

# *Welcome Building Coordinators!*

*December 18, 2019*



# *Welcome Building Coordinators!*

## Agenda:

- Introductions
- Monthly Recycling Tip: Beth MacKenzie
- Meet New Area Manager 201: Tom Daggett
- Winter Break – Protecting Buildings: Tom Moore, Senior Maintenance Manager
- Winter Maintenance – Snow and Ice Removal: Shawn Fitzpatrick – Supervisor of Landscape Maintenance
- FEATURE TOPIC - *Leased Properties Management*: David Kieft, Business Manager
- Question & Answer

# Welcome Building Coordinators!



Happy Holidays from Facilities Management

# *2020 Building Coordinator Meetings*

- ▶ NEXT MEETING: January 15, 2020
- ▶ *10:30 – Noon*
- ▶ Location: University Capitol Center UCC 2520D

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# Recycle Updates – Beth MacKenzie



**Plastic Air  
Pockets  
are NOT  
recyclable  
on campus**

[recycle.uiowa.edu](http://recycle.uiowa.edu)

- Click on: Download Resources

RECYCLE  
LIKE A HAWK 

**Collect them for reuse instead**

# QUESTIONS?



# *Meet Tom Daggett – Area Manager Shop 201*



- Joined BLS Operations & Maintenance Team October 28
- Area Manager for Shop 201
- Previously Facilities Manager for AT&T
- Based out of shop in Halsey Hall



# QUESTIONS?



# Winter Break - Protecting Buildings in Sub-freezing Weather

## Tom Moore – Senior Maintenance Manager

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.

# Winter Break: Protecting Buildings in Sub-freezing Weather

## Tom Moore – Senior Maintenance Manager

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.

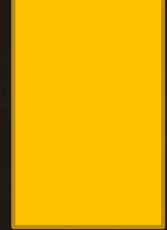
If you have additional building concerns, call [FM@YourService](mailto:FM@YourService) at 335-5071.

# QUESTIONS?



# *Winter Weather Response – Snow & Ice*

*Dave Brown, Manager of Landscape Services*



# Winter Weather Response – Snow & Ice

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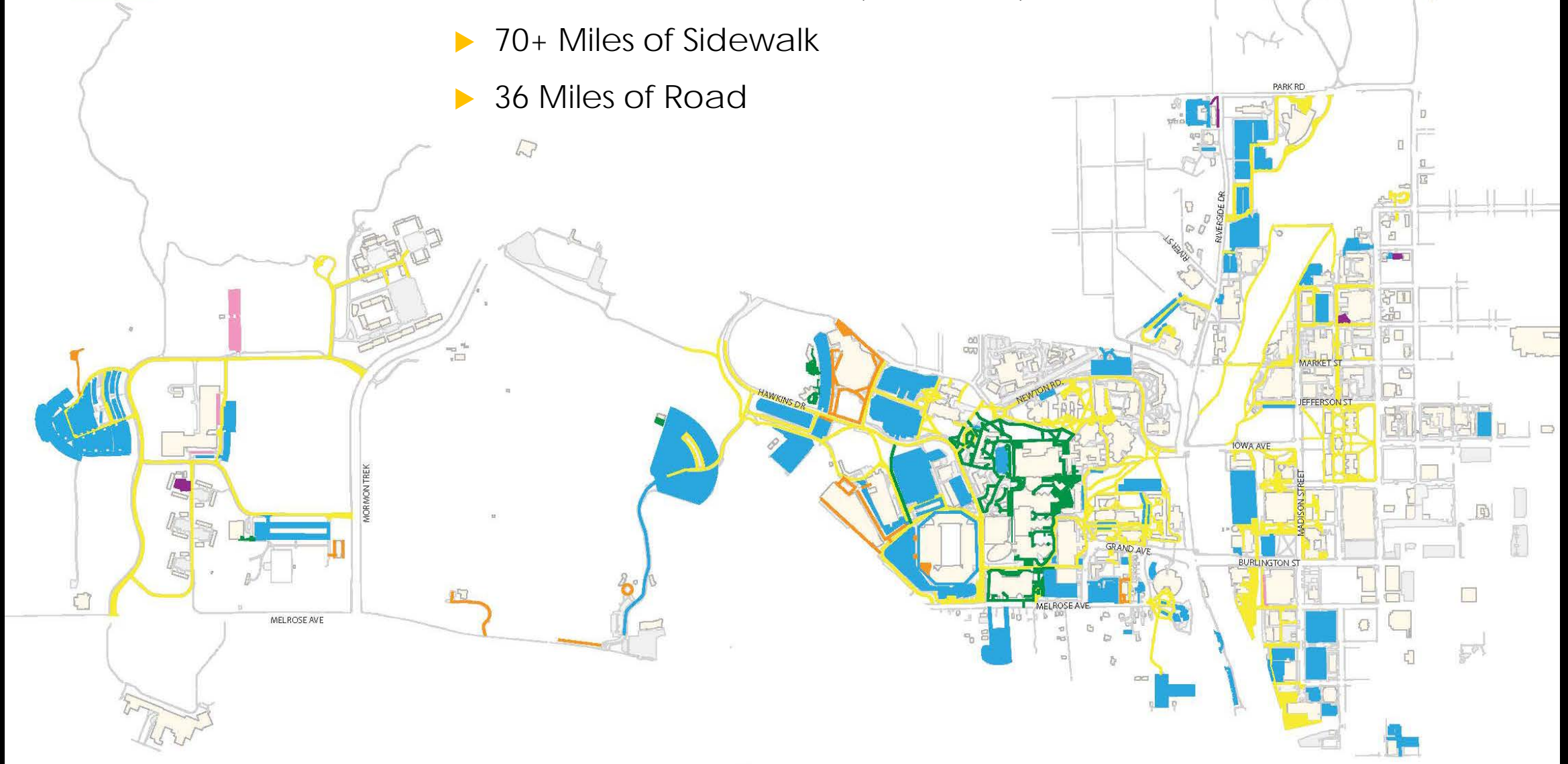
Winter is not a season, it's an occupation.  
—Sinclair Lewis

Daily Iowan March 2, 2015



- PARKING & TRANSPORTATION
- ATHLETICS
- BUILDING & LANDSCAPE SVC
- REC SVC
- UIHC
- HOUSING

- ▶ 120 General Fund Building Entrances
- ▶ 700 Tons of Salt + Sand (2018-2019)
- ▶ 70+ Miles of Sidewalk
- ▶ 36 Miles of Road

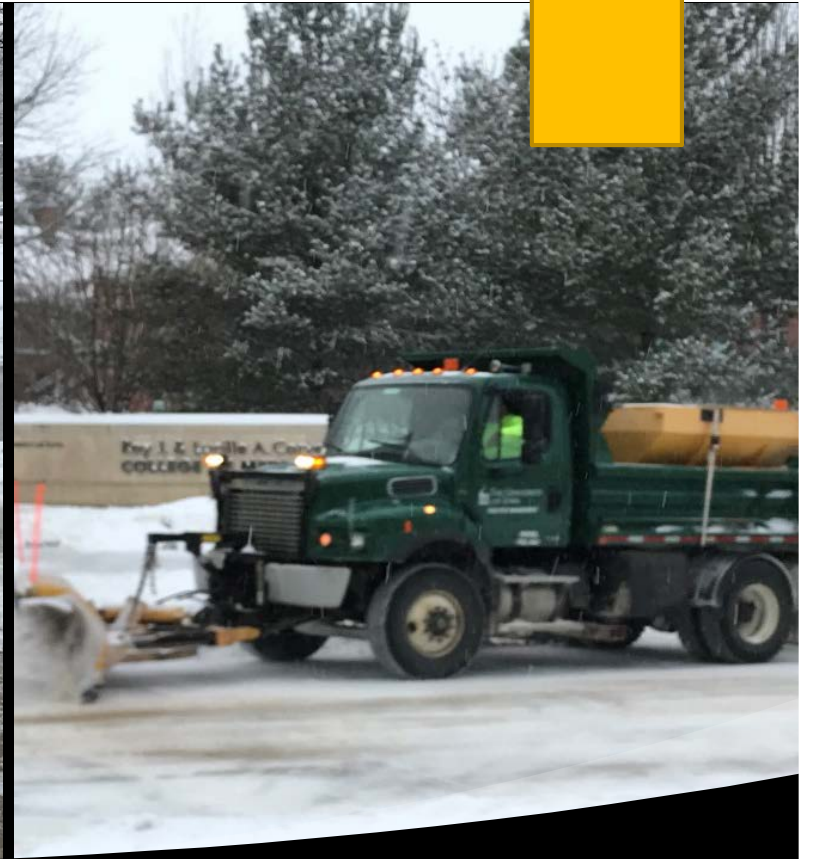


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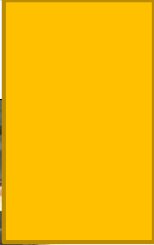






# *Winter Weather Response – Snow & Ice*

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## REPORTING SNOW AND ICE REMOVAL-RELATED ACCESS ISSUES

- 1. Reporting a non-police emergency**  
Call [319-335-5071](tel:319-335-5071) 24 hours a day, 7 days a week. You will be directed to the [FM@YourService](mailto:FM@YourService) desk or the Department of Public Safety.
- 2. Contact the Building Coordinator**  
Building Coordinators have information and access to FM and can help resolve any snow and ice issue relating to their building.
- 3. Send in a request through the FM@YourService portal**  
Requests for service are processed through the [FM@YourService](#) portal. The portal is connected to other offices on campus (Parking and transportation, department of Public Safety, etc.) so that request can be channeled in an efficient way to the correct offices.
- 4. Request specific accommodations through dedicated office**  
[Student request for specific accommodations](#)  
[Employee request for specific accommodations](#)



# SNOW REMOVAL PROCESSES

NORMAL WORKING HOURS  
MONDAY - FRIDAY  
7:00 a.m. - 4:30 p.m.

Snow and ice treatment will be initiated by Landscape Services

Early weekday calls should be started by 2:30 a.m. with the intention to have personnel on site by 4:00 a.m. Personnel will return to sites along their routes as necessary later in the day

OUTSIDE WORKING HOURS  
NIGHTS AND WEEKENDS

Snow and ice treatment will be initiated by the UI Department of Public Safety

Weekend call-ins will be initiated to have personnel on site by 7:00 a.m.

HOLIDAYS: THANKSGIVING DAY  
AND CHRISTMAS DAY

Snow and ice at entrances to be removed the day following the holiday

**It is our policy to respond to all snow and ice occurrences.**

Building and Landscape Services is responsible for the winter maintenance of all building entrances, steps, sidewalks, loading docks, Oakdale parking lots, service drives and institutional roads.

Streets and service drives 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. Building entrances and Steps will be shoveled and treated with a minimal amount of ice melt mixture. Sand is not to be used near building entrances.

<https://www.facilities.uiowa.edu/snow-and-ice-removal-procedures>

## 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)



# *Winter Weather Response – Snow & Ice*

*Dave Brown, Manager of Landscape Services*

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*

*Dave Brown, Manager of Landscape Services*

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 FM@YS at 335-5071.

# Winter Weather Response – Snow & Ice

*Dave Brown, Manager of Landscape Services*

## Helpful Hints When Walking on Snow or Ice

- 1. Plan ahead, give yourself sufficient time and plan your route.**
  - Traffic moves slowly in snowy conditions.
  - Give yourself extra time--don't assume a clear path for driving and walking will be available.
- 2. Wear shoes or boots that provide traction on snow and ice.**
  - Footwear made of rubber and neoprene composite provide better traction than plastic and leather soles.
  - Wear flat-soled shoes. Avoid shoes with heels.
  - Products are available with abrasive soles or cleats that provide special traction for walking on snow and ice, such as Yaktrax. [Remember to remove when entering buildings.]
- 3. Use special care when entering and exiting vehicles, climbing or descending stairs, entering or leaving buildings.**
  - Move slowly.
  - Remove snow/water from shoes when entering buildings.
  - Use handrails for support.
  - Try to keep your center of gravity over your support leg.
  - Use car for support.
  - Keep your hands out of your pockets.
- 4. Walk on designated walkways as much as possible.**
  - Don't take shortcuts over snow piles or areas where snow and ice removal is not feasible.
  - Look ahead when you walk. A sidewalk completely covered with ice may require travel along its grassy edge for traction.
  - Don't text or read while walking.
- 5. Walk safely on snow or ice.**
  - Take short steps or shuffle for stability.
  - Bend slightly forward and walk flat-footed with your center of gravity directly over your feet as much as possible.
  - Keep your hands out of your pockets.
  - Be prepared to fall. If you fall, fall with sequential contacts at your thigh, hip and shoulder. Avoid using outstretched arms to brace yourself.
  - Bend your back and head forward to avoid hitting your head against the ground.



(Photo: sun ok/Shutterstock)



# Winter Weather Response – Snow & Ice

*Dave Brown, Manager of Landscape Services*

## SAFE Winter Walking.... Walk SAFE

Most falls on snow and ice result in serious injuries... please don't be a statistic this year!

Walking during the winter requires special attention to avoid slipping and falling.

The National Safety Council estimates that falls cause more than 1,500 deaths and 300,000 injuries per year.



# Winter Weather Response – Snow & Ice

Dave Brown, Manager of Landscape Services

**SAFE Winter Walking.... Walk SAFE**

Injuries from Slips and Falls occur each year in parking lots.



# Winter Weather Response – Snow & Ice

Dave Brown, Manager of Landscape Services

## SAFE Winter Walking.... Walk SAFE

Numerous slip and fall injuries occurred while walking into work on ice and / or snowy conditions.



# QUESTIONS?



# Feature Presentation- Leased Properties Management

David Kieft – UI Business Manager



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