

WELCOME!!

Monthly Building Coordinator Meeting

Via ZOOM

March 15, 2023



Agenda

- **Waste Management- Contact Updates: Tammy Paulus, UI Purchasing**
- **Building Cooling to Heating Switchover: Tom Moore, FM Operations and Maintenance**
- **Locked University Classrooms Protocol: Classroom Scheduling team**
- **Peer to Peer breakout session**

Recycle/Compost Contact

Waste Management

Waste Management (recycle/organics)

→ UPDATE:

- Joe Moulin has taken an offer at another firm and Waste Management's contact will remain at [Kristen Giudicessi](#)
- [Kristen Giudicessi](#) can assist with manager/sales representative (questions, concerns, changes to account locations and special event services)


Contact Information:

[Kristen Giudicessi](#) - [515-803-9236](tel:515-803-9236)

or [Greg Traver](#) [319-423-6967](tel:319-423-6967) (Greg) [785-213-7975](tel:785-213-7975) (Greg Cell)

[Joe Lee](#) - [319-423-4927](tel:319-423-4927) for route information (pick up, questions about route)

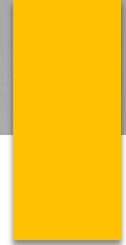
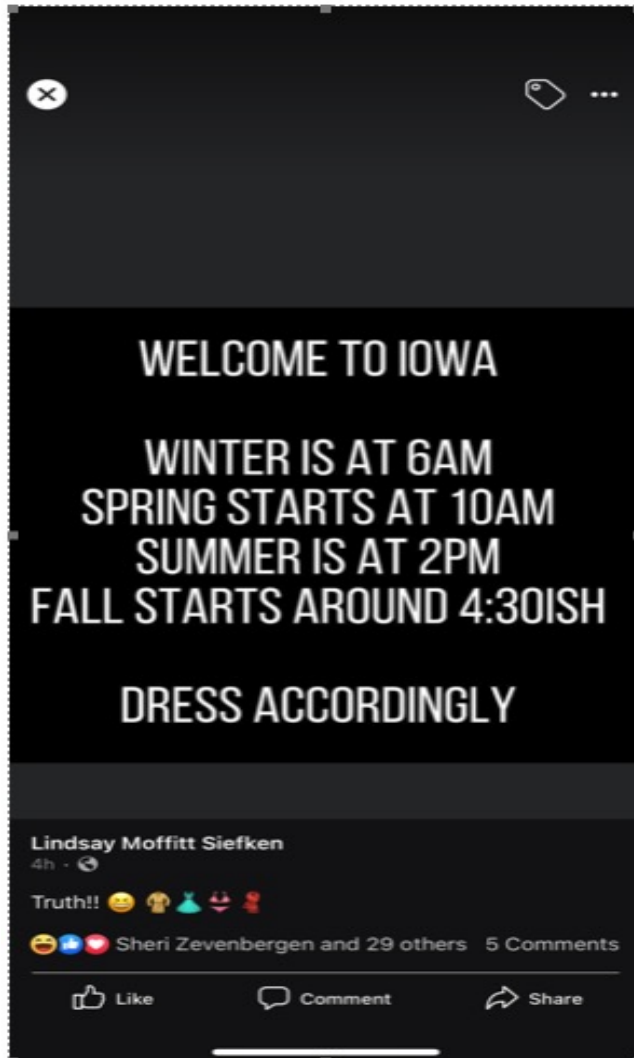
→ Additional contact information can be found at <https://ap-purchasing.fo.uiowa.edu/purchasing/contracts/recycling-and-organics-services>



Building Cooling/Heating Switchover: What Should I Expect this Spring?

TOM MOORE

SENIOR AREA MANAGER, FACILITIES MANAGEMENT



Flush and Fill

Purpose:

- To prepare cooling coils for the transition and summer months
 - Flush Cooling coils to prevent high turbidity (debris) at the cooling plants

High-Level Procedure:

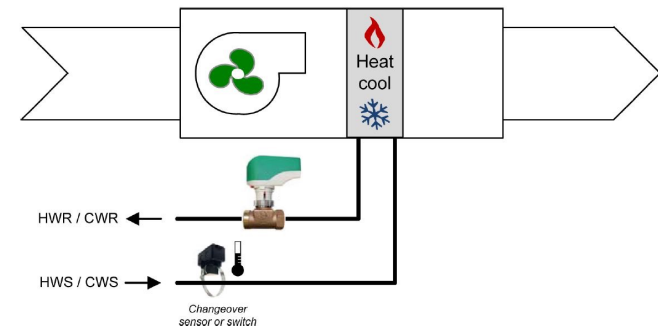
- Isolate and flush cooling coils with chilled water
- Leave filled and ready to go where it is possible

2-Pipe Systems

Two-Pipe HVAC Systems

A two-pipe system uses half the hydronic piping required by a four-pipe system, which results in a lower cost and a shorter installation time. The system is also more compact, reducing the space requirements of mechanical rooms. Maintenance is also simpler in a two-pipe system, thanks to the reduced number of piping fixtures and valves.

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 depending on overall needs, 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 cannot provide heating and cooling at the same time due to capability of the systems

**These buildings do not typically have air handling units, but rather fan coils or radiant heat*

2-Pipe Buildings

- Halsey Hall
- Van Allen
- Phillips Hall
- English-Philosophy Building
- Iowa Memorial Union
- North Pharmacy
- Field House
- Wendell Johnson Speech and Hearing
- Medical Education Building
- Westlawn
- Medical Research Facility
- Medical Research Center
- Jefferson Building
(*Treated like a 2-pipe building because of boiler*)

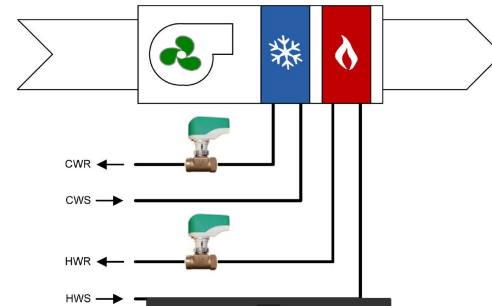
Note: HH, JB, College of Dentistry, and IMU-Hotel have special circumstances that may require an early switchover



4-Pipe Systems

Four-Pipe HVAC System

This system configuration uses twice as much piping as a two-pipe HVAC system, and thus it is more expensive and takes longer to install. In addition, a four-pipe system requires more space to accommodate two hydronic piping circuits that run through the building. The increased number of fixtures, valves and connection points also results in a more demanding system in terms of maintenance.



**These buildings typically have air handling units that supply conditioned air to the entire building*

University of Iowa Guidelines

We have established a data-driven approach based on weather conditions

Principles for flushing and filling our 4-pipe buildings to enable Cooling:

- Overnight temperatures are consistently above freezing (this is necessary to avoid freezing & damaging the coils)

Principles for Initiating a Switchover from Heating to Cooling for our 2-pipe buildings:

- Daytime temperature highs are consistently between 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 cooling mode,

- Warmer temperatures in the afternoon
- Slightly humid air

Once buildings have been transitioned to cooling mode,

- Cooler temperatures and drier air in buildings
- Slightly reduced airflow within a 24 hour window while units are off for the switchover

What Can Building Coordinators Do This Spring?

- Remind occupants to please plan to dress in layers during the spring season to help with comfort!
- Remind occupants to please be patient during this time.
- Consider asking that temperature portal requests flow through a single point of contact during the spring transition months to reduce duplication of effort

Thank you for your partnership!

New Tool This Spring to Help With Occupant Communication:

Send To: Building Coordinators of 2-pipe buildings

Dear Building Coordinators,

As discussed in the March Building Coordinator meeting, we will soon begin the switchover of your 2-pipe system from heating mode to cooling mode. Beginning the week of [redacted], Facilities Management will begin this annual spring process and we anticipate wrapping up the process by the end of [redacted].

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 seasonal switchover for [redacted]:

Facilities Management will begin the building switchover process from heating mode to cooling mode in the near future. [redacted] has a 2-pipe system. This means that once the switchover is done, the facility will not have heating capability. Facilities Management schedules this switchover based on the weather forecast. With long-term forecasts showing daytime highs consistently above 60F-65F, 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.

Facilities Management will be working through our building switchover in addition to other buildings across campus with an anticipated completion date of [redacted]. 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,

Tom Moore
Senior Manager of Operations and Maintenance

IOWA | Facilities Management

200 University Services Building
Iowa City, Iowa 52242

Building name and Date, to be filled in by Steph prior to sending

Email will be sent to Building Coordinators for 2-pipe buildings in advance of switchover

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Questions?

Hold for Classroom Scheduling

Classroom Scheduling: Locked University Classrooms Protocol

Thumb Lock / Brass Key Classrooms

Thumb Locks

- In an effort to enhance student safety, Classroom Scheduling is in the process of adding thumb locks to all brass lock University Classrooms (UCRs)
 - Added for intruder protection so anyone inside the room can lock the door and a key is required for access
- It is possible that the locks can be inadvertently turned thus causing the next user group to be locked out of the classroom
- Signs have been added to the doors with instructions



Classroom Scheduling Process

- If the Classroom Scheduling team receives a request and is unable to respond, we will work with the building coordinators and other building contacts in the affected buildings
 - *Building coordinators have been provided keys

- If no response, next steps are:
 - 1) DPS Public Safety - 335-5022
 - 2) FM@YourService - 335-5071

Locked Classroom Process

- In the event that Classroom Scheduling is unavailable or does not answer the phone, FM@YourService **may** receive a call
 - The first question for FM@YourService to ask the customer is if they have called Classroom Scheduling (319-335-1243) and if not, advise them to call:
 - **Caroline Jens on T-W-F at (319) 384-3263**
- Or
- **Renee Houser on T-W-TH at (319) 335-1202**
- They are both scheduled in the office as hybrid workers working set days, the rest of the team is working remote.

Locked Classroom Process (continued)

→ If the customer has called Classroom Scheduling but does not reach anyone or if the request comes after hours, FM@YourService will call out for the customer the below call out tree until someone is reached: (since this is generally a time sensitive request, FM@YS will make the call outs)

- 1) **Building Coordinator** (if no response, then call)—
 - ***please utilize the FM Connection MY FM TOOLS Building Information tool-enter the building and the name of the building coordinator(s) will be listed. Then look them up in the directory for their contact number(s).

- 2) **Area Maintenance technician** assigned to the building (if no response, then call)—

- 3) **DPS Public Safety**—335-5022

Reminders

→ Proof of reservation

- Event organizers are asked to bring a copy of their event confirmation with them for the event.

→ User discretion

- If you don't feel comfortable unlocking a door, contact Classroom Scheduling or DPS.

→ **Please communicate**

- When the issue is resolved and a door is unlocked, please inform the original requester or building coordinator that the unlock is resolved.

AMAG Classrooms

- Classroom Scheduling programs unlock services with DPS Access Services for **15 minutes** before a scheduled event unless an exception is noted.
- Customers are informed that if they contact Department of Public Safety after hours in order to enter a locked building or classroom *before the scheduled event time*, they may be charged for overtime access services.

Questions?

Classroom Scheduling

319-335-1243

Classrooms@uiowa.edu

Peer to Peer Breakout Session - 15 minutes

→ Purpose:

- ✓ Relationship building –
Definition: **working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages.**



Peer to Peer Breakout Session

→ Plan:

✓ Introductions: Name, Building(s), Length of time in the BC role

✓ Conversation starters:

1. Have you learned any best practices that help you in your role?
2. What do you enjoy most about the BC role?
3. What types of communication are most effective for your audience/occupants?
4. List a challenge in your role you could use some advice on.
5. Any "tools in your toolbox" that are must haves in your BC role?

Peer to Peer Breakout Session

→ Partners:

✓ Network of opportunities

➤ Volunteers for sharing from
your breakout groups?



Building Coordinator Meeting

Next meeting via zoom:

April 19, 2023

Proposed Agenda:

- Build UI Enhancements – FM Design and Construction
- Fire & Life Safety-Who we are – Fire & Life Safety team

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Thank you!