

WELCOME

Monthly Building Coordinator Meeting Via ZOOM

January 15, 2025



IOWA

Facilities Management

THEME FOR 2025 – FM SERVICES GUIDE

- FM Goal – Educate, Utilize, and Update
- Increased awareness/information on services for General Education Funded (GEF) buildings
- Stewardship clarity/source of truth
- Available on FM website and FM@YourService portal, blue button – FM Resources
- Work in progress to update guide – FM Custodial pilot
- Conversations welcome – utilize the blue button on the FM@YourService portal



Agenda

liveWELL- 2025 PHA Campaign

Erin Litton – Senior Director, UI Wellness



FM Cold Weather Protocol

Julie Sychra – Director, FM Operations and Maintenance



Fire & Life Safety (FLS)

Dustin Lane – Manager, FM FLS; Dustin Ripley – Coordinator, FM FLS; Ben Anderson – Director, FM Strategy and Operations

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January Initiative to Enhance Campus Well-Being

2025 PHA Campaign

Take your PHA in January!

liveWELL

January Campaign: Personal Health Assessment

Participate in the Personal Health Assessment (PHA) and be entered into extra January incentives!

- Four \$50 gift card winners every Friday
 - January 10
 - January 17
 - January 24
 - January 31
- Two chances to win \$250 at the end of January (and every month thereafter).

Well-being at Iowa is fostered by an environment that promotes healthy and purposeful living for all campus members.

The PHA is a confidential survey that helps you reflect on your well-being and access valuable resources. Complete the PHA during work hours. It's quick, easy, and confidential.



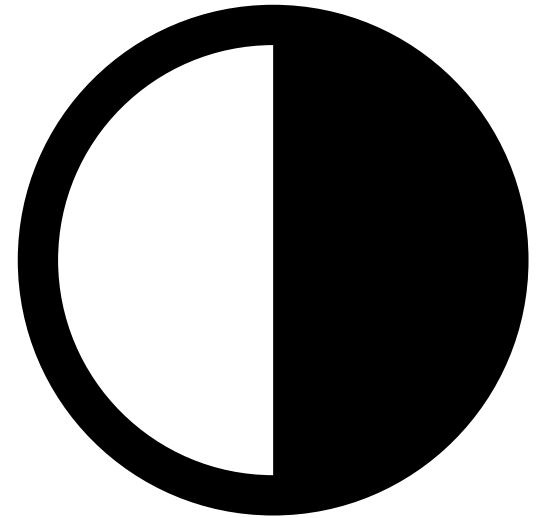
 **Scan Here**

<https://hris.uiowa.edu/healthCoach/livewell.php>

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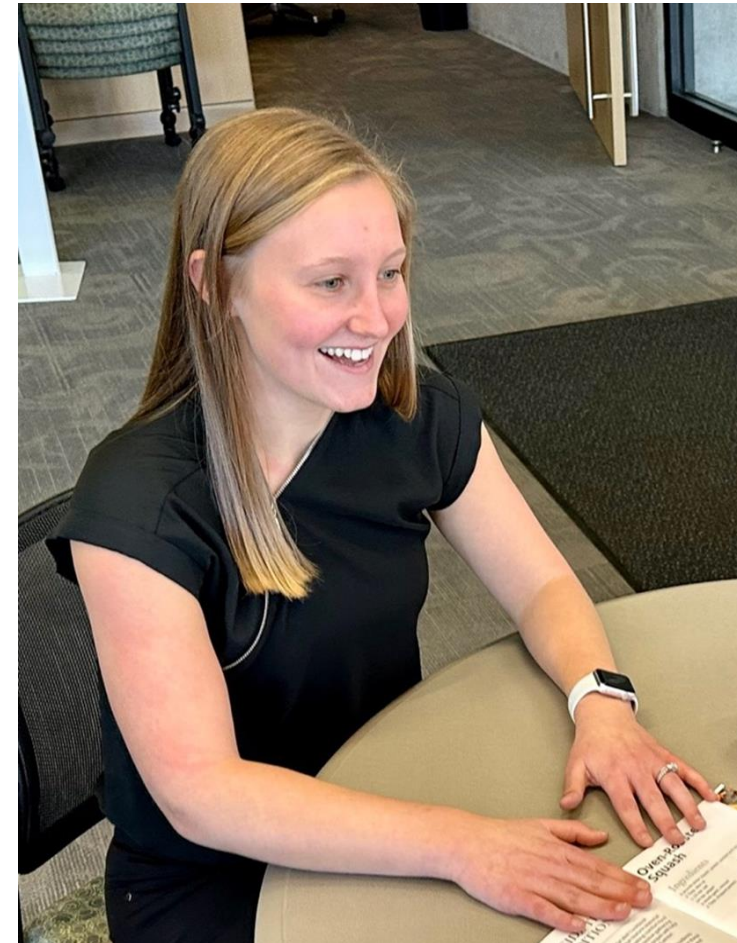
Goal: 50% Participation

- **Programs and services tailored for University faculty and staff**
 - Ensures alignment with the health needs of the population
- **Building a Culture of Well-being**
 - Provides services and support to campus
 - Promotes a culture of well-being and care



Benefits of Taking the PHA

- **Personalized Feedback and Dashboard**
 - Receive a personalized feedback report
 - Access a new well-being dashboard
- **Monthly Communications**
 - Early access to well-being programs
 - Information on services
- **Recreational Membership Incentive**
 - Available through Recreational Services
 - Access to campus recreation facilities
- **Health Coach Support**
 - Receive support from a Health Coach



Requested Action

- **PHA Participation Goal**
 - Aim to achieve 50% participation in 2025
- **Encouragement for Teams**
 - Motivate your teams to take part in the PHA



Tools for Promoting the PHA

- **PHA Video: Benefits of the PHA**
 - Explains the advantages of the PHA
- **PHA Video: Why the PHA Matters to Leaders**
 - Details the importance of the PHA for leadership
- **Flyer and Digital Signage for January 2025 Incentives**
 - Promotes upcoming incentives for January 2025

TAKE THE PHA **THIS JANUARY**


For Extra Incentives


Win Money, Support Campus Well-Being

Participate in the **Personal Health Assessment (PHA)** and be entered into extra January incentives!

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liveWELL/UI Wellness

Live Healthy Iowa 10-Week Wellness Challenge



10-Week Wellness Challenge



- January 13 – March 21, 2025
- Team up with other University of Iowa coworkers
- Track weekly physical activity minutes
- Compete against other UI teams and teams across the state

How to Register

- Gather a team of 2-10 people.
- Identify a team captain who will register the team using the group ID and subsidy code.
- Once registered, receive an email with registration information.

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University of Iowa TEAM CAPTAIN REGISTRATION GUIDE

10 Week Wellness Challenge registration is open December 2, 2024.

1. Go to www.livehealthyiowa.org and click the orange 'Join Today' button, located just below the challenge banner.
2. Team Setup
 - Enter the **University of Iowa Group ID: LHIUIOWA**
 - Enter your unique **Team Name** and the **Number of Members** you are registering at this time. Roster additions can be made by the team captain at a later date.
3. Captain
 - Enter the Team Captain's **First Name, Last Name, University of Iowa Email Address** and a complete Mailing Address where the team packet will be sent.
 - Select '**Yes**' if the captain will be a participating member of the team. If the Captain will not participate on this team, select '**No**'. (A person can be the captain of multiple teams, but may only participate on one.)
4. Team Members
 - Enter the **First Name, Last Name** and **University of Iowa Email Address** for each team member.
5. Enter the **T-shirt Size** (or select None) for each team member and click 'Next'.
6. Subsidy Code
 - Enter the **University of Iowa Subsidy Code: 10WWC25-UIOWA**
 - Select '**Yes**' for University of Iowa employees. Choose "**No**" for non- University of Iowa employees. Click 'Next'.
7. Registration Payment
 - Enter credit card information, if a balance remains for non- University of Iowa Employees. Click 'Submit'.
 - Note: this section **ONLY** applies to teams with members who are not University of Iowa employees. The registration fee will be covered for University of Iowa employees only.

You and your team are registered for the challenge! You will receive a confirmation email with the instructions needed to access your Live Healthy Iowa dashboard. Each of your team members will also receive an email with their login information.

[REGISTER YOUR TEAM](#)



liveWELL

Lunchtime Opportunities



15-Minute Zoom sessions to promote physical activity

- January 23: **Create Your Physical Activity Plan**
- February 6: **10-Minute Guided Stretching**
- February 20: **Wellness Talk: Does Walking Count?**
- March 6: **Intro to Strength Training + 10-Minute Bodyweight Workout**
- March 20: **Wellness Talk: Movement at Work + Deskercise Demo**



hr.uiowa.edu/employee-well-being

University Human Resources

IOWA

University Human Resources

FM Cold Weather Protocol



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Facilities Management

Cold Weather Protocol

Cold Weather Protocol Steering Team Members:

- Associate Director, [FM@YourService](#)
- Manager, Maintenance Planning
- Associate Director, Building Operations and Maintenance
- Manager, Controls Engineering
- Director, Building Operations and Maintenance
- AD, Asset Optimization Services

Annual Preparation Cadence:

- By late November/early December:
 - Steering Team reviews Cold Weather Protocol
 - Building Operations & Maintenance and FM@YS team review of Cold Weather Protocol
 - Update the template of the planned work order project
 - Review of prior year's Cold Weather Event projects to inform creation of the planned work orders for the current year (review/updates to approved project)
 - Intentional focus on any areas currently impacted by construction or maintenance projects, vulnerable areas, etc.
 - Consideration for any new/razed facilities
 - Review/update space heater inventory
 - Top off generator fuel
 - Override report generated and sent for each shop to review
 - Building Coordinator message sent the second week in December prior to winter break (non-specific to Cold Weather event, good housekeeping reminders). Discretion to send earlier based on weather if needed.
- January:
 - Cold Weather Protocol presented at Building Coordinator Meeting*
 - Refresher communication for on-call team on Cold Weather Protocol

Preparatory Actions when Trigger Event is forecasted:

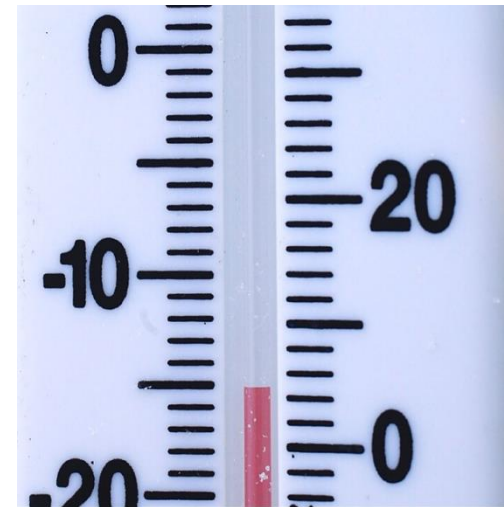
- When outside air temperature is forecasted below 0F for longer than 24 hours (AccuWeather), a Steering Team meeting will be scheduled (Director responsibility) to discuss which of the following risk mitigation activities are relevant for the given cold weather situation:
 - Resourcing Considerations:

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Facilities Management

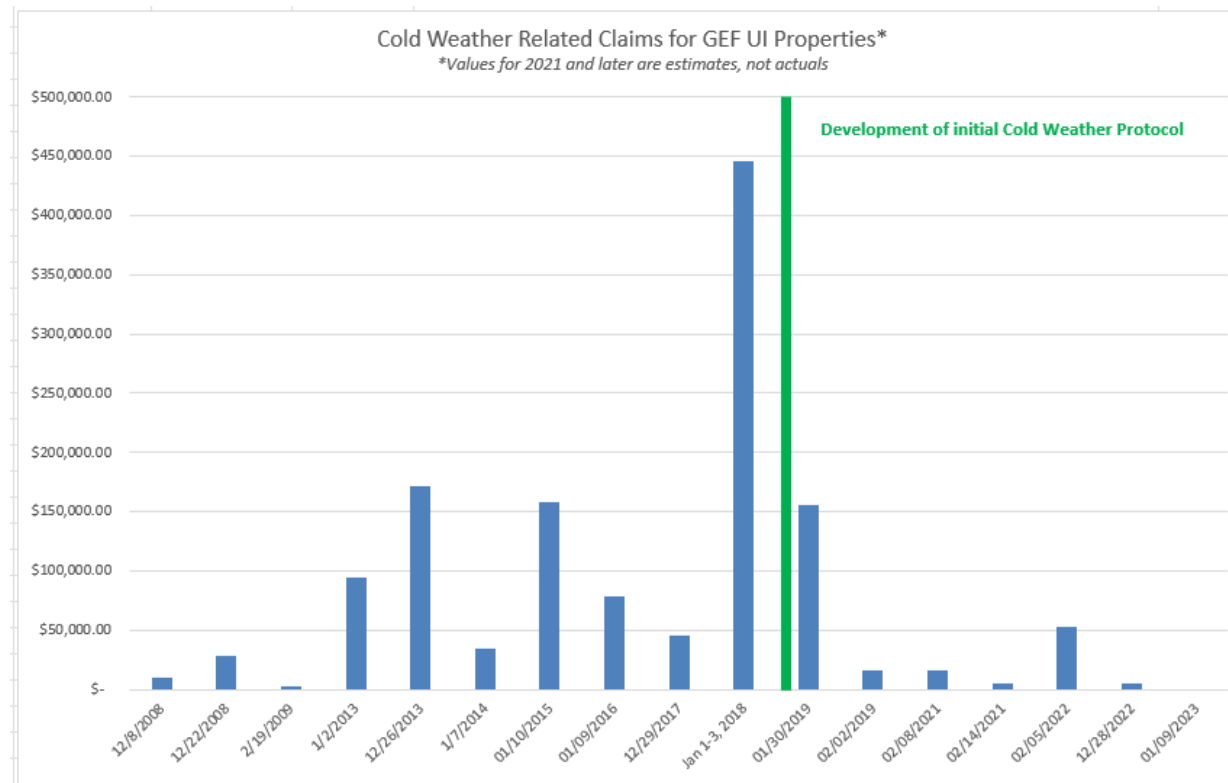
A Data-Driven Approach:

- Buildings are vulnerable to damage during extended periods of sub-zero temperatures
- FM leverages a data-based trigger to implement mitigation plans once the forecast shows more than 24 hours below 0 degrees Fahrenheit.



Continuous Improvement:

→ Initial version of the Cold Weather Protocol was developed after 2018 and has been evolving ever since:



Annual Cadence Established:

Late November/early December:

- Steering Team reviews Cold Weather Protocol
- Building Operations & Maintenance and FM@YourService team review
- Update planned work orders:
 - Review of last year's notes
 - Addition of any current building-specific vulnerabilities

December/January:

- Building Coordinator Meeting presentation
- Review with On-Call Team



Mitigation Planning:

Theme 1: Resource Considerations

- Addition of a secondary standby team member
- Secure hotel room
- Compile area resource and controls team lists
- Additional BAS reviews as needed



Mitigation Planning:

Theme 2: Communication Considerations

- Cadence of daily meetings
- Notification to key partners that FM is entering Cold Weather Protocol Mode:
 - Facilities Management teams
 - **Building Coordinator Group**
 - Risk Management
 - Engie
 - Campus Safety



Mitigation Planning:

Theme 3: Workload Organization Considerations

- Promote Cold Weather Project planned work orders
- Cold weather FDD (fault detection & diagnostic) reviews
- Removal of BAS schedules
- Override report reviews
- Outage/shutdown delays

001			
0300, JB, JB: Cold Weather Building Walk (please note any observations/outages)			
Checkpoint	Value	Description	Extra Description
1.	COMPLETE	Check outside of building for open windows.	
2.	COMPLETE	Check outside air intakes and vents for blockage or obstructions.	
3.	COMPLETE	Check building pressure with a simple paper test. If negative, review BAS for issues	
4.	COMPLETE	Check entryways and exterior stairwells for cold areas and ensure heaters are operational.	
5.	COMPLETE	Check mechanical spaces.	
6.	COMPLETE	Check problem areas throughout the building.	
7.	COMPLETE	Check drain to ensure it is not backing up (please note any observations/outages) supplies are in basement for clearing drain.	
DATE	12/21/22	Date Completed	
DATE (2)	12/22/22	Second date completed if applicable	
DATE (3)	12/23/22	Third date completed if applicable	12/28/2022

Your Partnership is Vital!

From: James, Lisa M <lisa-james@uiowa.edu>
Sent: Thursday, December 08, 2022 1:32 PM

From: 23-754820
Created By MICHELLE MARXEN On 12/13/22 1:48 PM
Last Edited by URIAH BARNES On 12/14/22 3:58 PM
Status: [JOB COMPLETE](#)
Project:

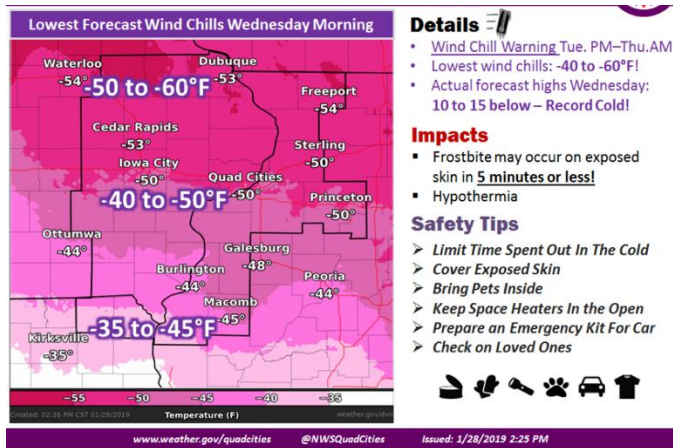
W- multiple rooms in SH and SW, 3rd and 4th floors -Some windows will not latch- top window has shifted down and top/bottom windows will not line up in order to make latch functional. (More)

Date	Room	Person	Task	Description
Dec 14, 2022 2:31 PM	PHORESOW	PATRICK HORESOWSKY	CLOSEOUT	Secured all windows on list. PH
Dec 13, 2022 2:18 PM	PVANELSW	PETER VAN ELSWYK	GENERAL	Room Number / Window 4203- 2nd window 4201- both 4199- left window 4189- desk in back, right window 4218- left window 4188 4184- right bank of windows 4163- right bank of windows 4164- both 3192 and 3194- have plastic covering, not checked 3194 3203- right and left 3185- right window 3183 3159- 1 window back left; right window in bank 3165A Front desk- left back cubicle, right window

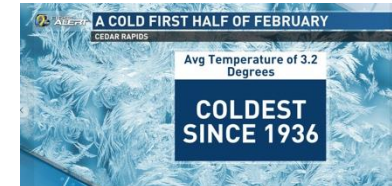


The Process Works!

2019 Polar Vortex:



February 2021 Extreme Duration & New Records:



The Process Works!

December 2022 “Once in a Generation” storm:



Significant Winter Storm This Week December 22, 2022 4:21 AM

Major Impacts to Holiday Travel Expected

Key Messages

- Significant winter storm expected to continue through Saturday morning
- Snow to end this morning into the afternoon before strong winds begin. This could give the false sense of improving conditions!
- Northwest winds will quickly increase Thursday night, leading to blizzard conditions (whiteout) through Saturday morning with gusts of 40-50 MPH!
- Travel, especially in rural areas will become difficult, if not impossible Thursday night and Friday.
- Temperatures will drop rapidly after the snow ends with dangerous wind chills of 20 to 40 below zero Thursday afternoon through Saturday AM.
- We are monitoring the need to start the blizzard warning sooner. Blizzard conditions could be seen this afternoon.

What Has Changed

- Winds (30 to 40 MPH gusts) now expected as the snow ends. Those out showing should expect wind chills of 15 to 30 below zero. Cover all exposed skin and bundle up!

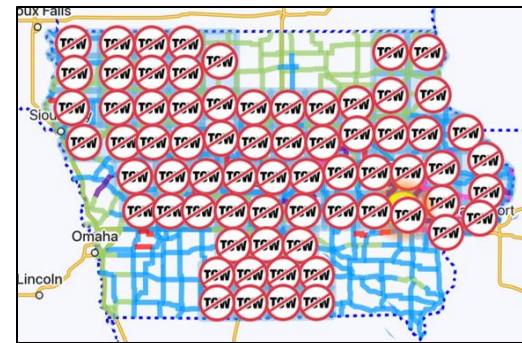
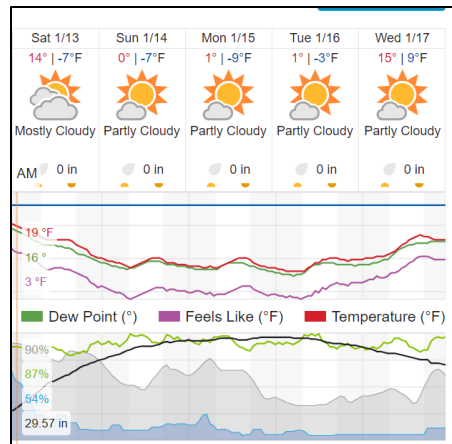
Next Scheduled Briefing

- No new webinar scheduled. Briefing packets will continue.

Latest Winter Weather Headlines

National Oceanic and Atmospheric Administration
National Weather Service
Quad Cities, IA/IL

January 2024:



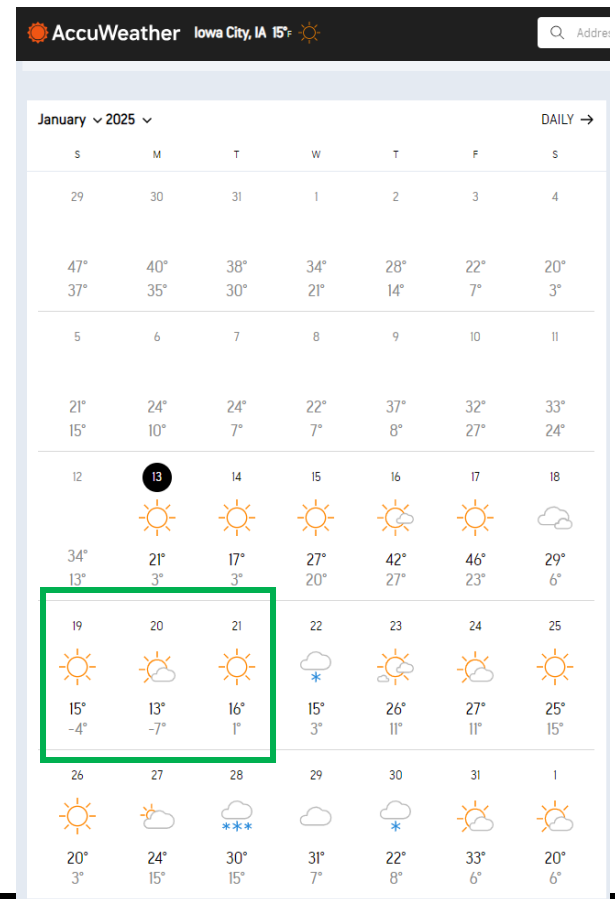
Half a dozen buildings saw impact in the form of sprinkler outage, power impact, and/or burst pipe. Same number of buildings as 2018, mitigated to 10% of claim values seen prior to protocol

Looking Ahead...

Very close to the trigger early next week over the holiday with low campus occupancy

Partial Implementation of Cold Weather Protocol:


- Building Schedules removed starting Friday 1/17
- Override review
- Cold weather review by Asset Optimization Services (AOS)
- Review/delay of outages
- Intentional campus communication for awareness



Looking Ahead...

- Thank you for continuing to be eyes/ears for your buildings and reporting into FM@YourService if you have a concern!

IOWA Facilities Management



UI BUILDING COORDINATORS NETWORK

As we approach the upcoming break, Facilities Management wants to remind Building Coordinators of our winter weather preparation and operations, and how you can help. This is typically the time of year that facilities are most vulnerable to things such as frozen or bursting pipes.

Please help us in this effort by doing the following prior to leaving for the extended break:

- Ensure all windows/external doors are securely closed
- Make sure overhead dock doors are locked
- Leave interior doors open where possible to allow for better circulation
- AC window units should be turned off when temperatures are below 50F
- Close fume hood sashes
- Check that the radiator and fin tube heaters are not manually closed
- If you see something, say something: Emergency call out 24/7 to FM@YourService (335-5071). Non emergency reported through the FM@YourService portal (facilities.uiowa.edu)

We also encourage energy saving measures:

- ✓ Power down electrical devices
- ✓ Unplug coffee makers, microwaves, portable heaters, etc. when not in use
- ✓ Make sure gas, vacuum, air spigots are turned off

Thank you!

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Questions?

Building Coordinator Meeting

FM Fire & Life Safety

Agenda - FM Fire & Life Safety (FLS)

- FM Services Guide
 - Fire and Life Safety Services
- Monthly Inspection Program

FM Service Guide

<https://facilities.uiowa.edu/fm-services-guide>



→ Fire and Life Safety Services are found under “Building Operations and Maintenance”

Overview of Services

Building Operations and Maintenance

Custodial Services

Landscape Services

Utilities

Capital Project Management

Facilities Information Systems (and Campus Planning and Development)

Administrative

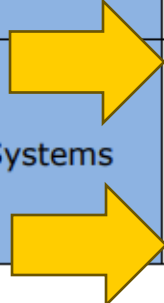
FM Service Guide – p. 13



Building Operations and Maintenance

What to Expect: Funding for the daily operations and repair of these systems and equipment is in place through the GEF allocation, using the response standards published here. FM will also utilize technology to offer advanced methods to optimize building performance in those buildings where available. This includes predictive and preventative maintenance measures. The GEF allocation also allows for more major repairs (up to \$100,000) for a limited number of projects annually. Facilities Management will utilize customer feedback, Facilities Condition Assessment (FCA) information, the cost of operations and other factors to determine repair priorities. Weather events causing damage to facilities may affect the scheduled priorities. Critical mechanical and building envelope systems will generally carry a higher priority. Major capital reinvestments, such as system replacement, are funded through an annual block allocation funding process. Facilities Management will utilize input from shared governance groups, Campus Planning, FCA and institutional priorities to assign priority for funding. Capital reinvestment work may be limited by funding availability and campus or building capacity for disruption.

Category	Examples:
Building Envelope	Doors (hardware questions should be directed to Key and Access Services) Roofs Windows
Building Systems	Backflow preventers associated with building utilities Building automation systems Electrical (general power, lighting, emergency/exit lighting, spotlights) Elevators Fire systems (alarms, required extinguishers, protection)



FM Service Guide

- FLS provides a **Monthly Fire Safety Inspection** that we need to better document in the FM Service Guide.
- Today we are providing an overview of this service and why we do it.



FLS Monthly Inspection Program

→ People

- Steve – lead, Noel, Richard, Bill, Scot and Jeremy provide the service
 - 196 combined years of experience in Fire Service, including 64 at ICFD.
- Supported by Dustin Ripley and Dustin Lane

→ Process

- Inspections are rooted in International Fire Code, NFPA, and Iowa Administrative Code requirements – must show that each asset has been inspected.
 - Reports are shared with State Fire Marshal Office, University Insurer's, and other Safety Departments.
- Any deficiency concern requires follow-up – Corrective Maintenance from Inspection

→ System

- AIM inspection routes are setup for every GEF building, optimize time
- Time spent on routes tracked and used to optimize
- Effectiveness of program measured through KPI's
- Over 200,000 assets

→ Program is improved continually

- EG: AIM Inspection Process Improvement saved 1800 hr/yr

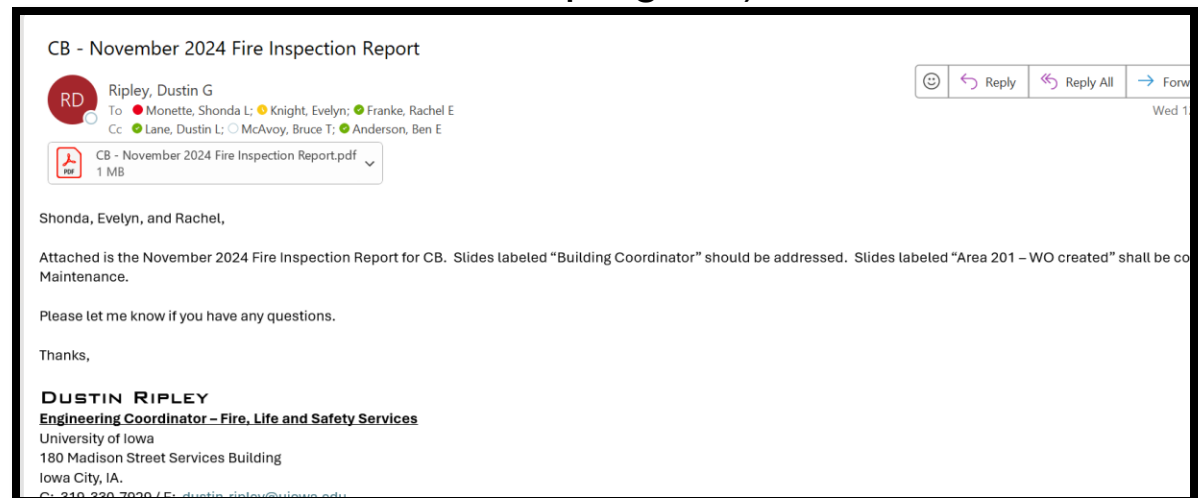
FLS Asset ITM Analysis

Fire and Life Safety Compliances	# Of Assets	Risk	Ownership	Core FLS service	Strategy	Guidance	Weekly	Monthly	Quarterly	Semi-Annual	Annual	Multi-Year				
Asset							Code	FLS	Code	FLS	Code	FLS	Code	FLS	Code	FLS
Task	Column	Column	Column2	Column	Column	Column4	Who	Done	Who	Done	Who	Done	Who	Done	Who	Done
Extinguishers	5241		FLS	Yes		NFPA 10			10 7.2.1	x					10 7.3.1	x
Emergency Lighting	3449		FLS			NFPA 101			101	x					101 7.10.9	
E/E Lights	517		FLS			NFPA 101			101	x					101 7.10.9	
Exit Signs	6971		FLS			NFPA 101			101 7.10.9	x					101 7.10.9	
Generator Transfer	?					NFPA 110					110 8.4.6					
Generators	?					NFPA 110	110 8.4.1				110 8.4.2				110 8.4.2	
CO2 Spec. Hazards	1		Getz / FLS			NFPA 12			12 4.8.1				12 4.8.3	Getz and FLS		
Special Hazards Systems	5		Getz / FLS			NFPA 12			12 4.8.1				12 4.8.3	Getz and FLS		
Emerg. Radio Repeater	?		?			NFPA 1221									1221 11.3.9.2.3	Bruce ?
Kitchen Hoods	?					NFPA 17A			17A 7.2.1				17A 7.3.3	Hawkeye	72 14.4.5	
Anti-Freeze Fire Prot.	?					NFPA 25									25 5.3.4	x
FDC			FLS	Yes		NFPA 25					25 13.7.1				25 13.7.1	
Fire Hose Valves						NFPA 25					25 13.5.6				25 13.5.6	
NFPA 25 Inspection (Protection)						NFPA 25							25 5.2.1		25 5.2.1	Vrban & FLS
NFPA 72 Inspection (Alarm)																
Pre-Action						NFPA 25					25 13.4.3				25 13.4.3	Vrban & FLS
Sprinkler Air Compressor																
Sprinkler Guage						NFPA 25			25 13.2.7							52 5.3.2
Sprinkler Heads						NFPA 25									NFPA 25 5.2.1	25 5.3.1
Sprinkler Main Drain						NFPA 25					25 13.2.5					
Standpipes						NFPA 25									NFPA 25 6	25 6.3.1
Sprinkler Pressure Switch	79								25 13.3.2		72 14.4.5		NFPA 25 13		72 14.4.5	Vrban & FLS
Sprinkler Tamper	1591					NFPA 25, 72			25 13.3.2	x	72 14.4.5		NFPA 25 13		72 14.4.5	Vrban & FLS
Fire Pump	40		FLS			NFPA 25/72			25 8.3.1	x					72 14.4.5	Vrban & FLS
Air Handler Shutdown Relays						NFPA 72									72 14.4.5	x
Area of Rescue/Refuge			ITS (FLS PM)			NFPA 72									72 14.4.3.2	x
Duct Detectors						NFPA 72									72 14.4.5	x
Elevator Recall/Shunt						NFPA 72									72 14.4.5	x
Fire Alarm Control Panel (FACP)	120		FLS	Yes		NFPA 72							72 14.4.5	x	72 14.4.5	x

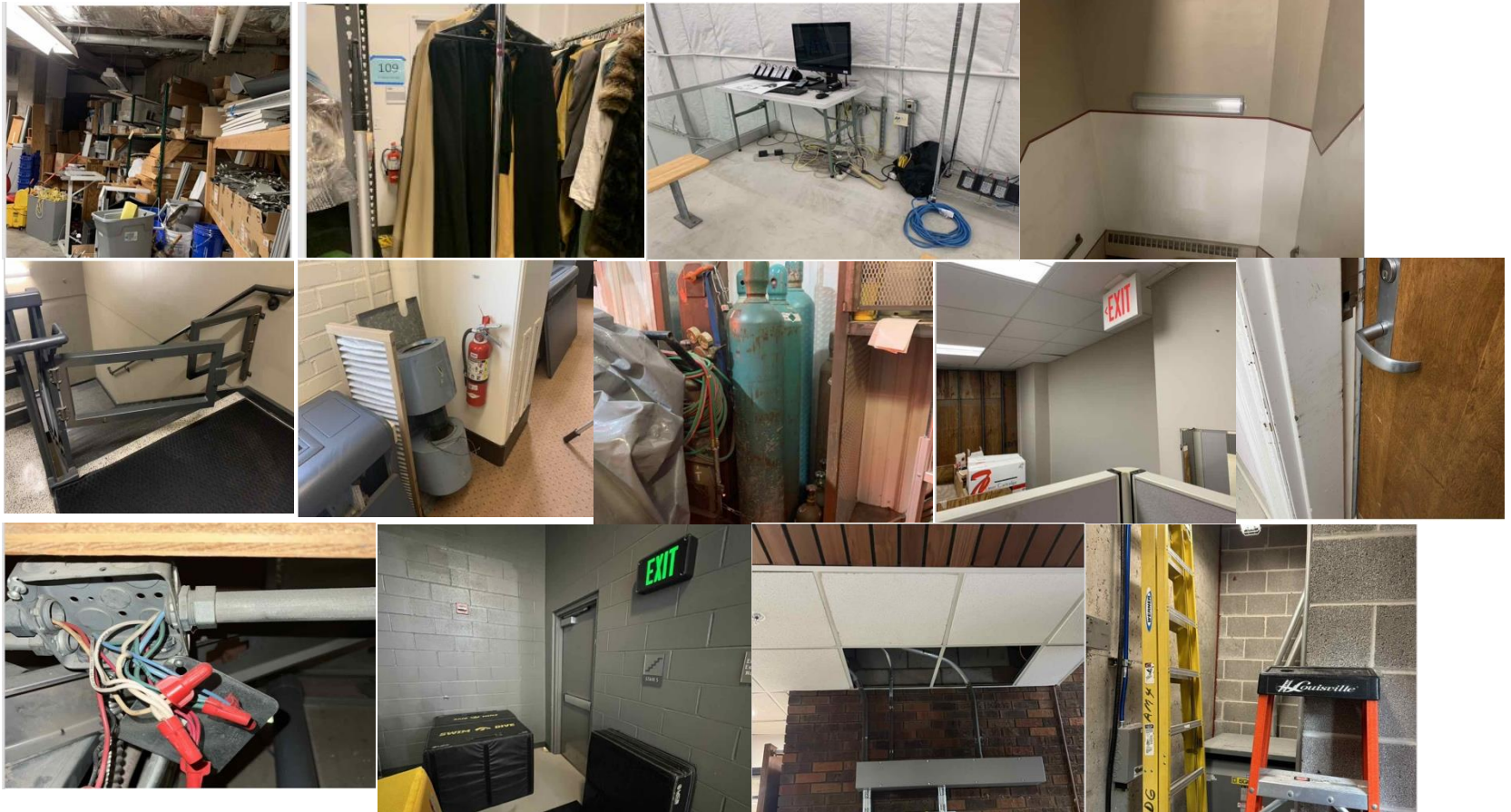
FLS Monthly Inspection

What is it again?

- Collection of code required inspections that help us stay on track for Fire Safety – keep people and buildings safe
- Intent is to provide a *Notification of a Compliance Concern* to Building Occupants (FM shops and Departments) to address issues
- FM provides this service aligned with UI Risk Management, EHS, and Campus Safety (all have affirmed value of the program)



What's in the Report?



Pallet Pickup Program

- ✓ Pallets should not be landfilled
- ✓ Keep out of dumpsters
- ✓ Keep out of recycle bins
- ✓ Departments to place pallets in an organized fashion
- ✓ Call the vendor directly - Riverside Pallets
– Tom Aubrecht - Owner
- ✓ Services locations almost daily
- ✓ Mobile: 319-530-6873
- ✓ Other contact number:
319-653- 4343
- ✓ Email: tomrpri@gmail.com
- ✓ Questions/concerns, contact UI
Purchasing/Joshua Hannan @ 384-3342
or joshua-hannan@uiowa.edu



2024 Corrective Maintenance from Inspection WO Data

→ 1995 total Work Orders for Corrective Maintenance From Inspections

→ 54% (1073 of 1995) – **Device Needs Repair**

- Exit Lights, Emergency Light, Fire system
- All Assigned to FM Shops

→ 46% (922 of 1995) for **Notice of Concern**

- Combustible material storage, Power Strips, Flammable Liquids, Install Missing Ceiling Tiles, etc
- 23% (461/1995) assigned either to an Area shop or Building Occupants
- 23% (461/1995) assigned to FLS shop 211 for follow-up

→ 75% (1496/1995) Completed!

- Most open WO's are for the backlog of Exit, Emergency lights and Fire System Repairs
- Some for Building Occupant work

Status	Count of Work Order
Device Needs Repair	1073
Notice of concern	922
Total	1995

Status	Count of Work Order
Complete /Started	1496
OPEN	499
Total	1995

Top 10 Buildings for Corrective Maintenance from Inspection - 2025

Building	WO Count - Total	WO Count - Open
136 - Library	103	17 (Emergency/Exit lights)
203 – Van Allen	96	6
28 – Med Labs	89	7
72 – University Capitol Center	57	23 (Emergency/Exit lights)
37 – Art Building West	55	7
4 – Medical Research Center	53	9
430 – Pappajohn Business Building	45	25 (Fire System repairs)
3 – Chemistry Building	41	4
22 – Seamans Center	40	26 (Fire System repairs)
418 – Iowa Advanced Technology Lab	38	11

FLS Monthly Inspection – Improvement

FAQ's and Internal Guidance Documents Big Picture

- **What:** GEF wide consistent guidance documents (source of truth) that are used to align internal teams (FM, EHS, RM, Campus Safety) **to ensure consistent direction and education (as well as feedback) is provided to Building Occupants.**
 - Important FAQ's will be posted on the Campus Safety website for use by Building Coordinators and others
- **Why:** Establishing Guidance Documents that are available for self-service provides a resource that will streamline questions to customers and follow-up actions to ensure Fire Safety.

Current Priority List

- Flammable and Combustible Liquids – Storage and Daily Use
 - Chemistry Building Pilot
- Power Taps (Power strips/Surge Protectors)
- Combustible Material Storage

Thank you!

- FM Services Guide is a resource
 - We acknowledge more information is needed
- Most importantly - We need your help to be successful!
 - Feel free to learn more about services or answer questions through the blue button on the FM@YourService portal

SERVICES

Monthly Building Inspection

Building Inspection checking multiple assets and areas of concern such as Fire Extinguishers, Exit and Emergency Lighting, Sprinkler Tamperers, Defibrillators, Fire and Life Safety Code Compliance, and others.

Fire Alarm

FLS provides a Semi-Annual fire alarm, and special hazards inspection and testing service to meet NFPA 72 requirements. This includes a full test of the fire alarm system annually.

Fire Protection

FLS works with the campus contractor to perform an Annual Fire Protection inspection and testing to meet NFPA 25 requirements.

Other Services

Annual and Multi-Year Service on multiple assets such as Emergency Invertors, Emergency Communication Radio Systems, Area of Rescue Phone Systems, Fire Extinguishers, Defibrillators, and others.

IOWA

Building Coordinator

Next meeting:

February 19, 2025, via zoom 11 AM to 12 PM

Proposed Agenda:

- **FM 2027 Goal Plan**
- **Occupational Safety**

Questions?
THANK YOU!

Feedback welcome by emailing stephanie-rourke@uiowa.edu