

Welcome!

**Monthly Building
Coordinator Meeting
Via Zoom**

October 15, 2025



Utility Alert – Sign Up – Just in case you missed this last month!

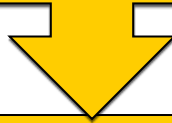
Please follow the link below to send updated contact info to Steph to be added to the alert system.

<https://forms.office.com/Pages/ResponsePage.aspx?id=IUXEG7qawO-47HuUpVhv3CSExe7d4rxllwQd2eJrhF5URFBMNkQ5T0pZTDNMWTdSRDFPWjJOUzYyWi4u>

Agenda

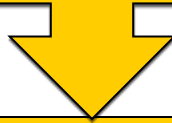
Fall Cooling to Heating Switchover Process Review

Shellie Cowser, Associate Director, FM Operations and Maintenance



FM Strategic Communications

Lauren Chesire & Kara Gerardi, Communications Specialists



Campus Safety/FM Fire and Life Safety

Bruce McAvoy, Coordinator, Fire Safety & Dustin Lane, Associate Director, FM Fire and Life Safety

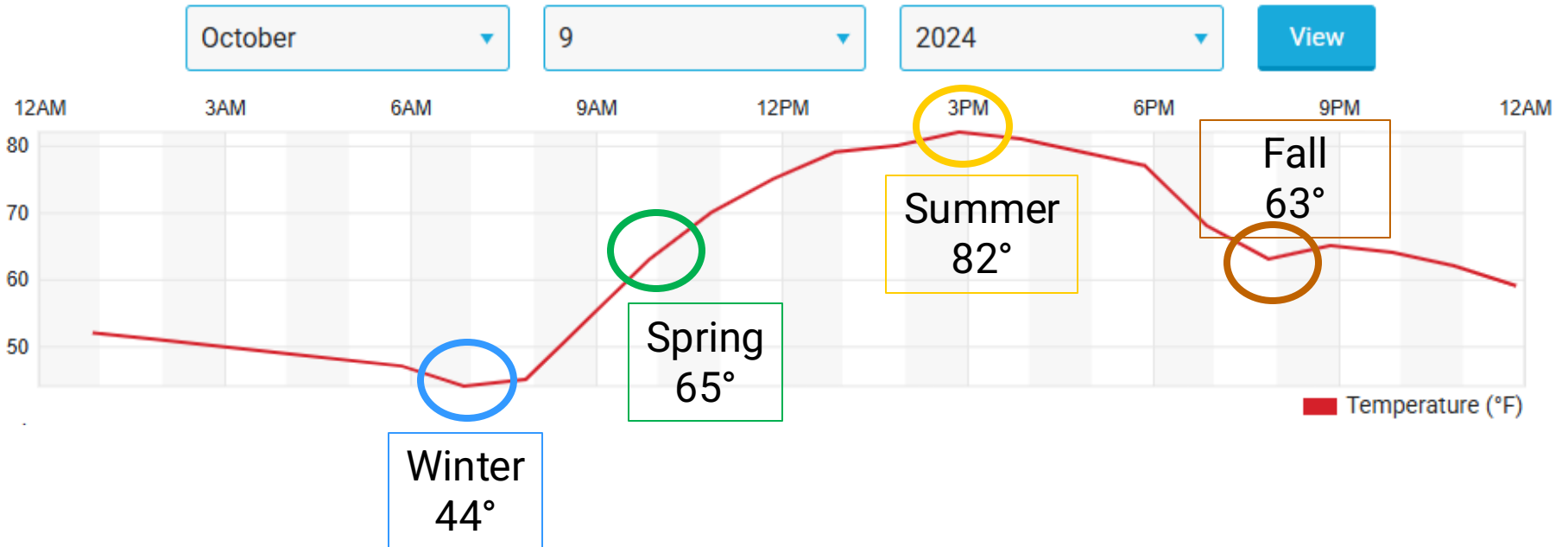
Facilities Management: Building Operations and Maintenance

Building Cooling/Heating Switchover

What Should I Expect this Fall?

October 15, 2025

All four seasons in 24 hours!



Welcome to Iowa !

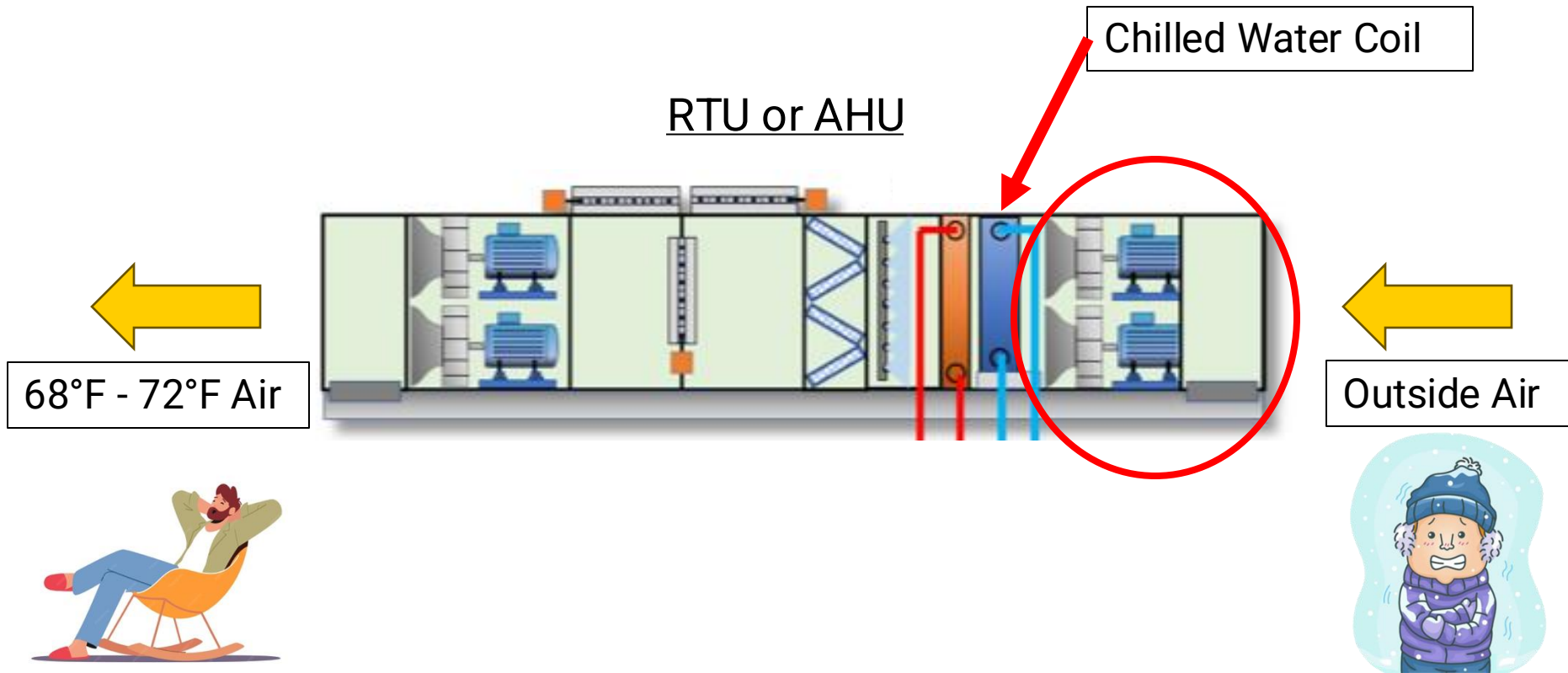
Why Do We Switchover From Cooling to Heating?

- Some buildings cannot provide heating and cooling at the same time due to age of the systems
- Freeze Protection for chilled water coils
 - ❖ Let's go to class and learn a little bit about HVAC

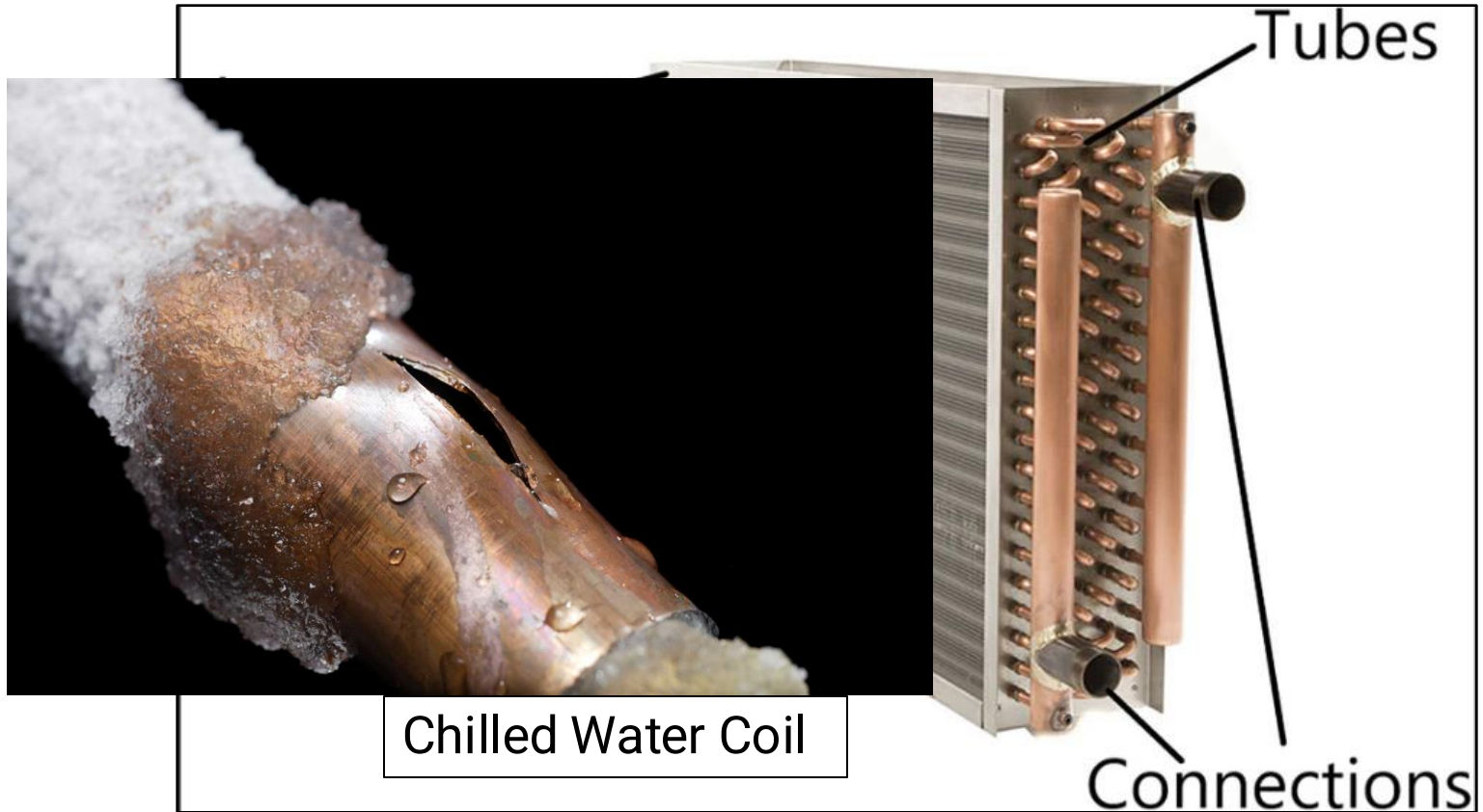
Outside: Roof Top Unit – RTU

Inside: Air Handling Unit - AHU

Why Do We Switchover From Cooling to Heating? Freeze Protection for chilled water coils

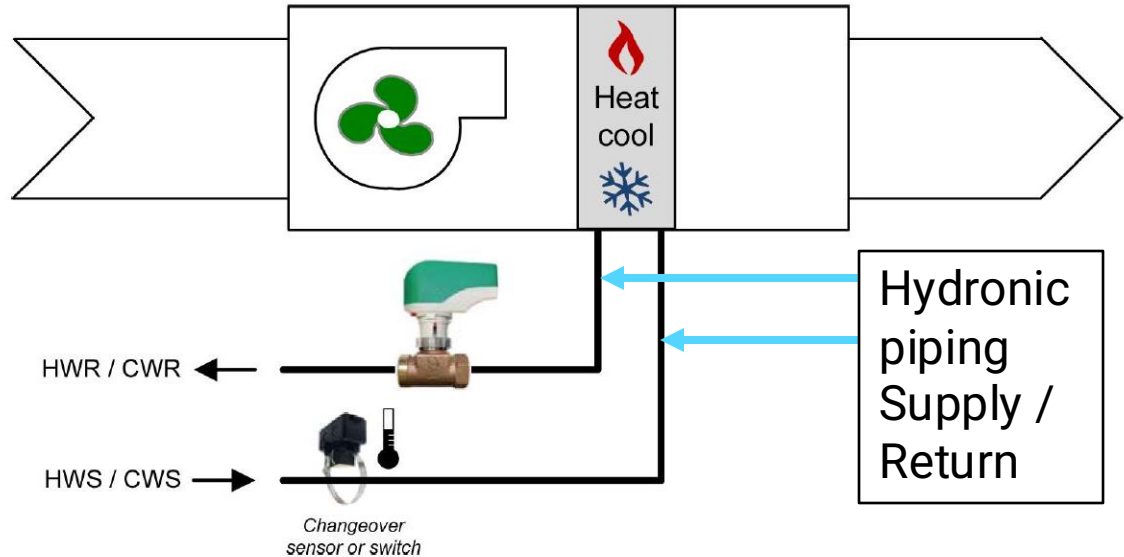


Why Do We Switchover From Cooling to Heating? Freeze Protection for chilled water coils



2-Pipe Systems

Boiler (power plant) or
Chiller



The main limitation of a two-pipe HVAC system is lack of operating flexibility. The hydronic piping circuit that runs through the building connects to either the boiler or the chiller, and all building areas must operate in the same mode; heating some areas while cooling others is not possible with this system configuration.

These buildings do not typically have air handling units, but rather fan coils or radiant heat.

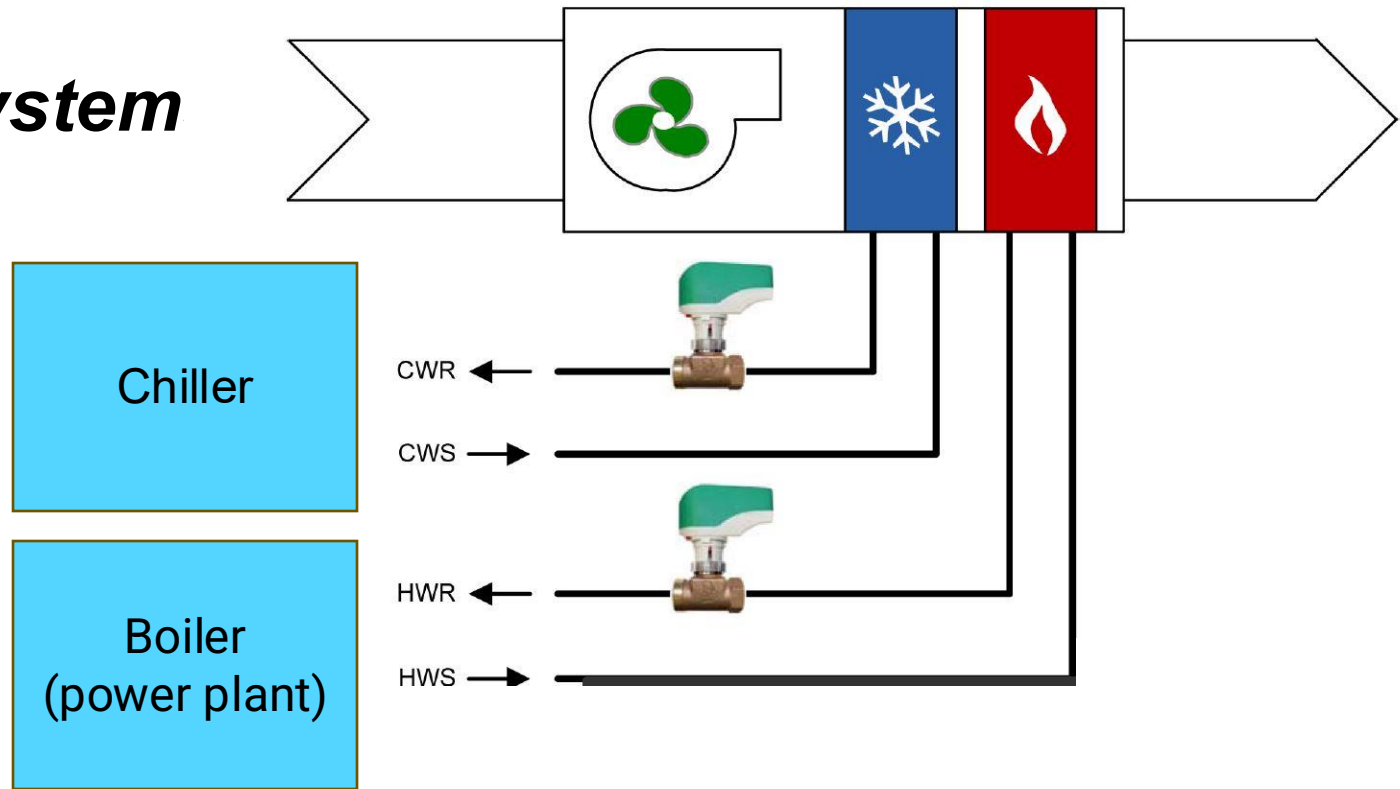
2-Pipe Buildings

- Library
- Halsey Hall
- Van Allen
- Phillips Hall
- English-Philosophy Building
- Iowa Bioscience Innovation Facility
- Field House
- Wendell Johnson Speech and Hearing
- Medical Education Building
- Westlawn
- Medical Research Facility
- Medical Research Center
- Jefferson Building (*Treated like a 2-pipe building because of boiler*)



Note: HH, and JB have special circumstances that may require an early switchover

4-Pipe System



There are fewer limitations in a four-pipe HVAC system. The concept is the same as a two-pipe system apart from more piping. The hydronic piping circuit runs through the building. One set of piping connects to a boiler. The second set of piping connects to a chiller.

These buildings typically have AHUs or RTUs that supply conditioned air to the entire building.

Chilled Water Coil Draining

→ Purpose:

- Offers freeze protection of chilled water coils should we have very cold temperatures

→ High-Level Procedure:

- Drain water
- Flush with glycol to provide freeze protection should any water remain

University of Iowa Guidelines for a two-pipe system

- We have established a data-driven approach based on weather conditions for switching over a two-pipe system.

- Principles for Initiating a Switchover from Cooling to Heating:
 - Overnight temperatures are consistently near freezing and/or
 - Daytime temperature highs are consistently below 60F - 65F
 - Critical spaces will be given higher priority and evaluated on a case-by-case basis

What Should I Expect?

- Until buildings have been transitioned to heating mode:
 - Cool temperatures in the morning
 - Slightly humid air

- Once buildings have been transitioned to heating mode:
 - Warmer temperatures and drier air in buildings

Slightly reduced airflow within a 24-hour window while units are off for the switchover

University of Iowa Guidelines for a four-pipe system

- After the more critical two-pipe buildings have been switched to heating mode, we will begin draining the chilled water from most of the four-pipe buildings.
- This process should be unnoticeable to occupants of the building.

Communication to share:

Dear Building Coordinators,

As discussed in the October Building Coordinator meeting, we will soon begin the switchover of your 2-pipe system from cooling mode to heating mode. Beginning late in the week of **October 23, 2023**, Facilities Management will begin this annual fall process, and we anticipate wrapping up the process by **November 10, 2023**.

Below is a template for you to send to your building occupants if you would like. Please feel free to modify as needed for your communication methods:

Please read this notice from Facilities Management regarding the seasonal switchover for Westlawn:

Facilities Management will begin the building switchover process from cooling mode to heating mode soon. Westlawn has a 2-pipe system. This means that once the switchover is done, the facility will not have a supply of chilled water necessary for cooling. Facilities Management schedules this switchover based on the weather forecast. With long-term forecasts showing below 60F-65F during the daytime and near freezing at nighttime, this process will begin soon.

Please remember that during these transition months, individual comfort is best addressed by wearing layers in either warm or cool weather situations. During the switchover, unusual noises that are not heard during a normal workday may occur. Please close and securely fasten all windows, doors, and dampers when appropriate to prevent building temperatures from dropping and causing frozen and/or broken pipes or any other cold weather issues.

Facilities Management will be working through our building switchover in addition to other buildings across campus with an anticipated completion date of **November 10, 2023**. Thank you for your patience during this process! If you have any questions or concerns, please contact FM@YourService using the **BLUE** button on the portal.

Regards,

Shelli Cowser
Associate Director Building Operations and Maintenance



200 University Services Building
Iowa City, Iowa 52242

Dear Building Coordinators,

As discussed in the October Building Coordinator meeting, we will soon begin the process of preparing your building for heating season. Beginning the week of **October 28, 2024**, Facilities Management will begin this annual fall process.

Here is a template for you to send to your building occupants if you would like. Please feel free to modify as needed for your communication methods:

Please read this notice from Facilities Management regarding the annual fall transition to heating mode for []:

Facilities Management is going to begin the transition process from cooling mode to heating mode in the near future.

Please remember that during these transition months, individual comfort is best addressed by wearing layers in either warm or cool weather situations. During the transition, unusual noises that are not heard during a normal workday may occur as our teams work to prepare your building. Please close and securely fasten all windows, doors, and dampers when appropriate to prevent building temperatures from dropping and causing frozen and/or broken pipes or any other cold weather issues.

Facilities Management will be working through our building transition in addition to other buildings across campus. Thank you for your patience during this process! If you have any questions or concerns, please contact FM@YourService using the **BLUE** button on the portal.

Regards,

Shelli Cowser
Associate Director Building Operations and Maintenance



University Services Building
Iowa City, Iowa 52242

What Can Building Coordinators Do This Fall?

- Remind occupants to please plan to dress in layers during the Fall season to help with comfort!
- Remind occupants to please be patient during the Fall
- Consider asking that temperature portal requests flow through a single point of contact during the Fall to reduce duplication of effort

Thank you for your partnership!

Questions?

FM Strategic Communications

Essential Resources on facilities.uiowa.edu

For Building Coordinators

October 15, 2025

Helpful pages for Building Coordinators

- [Building Coordinators Network](#)
- [Building Coordinator Orientation](#)
- [Building Information](#)
- [Access and Construction Alerts](#)
- [Project Information](#)
- [Tree Management](#)
- [Maps](#)
- Bonus: [Asset Optimization Services](#)

Building Coordinators Network

- Homepage for the Building Coordinator role
- Recently updated meeting archive
- Links to important tools like:
 - Building Coordinator listing
 - Email the group
 - FM@YourService
 - Services Guide

Building Coordinator Orientation

- A great resource for new Building Coordinators to better understand role and responsibilities!
- Summary of the role
- Orientation video
- Recently updated information library of essential presentations

Building Information

- Complete listing of university buildings managed by FM Space Information Management System (SIMS) group
- Individual pages include information like active projects, building hours, accessibility information and more!
- Named building pages include information on dedicated buildings and their honorees

Access and Construction Alerts

- Alerts of active construction on campus
 - Signed up for email notifications as part of your role, but anyone can sign up
- Recently updated training and process to improve quality of alerts
- Map of all closures resource
- Links to city construction alerts
- Alerts on building pages

Project Information

- Shows all active capital and featured projects
 - Featured projects: projects that total over \$5 million
 - Capital projects: projects that total over \$100,000
- Includes project information, web cams, and more
- Active projects are included on building pages
- Links to additional information on the 10-year facilities master plan

Tree Management

- Information on tree removals and maintenance on campus
- Alert banner with current/upcoming tree maintenance
- Supplemented with physical signage
- Information on common tree maintenance practices
- Part of a larger tree maintenance communications plan that engages Building Coordinators

Maps

- Hub for a variety of web-based and printable map resources
- Includes campus maps, accessibility maps, campus parking, construction closures, Art on Campus, campus trees and much more!

Asset Optimization Services

- Program that can help your building or area improve system reliability and efficiency
- Description of the four main services AOS provides
- Examples of previous work
- Contact AOS to learn to find efficiencies in your area!

Need additional resources?

Let us know!

FM Strategic Communications

Questions?

→ facilities.uiowa.edu

FM-Strat-Communication-Group@iowa.uiowa.edu

Lauren Chesire
Communications Specialist
lauren-chesire@uiowa.edu

Kara Gerardi
Communications Specialist
kara-krantz@uiowa.edu

Fire Safety

Campus Safety / FM Fire and Life Safety

Reliability and Stewardship

To provide a safe work and learning environment through a comprehensive inspection, testing, and maintenance program.

Protecting people, property, and peace of mind.

What We Do

Fire Safety provides services required by state and local authorities to uphold fire safety compliance.

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

Roles

Monthly Fire Safety Inspection

- Extinguishers
- Exit signs and emergency lights
- Sprinkler valves, gauges, and standpipes
- Sprinkler fire pump
- AED units and stop the bleed kits
- Fire and Life Safety code deficiencies

Inspection, Testing, and Maintenance Requirements

Annual, Semi-Annual, Quarterly, and Monthly

- IFC
- NFPA 25
- NFPA 72

24/7 Maintenance Emergency Repair Support

- Fire alarm response
- Fire alarm and fire protection disables
- Fire alarm and fire protection equipment failure
- Fire alarm and fire protection, inspection, testing, and maintenance needs
- Backflow prevention

- Inspections are code required work that provide a notification of compliance concern to stake holders and responsible parties. These services are rooted in the IFC, NFPA, and IAC and are aligned with UI Risk Management, EHS, and Campus Safety.
 - Reports shared with the state fire marshals office (DIAL), Insurance Companies, and University Departments
- **Campus Safety**

The Fire Safety Coordinator (FSC) within the Department of Emergency Management in Campus Safety plays a critical role in supporting campus safety by making sure the community is well-prepared to prevent and respond to fires, and that all fire safety regulations are being met.

This work includes ensuring all campus buildings comply with state, local, and federal regulations. It also includes conducting fire safety inspections with state and local fire officials to identify potential fire hazards and ensure that fire safety equipment is in good working condition.

With the coordination of campus partners, the FSC plans and conducts fire drills in facilities required to conduct fire drills to ensure those in the facility are familiar with evacuation procedures and can respond quickly in the event of a fire.

The FSC provides fire safety training, CPR and AED use, first aid, and bleeding control courses to campus entities and assists departments across the university with formulating building-specific fire prevention and responses specific to their individual Building Emergency Action Plans (BEAP).

Agenda

- Now that you know who, what, where, when, and why on campus.
- Fire Prevention Week (FPW)
 - Occurs each year in October on week that includes the 9th, NFPA and others highlight good practices to follow in the home but also can apply to work and play.
- This year's theme "Charge Into Fire Safety: Lithium-Ion Batteries in Your Home"
 - This campaign focuses on educating the public about the safe use, charging, and disposal of lithium-ion batteries, which power many common devices but can pose fire risks if mishandled

Lithium-Ion Battery Safety on Campus

- Properly dispose of lithium-ion batteries
- Use only manufacturer approved components when charging devices with lithium-ion batteries
- Do not charge devices within you path of egress from your place or home
- Don't allow devices to remain on the charger for long periods of time
- If a failure occurs, evacuate immediately and call 9 1 1
 - Do not attempt to fight the fire

At Home



Questions?

→ uiowa.edu

Contact



Bruce McAvoy

Coordinator, Fire Safety

✉ bruce-mcavoy@uiowa.edu

☎ 319-335-5389

IOWA

Thank you

→ uiowa.edu

IOWA

**Building Coordinator – last meeting for 2025:
November 19, 2025
Over Zoom 11:00 AM – 12:00 PM**

**Proposed Agenda:
Landscape Services
UI Utilities**

Feedback welcome by emailing: stephanie-rourke@uiowa.edu