
Building Coordinator Meeting

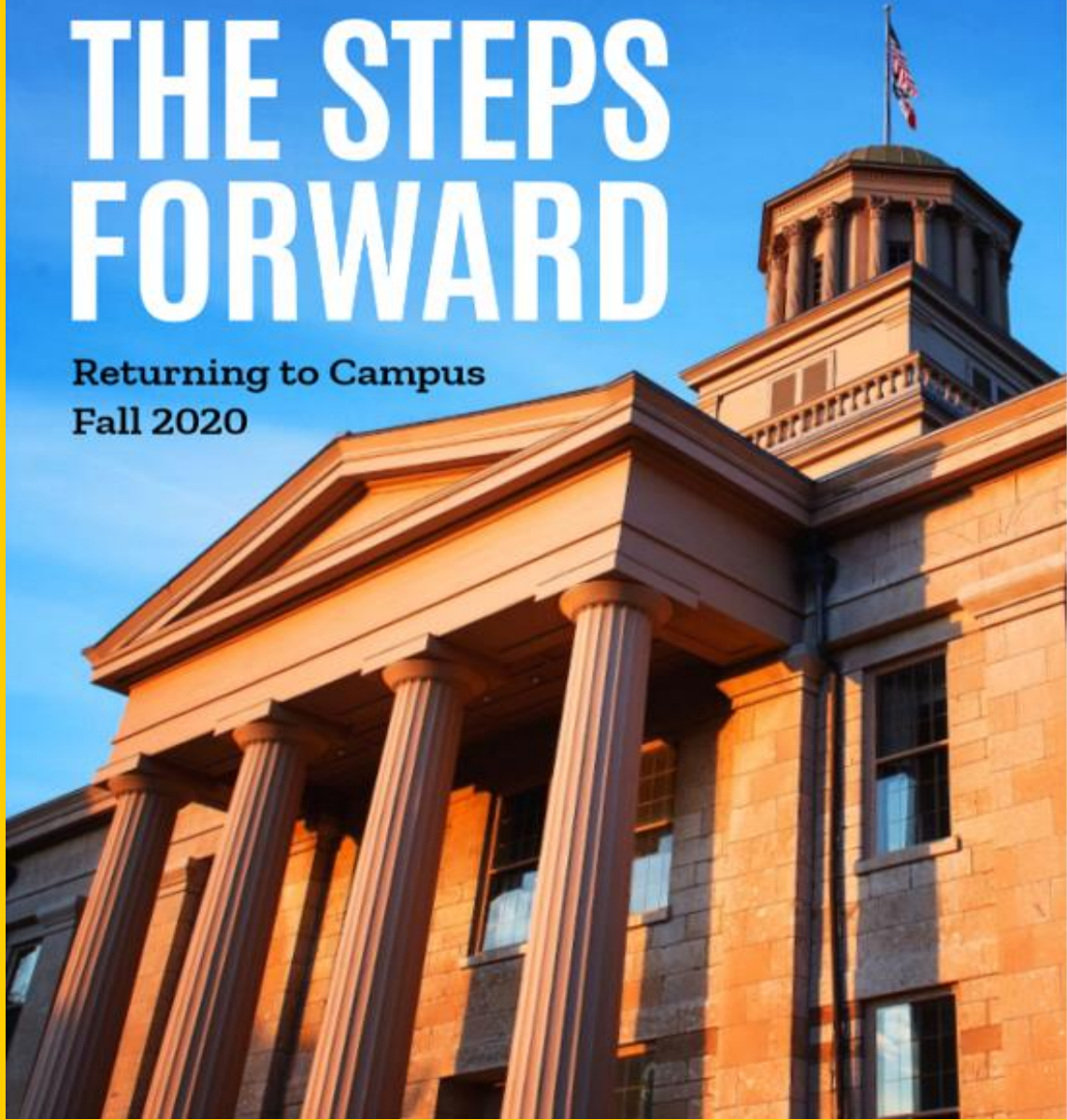
Steps Forward

August 19, 2020

IOWA

THE STEPS FORWARD

Returning to Campus
Fall 2020



Agenda

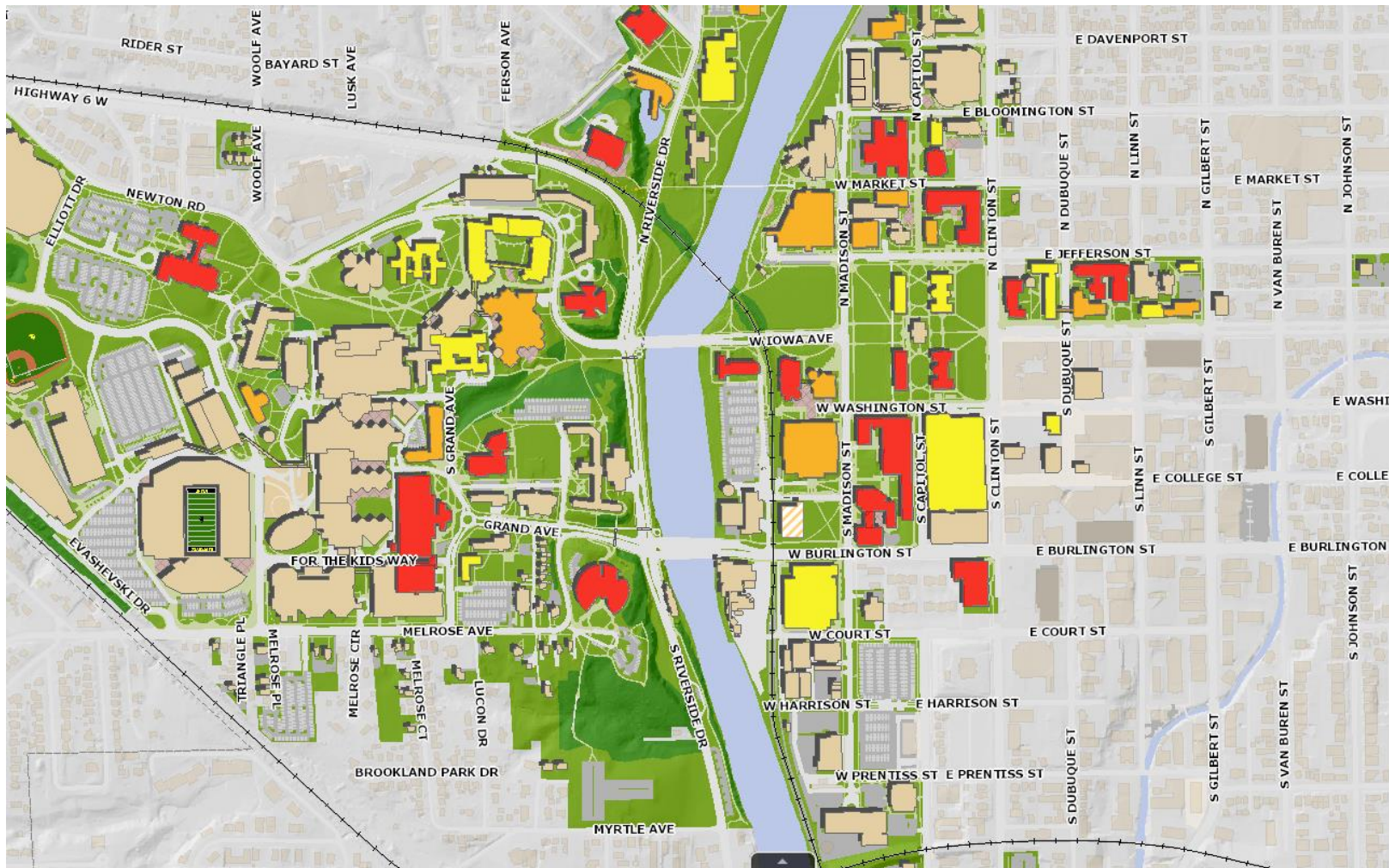
- Welcome: Dave Jackson
- FM Steps Forward Plan and Storm Damage Update: Lynne Finn----- 10 minutes
- Ventilation: Julie Sychra----- 20 minutes
- FM@YourService COVID BUTTON and Health Stations: Steph Rourke----- 5 minutes
- Custodial Update for Fall 2020: Jeff Rajtora----- 5 minutes
- General Circulation Signage: Joe Bilotta or Brent Anderson ----- 5 minutes
- Student Space: Joe Bilotta or Maggie Vogel ----- 5 minutes
- Coordinating University Events: Angie Reams----- 5 minutes
- Q&A ----- 5 minutes

FM Steps Forward – Fall 2020

Patience
Preparation

Preparation Focus:

“As a guiding principle, the UI recognized the more an individual interacts with others, and the longer the interaction, the higher risk of COVID-19 spread.”



FM Steps Forward – Fall 2020

Patience

Preparation

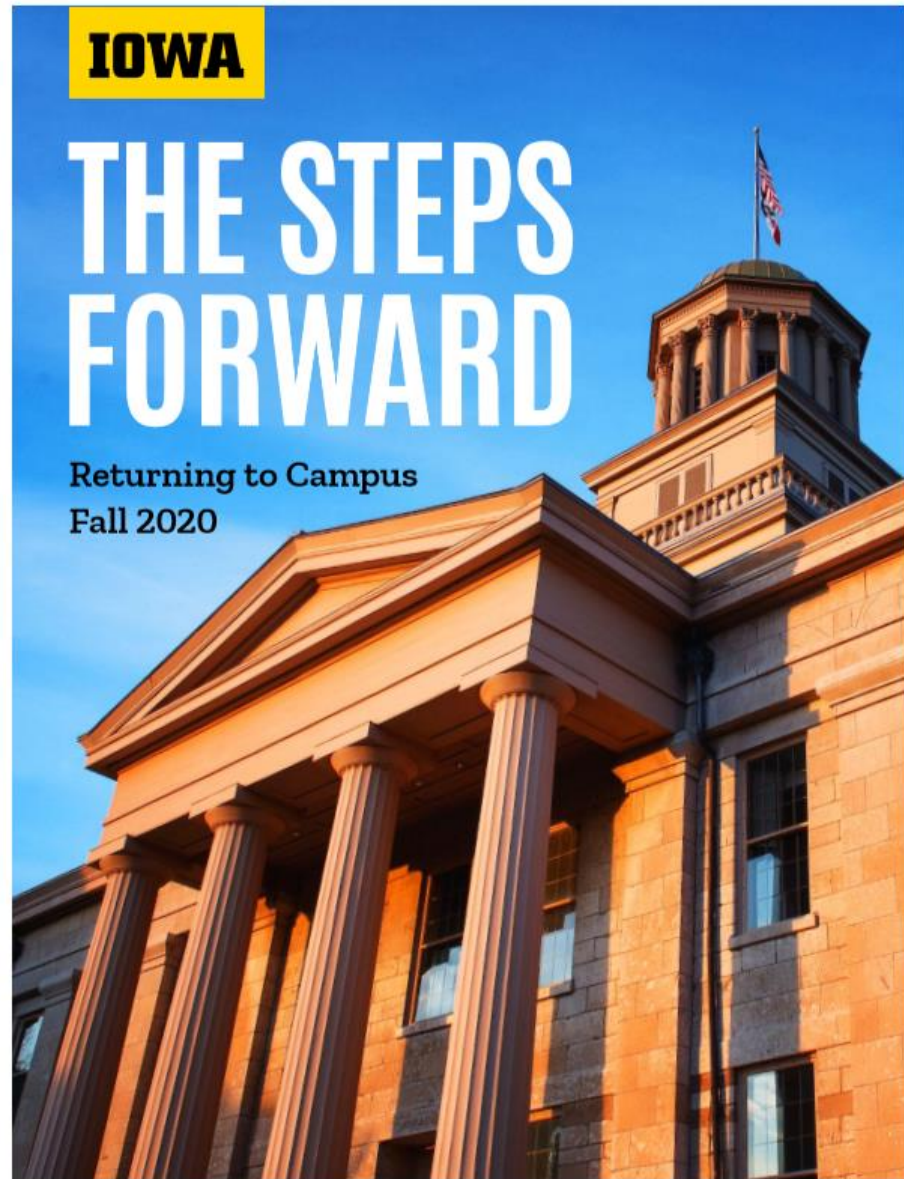
Partnerships

Perseverance

Steps Forward:

Facilities, Buildings and Grounds

August 19, 2020



Steps Forward → Building Practices

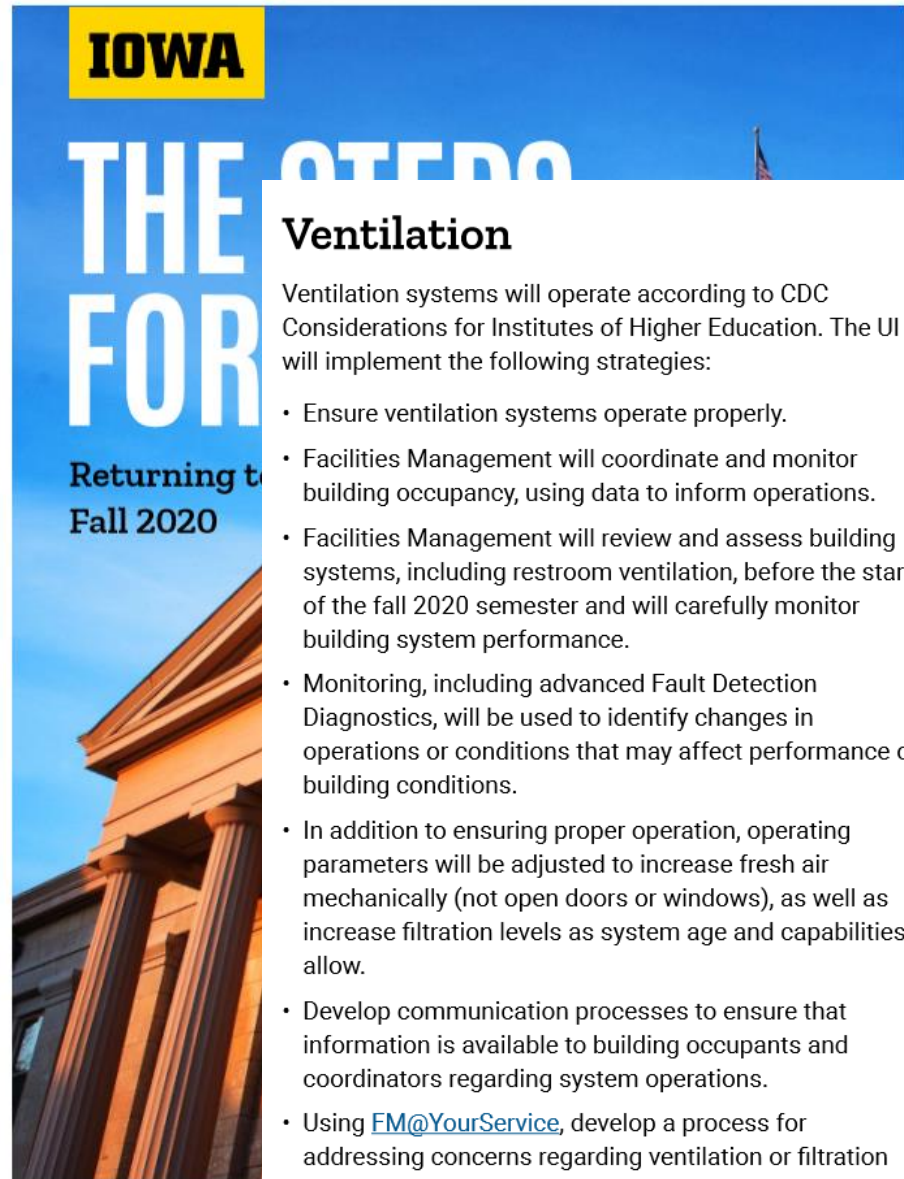
Primary Decision Drivers

- Focus on risk mitigation not elimination.
- Limit unintended consequences
- Risk mitigation is interdependent: the effectiveness of building and operational practices are directly related to behavior and community health conditions.
- Prioritize by occupancy and time: the more people in a space for longer periods of time represents greater risk.
- Emerging information and recommendations require need for agility and capability for adjustments and change to increase risk mitigation options.

Steps Forward: Facilities, Buildings and Grounds

Ventilation

August 2020



IOWA

THE STATE UNIVERSITY

Returning to Fall 2020

Ventilation

Ventilation systems will operate according to CDC Considerations for Institutes of Higher Education. The UI will implement the following strategies:

- Ensure ventilation systems operate properly.
- Facilities Management will coordinate and monitor building occupancy, using data to inform operations.
- Facilities Management will review and assess building systems, including restroom ventilation, before the start of the fall 2020 semester and will carefully monitor building system performance.
- Monitoring, including advanced Fault Detection Diagnostics, will be used to identify changes in operations or conditions that may affect performance or building conditions.
- In addition to ensuring proper operation, operating parameters will be adjusted to increase fresh air mechanically (not open doors or windows), as well as increase filtration levels as system age and capabilities allow.
- Develop communication processes to ensure that information is available to building occupants and coordinators regarding system operations.
- Using [FM@YourService](#), develop a process for addressing concerns regarding ventilation or filtration in campus buildings.

FACILITIES, BUILDINGS, AND GROUNDS

Ventilation

Ventilation systems will operate according to CDC Considerations for Institutes of Higher Education. The UI will implement the following strategies:

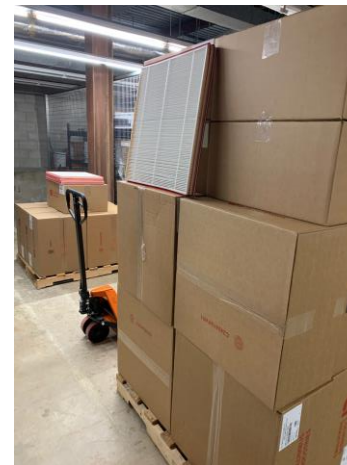
- Ensure ventilation systems operate properly.
- Facilities Management will coordinate and monitor building occupancy, using data to inform operations.

- Operations
- Verification
- Monitoring
- Communication

- Develop communication processes to ensure that information is available to building occupants and coordinators regarding system operations.
- Using [FM@YourService](#), develop a process for addressing concerns regarding ventilation or filtration in campus buildings.

Steps Forward Commitment: Operations

- Upgrade to MERV 13 across all capable AHUs (**\$475,000**). Installation planned prior to start of classes.
- Adjust classroom operations to maximize airflow during occupancy, increasing filtration and fresh air.
- Purge building air daily, by activating the HVAC systems at least two hours prior to occupancy.



As recommended by CDC or ASHRAE

Steps Forward Commitment: Verification

- Extensive operational assessment with focus on classroom spaces - high density priority
- Identify system capabilities related to infection risk mitigation
- Document building level ventilation capabilities in academic and administrative (GEF) spaces



TH- AHU-1 Review Area Maint Checkpoints for Fall Return to Campus.

Checkpoint	Value	Description	Extra Description
1.	YES	Did you check outdoor air intakes to make sure they are clear of debris and obstructions? Please note any deficiencies or access issues that make it difficult to keep these clear in the future.	
2.	NO	Do filters in unit need to be replaced?	
3.	YES	Is the filter rack in good repair? Please note any deficiencies or access issues.	
4.	YES	Is the filter rack sealed to prevent bypass of	
5.			
6.			
7.			

Checkpoint	Value	Description	Extra Description
8.	NO	TH Classroom 125: Are any supply or return diffusers or vents covered or obstructed?	
9.	YES	TH Classroom 125: Are supplies and returns a good distance apart? Please note any air quality or short cycling issues you are aware of in the extra description field.	
10.	NO	TH Classroom 125: Are there operable windows in the space? Please note in the extra description field if the windows can still open or if they are screwed shut.	Windows are sealed.

Steps Forward Commitment: Monitoring

- Building Controls Program
- Fault Detection & Diagnostics (FDD) Program
 - 12,000 pieces of equipment
 - 53 buildings
 - 90,000 data points
 - 5-min intervals scanning for early detection faults
- Program Enhancement for additional indicators for Indoor Air Quality monitoring

Home
Diagnostics
Analysts Builder
Impact Report
IAQ Report
Performance Indicators
Compliance

MANVILLE HEIGHTS
2nd St
Melrose Ave
MELROSE
N Dubuque St

Typical issues we will review in the occupied space (9336 spaces):

- Supply air flow lower than setpoint (IAQ)
- Exhaust flow lower than setpoint (IAQ)
- Supply air flow higher than setpoint (IAQ)
- Exhaust flow higher than setpoint (IAQ)
- Primary flow lower than setpoint (IAQ)
- Zone supply air damper short cycling (IAQ)
- Zone exhaust air damper short cycling (IAQ)
- Zone supply air damper short cycling (IAQ)
- Zone supply air damper short cycling (IAQ)
- Cold deck supply air flow lower than setpoint (IAQ)
- ACH above max (IAQ)
- ACH below min (IAQ)
- Primary flow higher than setpoint (IAQ)
- Supply flow setpoint below minimum (IAQ)
- Room CO2 higher than maximum (IAQ)

Typical issues we will review in Air Handlers (408 AHUs):

- Mixed air temp lower than expected (IAQ)
- Mixed air temp higher than expected (IAQ)
- Damper stuck closed (IAQ)
- Outdoor air damper below minimum (IAQ)
- Mixed air temp out of range (IAQ)
- Stuck damper (IAQ)
- Damper short cycling (IAQ)
- Minimum outdoor air damper closed (IAQ)
- Mixed air temp higher than setpoint (IAQ)
- CO2 sensor calibration error (IAQ)
- Damper position feedback lower than expected (IAQ)
- Damper position feedback not tracking (IAQ)
- Mixed air temp cycling (IAQ)

Steps Forward Commitment: Communication

- Building Coordinator Network engagement
- Return to Campus Unit Planning
- FM@YourService Covid19 enhancement

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

[Click here for site instructions](#)

- Request Maintenance**
Building Maintenance
Custodial Maintenance
Ground Maintenance
- Order Work or Keys**
Get Keys
Install/Hang Small Items
Moving Services (non -project)
- Request Project**
Renovate Space
Install Signage/Furniture/etc.
- Get Help**
Request Maintenance Estimate
Contact Us
Additional Resources
- Ask a COVID-19 Question**
FM Operations

• Ventilation Reference Information

BUILDING COORDINATORS NETWORK MEETINGS

Building Coordinator meetings are usually held on the 3rd Wednesday of each month. Following are important updates and presentations from the 2019-2020 BC Meeting Series.

August 2020

- Building Ventilation Building Coordinator Meeting**
August 13, 2020 via Zoom
 - [Steps Forward Plan Ventilation Practices \(PPT\)](#)
 - [Ventilation Summary \(PPT\)](#)

Summary Sheet:

GEF BUILDING IF YOU HAVE QUESTIONS ON A BUILDING NOT LISTED, PLEASE CONTACT FM@YS VIA THE COVID BUTTON	BUILDING VENTILATION CAPABILITIES		SUPPLEMENTAL RISK MITIGATION TOOLS				ADDITIONAL DATA		
	CONTAINS OCCUPIED SPACES WITH FORCED VENTILATION. % of Building with Forced Ventilation. Occupancy: 50% density or less with minimum of 6ft distancing	CONTAINS OCCUPIED SPACES WITH NO FORCED VENTILATION. % of Building with No Forced Ventilation. Occupancy: Single spaces or offices (UI Office is 150-200 sq ft) with minimum of 6 ft distancing	FULL OR PARTIAL MERV-13 FILTER UPGRADE	BUILDING AUTOMATION SYSTEM	FAULT DETECTION AND DIAGNOSTICS	PRE-OCCUPANCY PURGE	BUILDING SQUARE FOOTAGE	YEAR CONSTRUCTED	OWNERSHIP CATEGORY
Main Library	100%						427,188	1951	GEF
Bowen Science Building	100%						375,053	1972	GEF
Field House	91%	9%					334,317	1927	GEF/Athletics
Seamans Center	100%						333,901	1905	GEF
Iowa Memorial Union	87%	13%					326,729	1925	Iowa Memorial Union
Dental Science Building	100%						270,137	1973	GEF
Chemistry Building	100%						258,789	1922	GEF
Campus Recreation and Wellness Center	100%						258,199	2010	GEF/Athletics/Rec Services
Pappajohn Biomedical Discovery Building	100%						257,511	2014	GEF
Medical Education Research Facility	100%						231,144	2002	GEF
Pappajohn Business Building	100%						228,888	1993	GEF/Parking & Transportation
College of Pharmacy Building	100%						228,371	2019	GEF
Medical Laboratories	100%						228,171	1927	GEF
University Capitol Centre	100%						215,523	1981	GEF
Hawkeye Tennis and Recreation Complex	100%						196,767	2006	GEF/Athletics
Van Allen Hall	100%						195,356	1964	GEF
Boyd Law Building	100%						193,510	1986	GEF
Hancher Auditorium	100%						186,000	2016	GEF
Voxman Music Building	100%						183,902	2016	GEF
Lindquist Center	100%						174,101	1972	GEF
College of Public Health Building	100%						156,698	2011	GEF
Pharmaceutical Sciences Research Building	86%	14%					156,611	1961	GEF
Iowa Advanced Technology Laboratories	100%						144,630	1992	GEF
Eckstein Medical Research Building	100%						139,000	1988	GEF
Westlawn	54%	46%					137,239	1919	GEF
Carver Biomedical Research Building	100%						136,442	2005	GEF
Visual Arts Building	100%						136,119	2016	GEF

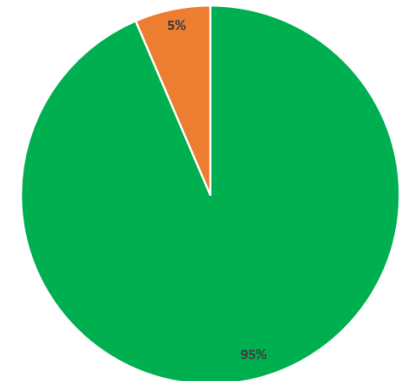
*As of August 16, 2020

Spaces without Forced Ventilation:

Additional Risk Mitigation Levers for these spaces

- Additional emphasis on face covering compliance, hand-washing
- Enforce social distancing to 6ft (113 square feet/person) vs. 50% capacity
 - Typical UI office is 150-200 sqft
- De-prioritize multi-user space utilization for extended periods of time
- Arrange seating to limit air flow passing by others in areas with window units
- Portable air purifiers can be beneficial in unique circumstances (vulnerable populations, etc.)

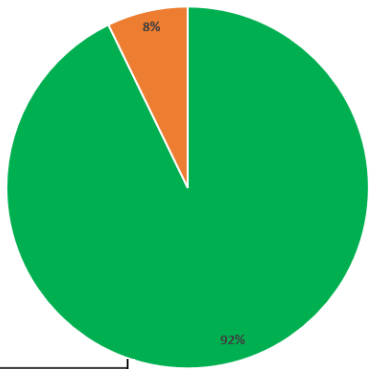
Millions of UI GEF Sq Ft



Classrooms without Forced Ventilation:

De-Prioritize these spaces for instructional purposes in accordance with guiding principles

UI Classroom Spaces



BUILDING NAME	CLASSROOM
Art Building West	ABW130
Dey House	DH 106
Dey House	DH 210
English Philosophy Building	EPB 218
English Philosophy Building	EPB 312
English Philosophy Building	EPB 442
Field House	FH 302
Field House	FH 322
Field House	FH 332
Field House	FH 354
Field House	FH 402
Field House	FH 418
Field House	FH 424
Field House	FH E101A
Field House	FH E220
Halsey Hall	HH E103
Halsey Hall	HH E105
Halsey Hall	HH E125
Halsey Hall	HH E201
Halsey Hall	HH E203
Halsey Hall	HH W121
Jefferson Building	JB 220
Jefferson Building	JB 324
Jefferson Building	JB 403
Jefferson Building	JB 603
Jefferson Building	JB 704
Jessup Hall	JH 219
Jessup Hall	JH 221
Jessup Hall	JH 243
Jessup Hall	JH 248
Jessup Hall	JH 248A


Macbride Hall	MH 112
Macbride Hall	MH 113B
Macbride Hall	MH 119
Macbride Hall	MH 116
Macbride Hall	MH 118
Macbride Hall	MH 132
Macbride Hall	MH 27
Medical Research Center	MRC 149
North Hall	NH 101
North Hall	NH 13
North Hall	NH 15
North Hall	NH 16
North Hall	NH 205
North Hall	NH 206
North Hall	NH 208
North Hall	NH 29
North Hall	NH 301
North Hall	NH 302
North Hall	NH 316
North Hall	NH 332
North Hall	NH B1
South Quad	SQ 3
South Quad	SQ 14
South Quad	SQ 104
West Lawn	WL 3241

*As of August 16, 2020

FM@YourService-COVID-19 button


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

[Click here for site instructions](#)




Request Maintenance

Building Maintenance
Custodial Maintenance
Ground Maintenance




Order Work or Keys

Get Keys
Install/Hang Small Items
Moving Services (non -project)



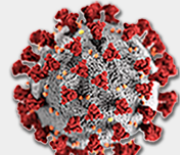
Request Project

Renovate Space
Install Signage/Furniture/etc.



Get Help

Request Maintenance Estimate
Contact Us
Additional Resources

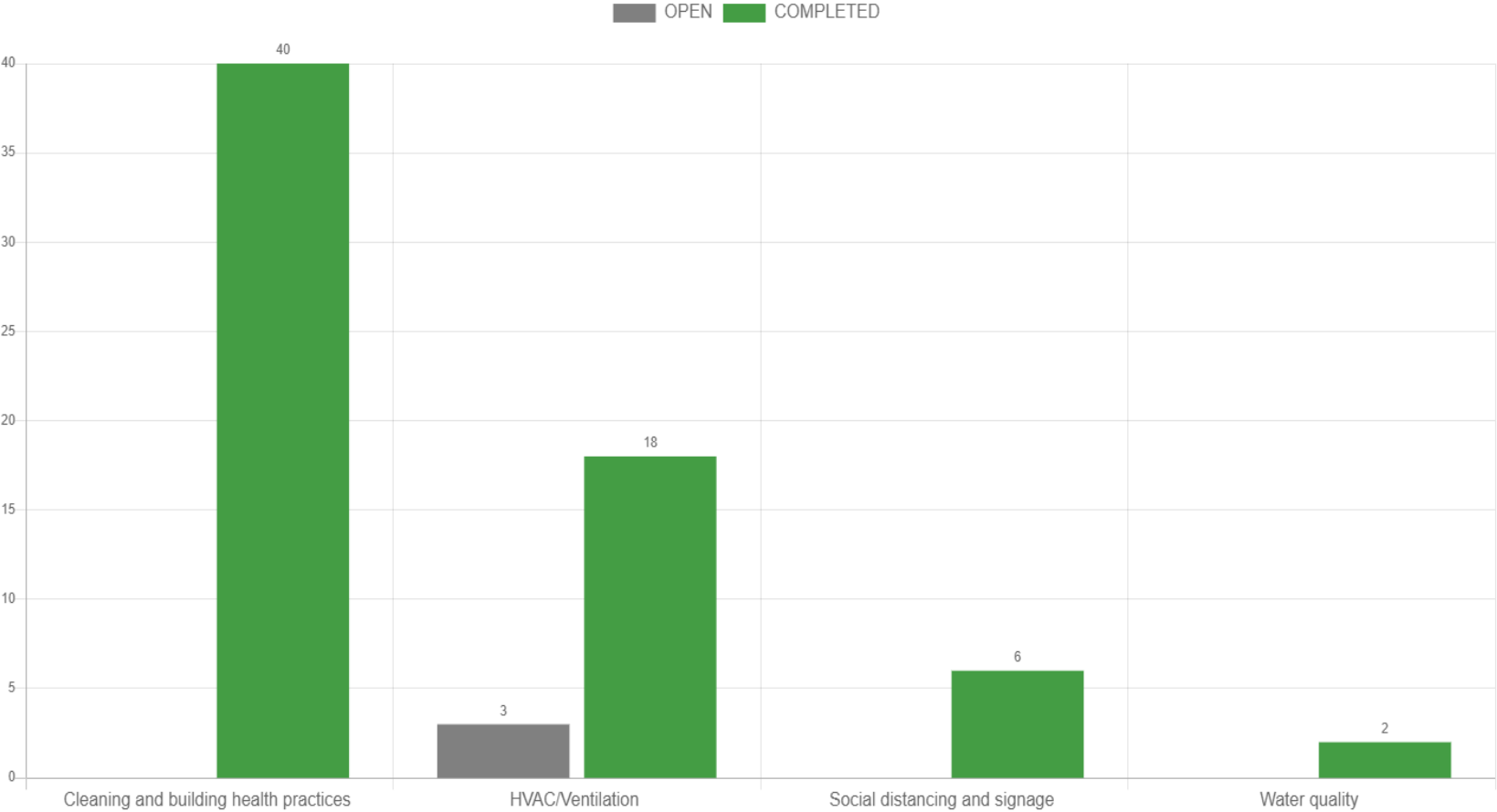


Ask a COVID-19 Question

FM Operations

- 69 requests to date-thank you for using this source!
- Q&A has been updated and/or added to
- Non-emergency COVID questions

COVID REQUESTS-DASHBOARD



Health Stations Update:

- Finish delivering to leased spaces this week
- Wet Wipe Buckets are in all Level 1 Classrooms-dispensers arriving later this month
- “No self standing or fixed dispensers can be installed in areas where carpet is the floor covering, unless the fire area is protected throughout by automatic fire sprinklers”-Bruce McAvoy, Fire Safety Coordinator
- Below is the sticker on all units to be restocked by FM

**Contact information sticker with QR code
that links you to the FM home page**



Custodial Services for Fall 2020

- Staffing



- 21 Custodians moving from nights to days the week of August 17.
- Occupying 28 high-density academic and administrative buildings to address cleaning, disinfecting and restocking needs of the building.
- As you may know, we will be suspending office cleaning beginning in September. This will allow us time for priority cleaning and disinfecting.
- Custodial Services will remain fluid as schedules may be adjusted with the use or non-use of larger classrooms, auditoriums and conference rooms.
- Custodial Services will also be stocking the many health stations in the buildings.

Custodial Services for Fall 2020

- Building Attendant
- Hours: 7:00am – 3:30pm
 - Building access/keys
 - Phones
 - In uniform



- Touch Points – Clean & disinfect touch points up to 4x/day.
- Restrooms – Check, stock and disinfect at least 2x/day.
- Health Stations – Clean & disinfect multiple times per day, restock as needed.
- Classrooms – Restock supplies as needed, clean & disinfect touch points when servicing is available.
- Customer Service – Provide customer service to students, faculty & staff as related to face coverings, building circulation and other building needs.
- Communication – Custodians will need to communicate with FM@YS for direction regarding supplies and with Building Coordinators as needed also.

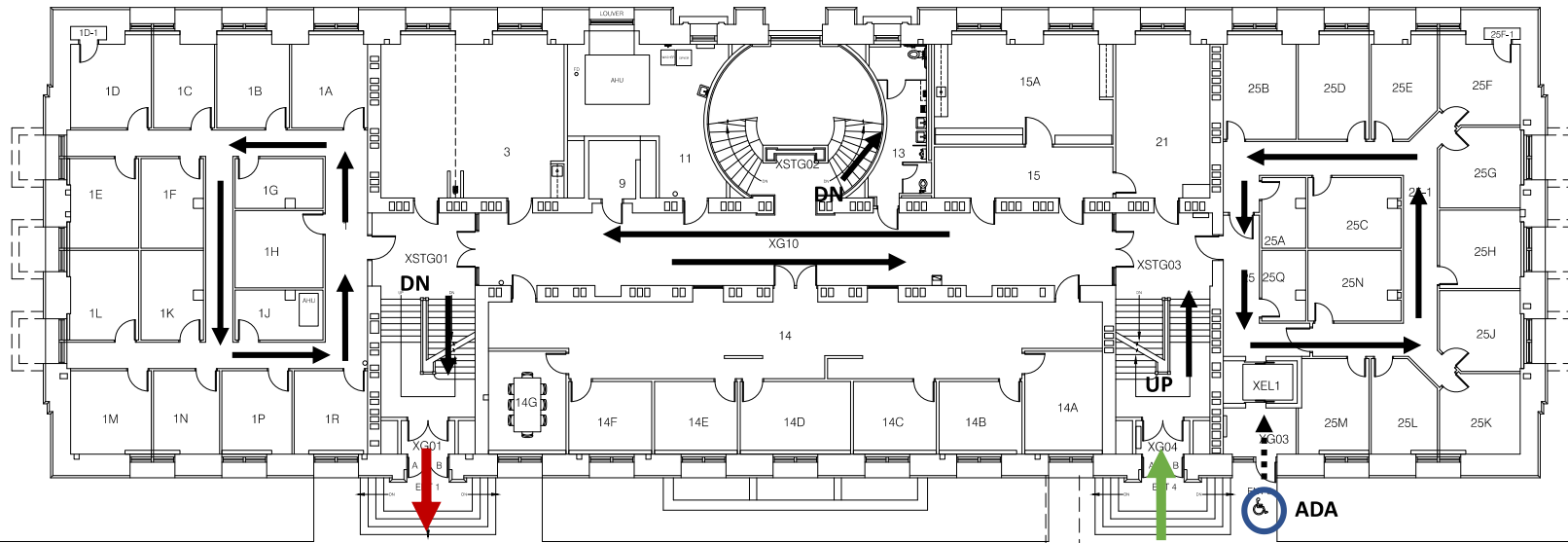
Custodial Services for Fall 2020

- Normal Custodial Services



- Custodial schedules will remain in place, some will have service and frequency adjustments.
- Priorities:
 - Classrooms
 - Restrooms
 - Touch Points
- Custodial Dept. Safety: We want **EVERYONE** wearing a face covering, practicing social distancing and proper hand washing.
- Remain fluid as schedules may be adjusted with the use or non-use of areas within buildings or as needs arise. We thank you for your patience.

General Circulation Signage – COVID 19



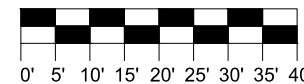
The University of Iowa
MACLEAN HALL
GROUND FLOOR

Bldg. No. 0023 12/09/2016 File: 023AR0G








UNDERGROUND
STORAGE ROOM
BELOW LAWN

SCALE:



Legend

-  MAIN ENTRY
-  MAIN EXIT
-  ADA ENTRY
-  ADA ROUTE
-  MAIN ROUTE

General Circulation Signage – COVID 19



General Circulation Signage – COVID 19

- CIMT-Approved Signage thru Printing Storefront/Strategic Communications developed for signage consistency on campus
- 70 Buildings, roughly 8,000+ signs installed
- Worked with Building Coordinators – Thank You for your help!
- Completed August 12, 2020



General Circulation Signage – COVID 19

- Flexibility with changes as needed going forward
- Submit changes to Joe Bilotta
- Plans to change-out “Cover Your Cough Signs”
- Plans to install “Wash Your Hands” signs in restrooms



Signage Examples Utilized...

THIS WAY

CORONAVIRUS UIOWA.EDU IOWA

THIS WAY

CORONAVIRUS UIOWA.EDU IOWA

ENTER HERE

CORONAVIRUS UIOWA.EDU IOWA

EXIT HERE

CORONAVIRUS UIOWA.EDU IOWA

DO NOT ENTER
(except in an emergency)

CORONAVIRUS UIOWA.EDU IOWA

PLEASE USE OTHER DOOR

CORONAVIRUS UIOWA.EDU IOWA

PLEASE PRACTICE SOCIAL DISTANCING IN ELEVATOR
CORONAVIRUS UIOWA.EDU IOWA

STAIRWELL IS DOWN ONLY
CORONAVIRUS UIOWA.EDU IOWA

STAIRWELL IS UP ONLY
CORONAVIRUS UIOWA.EDU IOWA

SOCIAL DISTANCING
is simple and can help you and others stay safe.

When using elevators, keep **6 feet** from others when possible and **limit number of people per elevator**. Please be patient and wait for the next elevator if necessary, or take the stairs if you are able.
CORONAVIRUS UIOWA.EDU IOWA

PLEASE FOLLOW THESE GUIDELINES
 Wear a face covering in public spaces and common areas
 Practice social distancing and stay at least 6' from others
 Wash your hands regularly for 20 seconds with soap and water
 Stay home if you're sick
CORONAVIRUS UIOWA.EDU IOWA

KEEP HAWKEYES HEALTHY
 HAND SANITIZER is available for your use.
 FACE COVERINGS ARE REQUIRED If you have forgotten yours, please take one.
CORONAVIRUS UIOWA.EDU IOWA

Student Space – COVID 19

STUDENT SPACE

TO BOOK THIS SPACE FOLLOW THE STEPS BELOW

Room Code:

- Visit studentspace.uiowa.edu to book one of the many spaces available or scan the QR code to be redirected to the website.
- Self-clean space – when you enter the room please wipe down your area with provided cleaning supplies.
- This room is **NOT** to be used for a study space.
- Spaces can be booked for 1.5 hour increments or less.
- Be respectful of others' time. Exit promptly when your reservation is over.
- If someone else is in the space, knock five minutes before your reservation starts.
- Single user rooms are available. If the room code includes – PVT, it is a private meeting space. See website for additional details.

IOWA

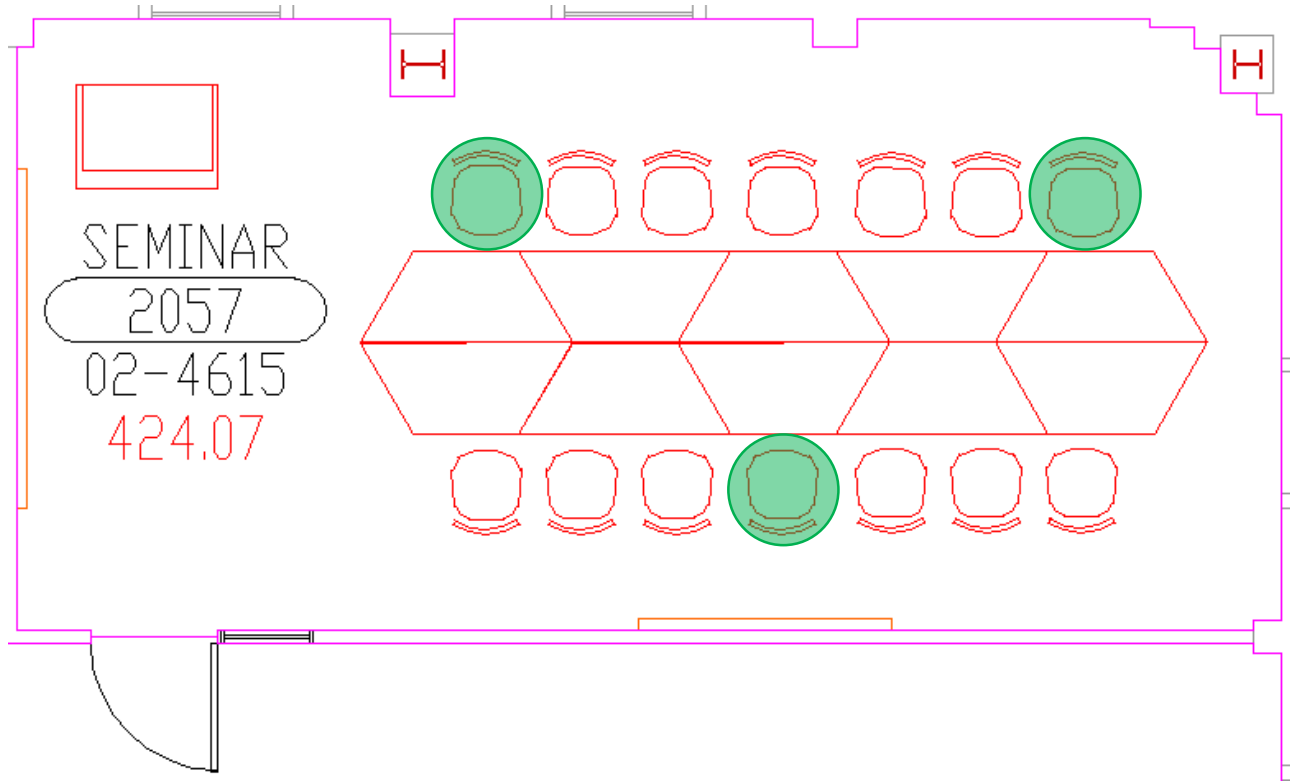
Scan the QR code to get started or visit:
studentspace.uiowa.edu



Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation and need assistance reserving a space, please call 319-384-HELP(4357), email its-helpdesk@uiowa.edu or start an online chat at its.uiowa.edu/contact.

Student Room – COVID 19

LIB
Room 2057
Covid Capacity: 3



Event Guidelines – COVID 19

Effective today, attendee numbers for all essential in-person events (indoors or outdoors, on or off campus) will need to align with room capacity guidelines that allow for 6 feet of social distancing. Event organizers are responsible for working with the [building coordinator](#) of the event location, obtaining updated room capacity information, and making needed adjustments.

All events must follow public health and university guidance regarding protective equipment and social distancing or be offered through a virtual format.

When necessary, building coordinators should review and verify appropriate space use with Campus Planning. Contact Maggie Vogel (margaret-vogel@uiowa.edu) for support.

Exceptions

Hosts of events that do not align with these parameters need to complete [this form](#) for review by the UI's Critical Incident Management Team (CIMT).



CIMT Event Guidance Exception Request

The Steps Forward Fall 2020 includes updated event parameters to include:

- all university meetings, to the greatest extent possible, will take place or prioritize all space for instruction
- attendee numbers for all essential in-person events (indoors or outdoors) will need to align with room capacity guidelines that allow for 6 feet of social distancing (event organizers are responsible for working with the building coordinator for location, obtaining updated room capacity information and making necessary adjustments)
- social distancing of participants with numbers based on room configuration and appropriate personal equipment (PE) required

Events must comply with mass gathering requirements as outlined in the applicable proclamation. Only those gatherings that do not align with these parameters should complete the following form for review by the Critical Incident Management Team (CIMT).

Event Information

Event Host (college/department/unit/organization)

Requester Name

Requester Email

Date of event:

Location of the event?

Will refreshments be served?

Attendance

Will attendance be static or rolling (similar to an open house)?

What is the overall expected attendance?

What is the maximum expected attendance at one time?

Who is invited to the event?

- Faculty
- Staff
- Students
- Non-UI Affiliated - Visitors/Guests

What is the purpose of the event?

How does the event align with University of Iowa priorities and/or support the operational mission of the University?

What are the plans to ensure social distancing, face coverings, and other public health measures are in place before, during, and after the event? Please provide a detailed plan.

If the exception is not approved, do you have an alternative plan in place? Please show.

Questions?



Thanks for attending!

