Welcome Building Coordinators!
December 20, 2017
Welcome Building Coordinators!

Agenda:

- Alec Scranton – Dean, College of Engineering 30
- Introductions 5
- Winter Weather and Snow Removal on Campus 5
- RFP for On-Site Document Destruction Services – Renee Funk, UI Purchasing 5
- Campus Mail Process/Route Initiative – Cheryl Niemeyer 5
- Avoiding Frozen Pipes - Cold Weather Building Preparations 5
- Pallets and Cardboard 5
- Q & A 5
Attendees:

Please introduce yourself, department, building and any interests or expectations......
2018 Building Coordinator Meetings

- NEXT MEETING: January 17, 2018
- 10:00 – 11:30 AM – Tour and possible lunch
- Location: Catlett Hall Multipurpose Room or Private Dining Room
Winter Weather Response - Snow & Ice -
Shawn Fitzpatrick, Assistant Manager

Winter is not a season, it's an occupation.
— Sinclair Lewis
Winter Weather Response – Snow & Ice – Shawn Fitzpatrick, Assistant Manager
Facilities Management’s **Landscape Services** performs:

- All campus building entrances, steps, sidewalks, loading docks, service drives and institutional roads.

- Includes parking lots at UI Research Park at Oakdale Campus.

- UI Parking & Transportation maintains Main Campus parking lots.

- Crews on-campus for immediate and continuous response 6:00 AM – 4:30 PM (and return to areas as needed to maintain safe egress for campus users)
Overnight weather events followed by UI Public Safety and Landscape Services, for on-call or emergency response.

Call-ins for snow / ice removal can occur any time conditions warrant but if the snow or ice has already fallen, or if the storm is in progress. Early morning weekday calls should be started by 2:30 am.

Our intention is to have personnel at work and out on their routes by 4:00 am at the latest and that most areas are cleared for morning campus traffic by 7:30 am.
Winter Weather Response – Snow & Ice – Shawn Fitzpatrick, Assistant Manager

Streets and service drives (and parking lots on the Oakdale Campus) will be plowed and treated with a sand / salt mix as needed.

Sidewalks will be plowed and / or broomed and treated with sand / salt or ice-melt mixture.

Steps will be shoveled and / or broomed and treated with sand / salt or ice melt mixture.

Customer requests and emergency service calls will be communicated to employees in the field by use of cell phones.

For non-emergency use FM@Your Service Portal or emergencies call WCC at 335-5071.
RFP for On-Site Document Destruction - Renee Funk, UI Purchasing

- Campus-wide review team - major users
- Attempted Regents-wide RFP in July 2017
- No Award for UI portion October 2017
- UI-specific RFP issued November 2017
- Currently reviewing 3 vendor responses
- Next Steps:
  - Make sure major user's operational needs are represented
  - One-hour long presentations from each vendor
  - Evaluate equipment and pricing structures
  - Select successful service provider

Questions? Comments?
QUESTIONS?
Campus Mail Route Project - Cheryl Niemeyer, Quality & Ops Improvement

Campus Mail Team:
- Improvement Initiative
- Routes and Processes have not changed for 20+ years
- Opportunities for Improvement
- We need your help!

Questions? Comments?
Winter Break can bring surprises if we are not prepared:

- When in doubt leave the thermostat where it is.
- Make sure all windows are closed and latched so the window will seat in the frame.
- Open cabinet doors below sinks to allow airflow to drains.
- Leave doors open where possible. This will allow for better air circulation.
- Make sure overhead dock doors are locked down.
We also encourage saving energy during the winter months:

- Power down electric device’s.
- Unplug power robbing machines (coffee makers, microwaves, etc.).
- Shut off lights.
- Make sure all gas, vacuum and air spigots are shut off.
- Unplug portable heaters.

If you have additional building concerns, call WCC at 335-5071.
QUESTIONS?
MANDATORY CARDBOARD RECYCLING BEGINS JANUARY 2, 2018

WHAT DOES THIS MEAN?
CARDBOARD IS NOT ALLOWED IN YOUR REGULAR TRASH IN JOHNSON COUNTY.
PLEASE FLATTEN ALL CARDBOARD BOXES AND PLACE IN YOUR NEAREST RECYCLING BIN.

QUESTIONS?
CALL 319-384-3415
RECYCLE.UIOWA.EDU
We are asking Building Coordinators to help:

- Identify needs for increased recycling collection frequency
- Ensure docks are clear for our recycling hauler to access dumpsters
- Educate staff, students, and faculty about how to properly recycle cardboard
Tip of the Month:

Go to: recycle.uiowa.edu

Click on “Download Resources”
January – Pizza Boxes
recycle.uiowa.edu

• Click on: Download Resources
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