Welcome Building Coordinators!
October 17, 2018
Welcome Building Coordinators!

Agenda:
- Welcome & Introductions
- Announcements – Updates: Cooling to Heating
- FM@YOUR SERVICE – The Portal and Beyond - Updates - Steph Rourke
- FEATURE: Utilities Plant Expansions - Ben Fish, Associate Director – Utility Operations
- Question & Answer
NEXT MEETING: November 21, 2018
10:00 – 11:30 AM
Location:
Annual Cooling to Heating Transition

- Occurring over the next month
- Area Maintenance making preparations
- General messaging will go out to Building Coordinators

Concerns: Contact FM@YOUR SERVICE
Preparing You Building for Winter Freeze

Last year we experienced early, prolonged sub-zero weather and costly building damage.

- Prepare a departmental plan for ensuring that your building and contents are protected.
- Communicate to students, staff, and faculty that opening windows is highly discouraged and can be costly to your department and the University.
- Evaluate the highly prone or susceptible areas such as docks, storage, heated and non-heated entrances, hallways near outside walls, and exposed water pipes and fire protection systems.
- Determine if there are abnormally cold areas and that your HVAC system is heating the building consistently and evenly.
- Call the FM@YOUR Service to set up any requests for routine or corrective maintenance, or heating concerns.
- Perform regular walkthroughs, especially early morning and before leaving at end of the day in susceptible areas.

Concerns: Contact FM@YOUR SERVICE
QUESTIONS?
CAN I RECYCLE MY CANDY WRAPPERS?

NO!
QUESTIONS?
Welcome: Stephanie! How may we assist you? I want to...

For Maintenance Emergencies, please call 319-335-3011.

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Emergency Service: 319-335-5071 (24-hours/day, 7 days/week)
QUESTIONS?
Utilities Plant Expansions –
Ben Fish, Associate Director Utility Operations
QUESTIONS?
2018 Building Coordinator Meetings

► NEXT MEETING: November 21, 2018
► 10:00 – 11:30 AM
► Location: