

WELCOME

Monthly Building Coordinator Meeting Via ZOOM

June 18, 2025



UPDATES FROM UI PURCHASING:

- Landfill Waste Services – ABC Disposal Systems
- Recycling and Organics Services – Waste Management Inc.
- Link for campus wide agreement contacts:

<https://ap-purchasing.fo.uiowa.edu/purchasing/contracts>

Purchasing contact for contract questions, issues with services - [Tamara Paulus](#) 319-467-0359. For adjusting service schedules or looking for on call services please reach out to the supplier leaving building full name and location.

ABC Disposal Systems

Vendor Number	0000391072
Adjusting service schedule	uirequests@abcdisposalsys.com 319-631-9441
Dispatch for on-call services	Jan Varner 319-395-0904
Account Manager (questions, concerns and special event services)	Dave Klockau 319-631-9441
Contract #	C-19780, RFP# 17242
Term of Contract	7/31/2025 with 1 optional 36 month extensions

1. FM@YourService portal
2. Blue button option
3. Campus Resources
4. Provide links

Purchasing contact for contract questions, operational questions, issues with services - [Tammy Paulus](#) 319-467-0359. For adjusting service schedules or looking for on call services please reach out to the supplier leaving full building name and location.

Waste Management Inc. for Recycling and Organics Services

Vendor Number	0000125075
Adjusting service schedule / Dispatch for on-call services / Operational Questions	Joe Lee 319-423-4927 for route information
Account Manager	Paxtyn Keleher - Account Executive
Sales Representative (questions, concerns, new / changes to account locations and special event services)	Greg Traver
Phone Number	319-432-3373 (Paxtyn) 319-423-6967 (Greg) 785-213-7975 (Greg Cell)
Contract #	C-19798, RFP# 17242
Term of Contract	Through 7/30/25 with 1 optional 36 month extension

Agenda

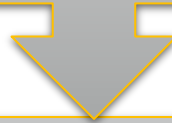
FM Services Guide

Steph Rourke, Associate Director - FM@YourService



Enhancing Campus Security

Jan McDonald, Director – Security Engineering Services



Campus Access Point Replacement Project

George Stumpf, IT Director and Neil Johnson, Network Architect

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2025 Comprehensive Listing of Services



FACILITIES MANAGEMENT SERVICES GUIDE

FM Services Guide – 2025 Goal

Focus Area	Goal	Outcomes
Customers	Educate, Utilize, and Update the FM Services Guide .	<ol style="list-style-type: none">1. Integrate FM Service Guide education into Building Coordinator monthly meeting to increase BC awareness and utilization (Ongoing, 25% Completed)2. Identify and complete internal training for FM units on how to use the FM service Guide (Informal implementation).3. Identify a pilot FM Services Guide update that focusing on catch-up documentation (Complete - Publish May 30)4. Document the FM Services Guide Change Management Process and gain alignment on use with FM and customers (Complete)5. Identify FM Services Guide Update plan for all areas (Developing Plan).
Why are we doing this?		What does Success look like?
Stewardship to provide clarity for the source of truth in what we do and what departments should expect to fund.		Annual review and update process for successful understanding within FM and customer base.

FM SERVICES GUIDE: May 30 update complete!

<https://facilities.uiowa.edu/fm-services-guide> or
FM@YourService portal/blue button option

The FM Services Guide gives a detailed overview of the various types and forms of services provided by Facilities Management. View the FM Services Guide for an overview of the Facilities Management organization, information on service delivery, an overview of services provided by FM, and more.

- [FM Services Guide – May 2025 Edition](#)
- [FM Services Guide – redlined to show changes from 2020 version](#)
- [FM Service Guide Change Management Process](#)



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Security Engineering Services

Enhancing Campus Security

Key and Access Workflow Automation

June 2025



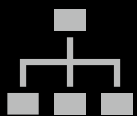
Introduction

- Over the years, Security Engineering Services (SES) has upgraded our systems to improve how keys are requested and managed.
- This presentation outlines our current process, challenges, and how Building Coordinators can help us move toward a more automated and secure future.

Policy Context and Challenges



We operate under policy “41.2 Responsibility for Issuing and Controlling Keys”, which mandates academic deans and chief administrative officers to issue and control building and room keys.



Despite the policy, the traditional key management system was inefficient and lacked necessary oversight and control, posing significant challenges.

The Old Process

- Paper forms were required
- In person visits to the Key Shop
 - Sometimes multiple trips
- Inefficient for customers and staff
- Difficult record keeping



System Upgrades

- Online forms now available
- Integrated applications improve access
- Easier for customers to submit requests
- Better record keeping for the Key Shop

Request Temporary Keys

Temporary key checkouts are available for a maximum of 30 days. You will be notified when the keys are ready to be picked up. We do not mail keys.

[KEY REQUEST FORM →](#)

Purchase Keys or Request Service

Keys can be purchased and installation services can be requested through the FM@YourService Portal.

[FM@YOURSERVICE →](#)

Current Workflow

- Utilize existing Workflow system for key requests
- Applies to both temporary and permanent keys
- All requests go to the Key Shop Lead
- Manual identification of the correct approver

Request Temporary Keys

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[FM@YOURSERVICE →](#)

Current Workflow Continued

Temp Key Authorization Form

Temp key checkouts are for a **maximum of 30 days**.

The **Key Requestor** listed under Contact Information will be contacted when the keys are ready for production & pick up at the SES Key Shop.

Only the **Keyholder Name** listed below can check out the keys from Security Engineering Services Key Shop.

Security Engineering Services

806 University Capitol Centre, Iowa City, IA 52242-5500

319-335-5128

If there are any questions, please contact **SES-KeyShop@uiowa.edu**.

Security Engineering Services shop is in the basement of the Old Capitol Mall next to University of Iowa Campus Safety.

Contact Information

The Key Requestor listed below will be contacted when the keys are ready for production & pick up at the SES Key Shop.

The Key Holder **will not be notified** by SES.

Key Requestor **McDonald, Jan M**
Director, Security Engineering Services | PAD3
VPFO-Campus Safety

[Change Person](#)

Key Requestor Phone Number

Key Holder Information

Only the **Keyholder Name** listed below can check out the keys from Security Engineering Services Key Shop.

Key Holder Information

Only the **Keyholder Name** listed below can check out the keys from Security Engineering Services Key Shop.

Keyholder Name

Keyholder Company/Department

Keyholder Company Address

Address Line #1

Address Line #2

City

State

Zip

Keyholder Email

Please make sure email address entered does not have any spaces before or after as this can cause submissions to fail

Keyholder Phone Number

Work to Be Performed	Reason for Work/Key Request
	<input type="text"/>



Current Workflow Continued

Key Information

Building

Room(s)

Key Marking

Optional

If known

Project Number

Optional

Required for D&C project

Project Length

Optional

Required for D&C project

Requested Date

Due Date

For Key Shop Only

Key Status

Workflow Start - Key Authorization



Optional

For Key Shop Staff Only

Key Approver

No Person Selected

Optional

Add A Person - add up to 5 people

Search by Name or University ID

Q Search

Submit to Workflow

Save as Draft

Future Vision

- Automate routing based on room ownership
- Reduce staff intervention
- Link keys to rooms and route to correct authorizer
- Goal: fully automated workflow



Challenges

- Room ownership data not easily accessible
- SIMS program not yet integrated to Key Shop systems
- System upgrades needed to support automation



Role of Building Coordinators

- Coordinators know space ownership
- Can authorize or route key requests
- Updated coordinator list supports automation
- Improves speed, security, and convenience



Additional Improvements

- Coordinators helped standardize building hours
- Supports automation of classroom schedules
- Enhances electronic access control
- Improves security and efficiency

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Office of the Registrar

Building Hours Updates for Summer 2025

This message is intended for all building coordinators and alternate contacts for University of Iowa buildings that house university classrooms.

**University Classroom Building Hours
Information →**



May
1

Deadline

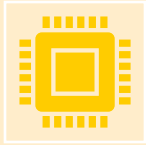
In partnership with Campus Safety, the Office of the Registrar, Facilities Management, and Security Engineering Services, a [pilot for summer 2025 standard building hours](#) for buildings with university classrooms (UCRs) is being implemented. Building hour standardization contributes to student safety, efficiency, and campus energy savings. There are two options to choose from, but please note that the second option requires justification.

Please complete the [Building Hours Workflow form](#) by **May 1, 2025**. Thank you for your cooperation and support in making this transition smooth and successful.

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Security Engineering Services

Conclusion



Transitioning from manual to automated systems



Building Coordinators are key to success



Focused on improving security, efficiency, and user experience

Security Engineering Services

Thank you

→ safety.uiowa.edu

Campus Access Point Replacement Project

Neil Johnson – Network Architect

June 18th, 2025

Situation

- After four years of service, a component is failing in the majority of wireless access points on campus.
- The issue is causing the access points to crash and reboot (sometimes continuously) and exhibit other problems.
- This is causing a major impact to the wireless service on campus (eduroam, UI-DeviceNet, UI-Guest).
- The number of failing access points is increasing rapidly.

Solution

- Our wireless equipment vendor has offered to replace all 6,800 access points of that model with a newer model access point.
- They are also providing the labor to perform the access point replacement.
- Due to the increasing failure rate, ITS is working with the vendor to replace the access points as quickly as possible (before the start of classes in the fall).

The Plan

- There are ~6,800 access points that need replacing.
- Almost every building on campus will be impacted.
- The plan is to begin replacing access points on July 7th and complete the replacement by August 20th.
- This aggressive schedule will mean being on campus 6 days a week (Monday – Saturday).
- That's only **38 days!** (~180 access points per day).
- We need your help!

Impact

- As each access point is replaced there could be a loss of wireless services in the area around the access point.
- The time the wireless service in the area would be impacted would be 10-15 minutes while the access point reboots and upgrades its software.

How you can help!

1. Let us know about the following:

- How much notification do building occupants need?
(Given the aggressive deadline, please keep it to no more than 10 days).
- Are there any areas that have special access requirements?
(Alarms, Escorted Access, PPE)
- Can we start work in your building if the installers are ahead of schedule?

Here's how you can help!

→ 2. Help the installation teams by:

- Getting the word out to building occupants
 - (Let them know that installers will be in the building with ladders and carts)
 - Posting signage before and during work in the building.
- Facilitating access to areas of the building
- Assistance locating rooms

To submit information

→ <https://forms.office.com/r/42CpefbaP0>

→ Please try to respond by Wednesday, June 25th

Campus Access Point Replacement
Project



Questions?

Contact Information

Kenny Taylor

Project Manager

kenneth-taylor@uiowa.edu

Neil Johnson

Network Architect

neil-johnson@uiowa.edu

319-384-0938 – Please leave a voice mail

Jeff Lucas

Director, Network Engineering Services

jeff-lucas@uiowa.edu

319-467-3998



Access Point Replacement Project



Building Coordinator

Next meeting:
July 16, 2025, via zoom 11 AM to 12 PM

Proposed Agenda:

- **Custodial Services**
- **Design and Construction**

Questions?
THANK YOU!

Feedback welcome by emailing stephanie-rourke@uiowa.edu