

IOWA

Facilities Management

Welcome!

Monthly Building
Coordinator Meeting
Via Zoom

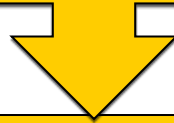
August 19, 2026



Agenda

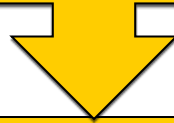
FM@YourService – Portal Updates

Stephanie Rourke, Associate Director, FM@YourService



Campus Beautification and Grounds Management Update

Michael Weikamp, Associate Director & Scott Gritsch, Director, FM Landscape Services



Risk Management: Topics for Building Coordinators

*Josey Bathke, Emily Robnett, Melissa Miller, Camille Walters Gott
Risk Management team*

FM@YourService – Portal Updates

Welcome **Stephanie!** How may we assist you? I want to...

FM@YourService portal allows for electronically submitting non emergency requests to Facilities Management.

For emergencies, please call 319-335-5071, 24/7.

[Click here for site instructions](#)



Request Maintenance

Building Maintenance
Custodial Maintenance
Ground Maintenance



Departmental Work Order Request

Install/Hang Small Items
Request Work Estimate
Specialized Custodial Services
Fire Alarm Disables



Request Project

Renovate Space
Install Signage/Furniture/etc.



Contact Us

FM Resources
Campus Resources

FM@YourService Portal: Non-emergency requests

<https://www.facilities.uiowa.edu/>

★ Welcome to the Facilities Management customer service portal FM@YourService.

FM@YourService portal allows for electronically submitting non emergency requests to Facilities Management.

CONTACT FM@YourService at 319-335-5071 for maintenance emergencies, or if you need immediate assistance.

☰ INSTRUCTIONS for use

- The **GREEN** button is used to report maintenance, custodial, and landscape services concerns. These requests do not require the user to enter an MFK. Examples of this work may include but are not limited to: lights that need repaired/replaced, a restroom sink that is draining slowly, pest issues, rooms too cold or hot, door issues, leaks or odors. A reference ID number will be populated as the initial tracking number for these requests. When using this service and as work progresses, customers will be emailed when the job is started, the job is awaiting materials, and the job is complete. Work requested using this option is considered a routine or urgent work order priority.
- The **YELLOW** button is used for departmentally funded work to be routed to Facilities Management via Workflow approval. Examples of this work may include but are not limited to: Estimate requests, adding additional electrical outlets, hanging small items, mullion removal, asbestos/abatement/air quality testing, new water bottle filling station, new locks/replacement of lock cores/change to door hardware configuration, replacement lighting, fire alarm/smoke detector/sprinkler disable, etc. Supplemental custodial services include event cleaning, private office cleanings requested more than twice per calendar year, cleaning of specialized spaces such as IT or server rooms, and cleaning of loading dock areas. Please review the FM Services Guide for a more comprehensive listing of departmentally funded work – <http://facilities.uiowa.edu/fm-services-guide> . Work requested using this option is considered a routine or urgent work order priority.
- The **BLACK** button is used for departmental requests to plan and design, construct, or renovate space/systems. Services are provided by Design and Construction. Examples of this work include but are not limited to: requests to renovate space (offices, classroom, laboratory, parking, landscape etc.), construct new or additional space, install signage, furniture, paint or flooring. Once a request is submitted to Design and Construction through Workflow approval, a project will be created, and a project team will be assigned.
- The **BLUE** button is used for questions/concerns on AiM work orders or seeking additional guidance for work processing. Examples may include, but not limited to, the status of a work order, adjusting the scope of work initially requested, or other general questions. FM@YourService reviews the work order notes for any additional information or triages to the appropriate FM staff member for review and response. In addition, links are provided for FM and Campus Resources for ease of access.

Facilities Management (FM) provides services and support to many areas of campus. We receive General Education Funding (GEF) to support the baseline service levels for the academic and administrative functions of the university.

2026 Comprehensive Listing of Services



FACILITIES MANAGEMENT SERVICES GUIDE

Landscape Services

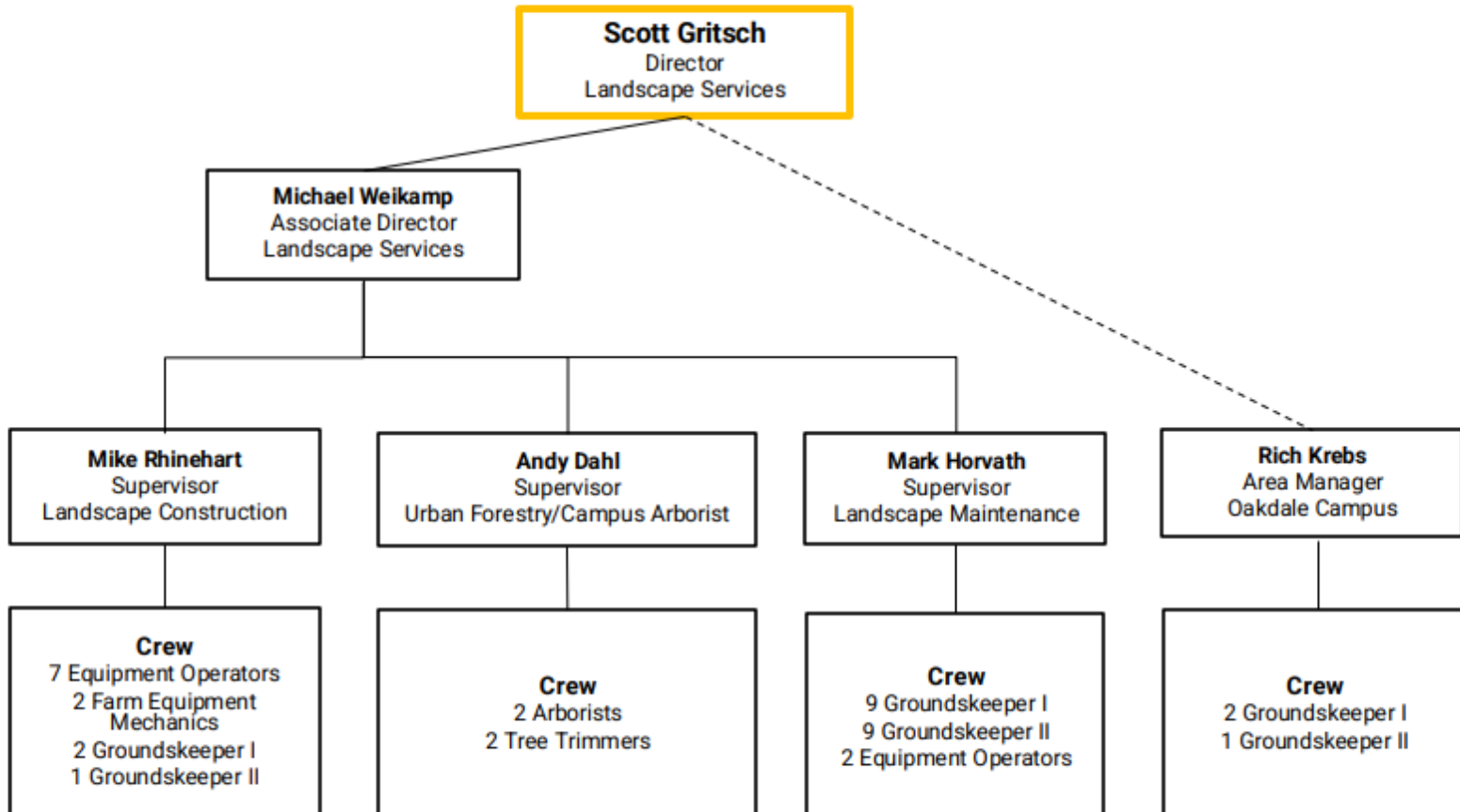
Campus Beautification and Grounds Management Update

Building Coordinators Meeting

August 19, 2026

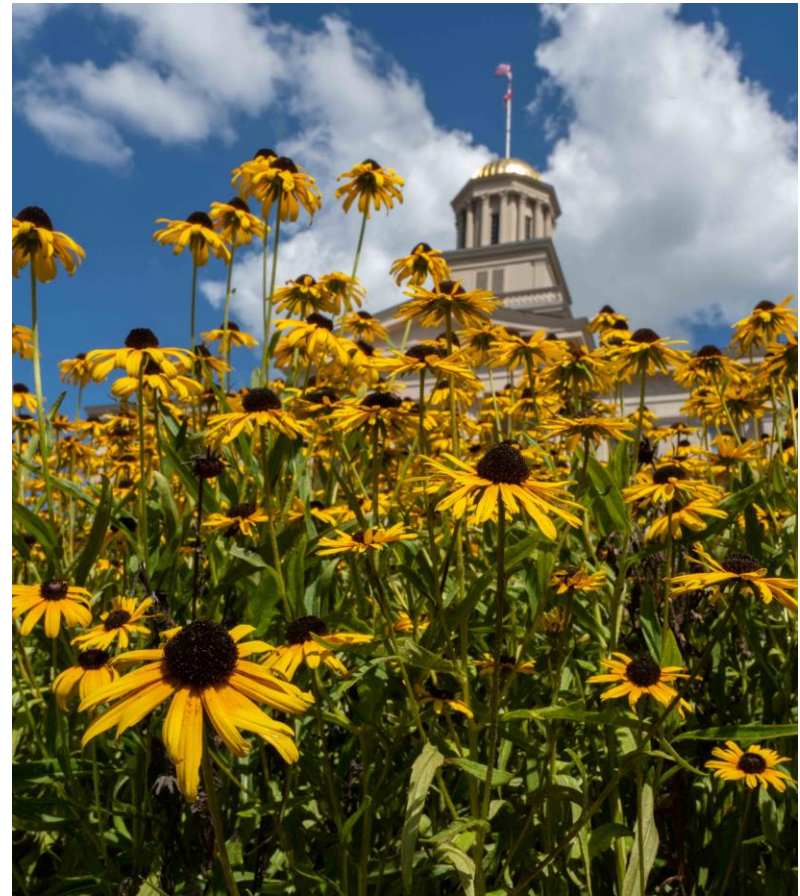
Staffing Chart

Landscape Services



Landscape Quick Facts

- 2,119 total acres
- 446 total UI owned buildings
 - 144 maintained by FM
- 260 acres-maintained turf
- 7.5 acres irrigated turf
- 8,993 trees
- 7,506 shrubs
- 30 acres of mulch beds
- 1.6 acres pollinator gardens
- 82 miles of sidewalks
- 35 lanes miles of road



Landscape Management Plan

IOWA
Facilities Management

Landscape Services



The University of Iowa

Landscape Management Plan

This Landscape Services Management Plan documents the site and landscape improvements that exist on campus and provides detailed information on maintenance activities performed by Landscape Services.

TABLE OF CONTENTS

Facilities Management.....	5
Vision	5
Mission	5
Values	5
Mission Statement	6
Vision	6
Objectives	6
Campus Landscape Maintenance Plan	7
Campus Inventory Maps	8
Maintenance Areas.....	9
Maintenance Area 1	10
Maintenance Area 2	11
Maintenance Area 3	12
Maintenance Area 4	13
Maintenance Area 5	14
Maintenance Area 6	15
Maintenance Area 7	16
Maintenance Area 8	17
Maintenance Area 9 (Oakdale Research Campus).....	18
Service Levels Within Maintenance Areas.....	19
Criteria For Choosing Service Level Designations	20
Service Level A: Areas Of High Intensity Landscape and Maintenance.....	21
Service Level A Area Frequencies.....	22
Service Level B: Areas Of Moderate Intensity Landscape and Maintenance	23
Service Level B Area Frequencies.....	24

Intensity Landscape and Maintenance.....	25
Service Level C Area Frequencies	26
Litter and Debris Control.....	27
Turf Management.....	28
Tree Management	29
Shrub and Ground Cover Bed Management.....	32
Annual and Perennial Flower Bed Management	33
Site Furniture and Amenities	35
Definitions of Maintenance Terms	37
January	39
February	41
March	42
April	44
May	45
June	46
July	47
August	48
September.....	49
October	50
November.....	51
December	52
APPENDIX	53
General Procedure Statement.....	53
Integrated Pest Management Statement	54
Tree Management	54
Turf Program.....	58
Schedule For Pond Management	59
Tree Planting Graphic.....	61
Tree Mulching Graphic	61

FM Services Guide – Landscape Services

Landscape Services – Management Plan Service Level A (Highly Visible Impact Areas)

What to Expect: This level of service is found in the campus core and areas of intense use by students and faculty at gathering places or destination points. Historically or architecturally significant buildings or sites, significant areas of interface between the university and the public (theatres, visitor areas, major administration areas, and gathering places), locations containing major works of art, fountains, or other unique features or landmarks, identified in the Campus Master Plan as a prominent area on campus. Areas will display shrub massing and tree planting with attractive specimens with an educational focus, as well as seasonal flowerbeds. Sidewalks will be edged. Tree bases will be mulched. Turf will be healthy and aesthetically pleasing. Mechanical irrigation will be present. Bike racks, benches, trash receptacles near sidewalks (landfill only, no exterior recycling), trash picked up outside, exterior lighting provided on green spaces and buildings, exterior way finding signage, letters on each building. Grounds work impacted by weather and seasons. Note: Work schedule will be rearranged to accommodate outdoor events held on campus. Baseline does not include perennial or bulb splitting. Currently plants or bulbs are replaced rather than split. Note: Hours dedicated to tree maintenance preserve the U of Iowa's Tree Campus USA designation and campus arboretum accreditation.

Frequency	Task
Daily	Litter removal 2 x a day, debris removal in turf, building entrances and stairs, litter receptacle collection, garbage collection, snow removal and sand application on sidewalks, service drive and entrances as needed seasonally. Site furniture and amenities (building signs, tables, benches, bike racks and litter receptacles) are inspected daily for stickers, graffiti and damage.
Weekly	Turf mowed to maintain a 3 1/2" height (could be 2 x a week during growing season). Trimming done once a week. Mowing and trimming schedule is dependent on season and weather (i.e. when grass growth slows in the fall, the mowing occurs less frequently). Weeding of flowerbed and developed planting areas (including flower deadheading and plant pinching) every week. Annual flowerbeds and planters (seasonal) watered 3 x times per week. Newly planted trees and shrubs (up to 2 years) watered weekly.
Future Planned Work	Edge all turf/sidewalk boundaries 2 x a year, aeration as required but not less than two times per year, lawns and sidewalk margins are repaired / renovated promptly. Trees inspected quarterly for hazardous limbs or structural defects to be pruned. Formal hedges trimmed a minimum of 2 x per year, prune dead branches and remove dead plants 2 x month. Perennials or bulbs replaced/split. Post and chain inspected 2 x a month. Sidewalks repaired promptly.
Annually	An integrated pest management program with nutrients will be applied three times year (spring, summer, fall), sidewalk inspections, leaves removed in the fall, tree inventory updated and replacements planned as necessary, tree inspection and pruning, natural edging of beds and tree circles, mulch replacement, annuals planted in the spring for Graduation and replaced with mums in the fall for Homecoming, power washing of litter receptacles and benches, update and review Landscape Management Plan. Prepare grounds and assist set up of Convocation and President Picnic

Landscape Services - Management Plan Service Level B (Less Visible But Important Areas)

What to Expect: This level of service is the majority of campus and includes areas of passive use by students and faculty such as open space and pedestrian circulation links between areas, Academic or Administrative buildings without historical or architectural significance but in prominent or visible locations, interface between the university and the public is moderate such as borders. This area includes large informal campus greens but should not command the full attention of users. This area does not show shrub or seasonal flowerbeds; trees will be planted with a focus on educational value. Turf grass should be healthy but not highly manicured, sidewalks will be edged. Tree bases will be mulched. Irrigation supplied on a need only basis - no mechanical irrigation. Bike racks, benches, trash receptacles near sidewalks (landfill only, no exterior recycling), trash picked up outside, exterior lighting provided on green spaces and buildings, exterior way finding signage, letters on each building. Grounds work impacted by weather and seasonal impacts. Note: Hours dedicated to tree maintenance preserve the U of Iowa's Tree Campus USA designation and campus arboretum accreditation.

Frequency	Task
Daily	Litter removal, debris removal at building entrances, garbage collection, snow removal and sand application on sidewalks, service drive and entrances as needed seasonally.
Weekly	Debris removal in turf, grass mowed weekly within a 3 1/2" -6" range. Mowing schedule is dependent on season and weather (i.e. when grass growth slows in the fall, the mowing occurs less frequently). Trimming done weekly. Weeding of shrub beds, weeding of perennial and annual flowerbeds (including flower deadheading and plant pinching) every week. Roof top gardens are inspected. Annual flower beds and planters (seasonal) watered 3 x per week. Newly planted trees and shrubs (up to 2 years) watered weekly. Prune dead branches and remove dead plants once a month. Site furniture and amenities (building signs, tables, benches, bike racks and litter receptacles) are inspected weekly for stickers, graffiti and damage.
Annually	An integrated pest management program with nutrients will be applied three times year (spring, summer, fall) in some areas. Roof top garden plants are replaced if necessary, sidewalk inspections, sidewalks repaired or replaced when unsafe conditions are present, tree inventory updated and replacements planned as necessary, tree inspection and pruning 2 x a year, leaves are removed in the fall, natural edging of beds and tree circles, mulch replacement, annuals planted, power washing of litter receptacles, update and review Grounds Master Plan.

Landscape Services - Management Plan Service Level C (Only Minimal Use or Impact)

What to Expect: This area of campus consists of natural areas, open space with little to no actual use by students or faculty and has little or no interface with the public but is automobile oriented. Areas that are blocked from dominate views and include maintenance and utilitarian uses. This area will have landscape design that focuses on solutions that do not display continued neglect. No ornamental beds will be in this area. Turf will look natural; sidewalks will not be edged. Tree base without mulch, Irrigation is natural rainfall. Exterior lighting provided, exterior way finding signage, letters on each building. Grounds work impacted by weather and seasonal impacts. Note: Hours dedicated to tree maintenance preserve the U of Iowa's Tree Campus USA designation and campus arboretum accreditation.

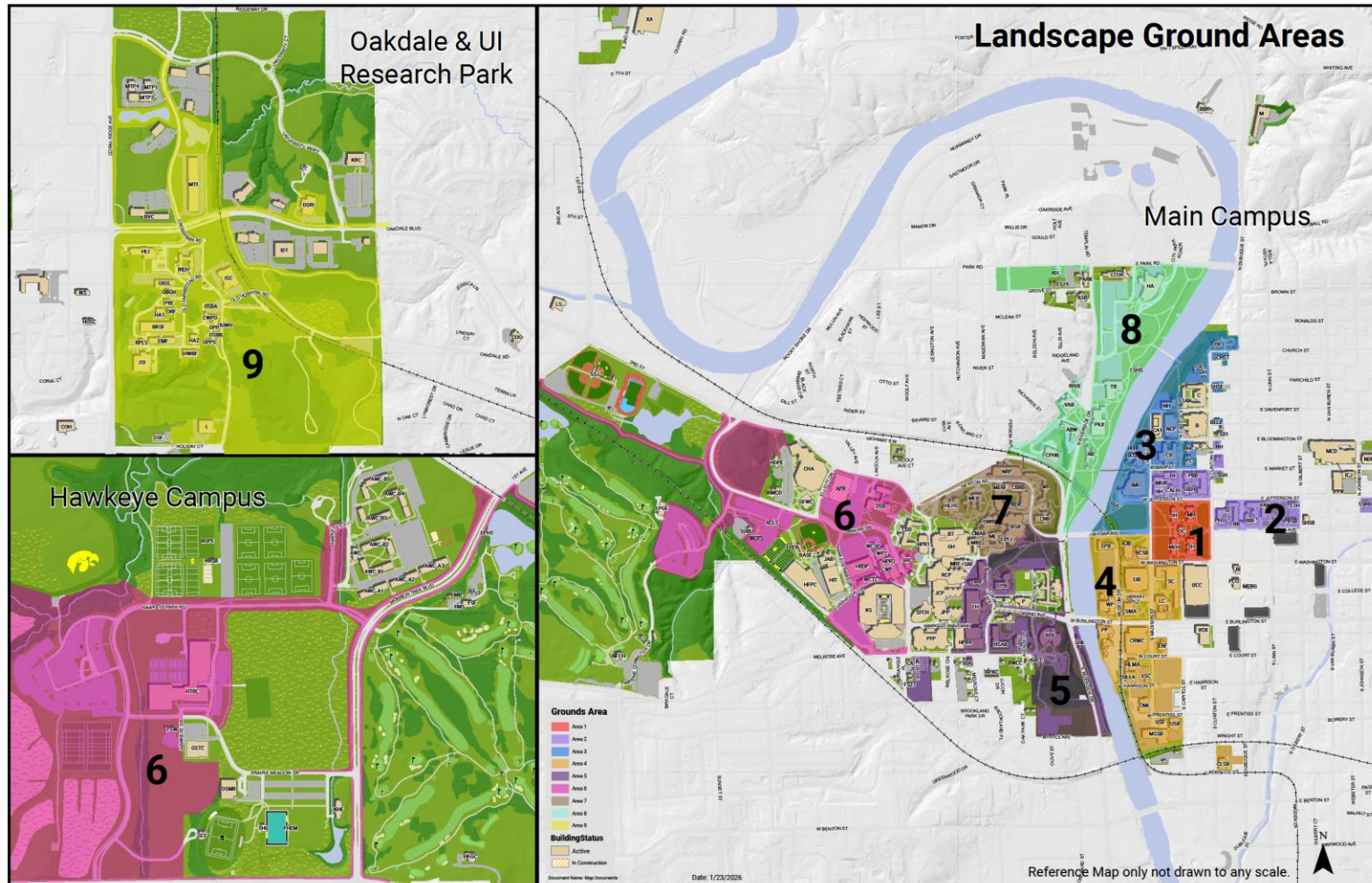
Frequency	Task
Daily	Snow removal and sand application on sidewalks, service drive and entrances as needed seasonally.
Weekly	Litter removal, debris removal at building entrances. Turf mowed as needed within a 4" – 8" range. Mowing schedule is dependent on season and weather (i.e. when grass growth slows in the fall, the mowing occurs less frequently). Trimming done monthly. Newly planted trees (up to 2 years) watered weekly.
Annually	Only select areas receive fertilizer treatment, weed control and pesticide application, sidewalk inspection and minor repair, tree inventory updated, and replacements planned as necessary, tree inspection and pruning, prune dead branches and remove dead plants 2x a year. Mulching shrub beds and trees as directed, sidewalks repaired or replaced as directed, site furniture and amenities inspected 2x a year, update and review Landscape Services Management Plan, annual repair of snow removal turf damage as directed.

Maintenance Areas

- 8 Maintenance Areas
 - 2 Groundskeepers per area
- Oakdale Research Campus
- Levels of Service
 - A (Highest Priority)
 - B (Majority of Campus)
 - C (Tertiary Areas)



Landscape Services - Maintenance Areas



Service Levels

Service Level A

The highest-priority spaces on campus, requiring exceptional appearance and top-level maintenance, with immediate attention to repairs and renovations. The Pentacrest, President's House

Service Level B

The standard level of care across campus. They include high-traffic and important spaces like major walkways, gathering areas, and notable buildings. Maintenance is above average, but not as intensive as Service Level A. Landscaping is simpler and less formal, with a more limited plant selection and arrangement compared to Level A.

Service Level C

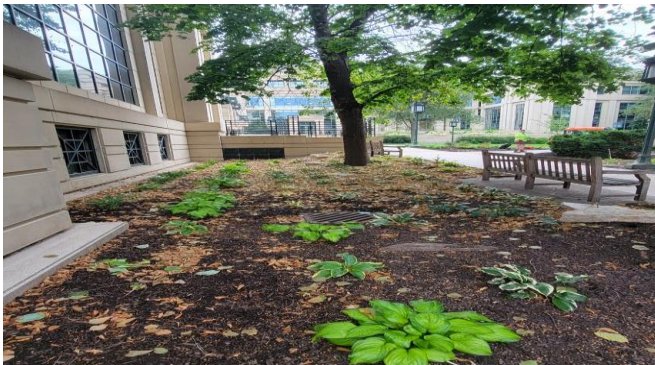
Classified as open spaces or natural areas. They are characterized by large areas adjacent to high use zones, and campus areas with moderate to little public exposure. In Service Level C areas, maintenance levels would be performed at lower levels.

Services

- Area Groundskeepers
 - 2 per area
 - Litter, weeding, mulching, pruning, turf repair, mowing, trimming
- Turf Renovation
 - Grading, seeding, sodding, hydro-seeding, aerating, herbicide applications
- Installation
 - Annuals, perennials, trees, shrubs, hardscapes, benches, post and chain, signs, litter receptacles, material hauling
- Tree
 - Pruning, planting, watering, removals, stump grinding, tree spading, disease treatment, storm damage
- Concrete
 - Patching, tear out, pour, level, and finish
- Equipment Mechanics
 - PM service and repair, skid steers, mowers, loaders, powered hand equipment
- Snow Removal

Removal of existing landscapes

- Chemistry Hillside for steam line project
- Tippie College of Business for addition
- North Hall for a chilled water project



Campus Tree Work

- Pruning of Elm on the Pentacrest



Campus Tree Work at Hubbard Park

- Hubbard Park Sycamore Reshaping after storm damage



COPH Miyawaki Forest

- 1,800 native tree seedlings planted by 250 students and community volunteers over two days starting on Arbor Day.

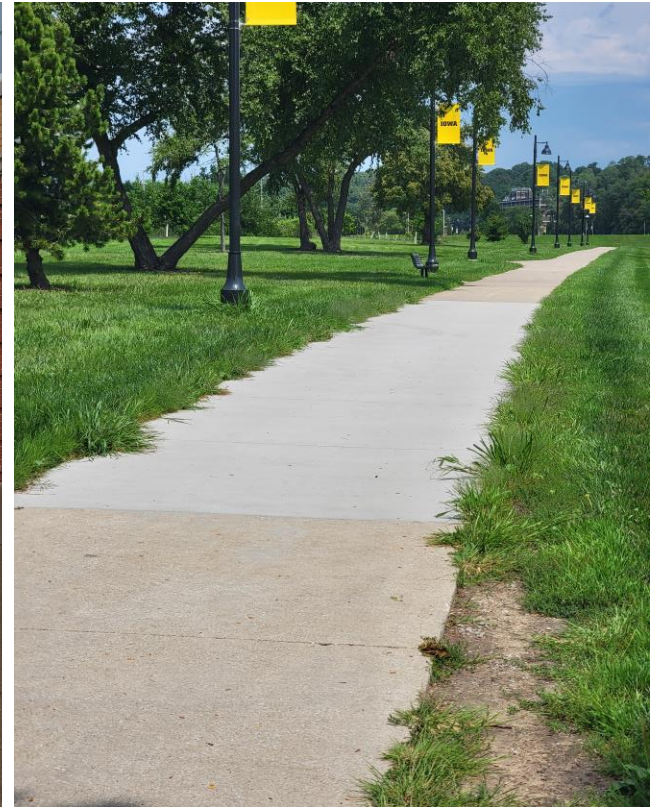


Sidewalk Repairs and Replacements

- Stuit Hall



Hancher River Walk



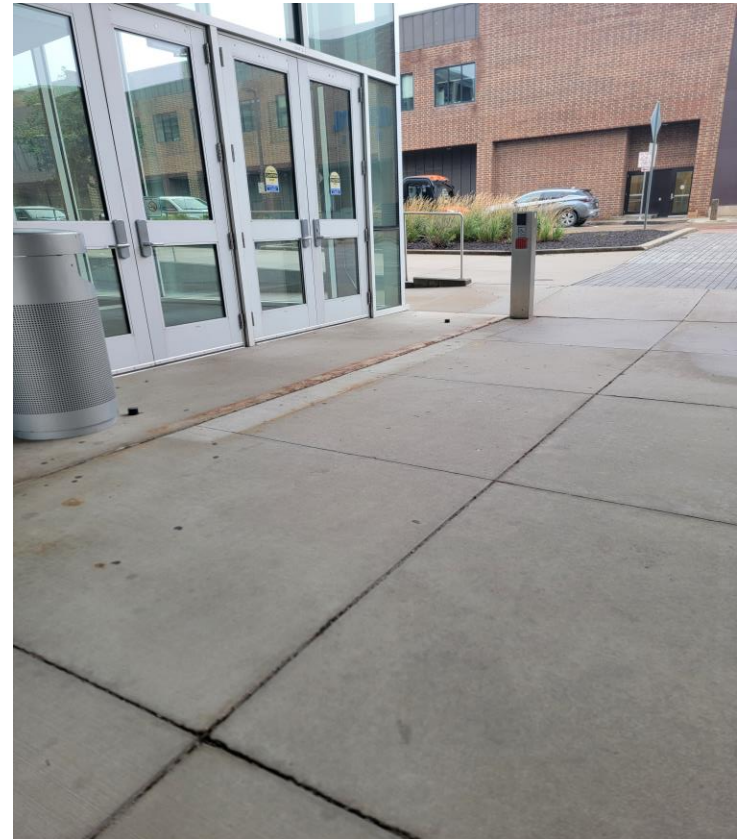
Sidewalk Repairs or Replacements

- Main Library sidewalk (west and south side)



Sidewalk Repairs and Replacements – Seamans Center South Entrance

- Seamans Center South Entrance trip hazard repair



Sidewalk and Landscape Installation

- Main Library sidewalk and pads for tables



Landscape Installations

- Expansion of pollinator bed during Earth Week on West side of Engineering Building



Landscape Installations

- Boyd Law Building additional seating and pollinator garden



Landscape Installation

- Dental Building Landscape Renovation along new sidewalk as park of the new patient drop off area.



Landscape Installation- Quad Ravine

- Quad Ravine bio swale renovation after utility project



Landscape Installation- Bowen Science

- Bowen Science landscape replacement after utility project along the dock and East egress door.



Landscape Installation – Utility Services Facility

- Utility Services Facility new landscape



Landscape Installation - MSSB

- Landscape Services new office and shop entrance pollinator garden



Annual Planters



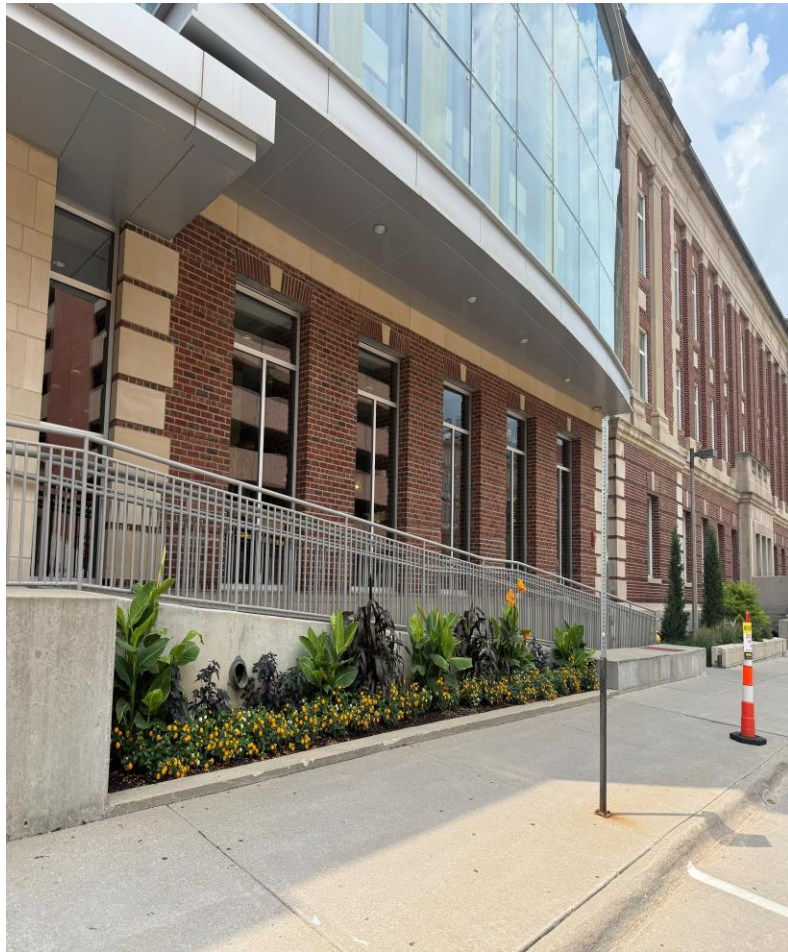
Annual Planters



Annual Planters (across main campus)



Annual Planters (continued)



COM Herky



Recent Landscape Installations



Future Landscape Installations

- Dance Building
- Lindquist Courtyard
- Biology Courtyard
- Van Allen Hall
- EPB South Entrance
- Quad Ravine



Thank You for your partnership!

Questions?

→ uiowa.edu

Michael Weikamp
Scott Gritsch

Landscape Services

michael-weikamp@uiowa.edu
scott-gritsch@uiowa.edu

IOWA

Landscape Services

Thank you

→ uiowa.edu

Michael Weikamp
Associate Director
Landscape Services

michael-weikamp@uiowa.edu

Scott Gritsch
Director
Landscape Services

scott-gritsch@uiowa.edu

Risk Management Topics For Building Coordinator

Office of Risk Management, Insurance, and Loss Prevention

Josey Bathke, Emily Robnett, Melissa Miller, and Camille Walters Gott

08/19/26

Agenda

1. Hot Work
2. Business Continuity Planning
3. Roof Access
4. Facility Use Agreements
5. Drones
6. Property Damage
 - a. Incident Reporting
 - b. Claims Process
7. Vehicle Accident Reporting
8. Driving for the University

Hot Work Risk Management Annual Reminder

Local Responsibility

1. Non-Capital projects (not through FM):
 - a. Hired by local building/college/department
 - b. Used a purchase order (PO)
2. Locally responsible for contractor compliance with Hot Work policy including:
 - a. Permit posting
 - b. Fire watch
 - c. Annual training

Example: CCOM hires Day Mechanical to work on equipment under a service contract

Hot Work Basics – Purpose & Scope

1. Reduce risk of injury and loss by fire
2. Applies to all:
 - a. Faculty/Staff
 - b. Vendors/Contractors
 - c. Students
3. Scope
 - a. “On Behalf” of University
 - b. All university facilities including UIHC (Univ, MCD, NL, Clinics, etc.)

Hot Work Basics - Definition

1. Produces a flame, heat or sparks
2. Includes:
 - a. Welding, abrasive cutting, soldering, grinding, torch work and brazing
 - b. Acetylene torches, arc welding equipment, portable grinders and propane torches
3. Also includes non-rated electrical tools/equipment when used in hazardous environments
4. Soldering of electronic equipment only is **not** included

Hot Work Basics – Permit

1. Temporary
2. Authorized on daily basis
3. Must be posted/present
4. Includes fire precautions
5. Minimum 2 people
6. Must complete all sections
7. Retained after fire watch

IOWA HOT WORK PERMIT IOWA	
STOP! Avoid hot work when possible! Consider using an alternative cold work method.	
This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks conducted outside a Hot Work Designated Area. This includes, but is not limited to brazing, cutting, grinding, soldering, torch-applied roofing and welding.	
Instructions for Permit Authorizer - Specify the precautions to take. - Fill out and keep Part 1 during the hot work process. - Issue Part 2 to the person doing the job. - Keep Part 2 on file for future reference, including signed confirmation that the post-work fire watch and monitoring have been completed. - Sign off the final check on Part 2.	Part 1 Required Precautions ☐ The fire pump is in operation and switched to automatic. ☐ Control valves to water supply for sprinkler system are open. ☐ Extinguishers are in service/operable. ☐ Hot work equipment is in good working condition. Requirements within 35 ft. (10 m) of hot work ☐ Shield combustible construction using listed (e.g., FM Approved) welding pads, blankets and curtains. ☐ Remove or shield nonremovable combustibles using listed (e.g., FM Approved) welding pads, blankets and curtains. ☐ Isolate potential sources of flammable gas, ignitable liquid or combustible dust/fine (e.g., shut down equipment). ☐ Remove ignitable liquid, combustible dust/fine and combustible residues. ☐ Shut down ventilation and conveying systems. ☐ Remove combustibles and consider a second fire watch on opposite side of floor, wall, ceiling or roof when openings exist or thermally conductive materials pass through. ☐ Is work on a combustible building assembly (e.g., torch-applied roofing)? If yes, provide ADDITIONAL REQUIRED PRECAUTIONS below. ☐ Hot work on/in closed equipment, ductwork or piping ☐ Isolate equipment from service. ☐ Remove ignitable liquid and purge flammable gas/vapor. ☐ Prior to work, and/or during work, monitor for flammable gas/vapor. LEL reading(s): _____ ☐ Remove combustible dust/fine or other combustible materials. ☐ Is work on/in equipment with nonremovable combustible linings or parts? If yes, provide ADDITIONAL REQUIRED PRECAUTIONS below.
HOT WORK BY ☐ Employee ☐ Contractor _____	
DATE _____ JOB NUMBER _____	
LOCATION OF WORK (BUILDING/FLOOR/OBJECT) _____	
WORK TO BE PERFORMED _____	
NAME OF PERSON PERFORMING HOT WORK _____	
NAME OF PERSON PERFORMING FIRE WATCH _____	
I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.	
PERMIT AUTHORIZER (PRINT AND SIGN) _____	
THIS PERMIT EXPIRES ON (LIMIT AUTHORIZATION TO ONE SHIFT): DATE: _____ TIME: _____ ☐ AM ☐ PM	
Note: Emergency notification on back of form.	
Additional FM Resources: Property Loss Prevention Data Sheet 10-3, <i>Hot Work Management</i> Hot Work Permit form (F2630) via fmcatalog.com Online training at fm.com/training-center FM Approved equipment via fmapprovals.com	
Fire watch/fire monitoring the hot work area Times listed are sufficient for majority. Use Table at back of permit for guidance for combustible concealed cavities, roof work or favorable factors. ☐ Perform a continuous fire watch during hot work. ☐ Perform a continuous fire watch post-work for _____ hours. ☐ Perform fire monitoring for _____ hours.	
ADDITIONAL REQUIRED PRECAUTIONS: _____ _____ _____	
 F2630 © 2018 - 2024 Factory Mutual Insurance Company All rights reserved. (Rev. 08/2024) F2630UIOWA © 2018 FM Global. (Rev. 11/2024)	

Hot Work Basics – Annual Certificate

1. Designated/Fixed per IFC
2. Inspected and issued annually by Campus Safety or UIHC Fire Safety
3. Must be posted/present
4. Fire precautions taken
5. Daily pre-Hot-Work checklist

UNIVERSITY of IOWA			
DEPARTMENT OF PUBLIC SAFETY			
FIRE SAFETY			
Location: Room W152, Glass Shop	Date: August 27, 2019	Inspection Type: Designated Hot Work Site	
Building: Chemistry Building	Bldg. # 003	Bldg. Abbrev. CB	
Address: 251 North Madison Street		User Group: Department of Chemistry	
Facility Contact: Benj Revis			
Building Occupancy Type: Business "B" (Higher Education / Research)		Construction Type: IB (Fire resistive)	Fire Sprinkler Coverage: YES
WE HAVE INSPECTED THE ABOVE PREMISES AND FOUND:			
Based on my inspection of the Room W152, located in the Chemistry Building, I approve the use of Room W152 as a designated hot work site in accordance with Chapter 35 of the 2015 International Fire Code and the University of Iowa Hot Work Loss Prevention Program.			
Please ensure the space is free of all combustibles, prior the start of any hot work. All requirements of Chapter 35 and the University's Hot Work Loss Prevention Program are properly followed before, during, and after all hot work is performed in this space.			
This space will be subject to periodical inspections by this office and any deficiencies noted may result in loss of hot work privileges.			
Type of hot work to be performed at this site: Oxygen – Compressed Natural Gas open flame Methane open flame Hydrogen open flame			
THIS PERMIT WILL EXPIRE ON SEPTEMBER 8th, 2020			
Post in a conspicuous location within /near the hot work site			
Inspected By: 			
Bruce McAvoy, Fire Safety Coordinator			
University of Iowa Department of Public Safety 808 University Capitol Centre Iowa City, IA 52242-5500			

Hot Work Basics – Fire Watch

1. Designated and trained to observe Hot Work
2. Prevent, detect, and suppress fires
3. Must be continuous monitor
4. Trained to use firefighting equipment
5. There to summon emergency assistance

REMEMBER: The Fire Watch person cannot be the Hot Worker/Person Performing Hot Work!

Hot Work Basics – Annual Training

1. Faculty/Staff at:
 - a. Univ self-service,
 - b. My Training course WRM001
2. Vendors/Contractors (No HawkID) at:
 - a. www.fm.com/training-center
 - b. Group training requires additional step
 - c. Spanish version available July 2026
3. Students at:
<https://compliance.hr.uiowa.edu/>

Business Continuity Planning Risk Management Recommended Tool

Kuali BCP Software

1. Kuali license purchased by RM
2. Recommended but voluntary
3. Plans at local level
4. Updated software:
 - a. Occurred July 1, 2026
 - b. Training sessions
5. Presentations and assistance
6. New website: <https://uiowa.kualihub.com/>

Roof Access

Risk Management Recommended Process

Risk Management Recommends

1. Handled through the Building Coordinator
 - a. **General Fund:** BC work with Facilities Management and Risk Management
 - b. **Self-Supporting:** BC work with the building owner and Risk Management

Collaboration helps ensure safe, consistent, and authorized roof access

Facility Use Agreements

Risk Management Recommended Form

Why Use Facility Use Agreements?

1. Defines event details
2. Manages risk & liability
3. Ensures compliance
4. Establishes financial responsibility
5. Protects University operations

Use a Facility Use Agreement whenever external organizations are using University facilities

Drone Activity Risk Management Policy

Drones – What You Need to Know

1. Drone Policy

- a. Launching or landing drone on University property permitted when required by law or with prior approval from the University

2. Your Role

- a. Be aware of drone activity occurring near your building
- b. Communicate to occupants when notified of nearby flights
- c. Review and approve requests for **indoor** drone flights

Drone policy & request process:

<https://riskmanagement.fo.uiowa.edu/drone-policy>

Property Damage Reporting and Claims Process

UI Property Damage and Reporting

1. Report damage to RM
 - a. Who, what, where, when, how
 - b. Cause of loss is key information
 - c. Provide photos
2. ***Report w/in 24-hours*** if over \$5,000
3. Report to UIPD if vandalism is suspected

UI Building and Property Claim

1. General Fund building damage
 - a. Report in 24-hours if \$5,000+
 - b. FM claim for building damage
 - c. Dept claim for equip/contents damage

2. Self-Supporting building damage
 - a. Report timely
 - b. Dept claim for Athletics, Housing, Parking, etc.
 - c. May coordinate recovery work with FM

Subrogation Claims

1. A third-party is responsible for damage
2. RM seeks reimbursement from third-party responsible/insurance company
3. No/minimal cost to Dept

Property Claim Deductibles

1. Commercial insurance deductible
 - a. Power Plant, Main Library and Bowen Science \$5M
 - b. All Other Buildings \$2M

2. Campus deductible
 - a. Used for losses below commercial deductible
 - b. GEF building: \$0
 - c. GEF equipment: \$500
 - d. Self-Supporting: varies by building/department

Claim Payments and MFKs

1. Paid as reimbursement
2. At the end of the claim
3. FM or Dept MFKs used for all expenses
 - a. Rare exception: special RM MFK
 - b. If damages \$100K+
 - c. RM discretion
4. Costs not covered by insurance
 - a. FM or Dept **must** fund

Allowable Claim Costs

~~1. Mitigation~~

2. Remediation
3. Damage evaluations
4. Building recovery/repair costs
5. Equipment repair or replacement
 - a. Whichever ↓
6. FM Shops/hourly labor less overhead
7. D&C Project Management

Not Allowed Claim Costs

1. Mitigation
2. Upgrades/enhancements
3. Maintenance/warranty plans
4. Internal P&S labor
5. FM and Dept overhead
6. Builders Risk insurance
7. Other internal costs
 - a. Campus enhancements
 - b. Parking fees

What RM Needs To Close Claims

1. FM Job and/or Project Number
2. Dept claim costs and support
3. Notify RM when work and costs are complete
4. FM/Dept MFK to fund costs not allowed

Online Accident Reporting

Risk Management Recommended Form

Vehicle Accident Process



Step 1

Gather information at
the scene



Step 2

Report accident



Step 3

Risk Management
process the claim

At the Scene

1. Call 9-1-1 or local police, if applicable
2. When the scene is safe:
 - a. Use UI Vehicle Accident Information Form to gather information
 - b. Take photos of the scene including vehicle/property damage
3. Report all accidents to RM:
 - a. Immediately if injuries or
 - b. Within 48 hours/2 business days

University of Iowa
IOWA

UI Vehicle Accident Information Form

***If you are in an accident, please call 911 or the local police department**

Please Report all accidents to Risk Management via Online Vehicle Accident Report immediately if anyone is injured, or within 48 hours/2 business days if only vehicle or property is damaged

How to access the Online Vehicle Accident Report

Employees: • Go to Employee Self-Service ◦ http://hris.uiowa.edu/ • Select "General Systems and Tools" • Click on "Vehicle Accident Report"	Students: • Go to MyUI ◦ https://my.uiowa.edu/my-ui/home-page • Select "Student Information" • Click on "My Parking - Vehicle Accident Report"
--	--

Risk Management Email: risk-management@uiowa.edu
Risk Management Phone Number: 319-335-0010
First Services Phone Number: 319-384-0544
Public Safety Phone Number: 319-333-5022

12/02/2022

Information to Collect at the Scene

Other Vehicle Information

Driver's Name		Vehicle Make	
Phone Number		Vehicle Model	
Vehicle Owner's Name		Vehicle VIN	
Vehicle Owner's Phone #		Insurance Company	
License Plate Number		Insurance Policy Number	
Vehicle Year		# of Occupants	

Injury Information, if Applicable

Injured Party's Name		Police Department	
Injured Party Phone #		Officer Name	
Description of Injury		Case #	

Non-Vehicle Property Damage Information, if Applicable

Property Owner's Name		Property Owner's Phone #	
Property Owner's Email		Property Owner's Address	
Description of Damage			

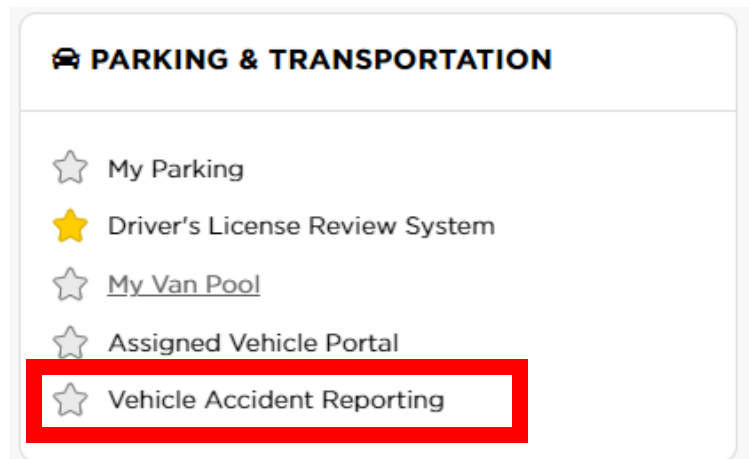
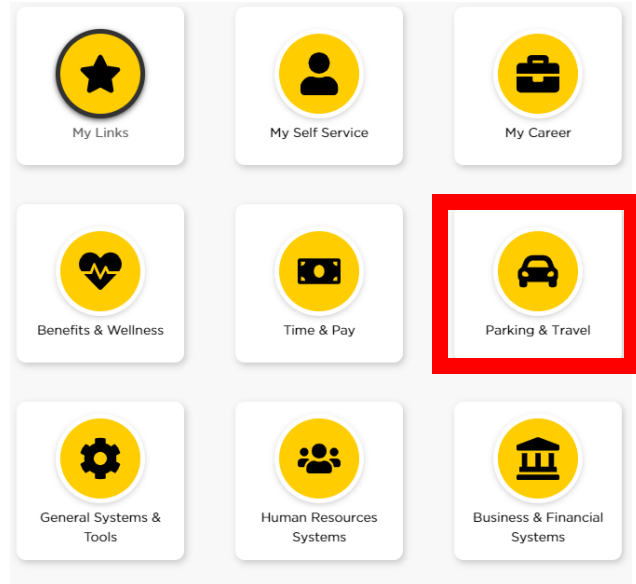
TAKE PHOTOS OF THE SCENE, INCLUDING VEHICLE/PROPERTY DAMAGE TO UPLOAD WITH ONLINE ACCIDENT REPORT.

How to Access the Vehicle Accident Report

<http://hris.uiowa.edu/>

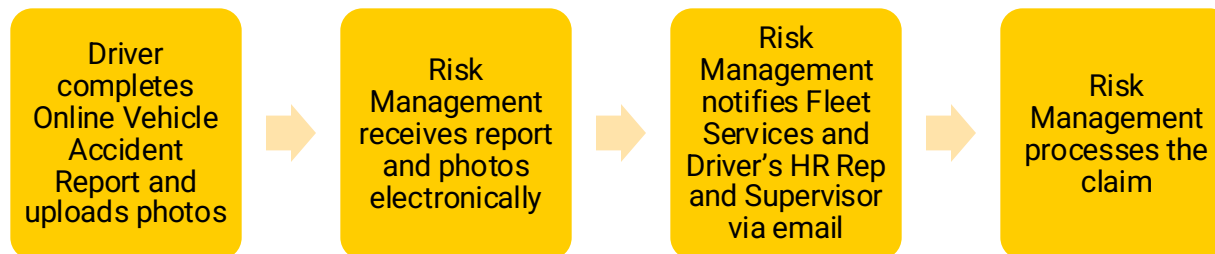
1. Go to Employee Self-Service
2. Click on "Parking and Travel"
3. Under "Parking and Transportation" selected "Vehicle Accident Reporting"

****Students log in through MyUI****



After Submission:

1. Risk Management notifies the HR Rep and Supervisor
2. Risk Management notifies Fleet Services
 1. Fleet Services follows their process for coordinating vehicle repairs with the department.
3. Risk Management processes the claim



Driving for the University of Iowa

Driving Policy - No Changes

1. Driving record reviews for “Required” and “Not Required”
2. Defines authorized driver & passenger
3. Mandatory reporting

DLRS - Driving Assignment Requirement

Driving Requirement for Position	Vehicle Ownership	DLRS - Driving Assignment Required?
Required to drive	UI Vehicle	Yes
Required to drive	Third-Party Rental (Hertz)	Yes
Not required to drive	UI Vehicle	Yes
Not required to drive	Third-Party Rental (Hertz)	No

Reporting Requirements

- 1. License impacts e.g., suspension
 - a. Required
 - b. To supervisor and Risk Management
 - c. No driving if license is not valid

- 2. Incident reporting
 - a. Required timeframes
 - b. To supervisor, Risk Management and Fleet
 - c. FROI for Worker's Compensation

University Business Only

1. No personal business
2. Most direct route
3. Only authorized passengers
4. Generally, no parking at home

Personal Vehicle on UI business

University Travel Policy (Ch 22.3(f)(3)):

1. May use personal vehicle
2. University policies apply
3. Personally responsible/liable:
 - a. Insurance premiums
 - b. Deductibles
 - c. Accident claims

Personal Insurance is Primary

[Policy Manual Part V, Ch 15.3\(b\)](#)

1. University insurance is excess only
2. Personal auto premiums may increase
 - a. not reimbursable



Questions for Risk Management?



Risk Management
risk-management@uiowa.edu
<https://riskmanagement.fo.uiowa.edu/>
319-335-0010

Josey Bathke, JD, MBA, SPHR, ARM-P
josephine-bathke@uiowa.edu
(319) 384-2580

Emily Robnett, CPCU
emily-Robnett@uiowa.edu
(319)-353-2089

Camile Walters Gott
camille-walters@uiowa.edu
319-335-5357

Melissa Miller, MBA, MSBA
melissa-miller-1@uiowa.edu
319-467-1327

Stay informed—sign up for alerts!

- FM Utility Outage Alerts

<https://nexus.facilities.uiowa.edu/nexus/utilities/subscriptions>

- Access and Construction Alerts

<https://facilities.uiowa.edu/alert-sign-up>

- IT Alerts

<https://its.uiowa.edu/alerts>

- Hawk Alerts

<https://hris.uiowa.edu/>

- My Self Service > Hawk Alert Change

Next meeting:

**September 16, 2026 – ZOOM
11:00 AM – 12:00 PM**

**Thank you for attending the Building
Coordinators meeting!**

