌄

What is considered a "temporary" change to building hours?	⌄

What is considered a "permanent" change to building hours?	⌄

Do departments that independently manage their building hours (i.e., those not utilizing SES Access Services) need to alter their current process for submitting building hours?	⌃

No. Departments that manage their own building hour changes will continue to do so. Please be sure to notify Classroom Scheduling of any changes via email at registrar-room-res@uiowa.edu.

WORKFLOW FORM QUESTIONS?

Please direct all questions to Classroom Scheduling or SES Access Services.

[CLASSROOM SCHEDULING →]   [SES ACCESS SERVICES →]

THANK YOU

WORKFLOW FORM QUESTIONS?

Please direct all questions to Classroom Scheduling or SES Access Services.

[CLASSROOM SCHEDULING →] [SES ACCESS SERVICES →]

Facilities Management

FM Custodial Services update July 2024

Building Coordinators Meeting

July 17, 2024

FM Custodial Services

Custodial Services is comprised of professional employees with a vision to be recognized for our excellence in facility cleanliness, passion for customer service, and strives to be ***the place where people want to work.***

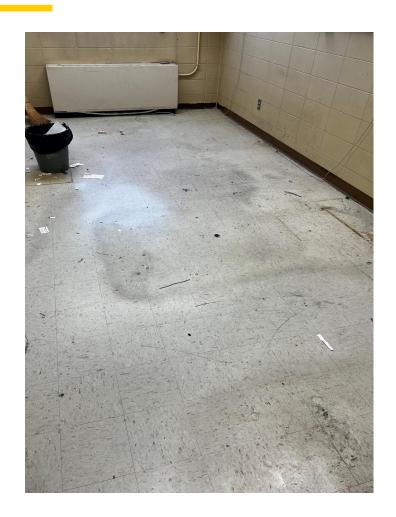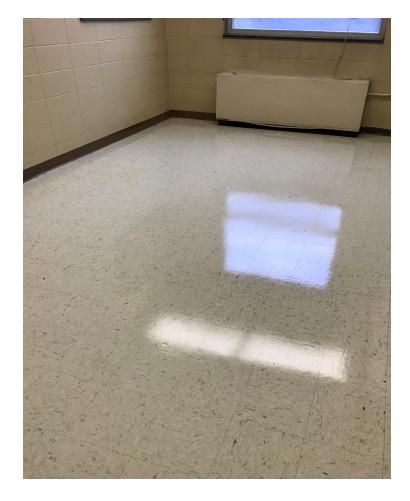**We support the University of Iowa** by creating a physical environment that is clean, safe and conducive to learning and research.

Only through a clear vision of the desired future and an in-depth analysis of the past can we attain our desired goals and have them realized.

FM Custodial Services

FM Custodial Services
What we do
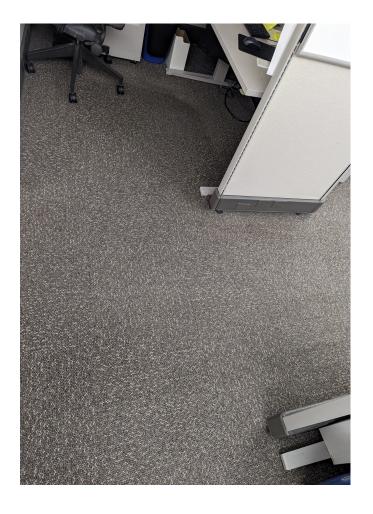
Journalism Building water damage/clean-up

FM Custodial Services

So much sand and salt to clean up this week. Great job, everyone! Photos of BCSB!

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FM Custodial Services

FM Custodial Services

We support the University of Iowa by creating a physical environment that is clean, safe and conducive to learning and research.

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FM Custodial Services

FM Custodial Services

1ST FLOOR NORTH

- N100 & N103 – WAX 5/20/24
- N104 – WAX 5/27/24
- N105, N158, & N158E – EXTRACT 6/3/24
- N110 – EXTRACT 6/20/24
- N116 – EXTRACT 6/15/24
- N150 – EXTRACT 6/12/24
- N166 – EXTRACT 6/19/24
- N185, N187, & N189 – EXTRACT 6/22/24
- N190 – STRIP & WAX 6/24/24

2ND FLOOR NORTH

- N200 & N201 – EXTRACT 5/14/24
- N214 & N216 – EXTRACT 5/16/24

3RD FLOOR NORTH

- N300 – EXTRACT 6/6/24
- XN300 HALLWAY – EXTRACT 6/6/24
- XN350 HALLWAY – WAX 6/11/24

4TH FLOOR NORTH

- N438, N438D & N459 – EXTRACT 5/15/24
- N491 & N491A – EXTRACT 5/22/24
- N494 – EXTRACT 5/28/24
- XN450 HALLWAY – EXTRACT 6/4/24
- XN400 HALLWAY – WAX 6/11/24

BASEMENT SOUTH

- XS015 – WAX 6/10/24
- XS001 – WAX 6/11/24

1ST FLOOR SOUTH

- S106 & S107 – EXTRACT 5/13/24
- S103 & S110 – EXTRACT 5/21/24
- S112, S118, & S120 – EXTRACT 5/29/24
- XS100 HALLWAY – WAX 6/17/24
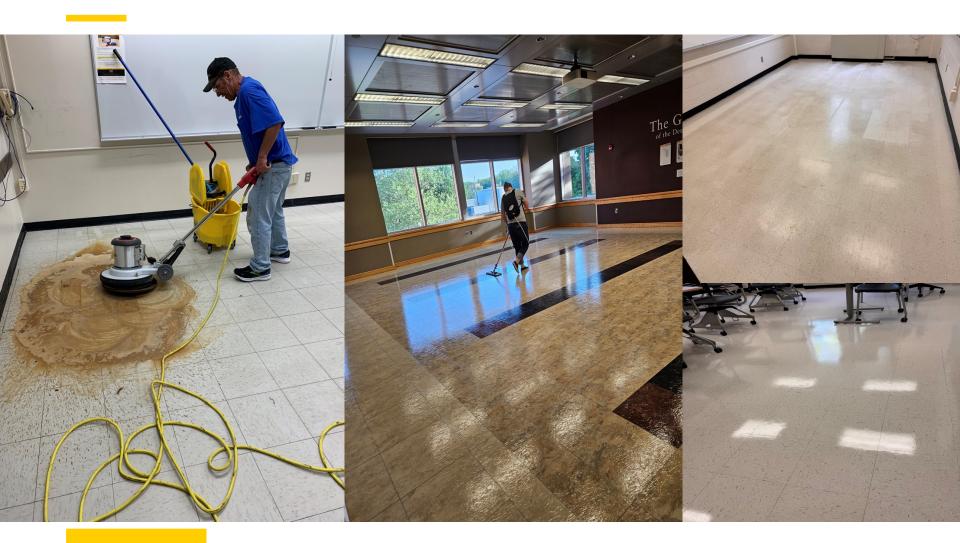- XS150 HALLWAY – WAX 6/18/24

2ND FLOOR SOUTH

- S202 – WAX 5/30/24
- S204, S210, & S210A – EXTRACT 5/23/24
- S218 & S224 – EXTRACT 6/5/24
- XS200 HALLWAY – WAX 6/13/24

3RD FLOOR SOUTH

- S302 – STRIP & WAX 6/27/24
- S311, S338 & S340 – EXTRACT 6/25/24
- S334 & S348 – EXTRACT 6/26/24
- XS300 HALLWAY – EXTRACT & WAX 6/13/24

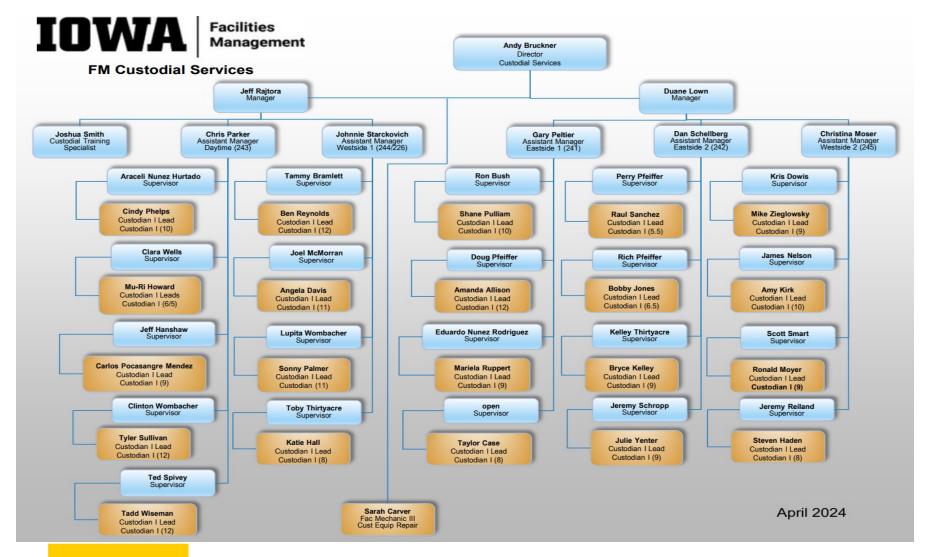**Lindquist Center Summer project work**

FM Custodial Services

Shop 242

Kelley Thirtyacre, Custodial Supervisor, was approached by the Director of Grad Studies at Chemistry and asked to speak to incoming students showing what CB custodians are responsible for and what we are not.

FM Custodial Services
Who we are

FM Custodial Services Succession Planning

Christina Moser-Assistant Manager

Shop 245

• CBRB, MEB, MERF, CNB, PBDB

WL, BSB, MRF, CMAB, EMRB,
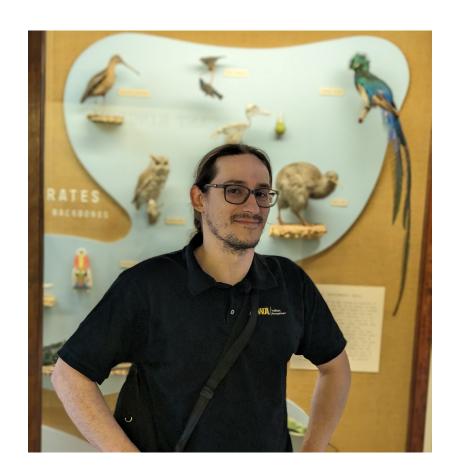
ML, MRC

FM Custodial Services Succession Planning

Kris Dowis-Supervisor (245)

Rich Pfeiffer-Supervisor (242)

FM Custodial Services Succession Planning

Shane Pulliam Shop 241

FM Custodial Services

Custodial Safety Hawk Team

*Custodial Emergency Response

Equipment Standards

Chemical & Supplies Standards

Safety Audits – EHS

Social Media (IG and Facebook)

FM Services Guide- found on FM web page under Services.

Custodial Services

The Custodial Services Unit is made up of over 250 university employees that cover over 6.3 million cleanable square feet of space and strives to become a leader in providing exceptional service to the university community. Only through a clear vision of the desired future and a critical analysis of the past can the attainment of our desired goals be realized. Services provided are funded through the General Education Fund and Auxiliary budgets to maintain and operate facilities that are directly related to the education, research and service mission of the University of Iowa.

For general funded buildings and spaces, baseline custodial services include specific tasks and frequencies for cleaning and other related tasks. Support for auxiliary and other non-GEF operations is based on a fee-for-service model.
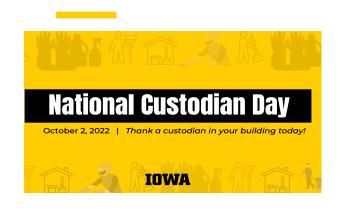
Facilities Management uses industry-wide cleaning standards as published in the APPA Custodial Operational Guidelines for Educational Facilities. The levels of cleaniness are outlined at the end of this section of the guide.

FM CUSTODIAL – BASELINE SERVICES

Auditorium, Classroom and Computer Lab Space

What to Expect: Tile is clean but may be worn in high traffic areas. Tile stains will remain if we are not able to remove them with spot cleaning techniques. Traffic patterns may appear in carpet, certain carpet stains will remain if we are not able to remove them with spot cleaning techniques. Near the end of a semester, floor finish may be dull or scratched, depending on weather and use. During the winter, foot traffic will bring moisture and dirt into the classrooms and computer labs during the day. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable. High lighting replacement is scheduled during school breaks with other maintenance to the room. Classrooms will be at highest cleanliness level at 8 AM, with possible deteriorating conditions during the day. Many classrooms are used all day into the evening with few breaks in the schedule. If possible, daytime custodial support staff will take advantage of any schedule breaks to spot clean as needed. The cleanliness level is based on the APPA Staffing Guidelines - Level 3.

| Frequency	Task
Daily	Empty trash and recycle bins, if present; remove large debris from floor before dust mopping or vacuuming; mop or spot clean floors, as needed; clean major spills from floors, as needed; reposition chairs to original position and lower tablet arms; replace chalk and erasers in General Assignment Classrooms, as needed; thoroughly clean chalkboards and whiteboards unless "do not erase or save" is written on the board; discard colored chalk due to extreme ghosting on the chalkboards; report damaged seating; clean door handles, frames and light switches.
Weekly	Wipe down tables or desktops and remove debris from chairs; spot extract carpet stains, as needed; clean instructor tables and lecterns (not electronics or equipment).
Monthly	Dust empty horizontal surfaces such as windowsills, baseboards and fixtures.
Annually	Scrub and refinish floors, as needed; extract carpet, as needed; clean reachable light fixtures, as needed; clean walls, as needed; inspect all classroom seating in preparation for the start of school.
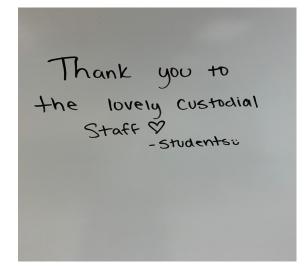
FM Custodial Services
Always there, Always the BEST
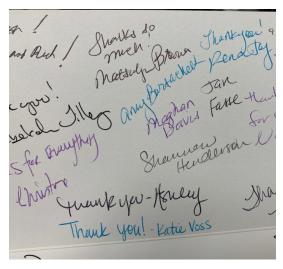
National Custodian's Day, October 2, 2024 (Wednesday)

FM Custodial Services

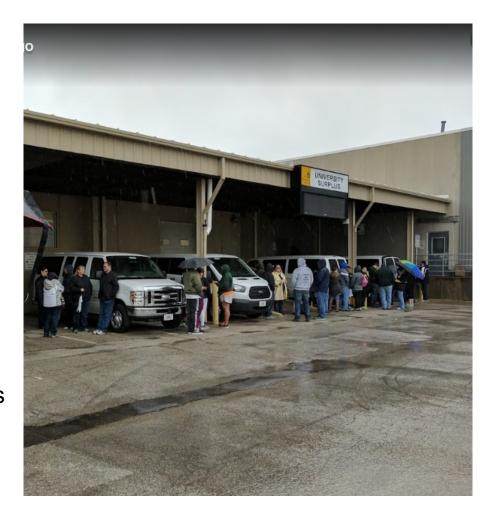Always There, Always the Best!

Questions?

University of Iowa Surplus Property Office

Surplus Property System Implementation

Sherry Reynolds-Miller, Steve Stange, Kris Halter

Introductions

→ Sherry Reynolds-Miller
- Project Manager/
  Manager FBIS Business Analysis

→ Yahong Wu
- FBIS Business Analyst

→ Steve Stange
- Surplus Property Office Manager

→ Kris Halter
- Assistant Director Business Services

Launch of New Surplus Disposal Request Application Important Information

Reynolds-Miller, Sherry K
To ⊞ BUILDING-COORDINATORS
Cc 🟢 Stange, Steven R; 🟡 Halter, Kris; 🔴 Wang, Dagong; 🔴 Rourke, Stephanie S

😊 | ↩ Reply | ↩ Reply All | → Forward | 📧 | ⋯

Thu 7/11/2024 4:23 PM

Presentation last saved: Just now

Dear Building Coordinators,

I am pleased to announce that a new Surplus Disposal Application will soon be launching to streamline the creation, processing, and management of disposal requests across campus. The tentative release date for this new system is the week of July 22nd.

Impact on Processing Times: During the transition to the new system, there may be delays in the processing times for disposal requests. To minimize any inconvenience, we encourage you to submit any time-sensitive requests using the current/legacy application before the release date. This will help avoid extended delays in handling critical disposal needs.

Building Coordinator Meeting: We invite you to attend a Building Coordinator Meeting scheduled for July 17th, from 11:00 AM to 12:00 PM. During this session, you will have the opportunity for a sneak peek at the new application and its features.

Contact Information: If you have any questions or need further clarification about the new Surplus Disposal Application or the transition process, please feel free to reach out to any of the following team members:

- Steve Stange, steve-stange@uiowa.edu, 384-4045
- Kris Halter, kris-halter@uiowa.edu, 467-1462
- Sherry Reynolds-Miller, sherry-reynolds@uiowa.edu, 384-3719

We appreciate your cooperation and understanding during this transition period. Your participation in the upcoming meeting is highly encouraged to ensure a smooth rollout of the new system.
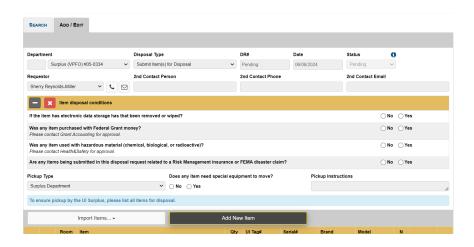
Best regards,

Sherry Reynolds-Miller

FBIS, Manager Business Analysis

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View >> Header and Footer >> Add Unit Name

What is the Surplus Property Software?

→ A system used to submit a formal request to the Surplus Property office to dispose of University owned property, equipment, etc.

→ Available on the HRIS self service page under Business Services and Surplus website.

→ Request routed through Universal Workflow for review/approval.

Why Implement the New System?

➔ The existing system…..

- o Is outdated and unable to support.
- o Integrated with a Point of Sales system that is no longer in use.
- o Browser specific – Mozilla.
- o Still using legacy workflow.

The business flow for tracking the disposal request of an asset and making sure
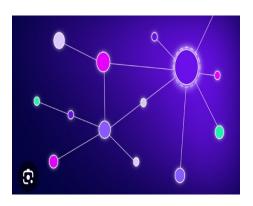
that it is appropriate for surplus is an important process.

The approval for removal of these items is critical to the success of

the Surplus Office and the University of Iowa.

Why Implement the New System?

→ System Integrations

- Identify Data Warehouse (IDW) –
  person directory, department, building populations
- Single Sign On (SSO)
- Capital Asset Management (CAM) – retrieve item info
- People Soft General Ledger (PSGL) – MFK validation
- Universal Workflow (UW) routing – offices and central office approvals
  - Legacy routes copied including sublevel
- MS Outlook – Calendar Online scheduling
- Gov Deals – Auction posting and manage sales
- Accounting Sold items – GL generator

What are the Improvements of the New System?

➔ Ease of use

- Clone feature
- Notes (Disposal Request header, Item, Sales)
- Convenient helpful hints throughout the form
- Training videos in the application, per menu item
- Online scheduling for self delivery and winning bid pick-up.

➔ Mobile Friendly

- Create request using mobile devices
- Scan asset tag and details auto populate
- Take pic and upload images

What are Improvements are in the New System?

➔ Department Disposal Request Tracking Report

    ○ Report includes many request variables including Tag #, description, MFK org/dept plus many other search/filter and options.

➔ System eMail notifications

➔ User friendly

    ○ Convenient helpful hints throughout the application
    ○ Training videos in the application, per menu item
    ○ Mobile compatible
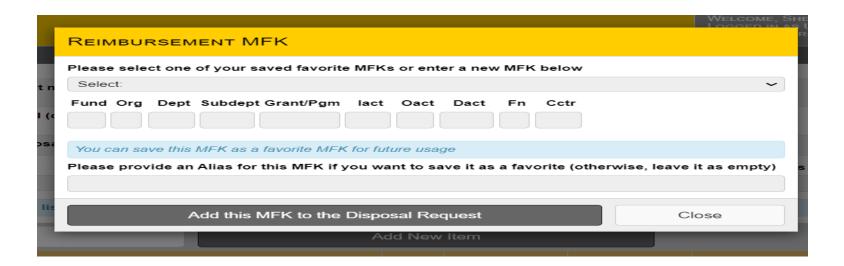
What are the Improvements of the New System?

→ Surplus Administration Improvements

- Disposal Request and Item Sale integration
- Manifest by building
- Disposal tracking for recycling, trash, and sales
- Accounting automation and GL integration
- Automatic Asset Tag lookup and CAM integration

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What are the New System Requirements?
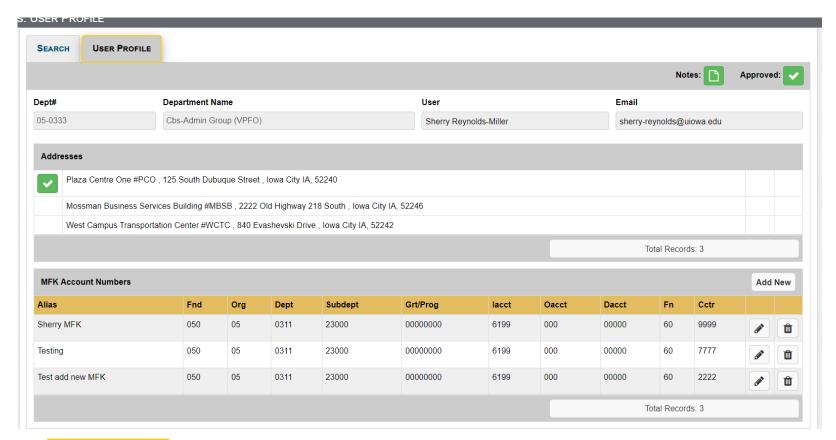
→ MFK Required for **all requests**

- Used for workflow routing
- Used for reimbursement if applicable
- Limited Inst Accounts allowed

RE: New System Requirement?

→ User can create/maintain MFK Favorites in User Profile.

What's the Schedule for Deployment?

→ Existing System

  ○ Remove existing disposal request form for campus use ~ 1-2 days before deployment.
  ○ Requests routing through legacy will need to timely complete or will be voided by Surplus staff and requested to be complete in new system.
  ○ No impact to already existing auctions at time of release.

→ New Surplus Property Software System Deploy

  ○ Copy legacy workflow routes to UW - June 2024
  ○ Mid to Late July 2024
  ○ Expect slower to normal processing times during this transition

University of Iowa Surplus Office Business Services

Questions?

Design & Construction

July 2024 update

Design & Construction July 2024 Update

→ Review of current Staff and Leadership Changes

→ Review of D&C current goals

Review of department goals

- Comprehensive Staffing Plan
- FM D&C Workflow
- Strengthen UIHC Relationships
- OPR/BOD
- Stakeholder Mapping
- Project Turnover Process
- Campus Project Schedule Tool
- Risk Register
- New Goal: Improve Construction Services and Non-Mechanical Electrical Plumbing (MEP) Project Delivery

Building Coordinator

Next meeting:
August 21, 2024, via zoom 11 AM to 12 PM

<u>Proposed Agenda</u>:

Landscape Services

Strategic Communications

Questions?
THANK YOU!

Feedback welcome by emailing stephanie-rourke@uiowa.edu