

IOWA

Facilities Management

Welcome!

**Monthly Building
Coordinator Meeting
Via Zoom**

February 18, 2026





American
Heart
Association.

Heart Month Message: Learn CPR

In every cardiac emergency, the real first responder is not always a uniformed professional; it is often a friend, family member, or even a stranger. Cardiac arrest can strike anywhere - at the gym, in the grocery store, or during a child's soccer game. However, people nearby intervene only about 40% of the time, often due to uncertainty or a lack of training.

The truth is, you do not need medical credentials to save a life. All you need is to be prepared and willing to step in and help.

Immediate CPR and AED use can double or even triple someone's chance of surviving, and according to the latest American Heart Association CPR guidelines (published in October 2025), children as young as 12-years-old can be taught effective CPR and defibrillation (how to use an AED).

Together, we can double cardiac arrest survival rates by 2030, but it starts with learning CPR.





YOU
are the first responder
until help arrives.

**IN A
CARDIAC EMERGENCY,
EVERY MINUTE
COUNTS.**

Learn CPR at heart.org/nation



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Facilities Management

FM Services Guide

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

FACILITIES MANAGEMENT SERVICES GUIDE

OR/AND

Access the FM@YourService portal to view the Services Guide



FM Resources

Facilities Management has a number of resources available to help you find the information you need.

How to use FM@YourService site
Building Coordinators Network – Find a building coordinator in your area
Business & Financial Services
Design Standards and Procedures
Facilities Management AOS Core Services
Facilities Management Capital Projects
FM Guide to Services – Comprehensive guide to services

FM Services Guide

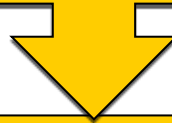
The FM Services Guide gives a detailed overview of the various types and forms of services provided by Facilities Management. View the FM Services Guide for an overview of the Facilities Management organization, information on service delivery, an overview of services provided by FM, and more.

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

Agenda

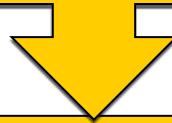
Water Standpipe Update and Utilities Alerts

Ty Miller, Project Engineer – UI Utilities



Key and Access Workflow Automation

Jan McDonald, Director – Security Engineering Services, Campus Safety



Proactive vs Reactive Safety

Steve Paulsen, Occupational Safety Manager – Environment Health & Safety

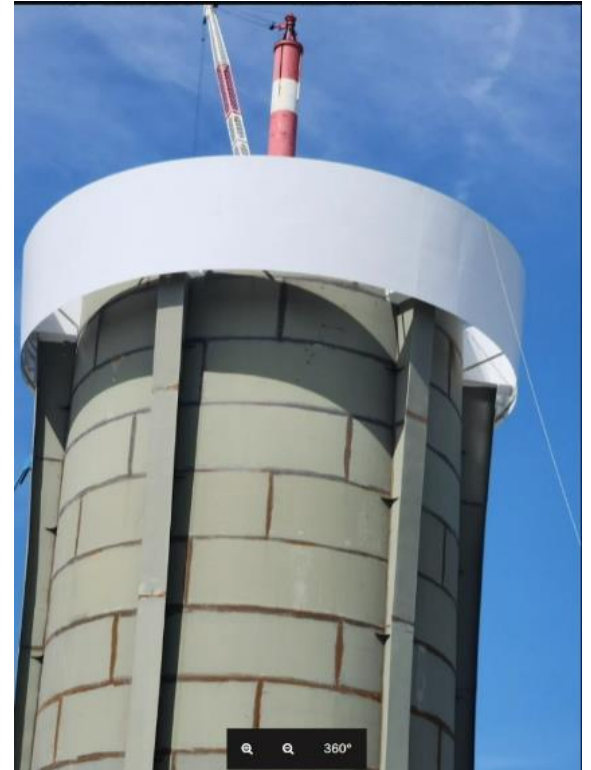
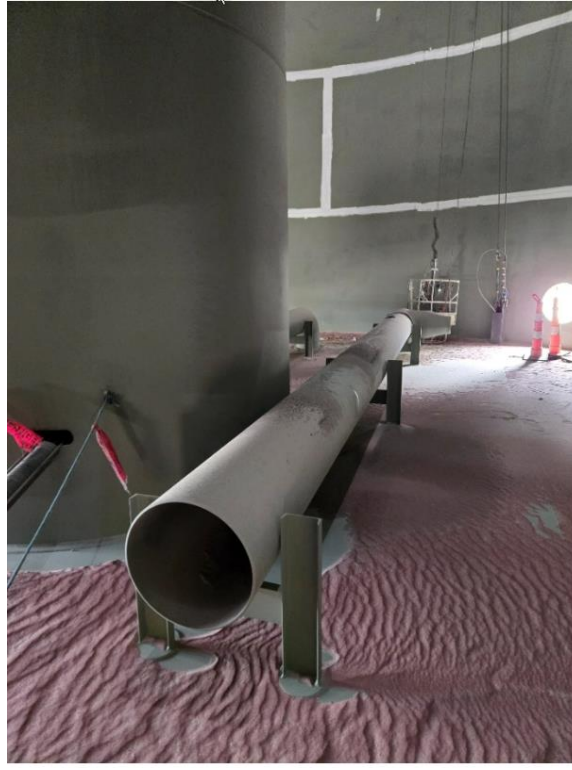
Natalie McNutt, Occupational Safety Manager – Facilities Management

Water Standpipe Startup

As part of utility infrastructure improvements associated with UIHC's 10-year plan, a new water standpipe will be placed into service in November 2025.



Water Standpipe Startup #1



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Water Standpipe Startup #2

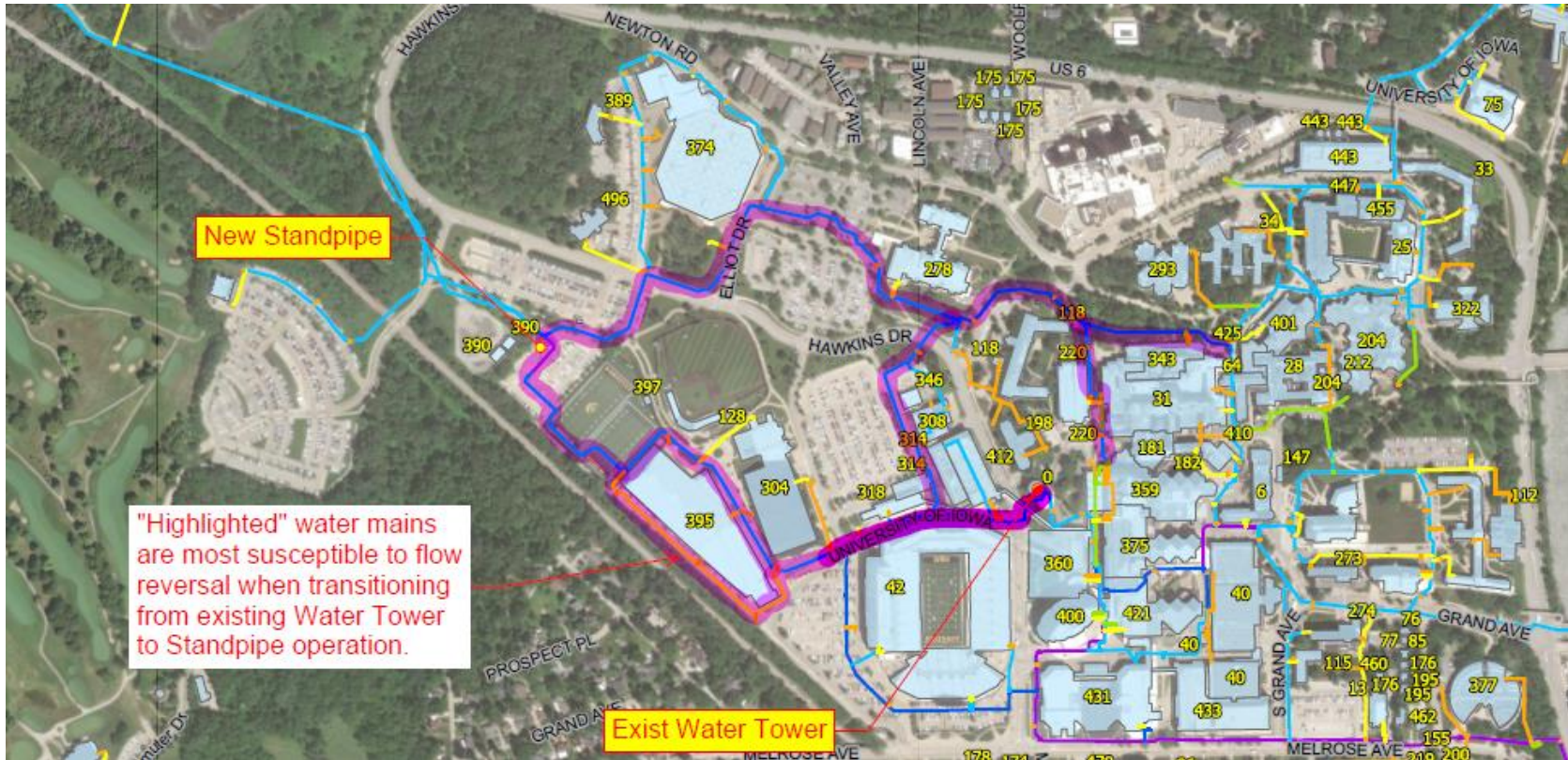


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Water Standpipe Startup #3



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Water Standpipe Startup #4

During this transition, there may be temporary discoloration in tap water, caused by the release of iron deposits (rust) from pipes as flow patterns adjust on campus.

The discoloration poses no health risks, but if the issue is experienced, it is recommended to **run water from faucets until it clears.**



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Water Standpipe Startup #5

The water pressure on main campus **will increase by approximately 10 pounds per square inch (psi)**.

While this adjustment is within safe operational limits and no significant impact is expected, campus personnel are asked to remain attentive and report any concerns or unusual findings – such as leaks, fluctuations, or performance issues.

Water Standpipe Startup #6

- Current project schedule calls for the new standpipe to go operational the first or second week of March.
- A mass email will be sent to campus as a reminder, when the exact dates for the transition are known.

Water Standpipe Startup #7

University of Iowa and Engie teams are actively monitoring the system to ensure a smooth start-up and minimize disruptions.

Should you have any concerns or experience persistent discoloration, please report them to UI Facilities Management –

FM@YS portal: <https://facilities.uiowa.edu/fmyourservice>

Email: facilities-wcc@uiowa.edu

Phone: 319-335-5071-EMERGENCY ONLY



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Water Standpipe Startup #8



Utility Alert Update

- Nexus Platform – New system for Utility Alerts
 - Self-signup now available to receive Utility Alerts
- <https://facilities.uiowa.edu/fmalerts>
- RCA (Root Cause Analysis) Development
 - Currently developing addon for Nexus to support RCA documentation and publishing
 - Goal is to make Nexus the single location for information on all outage events.

Utility Alert Update – website information

IOWA Facilities Management

NEXUS

- Dashboard
- Utilities
- Subscriptions

Subscribe to Facilities Management Utilities Alerts

Subscribe to notification groups and receive updates via email and/or phone.

Current Contact Information
natalie-mcnutt@uiowa.edu Apply to All Active

Overrides with this contact info on all active groups

Available Notification Groups

- ENGIE / UIU Test Inactive
- Utilities Alerts Distribution List Active

IOWA Facilities Management Alerts Building

About Projects Services Campus Spaces Energy & Environment Contact

Home FM Alerts

Access & Construction Alerts

Get information and sign up for alerts about campus construction that may impact roads, sidewalks, parking, elevators, or building entrances.

[VIEW/SIGN UP FOR CONSTRUCTION ALERTS →](#)

Utility Alerts

Sign up for notifications about unplanned outages affecting electricity, steam, water, and chilled water on campus.

[SIGN UP FOR UTILITY ALERTS →](#)

Confirm Contact Information

Please confirm your contact information for notifications.

Name: Natalie McNutt

Email: natalie-mcnutt@uiowa.edu

Phone Number: XXX-XXX-XXXX

[Confirm & Continue](#)

Overview of Services

Building Operations and Maintenance

Custodial Services

Landscape Services

Utilities

Capital Project Management

Facilities Information Services (and Campus Planning and Development)

Administrative



FM Services Guide - Utilities

- Current State of FM Service Guide - Utilities:
 - Only provides overview of how capital projects are funded.
- Future State:
 - Reviewing request / additions to an updated Utility section to potentially include:
 - Performance standards
 - Outage Definitions

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Security Engineering Services

Enhancing Campus Security

Key and Access Workflow Automation

February 2026



Introduction

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

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

Timeline

Communication Plan – Key Request Updates

- **Feb. 4** **1:30 PM:** Presentation to Collegiate Facility Directors

- **Feb. 18** **11 AM:** Presentation to Building Coordinators
- **Feb. 19** **10:30 AM:** Email sent to building coordinators list

- 11 AM:** Email sent to other frequent users & college facility directors

- 1PM:** Web story posted to Campus Safety website & FM Website

- **March 2** **9 AM:** Updated system goes live
 - Hayley adds new request form to SES web page
 - FM updates link on FM@YourService page
 - FM adds a banner with link to web story

- **June 30, COB:** Shut off FM@YourService Link and remove old link from SES page.

- **July 1, 10 AM:** SES sends reminder email to building coordinators and other campus partners that only requests through the automated system will be accepted moving forward.

Current Workflow

- Utilize existing Workflow system for key requests
- Applies to both temporary and permanent keys
- All requests routed by MFK then to Building Coordinator if Building Keys

KeyFlow

Available Campus-wide - digital workflow for key requests

Self-Service Interface – easy submission, approval, and tracking


Automated Routing – requests flow through MFK based routing
→ building coordinator → key shop


Integrated with Universal Workflow – digital signature-based routing


Real-Time Dashboards – provide visibility into request status and tracking


Try out link - <https://bizhub-preprod.facilities.uiowa.edu/bizhub/keyrequest>


Workflow


-  **Initiator** submits Key Request Form
→ Routed automatically to MFK owner


-  **MFK Owner** reviews and approves (**NEW STEP**)
→ Based on dept from MFK, we will show available routing to requestor. Requestor while submitting the form will have to pick a routing. Initially we will use the yellow button routing for new KeyFlow form. Departmental workflow admins can later change the routing if needed.


-  **Supervisor** reviews and approves
→ Supervisor approval is required

-  **Building Coordinator** (e.g., assigned by building or department) receives request
→ Reviews access justification and approves.

-  **SES Review Request (NEW STEP)**
→ SES reviews request for compliance/security validation.
→ If approved, request proceeds automatically.

-  **Post workflow approval,**
→ “**Send to SES Central Shop**” step is auto initiated

-  **SES Central Shop** prepares the physical key
→ Once completed, updates status to “**Ready to Pickup**”

-  **Notification sent** to contact person email that the key is ready
→ Status automatically updates in dashboard and audit log.

Future Vision has arrived!

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



Challenges overcome

- Room ownership data linked through SIMS program.
- Linked to Departments and ownership through MFK routing

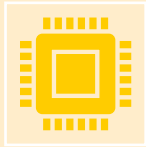


Role of Building Coordinators

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



Conclusion



Transitioning from manual to automated systems



Building Coordinators and Facility Directors are key to success



Focused on improving security, efficiency, and user experience

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Security Engineering Services

Thank you

→ safety.uiowa.edu



Proactive vs Reactive Safety

Environment Health and Safety
Facilities Management

Presenters

Steve Paulsen

- Occupational Safety Manager
- [EHS Department](#)
- Reports to Haley Sinn



Natalie McNutt

- Occupational Safety Manager
- [FM Department](#)
- Reports to Ben Anderson



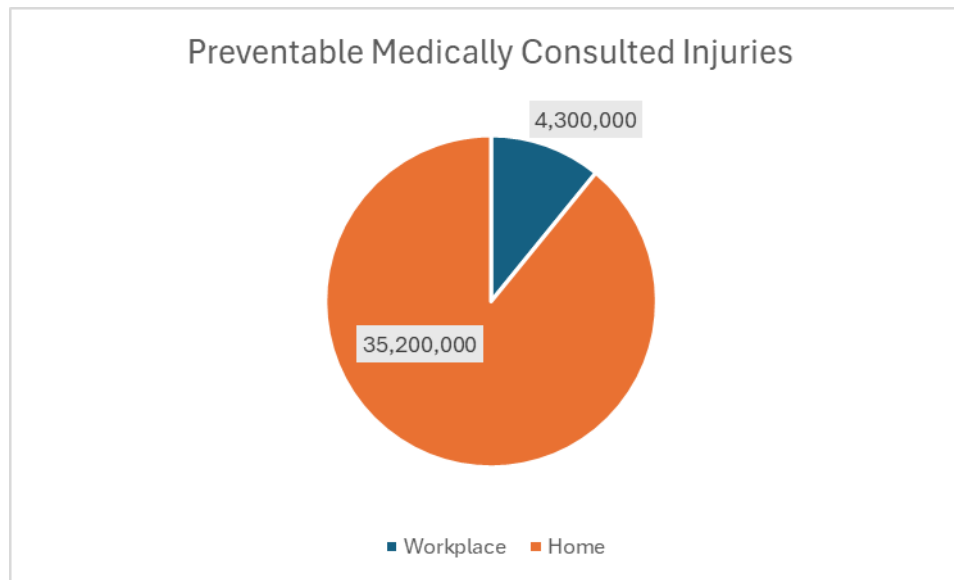
We collaborate with partners across campus including Risk Management, Campus Safety, Environmental Compliance, and Human Resources.

Agenda

- Workplace Safety Program Purpose
- Proactive vs Reactive Safety
- Examples of Proactive Safety
- Examples of Reactive Safety

Discussion – Are you more likely to get injured at work or away from work?

- Preventable Medically Consulted Injuries Per Year (Source = National Safety Council)
 - Work = 4,300,000
 - Away from work = 35,200,000



What is the purpose of an effective workplace safety program?

- **Prevent** workplace injuries and illnesses
- **Improve** compliance with laws and regulations
- **Reduce** costs, including reductions in workers' compensation
- **Engage** workers
- **Enhance** social responsibility goals

Proactive vs Reactive Safety Programs

Proactive – Leading Indicators (predict future performance)

- Written Programs
- Training
- Safety Reviews
- Exposure Assessments
- Ergonomic Assessments
- Workplace Design

Reactive – Lagging Indicators (measure past performance)

- Injuries/Illnesses
- Near Misses
- Complaint Response

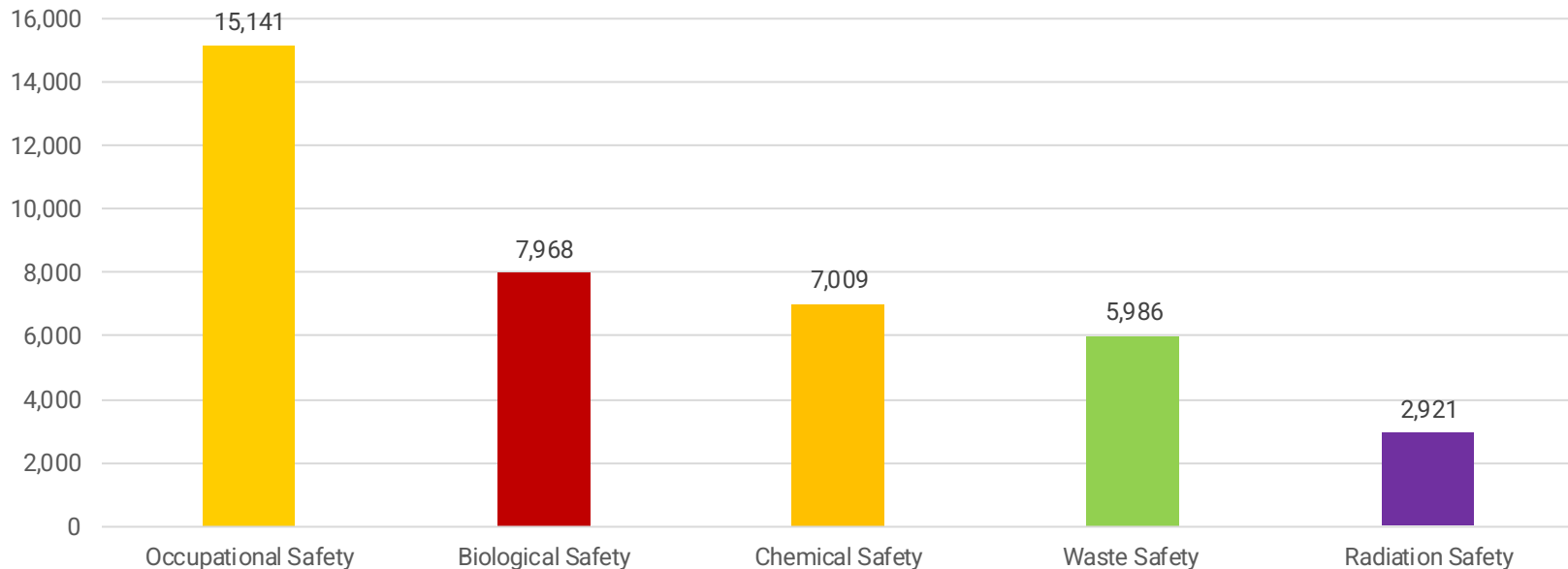
Proactive – Written Safety Programs

- The purpose of a written safety program is to guide us in complying with the Occupational Safety and Health Administration (OSHA) requirements.
- Legal compliance – many regulations require a written program
- Injury prevention – identifying hazards and implementing protective measures
- Clear communication – the documents specify roles and responsibilities
- Training and accountability
- Establishing a safety culture

Proactive – Safety Training

123 different safety course topics are offered to campus through Online ICON Courses and In-Person Training.

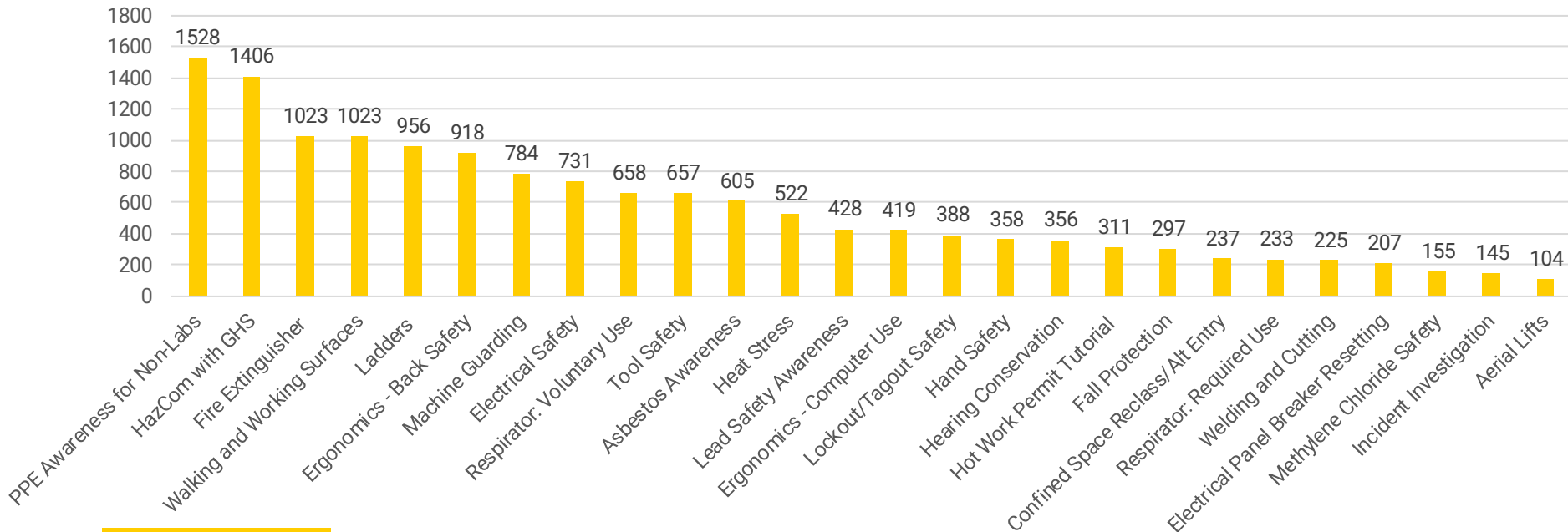
2025 ICON Courses Completed = 39,025



Proactive – Safety Training - ICON

Personal Protective Equipment, Hazard Communication, and Fire Extinguisher training are often the top three occupational safety topics across campus.

2025 Occupational Safety Training Courses Completed = 15,141

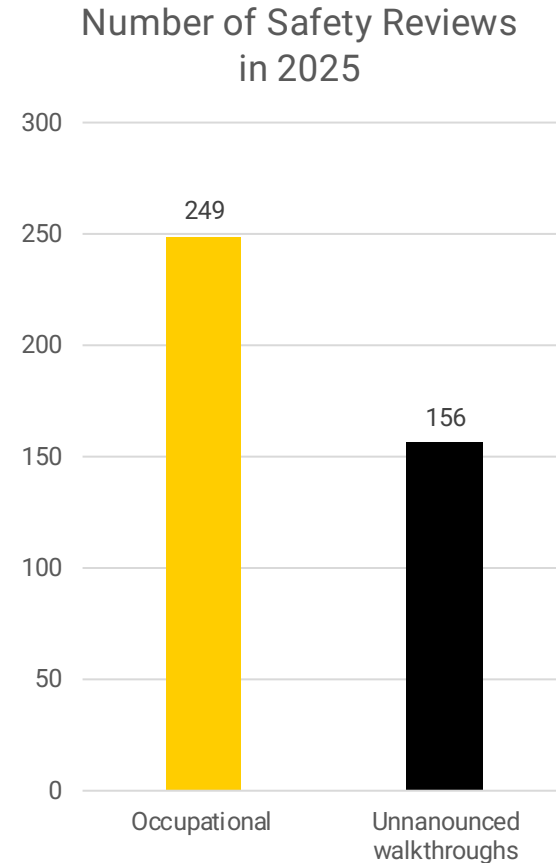


Proactive –Safety Training – In-Person

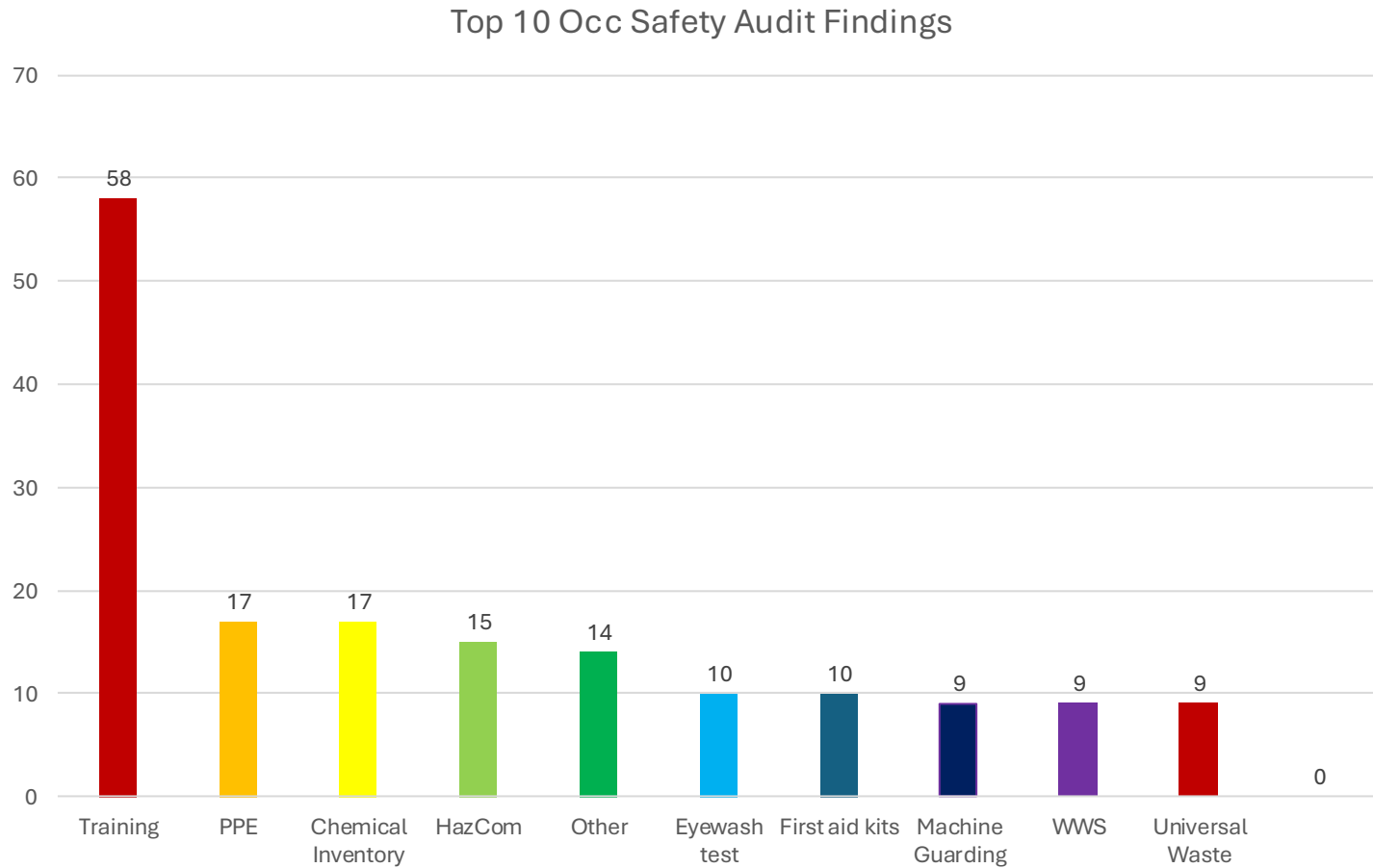
- Forklift and Aerial Lift
- Arc Flash (NFPA 70E)
- CPR/AED/Basic First Aid
- Fall Protection
- Fire Extinguisher Training
- Stop the Bleed

Proactive – Annual Safety Reviews

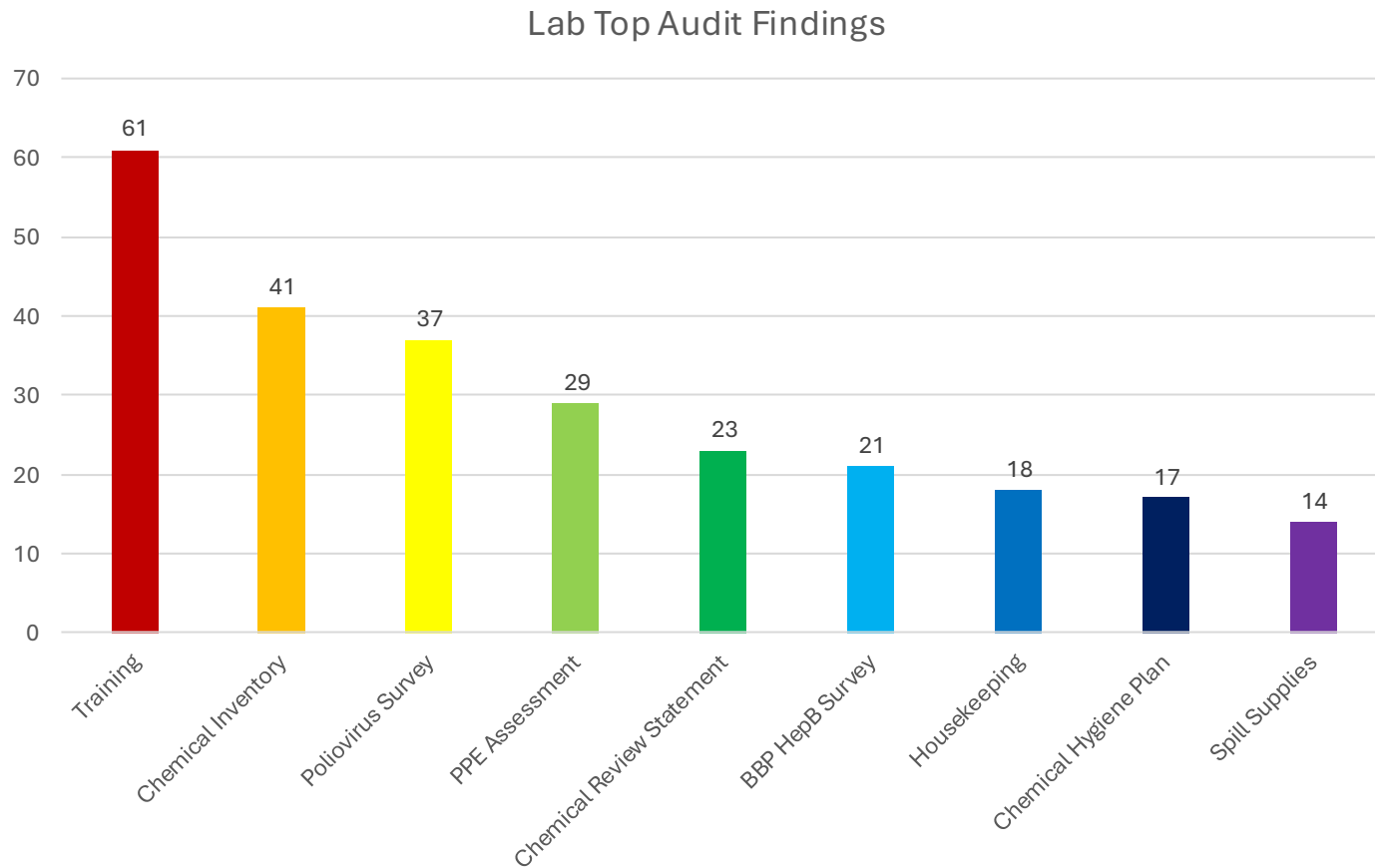
- Purpose:
 - Identify and correct potential hazards before they hurt someone.
 - Includes both lab and non-lab areas of campus as well as food safety reviews at the Division of Student Life locations
- Review annual training records and completion status
- Review written safety programs and related documents
- Do a walk-through of the facility
- Any items noted as a deficiency must be corrected within 30-days.



2025 Safety Reviews – Top 10 Deficiencies



2025 Safety Reviews Top 10 Lab Deficiencies



Proactive – Exposure Assessments

- Some programs require proactive industrial hygiene sampling when changes occur in the workplace or after a set period
 - Hearing Conservation Program (Noise)
 - Indoor Air Quality
 - Chemical Safety Programs
 - Respirator Safety Programs
 - Heat and Cold Stress Programs

Proactive – Ergonomic Program

- The science of fitting workplace conditions and job demands to the capabilities of the working population. Ergonomics is an approach or solution to deal with a number of problems—among them are work-related musculoskeletal disorders.
- On-Site Assessments:
 - Provide employees with education, self-awareness, and onsite assistance if they believe their work area may not be optimal.
 - Email for to make an assessment request:
ergonomics@uiowa.edu

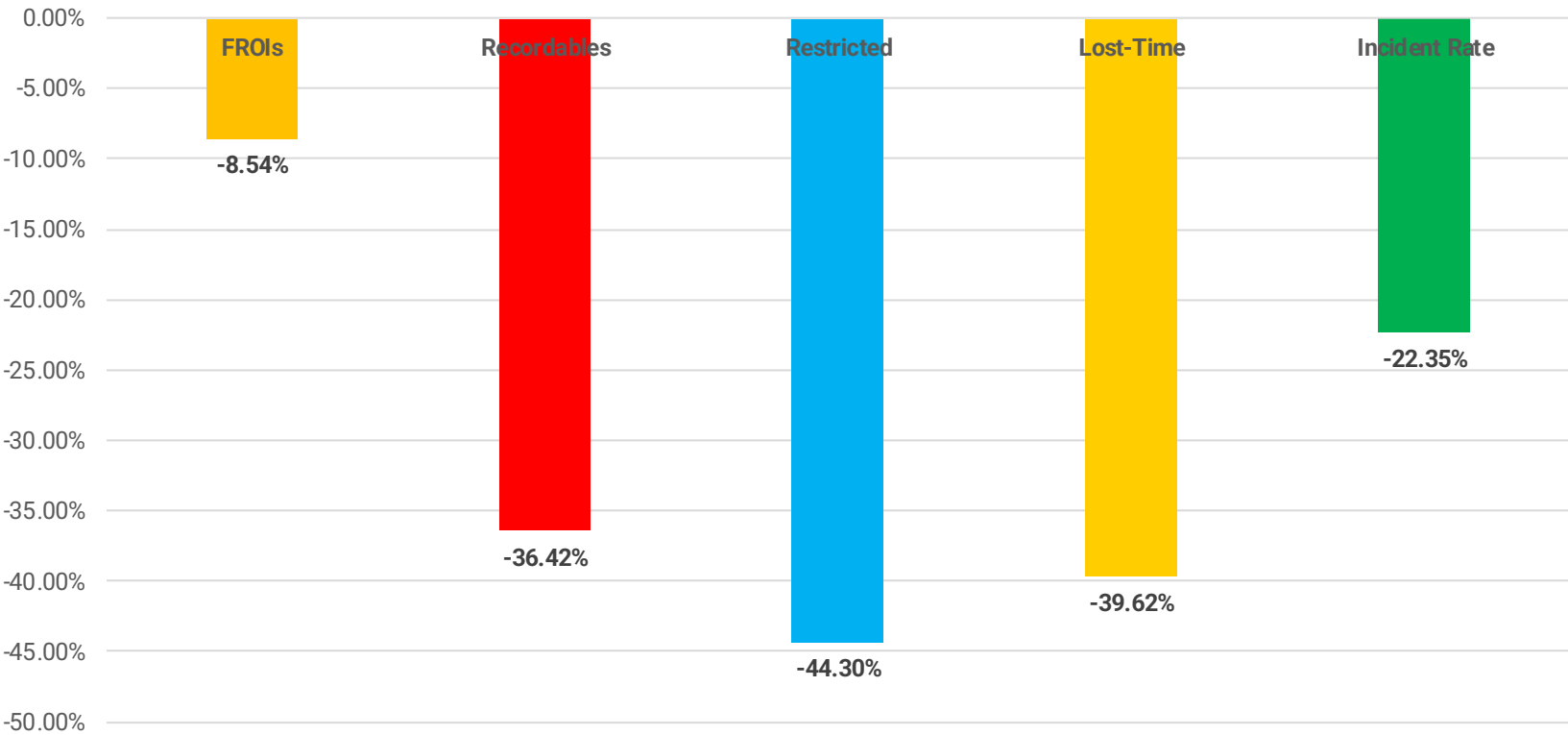
Reactive – Incident Response

- Injury/Illness
- Near Miss
- Complaints

- All investigations must address 3 key items
 - What happened? (Who / What / Where / When / Why)
 - Root cause
 - Corrective actions

Lagging Indicators – Incident Rate

2016-2025 UI Injury Reduction



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Questions?

→ uiowa.edu

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Environment Health and Safety

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steven-paulsen@uiowa.edu

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Occupational Safety Manager
Facilities Management

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natalie-mcnutt@uiowa.edu

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Next meeting: March 18, 2026

Thank you for attending the Building
Coordinators meeting!