

Welcome!

**Monthly Building
Coordinator Meeting
Via Zoom**

January 21, 2026



FM SERVICES GUIDE - THE THEME CONTINUES IN 2026

- 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
- Comprehensive Listing of Services from 2020 was updated September 2025
- Work in progress to update guide – Custodial and Landscape Services completed
- Conversations welcome – utilize the blue button on the FM@YourService portal

FM Services Guide

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.

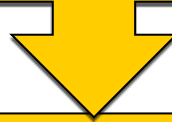
- [FM Services Guide – September 2025 Edition](#)
- [FM Services Guide – redlined to show changes from 2020 version](#)
- [FM Service Guide Change Management Process](#)

Agenda

Fire Safety Inspection Process & Improvements

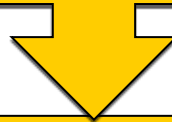
Dustin Lane, Associate Director, FM Fire and Life Safety

Ben Anderson, FM Director, Strategy and Operations



Cold Weather Protocol

Julie Sychra, FM Director, Building Operations & Maintenance



Building Landscape Services – New Estimate Request Process

Steve Sawyer, FM Lead Technology Specialist

Building Coordinator Meeting

January 21, 2026

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

FACILITIES MANAGEMENT SERVICES GUIDE

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

- Supervisor - Open, Noel, Richard, Bill, Scot, Steve and Jeremy provide the service with support of 4 Temp / Part Time / Student Roles.
 - Over 200 combined years of experience in Fire Service, including 66 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

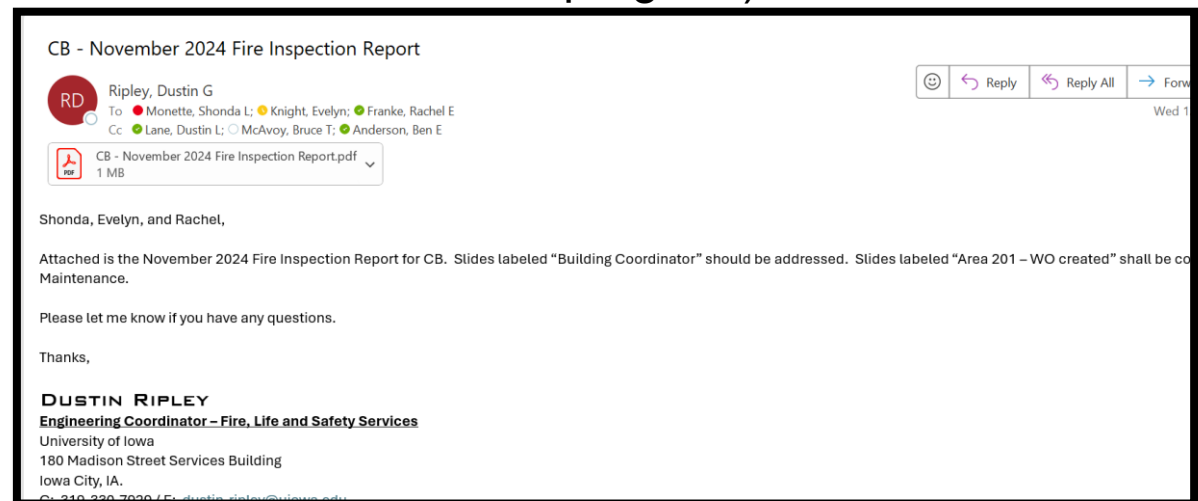
→ Program is improved continually

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

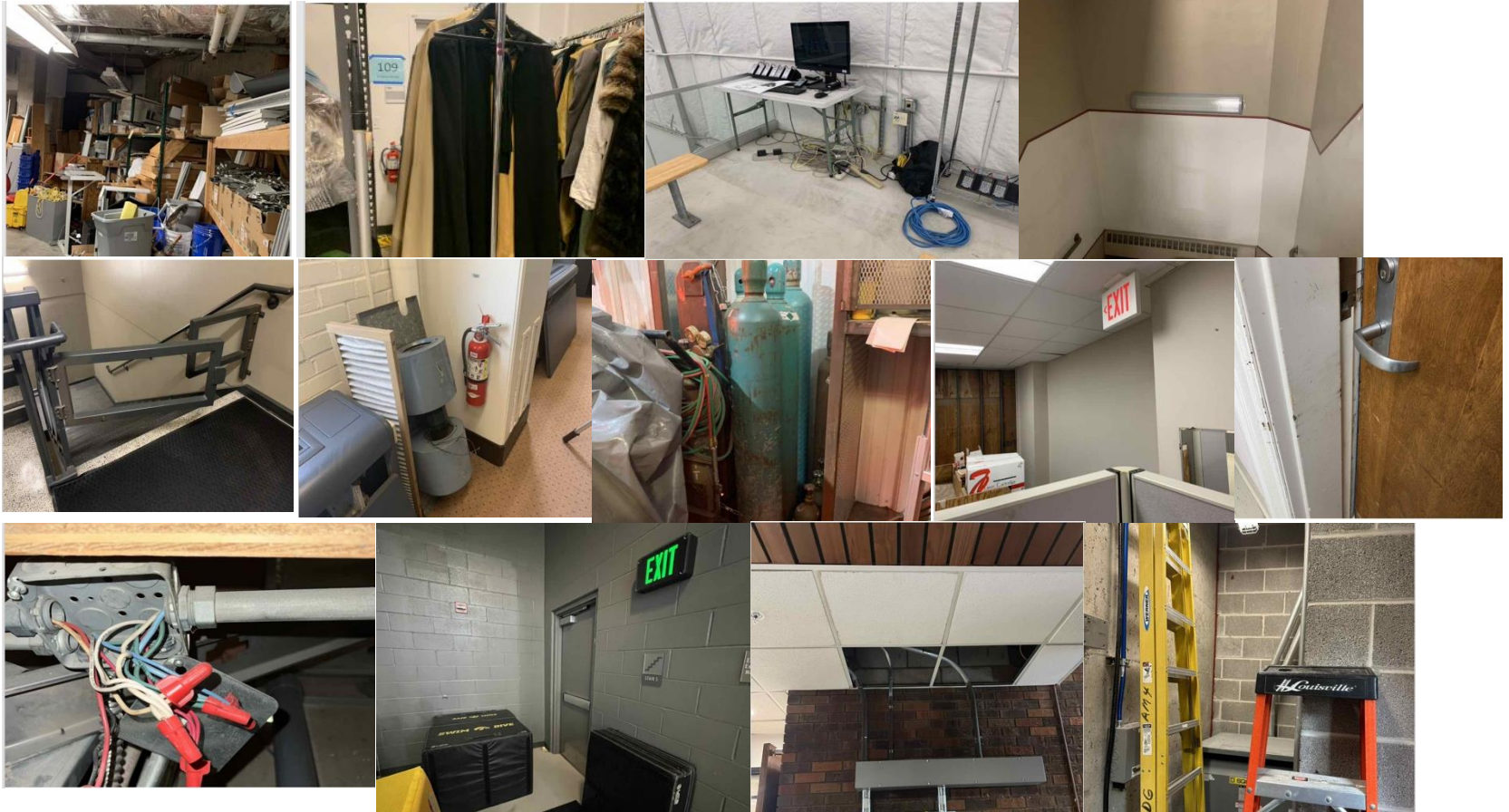
FLS Monthly Inspection

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?



Pallets - Guidance

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 – Justin and Rachel Aubrecht - Owners
- ✓ Services locations almost daily
- ✓ Mobile: 319-330-2929 (Justin)
- ✓ Other contact number: 319-653-4343 (Rachel)
- ✓ Email: justinaubrecht1@gmail.com

Questions/concerns, contact UI Purchasing/Joshua Hannan @ 384-3342 or joshua-hannan@uiowa.edu



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 Tamper, 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.

FM Cold Weather Protocol



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Facilities Management

2026 Cold Weather Protocol

Updated November 2025

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:

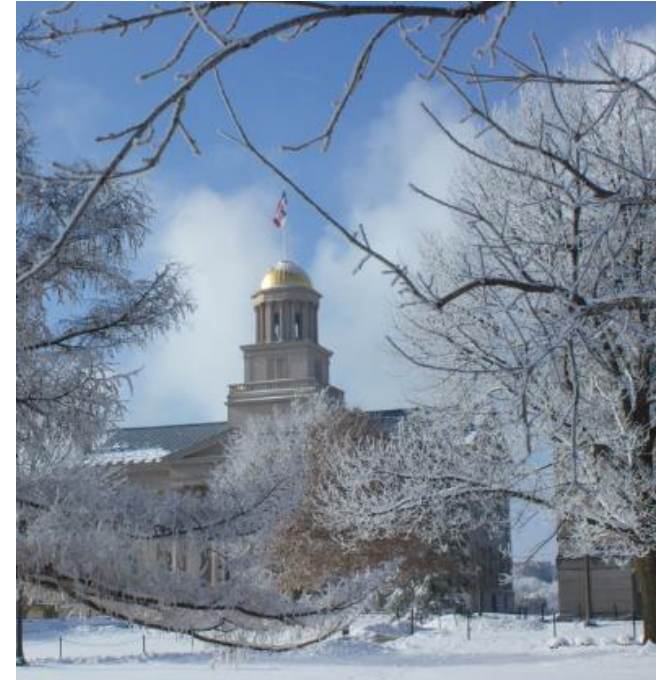
- By late November/early December:
 - Steering Team reviews Cold Weather Protocol
 - Building Operations & Maintenance and FM@YS team review of Cold Weather Protocol
 - Update the template of the planned work order project
 - Review of prior year's Cold Weather Event projects to inform creation of the 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
 - Ensure any modifications are also made to preparation PMs
 - Review/update space heater inventory
 - Top off generator fuel
 - Override report generated and sent for each shop to review
 - Preparation PMs generate Dec 1
 - 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

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Facilities Management

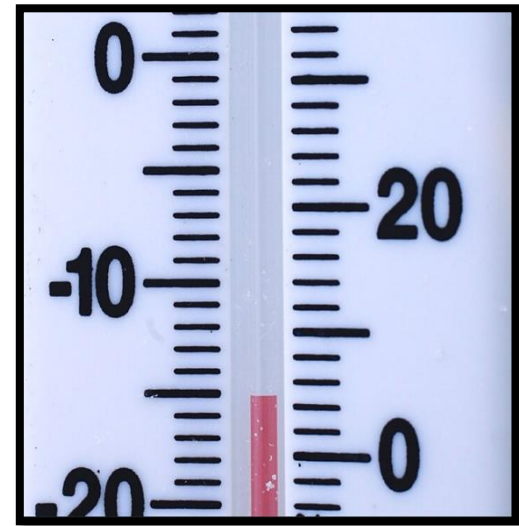
Agenda

- Data-driven trigger
- Cold Weather Protocol Overview
- Severe weather event recap
- Cold Weather Protocol Impact
- Looking Ahead



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.



Annual Cadence Established:

Late November/early December:

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

December/January:

- **December PMs – New this year!**
- 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:

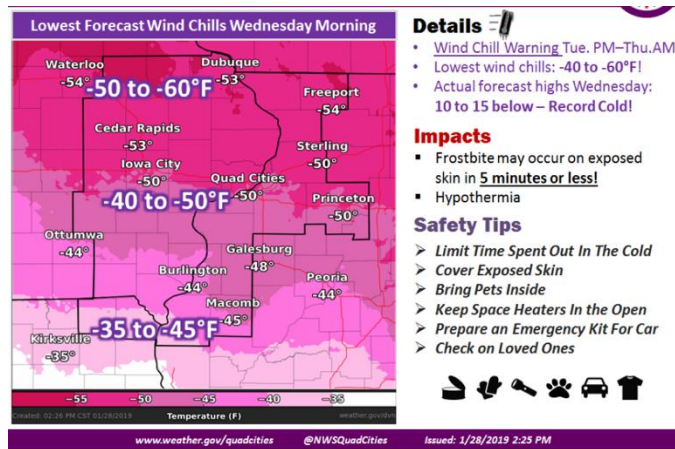
Workload Organization Considerations

- Promote Cold Weather Project planned work orders
- Cold weather Fault Detection & Diagnostic (FDD) reviews
- Removal of Building Automation System (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

The Process Works! (1)

2019 Polar Vortex:



February 2021 Extreme Duration & New Records:

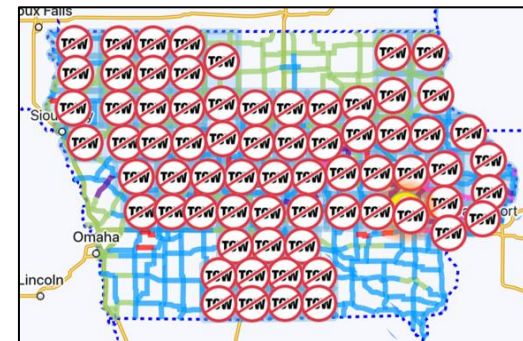
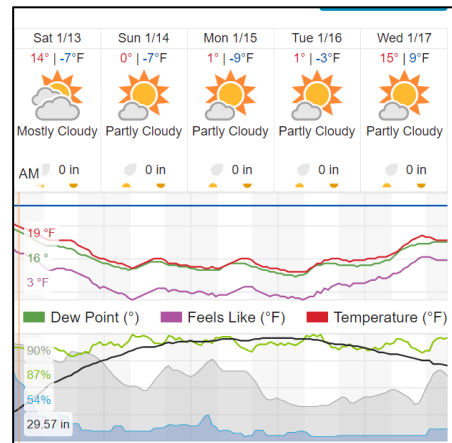


The Process Works! (2)

December 2022 “Once in a Generation” storm:



January 2024:

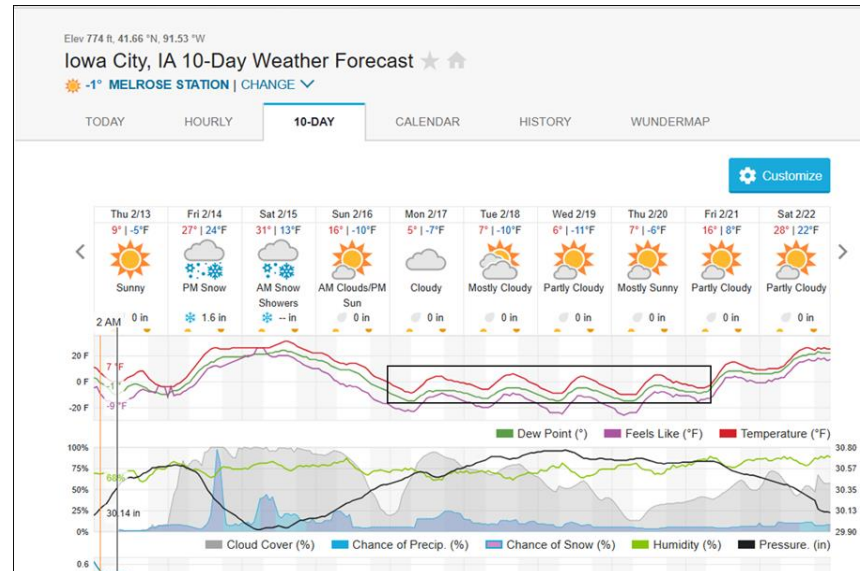


Half a dozen buildings saw impact in the form of sprinkler outage, power impact, and/or burst pipe. Same number of buildings as 2018, mitigated to 23% of claim values seen prior to protocol

The Process Works! (3)

February 2025:

Five days hovering around zero—
planned work orders promoted and
several issues found and mitigated with
no resulting property damage



Your Partnership is Vital!

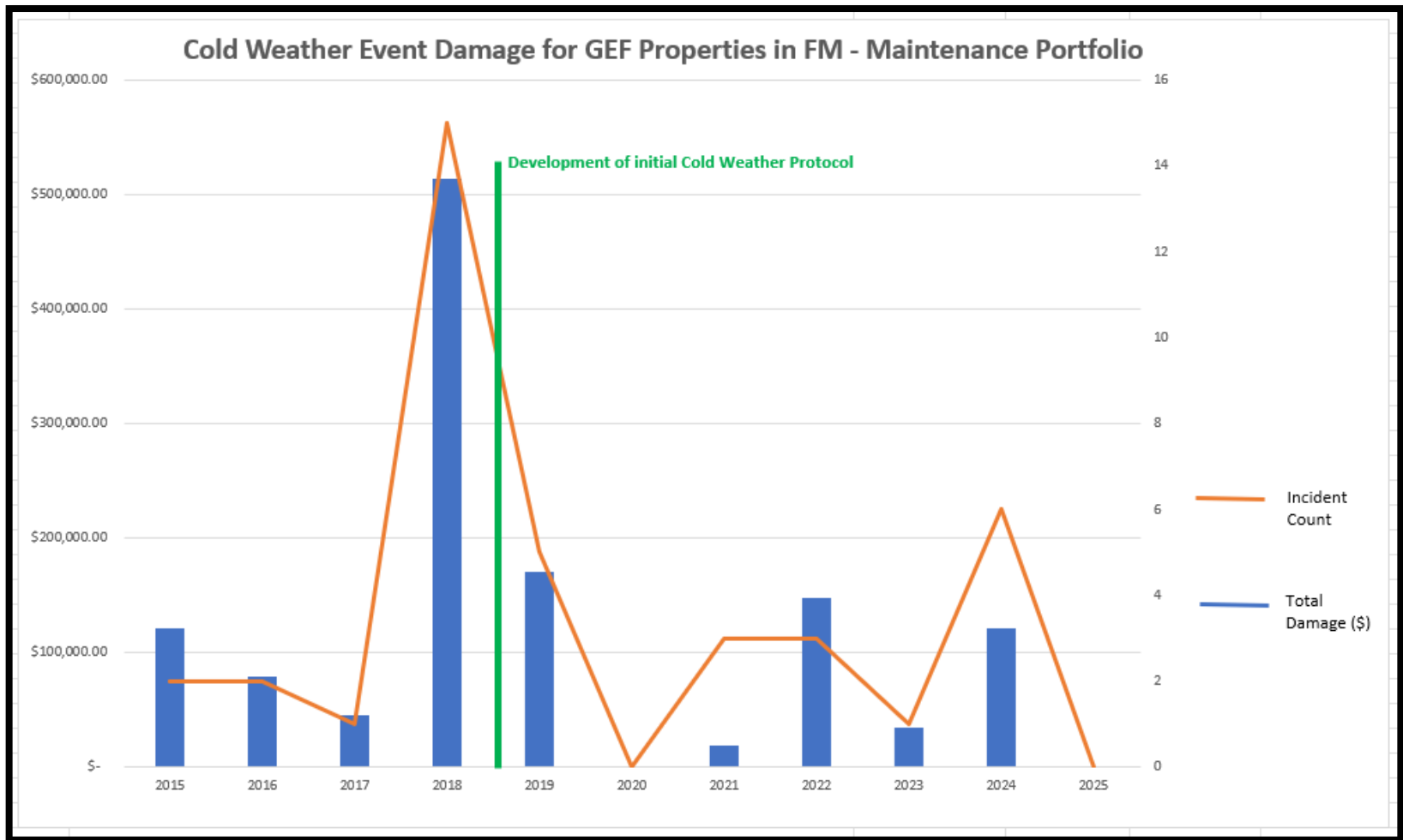
From: James, Lisa M <lisa-james@uiowa.edu>
Sent: Thursday, December 08, 2022 1:32 PM

From: 23-754820
Subject: WL - 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)

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:

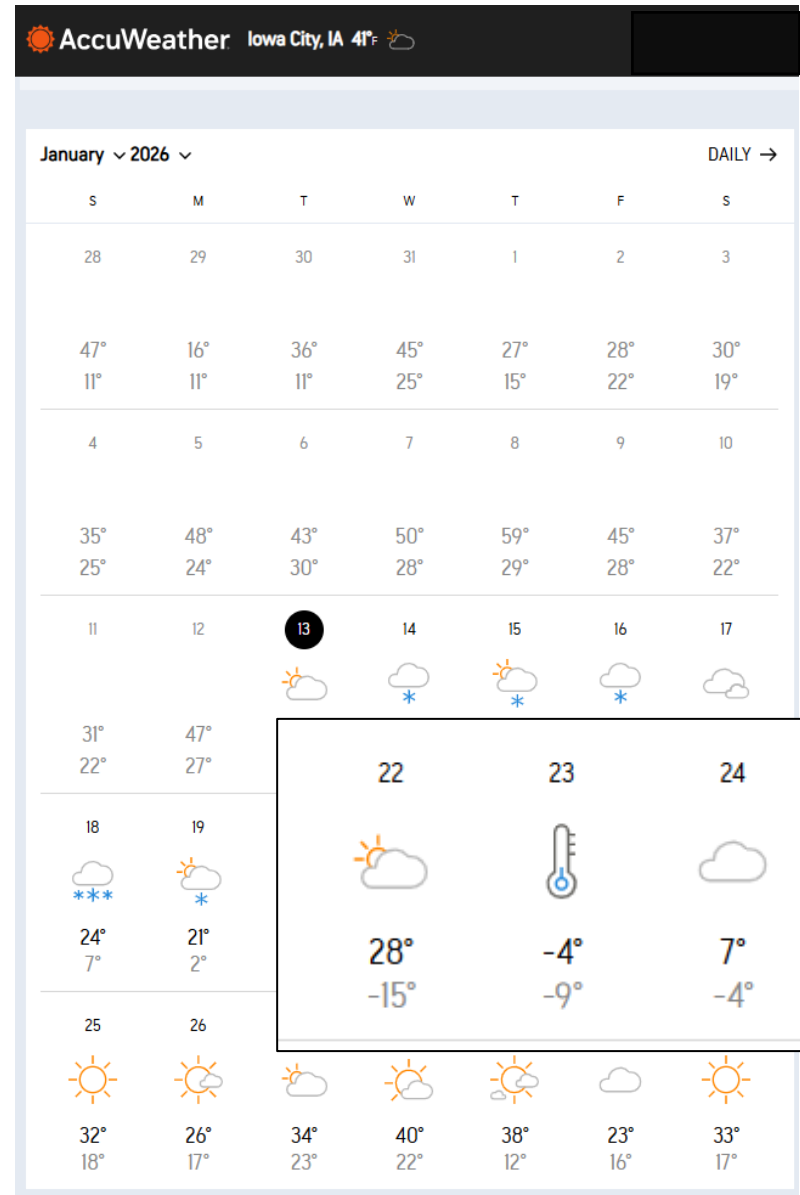
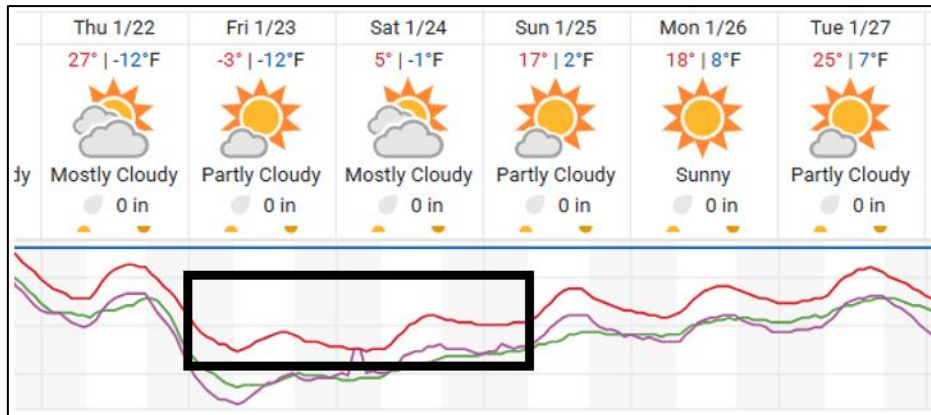
Dec 14, 2022 2:31 PM	PHORESOW	PATRICK HORESOWSKY	CLOSEOUT	Secured all windows on list. PH
Dec 13, 2022 2:18 PM	PVANELSW	PETER VAN ELSWYK	GENERAL	Room Number / Window
				4203- 2nd window
				4201- both
				4199- left window
				4189- desk in back, right window
				4218- left window
				4188
				4184- 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

Continuous Improvement:



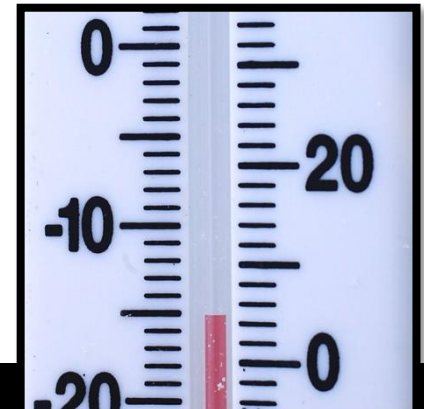
Looking Ahead...

January is showing variable temperatures that we will be watching closely for any changes!



Cold Weather Protocol Activation:

- Promotion of planned work orders; technicians are walking each building focused on cold weather preparation and risk mitigation
- Programming for air handling units will be adjusted to prioritize consistent operation vs. energy efficiency beginning Thursday PM
- Reviews of outages are occurring with corresponding delays as appropriate
- Asset Optimization Services is focusing on cold weather fault detection and diagnostic information
- Additional standby resourcing support
- Campus communication



Thank You!!

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

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Facilities Management

The current forecast for later this week and over the weekend shows an extended period of sub-zero temperatures.

Below are the main risk mitigation activities that Facilities Management is implementing from the Cold Weather Protocol for General Education Funded buildings:

- Technicians will be walking each building focused on cold weather preparation and risk mitigation activities
- Beginning Thursday (1/22) afternoon through Monday (1/26), programming for air handling units will be adjusted to prioritize consistent operation vs. energy efficiency
- Reviews of outage/shutdown/testing requests with corresponding delay(s) as appropriate
- FM Asset Optimization Services will focus on reviewing any cold weather information from the predictive Fault Detection and Diagnostic (FDD) software
- FM Building Automation Systems will be reviewed for any manual adjustments that are in place which could unintentionally cause issues during stretches of cold weather
- Additional standby resourcing support
- Intentional campus communication for awareness

Please continue to help us by doing the following in your building(s):

- Ensure all windows/exterior 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 (319- 335-5071). Non-emergency reported through the FM@YourService portal: facilities.uiowa.edu

Thank you!



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Facilities Management

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Facilities Management

Questions?



New Estimate Request Process

Steve Sawyer – FM IT

New Process for Requesting Estimates

- The current process is based on emails by customers utilizing the Blue Button on the FM@YourService Portal. Those email request are triaged from FM@YourService to the FM shop who needs to provide the estimate.
- The new process is based on a request submitted from the Yellow Button of the FM@YourService Portal. This process continues to utilize departmental workflow and now includes integration with FM's Computerized Maintenance Management System (AiM). Nothing changes for regular (non-estimate request) Yellow Button requests.
- For requests where you'd first like to receive an estimate you simply check the new radio button at the bottom of the page:

➔ Estimate

Request Estimate ☒ Yes ☐ No

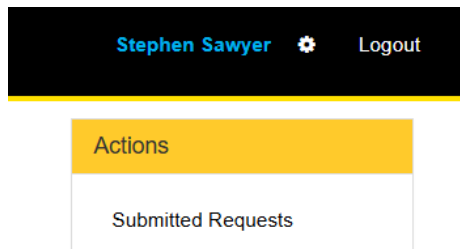
Request Estimate

Estimate Workflow

- High level workflow when you request an estimate:
 - Your supervisor is first notified via an email with a link to the request where they will need to approve or reject the request.
 - If they approve, then a CSR record is created in AiM and the appropriate shop manager is notified to create the estimate.
 - When complete, the requestor is notified via email with a link to the estimate where they can approve, reject, or request changes.
 - If approved, the request is routed as normal through Universal Workflow.
 - If request changes, the request is sent back to the manager for updates.
 - If reject, the estimate is canceled.

Estimate Workflow continued

- Once approved, the estimate is valid for 30 days from the date of approval of the estimate, not the Universal Workflow approval date.
- All estimate requests will remain in your “Submitted Requests” listing, on the FM@YourService Portal.



Screenshot of Estimate 1

→ Estimate

Request Estimate ☒ Yes ☐ No

Supervisor: Rakesh Rao

Estimate Provided By: Stephen R Sawyer

Estimate Date: 1/8/26

***Note: Estimates are valid for 30 days from receipt**

Estimate Details

Item Type	Description	Quantity	Unit	Unit Price	Amount
Material	pipe	20	Feet	\$50.00	\$1,000.00
FM Labor	HVAC Technician	2	Hours	\$75.00	\$150.00
Contract Labor	Outside Contractor	2	Hours	\$100.00	\$200.00
Equipment	Equip Rental	2	Hours	\$150.00	\$300.00
Other	Miscellaneous	1	Each	\$50.00	\$50.00
				Total	\$1,700.00

Screenshot of Estimate 2

→ Notes

Add

User	Date	Note
Stephen Sawyer	1/8/26	Estimate has been submitted for approval
Stephen Sawyer	12/29/25	Requesting review and resubmission of estimate
Stephen Sawyer	12/29/25	please add scope
Stephen Sawyer	12/29/25	Estimate has been submitted for approval
Stephen Sawyer	12/29/25	Supervisor has approved the estimate request
Stephen Sawyer	12/29/25	test
Stephen Sawyer	12/29/25	Estimate Request has been submitted

→ Note for Reject/Resubmit

Approve & Proceed

Resubmit Request

Reject

Print

Close



Screenshot of Estimate 3



Departmental Work Order Request Continued...

➔ Select Workflow Information:

Note: If you are not sure on who to route the request, please check with your departmental administrator or supervisor.

Workflow Department:

05-0375 (Facilities Management Shops) ▼

Select Route*

	Office Code	Office Name	Office Type
<input checked="" type="radio"/>	05-0375-00250_66001	00250 66001	Sub Department
<input type="radio"/>	05-0375-bfs	05-0375-bfs Sub Department	Sub Department
<input type="radio"/>	05-0375-bls	05-0375-bls Sub Department	Sub Department
<input type="radio"/>	05-0375-pdc	05-0375-pdc Sub Department	Sub Department
<input type="radio"/>	05-0375-uem	05-0375-uem Sub Department	Sub Department

Projected Workflow Path:

1

IT Approval

Sawyer, Stephen R SIGNATURE PERMITTED

Maheshwari, Akshay SIGNATURE PERMITTED

Back

Submit

Screenshot of Estimate –Workflow Route

→ Work Request Details:

Customer Service Request (CSR) Number: 170042

CSR Status (hover over for more info): **APPROVED**

Planned Work Order Number: 26-859959

Planned Work Order Status: REQUESTED

Package Id: 15996077

Workflow Routing History

Stop #	Status	Name	Context & Rights	Action Date
--	Initiated	Sawyer, Stephen R stephen-sawyer@uiowa.edu		Initiated on 01/08/2026 9:51 AM
1	Approved	Sawyer, Stephen R Lead Technology Specialist	00250 66001 Sub Department (08-0279-00280_66001) Signature Permitted	Approved on 01/08/2026 10:01 AM
1	No Action	Maheshwari, Akshay Senior Application Developer	00250 66001 Sub Department (08-0279-00280_66001) Signature Permitted	01/08/2026 10:01 AM
2	Opted Out	Facilities Management Shops (08-0375)	--	Bypassed on 01/08/2026 10:01 AM
3	Opted Out	VP Finance and Operations (08)	--	Bypassed on 01/08/2026 10:01 AM
4	Approved	White, Kari L Coordinator, FM@YourService	Facilities Service Group Signature Permitted	Approved on 01/08/2026 10:01 AM
4	No Action	Helck, Chris C Lead Coordinator, FM@YourService	Facilities Service Group Signature Permitted	01/08/2026 10:01 AM
4	No Action	Adkins, Michelle M Coordinator, FM@YourService	Facilities Service Group Signature Permitted	01/08/2026 10:01 AM
4	No Action	Rourke, Stephanie S Associate Director, FM@YourService	Facilities Service Group Signature Permitted	01/08/2026 10:01 AM
--	Routing Completed			Completed on 01/08/2026 10:01 AM

Screenshot of Submitted Requests

List of Your Submitted Departmental WO Requests

Close

First

Previous

1

2

3

Next

Last

Ref#	Work Order #	Workflow Package Id	Description	Building	Name	Request Date	Status
170042	26-859959	15996077	Estimate 2	0450 USB - University Services Building	Stephen R Sawyer	Dec 29, 2025	Req Approved
170041	26-859778	15972068	Estimate Request	0450 USB - University Services Building	Stephen R Sawyer	Dec 29, 2025	Req Approved
170040	26-859444		fm it test	0450 USB - University Services Building	Akshay Maheshwari	Dec 24, 2025	Estimating

Questions?

Steve Sawyer
Lead Technology Specialist
FM IT

Stephen-sawyer@uiowa.edu

→ uiowa.edu

IOWA

Thank you

→ uiowa.edu

IOWA

Next meeting: February 18, 2026

Thank you for sending me changes to the
Building Coordinators in your buildings!