WELCOME

Monthly Building Coordinator Meeting
Via ZOOM

July 17, 2024
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
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 complete 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.

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

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

Schaeffer Hall

20 East Washington Street  # Number: 0002  Abbreviation: SH

Named building: Schaeffer Hall  Area: 93,340.51 sq. ft.  Year built: 1902  Ownership: Owned

Contact

Primary Building Coordinator: Vogel, Maggie
Alternate Building Coordinators: Kauffman, Kelly

Projects

- 0887501 - Schaeffer Hall - Remodel Rooms 40 and 140

Services

- Multi-user restrooms - women
- Multi-user restrooms - men
- Lactation rooms

Hours

Monday: 7:00am - 6:00pm
Tuesday: 7:00am - 6:00pm
Wednesday: 7:00am - 6:00pm
Thursday: 7:00am - 6:00pm
Friday: 7:00am - 6:00pm
Saturday: Closed
Sunday: Closed

- Disclaimer Statement
Online Form Links

About Us

The Building Coordinator is an important role on the University of Iowa campus. Our dedicated building coordinators work to facilitate effective working relationships and communication between building users and facilities service providers in order to achieve more effective service levels. The partnership between Facilities Management and the Building Coordinator depends on close coordination to keep building operations and management running smoothly.

Over 100 coordinators have committed to excellence in communication between building users and facilities service providers.

For UI Building Coordinators to make permanent or temporary changes to building hours

University Classroom Building Hours Workflow Form

Office of the Registrar, Classroom Scheduling
Want More Details?

[link](https://classrooms.uiowa.edu/classroom-assistance/building-hours-information)

### Frequently Asked Questions: Building Hours Workflow Form

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there standard hours required for buildings housing University Classrooms?</td>
<td>- Are there standard hours required for buildings housing University Classrooms?</td>
</tr>
<tr>
<td>What is considered a &quot;temporary&quot; change to building hours?</td>
<td>- What is considered a &quot;temporary&quot; change to building hours?</td>
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<tr>
<td>What is considered a &quot;permanent&quot; change to building hours?</td>
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<tr>
<td>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?</td>
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</tr>
</tbody>
</table>

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.
THANK YOU

WORKFLOW FORM QUESTIONS?

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

Journalism Building
water damage/clean-up
So much sand and salt to clean up this week. Great job, everyone! Photos of BCSB!
FM Custodial Services
We support the University of Iowa by creating a physical environment that is clean, safe and conducive to learning and research.
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

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Lindquist Center
Summer project work
FM Custodial Services
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.
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
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.
National Custodian’s Day,
October 2, 2024
(Wednesday)

Thank you to
the lovely custodial
staff 💙
-Students
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; Rouke, Stephanie S

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
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.
The existing system.....
  - Is outdated and unable to support.
  - Integrated with a Point of Sales system that is no longer in use.
  - Browser specific – Mozilla.
  - 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
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

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

→ New Surplus Property Software System Deploy

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

Proposed Agenda:
Landscape Services
Strategic Communications
Questions?
THANK YOU!

Feedback welcome by emailing stephanie-rourke@uiowa.edu