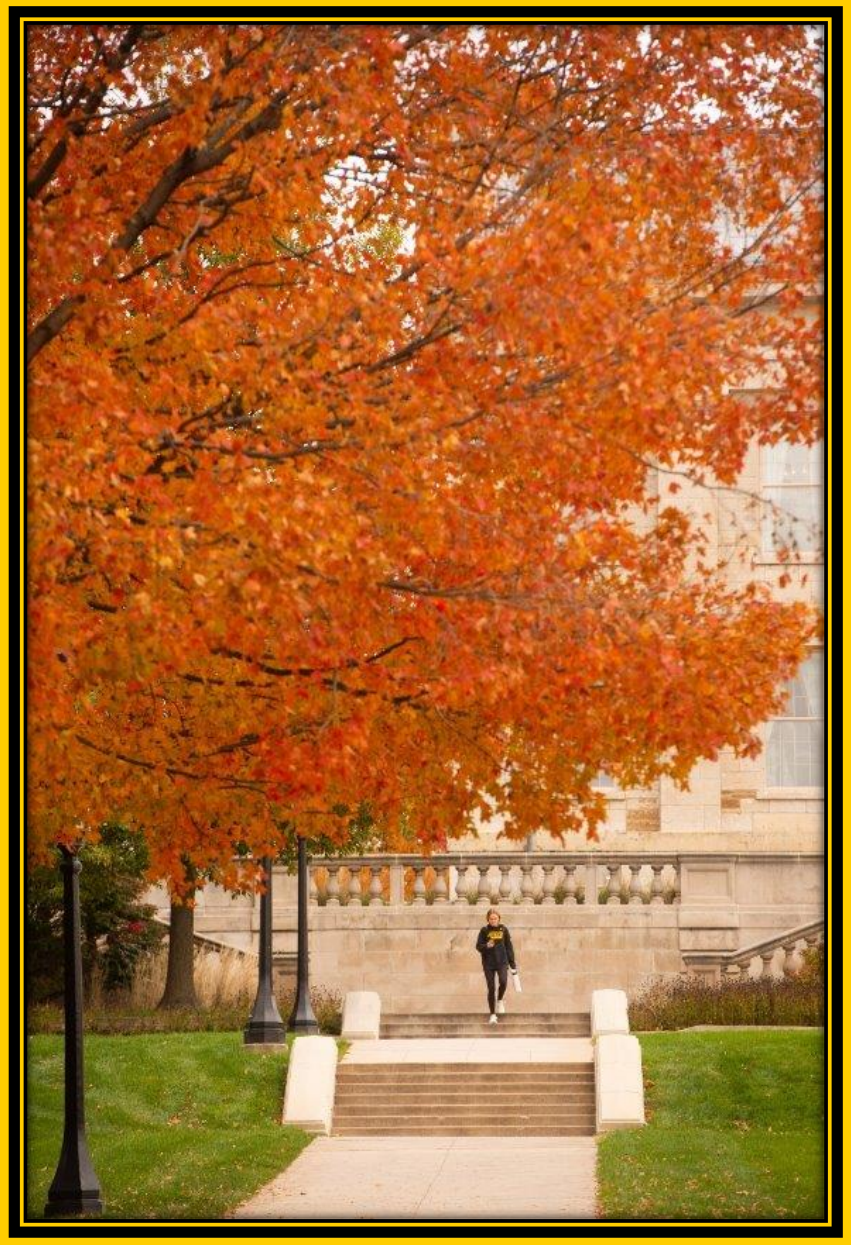
IOWA

Facilities Management

Welcome!

Monthly Building Coordinator Meeting Via Zoom

October 21, 2026



Agenda

Fall Cooling to Heating Switchover Process

Shelli Cowser – Associate Director, Building Operations & Maintenance

Fire Safety/Prevention

Bruce McAvoy- Fire Safety Coordinator, Campus Safety

Building Coordinator Resources

Lauren Chesire – Communications Manager, Communications Centralization

Facilities Management: Building Operations and Maintenance

Building Cooling/Heating Switchover

16 slides

7 minutes

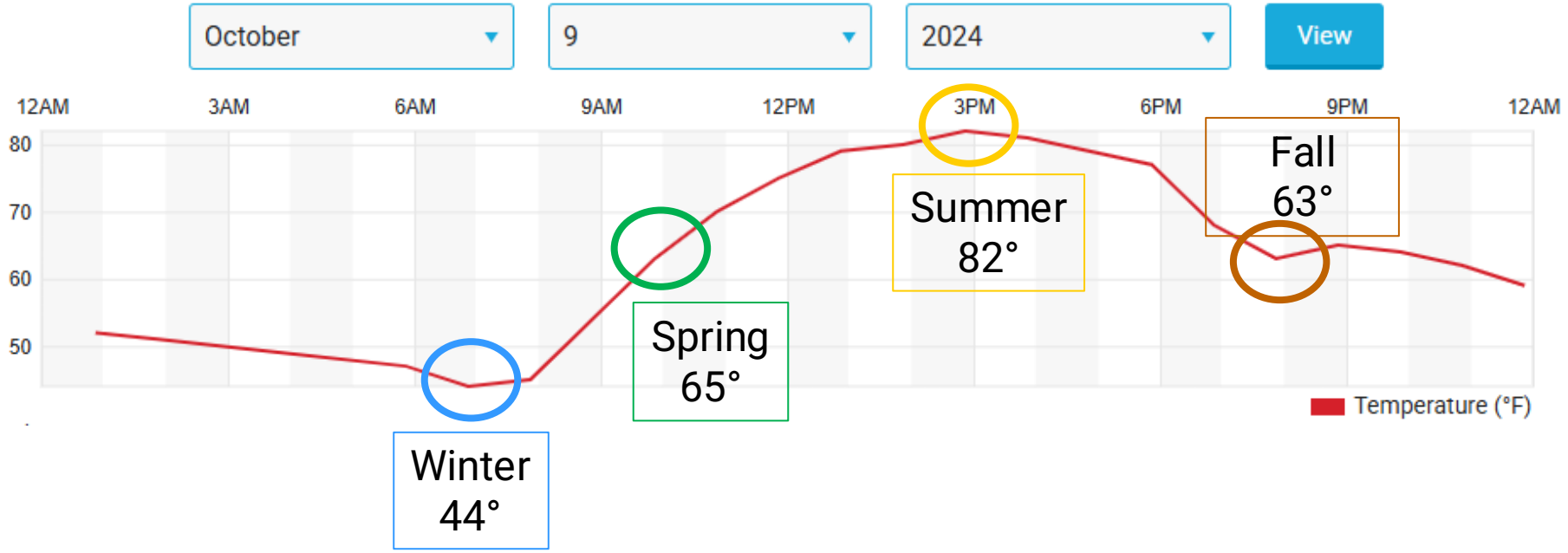
17 pictures

3 jokes (if you’re feeling generous)

What Should I Expect this Fall?

October 21, 2026

All four seasons in 24 hours!



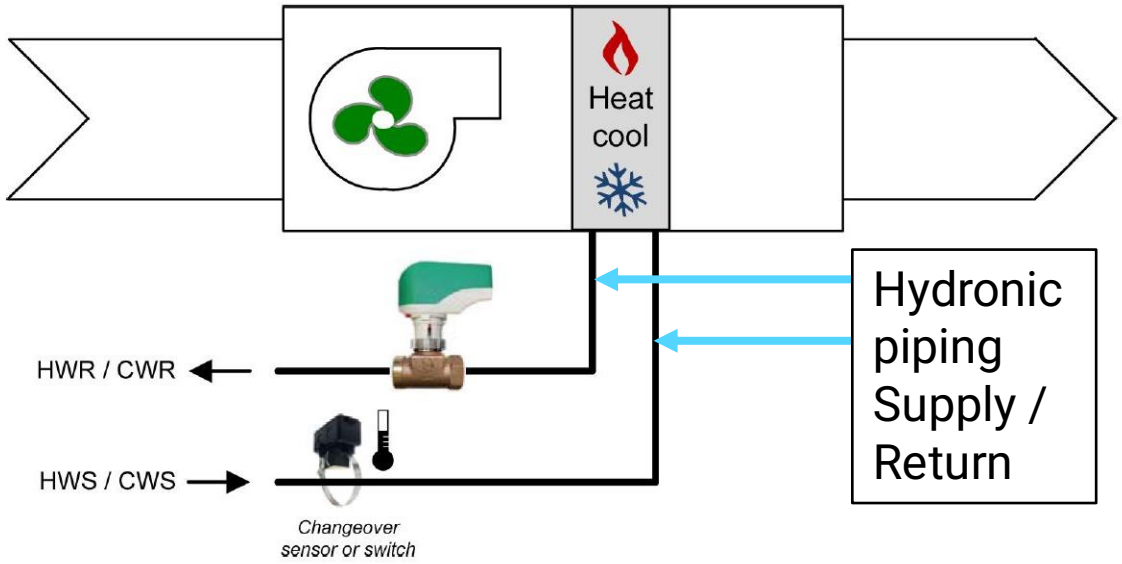
Welcome to Iowa !

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

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 have fan coils or radiant heat.

2-Pipe Buildings









- Library (partial)
- Halsey Hall
- Van Allen
- Phillips Hall
- English-Philosophy Building
- Iowa Bioscience Innovation Facility
- Field House
- 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

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

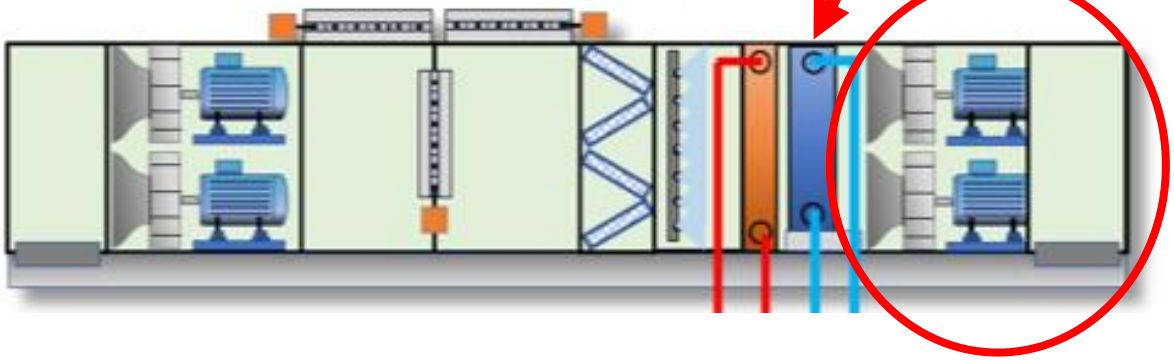
Outside: Roof Top Unit – RTU

Inside: Air Handling Unit - AHU

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

Chilled Water Coil

RTU or AHU



68°F - 72°F Air

Outside Air

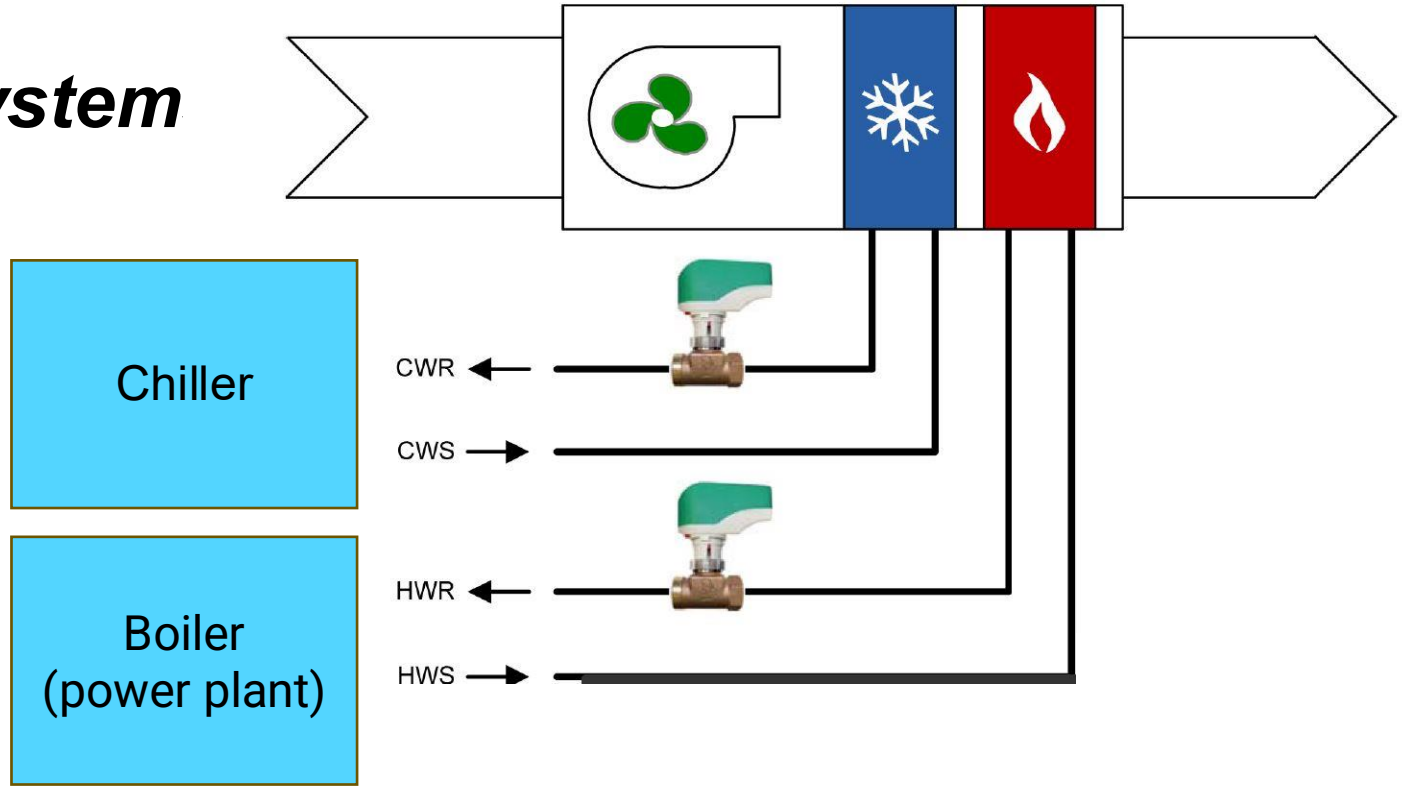




Why Do We Switchover From Cooling to Heating?
Freeze Protection for chilled water coils



4-Pipe System



There are fewer limitation 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

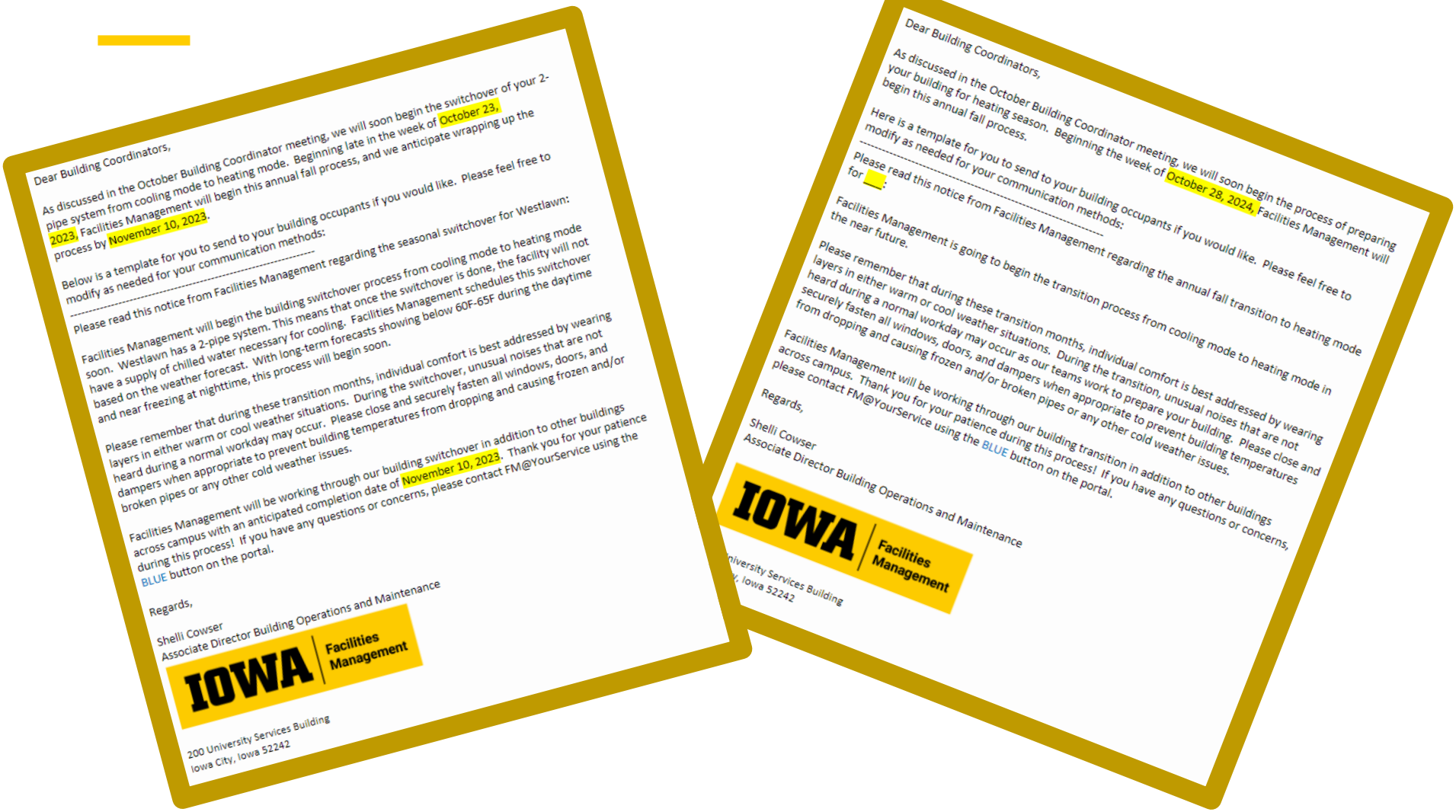
Slightly reduced airflow within a 24-hour window while units are off for the switchover

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 some 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

IOWA | Facilities Management

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

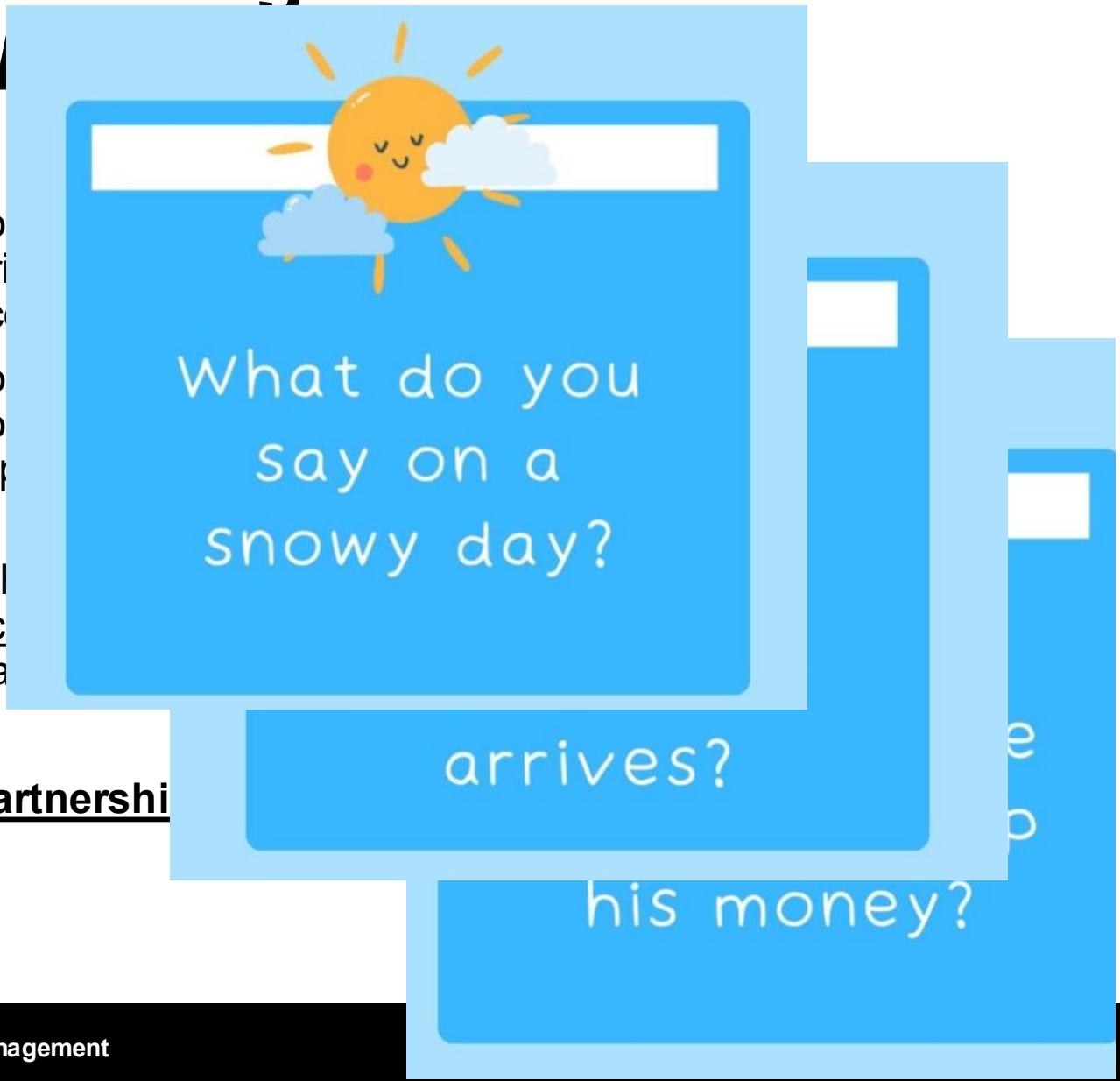
IOWA | Facilities Management

niversity Services Building
, Iowa 52242

What Can Building Coordinators Do This Fal

- Remind occupants to
  to dress in layers duri
  season to help with c
- Remind occupants to
  patient during a perio
  seen over a 24-hour
- Consider asking that
  portal requests flow t
  single point of contac
  Fall to reduce duplica

Thank you for your partnershi



Questions?



Fire Prevention

Bruce McAvoy with Campus Safety

Fire Prevention Week 2026. “Charge Into Fire Safety. Safe Charging Is a Superpower” focuses on the everyday charging habits that can help reduce the risk of lithium-ion battery fires and keep homes and communities safer.

Best Practices

Use Your Charging Superpowers



Cheap charger? Don't chance it.

Use the cord and charger that came with your device or one approved by the manufacturer.



Soft surface? Hard pass.

Charge on a hard, flat surface like a table, desk, or bare floor.



Fully charged? Time to unplug.

Unplug your device when it is fully charged.



For tools and rides, charge outside.

Charge large items like e-bikes, scooters, and power tools outside when possible. Do not block exits when charging.



Feels hot? Stop using it.

Stop using your device if it feels very hot, starts to swell, smells strange, leaks, smokes, or makes popping or hissing sounds.



On a flight? Keep it in sight.

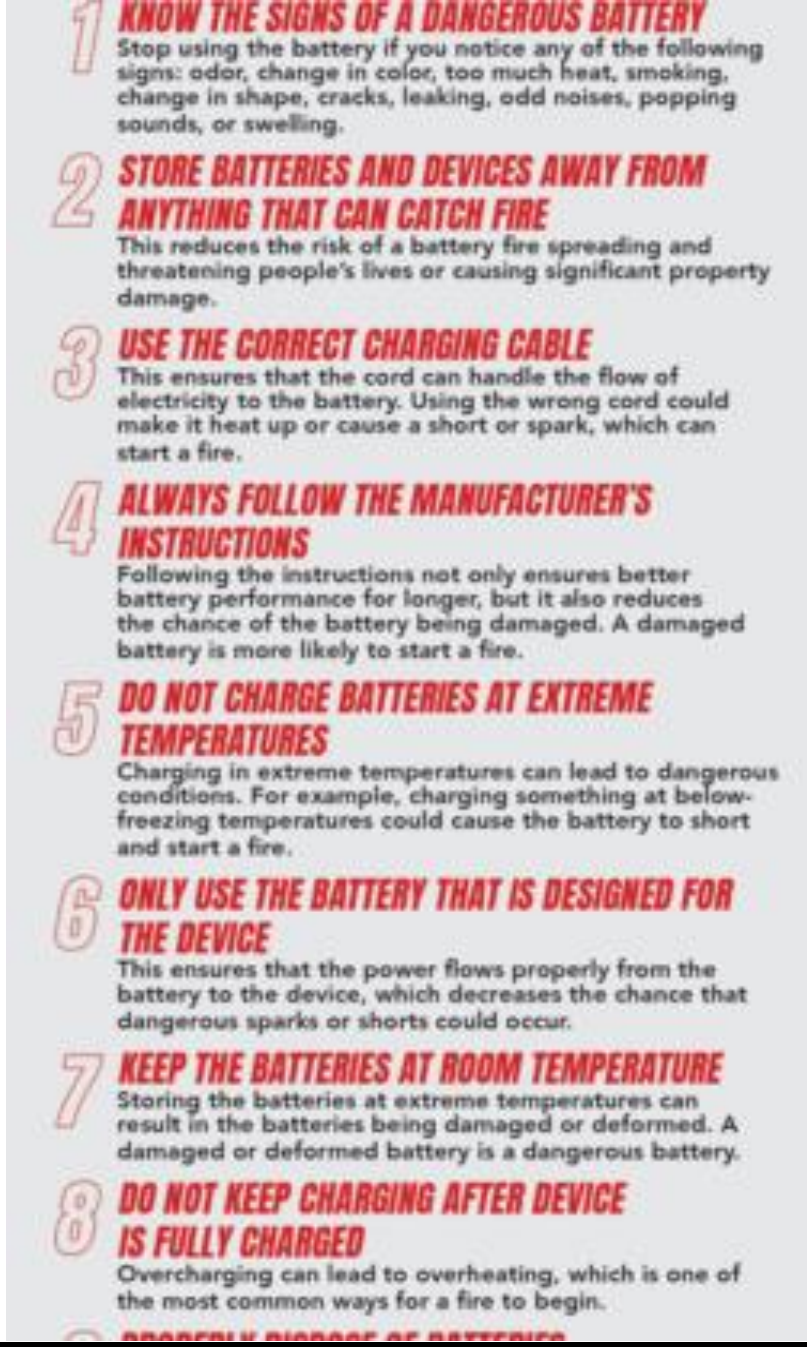
When on a plane, keep devices where you can see them while charging. Do not charge e-cigarettes or vapes on the plane. Tell a flight attendant if you notice a problem with your device.

Super Charging Video



2026 Campaign Focus for Adults

- This year's public education campaign targets adult homeowners, renters, and device users to address the hidden fire hazards of lithium-ion batteries. Adults use these power sources daily in smartphones, laptops, power tools, e-bikes, and mobility scooters.
- Fire Prevention Week is the longest-running public health observance in the United States, established to commemorate the Great Chicago Fire of 1871. Each year, fire departments nationwide use this week to educate communities on preventing home fires and staying safe.
- This year’s theme reminds us that everyone has the power to prevent fires — and it starts with how we charge the devices we use every day.



Fire Prevention - NFPA

Questions?

Bruce McAvoy
Fire Safety Coordinator
Campus Safety

319-335-5389
Bruce-mcavoy@uiowa.edu

uiowa.edu

FM Strategic Communications

Updates to Building Coordinator Resources

Building Coordinators Meeting

October 21, 2026

Alerts

- Access and Construction Alerts
  - Discovered an issue with previous Building Coordinator sign up
  - Sign up is now a manual process
    - Sign up for Access and Construction Alerts
    - Confirm your email to get alerts to your inbox
  - Updated language throughout
  - New contact field
- Utility Alerts
  - Notices of unplanned outages affecting electricity, steam, water, and chilled water
  - Sign up

Building Information

- New resources available on building pages!
  - Lactation rooms and more detailed information
  - AED locations
  - Stop the Bleed kits
- More resources coming soon!

Thank an FM Employee

- Available in the footer of our website
- If you have a great experience with our staff, let us know!

Helpful pages for Building Coordinators

- FM@YourService
- Building Coordinators Network
- Building Coordinator Orientation
- Building Information
- Alerts
- Project Information
- Tree Management
- Maps

Need additional resources?

Let us know!

FM Strategic Communications

Questions?

Lauren Chesire
Communications Specialist
lauren-chesire@uiowa.edu

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

facilities.uiowa.edu

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:

November 18, 2026 – ZOOM
11:00 AM – 12:00 PM

Thank you for attending the Building Coordinators meeting!

