
Building Coordinator Meeting

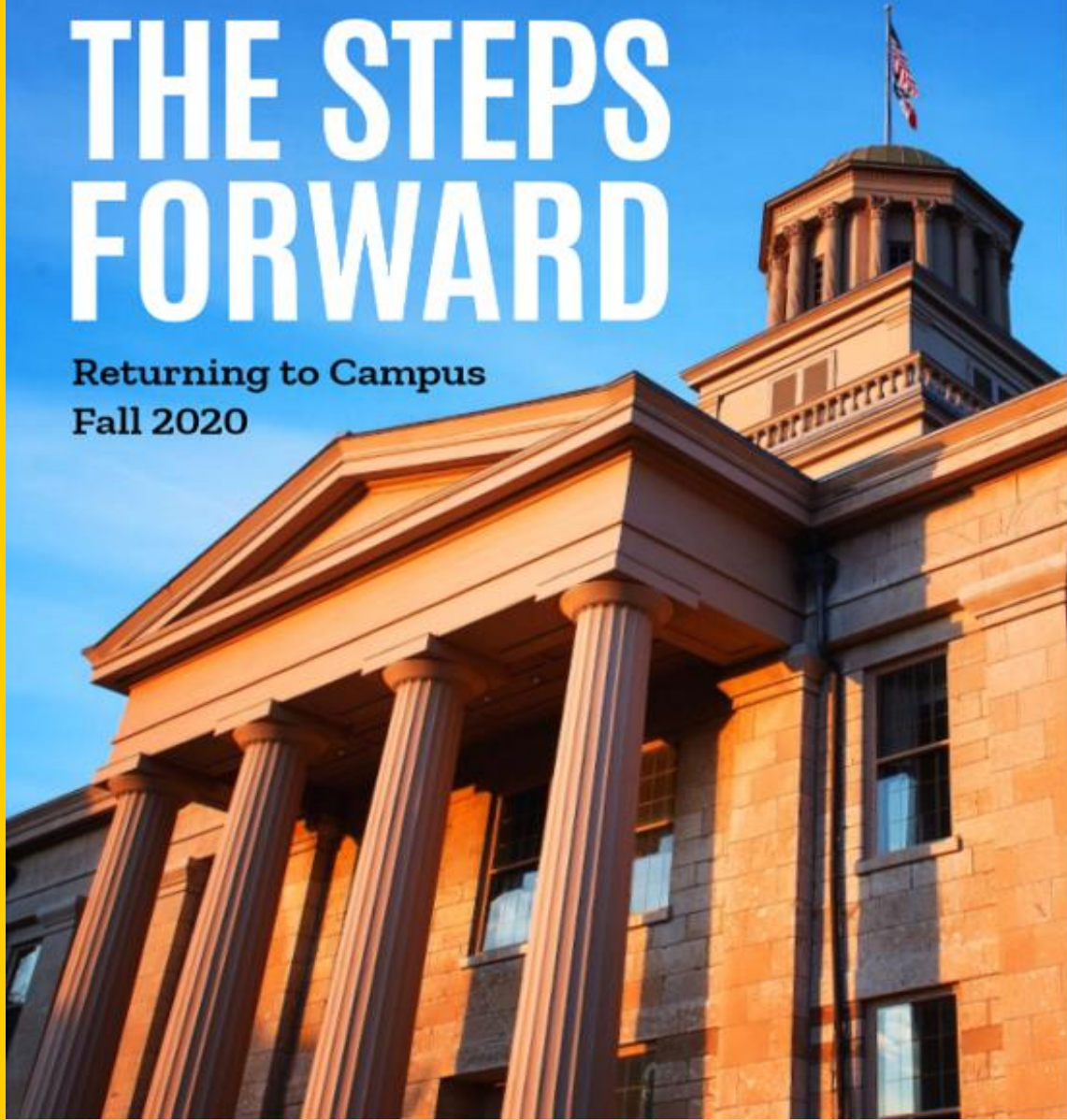
Steps Forward

July 2020

IOWA

THE STEPS FORWARD

Returning to Campus
Fall 2020



Agenda

- Welcome - Dave Jackson
- FM Steps Forward Process - Lynne Finn 5 min
- Water Update - Ben Fish 5 min
- FM@YourService COVID Button – Steph Rourke 5 min
- Ventilation – Julie Sychra 20 min
- Building Utilization – Andy Bruckner & Steph Rourke 20 min
- Q & A – Time Permitting 5 min

FM Steps Forward Process

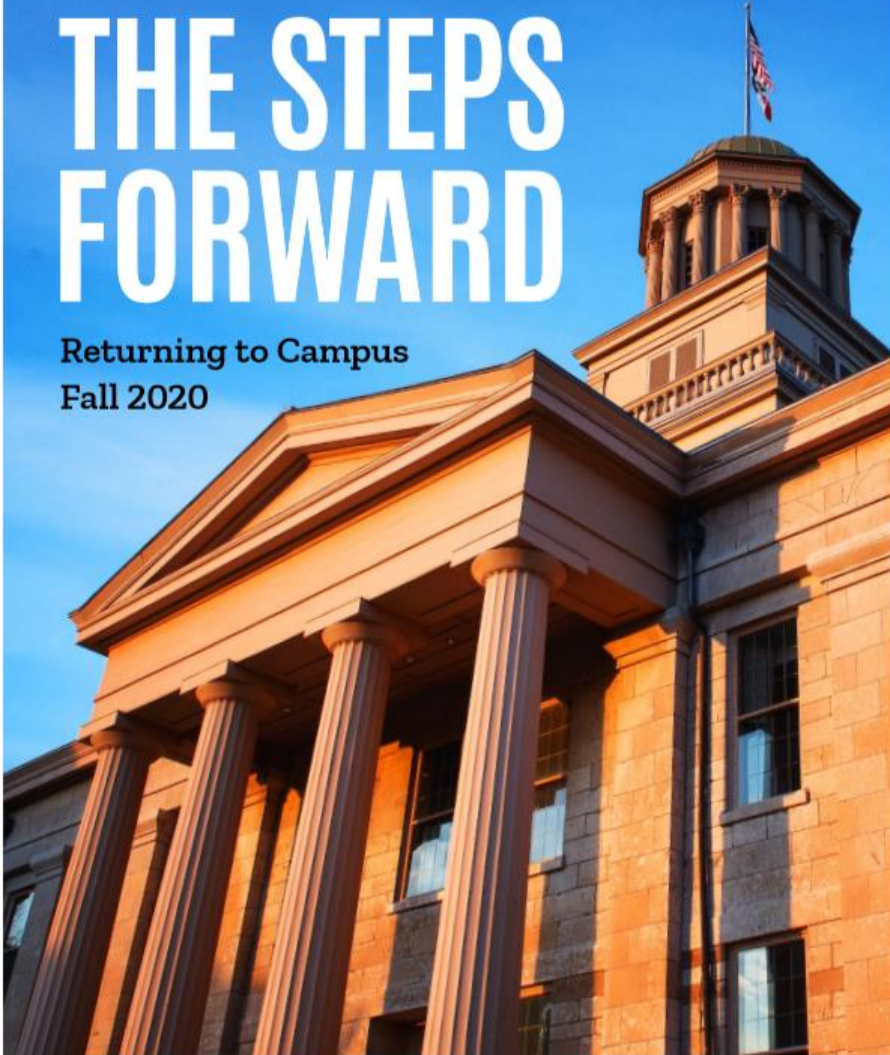
Lynne Finn – Assistant Vice President Facilities

- Patience
- Preparation
- Partnership

IOWA

THE STEPS FORWARD

Returning to Campus
Fall 2020



FACILITIES, BUILDINGS, AND GROUNDS

Building Utilization and Guidance

In coordination with colleges and central service units, Facilities Management will develop and implement building-specific plans for social distancing in common areas (entrances, stairwells, hallways, restrooms, etc.). Facilities Management also will develop overall standards so that students, faculty, and staff can easily recognize signage (developed with the Office of Strategic Communication) and understand building operations across campus. The following practices are examples of actions that will be taken:

- [FM@Your Service](#) will serve as the primary intake process to address questions and concerns raised by employees. The questions and requests for information will be directed to building coordinators for review based on guidelines. As campus utilizes FM@Your Service, a knowledge data set will be created to track issues and concerns.
- The UI, in coordination with individual departments, will install plexiglass dividers in areas where social distancing cannot be practiced, such as public-facing offices, labs, or studios. Procurement will be by the department.
- Furniture arrangement, staggered staffing, or increased remote work arrangements may offer options for social distancing. Density or regularity of a space's use can be considered.
- Changes will be made to minimize surface contact in buildings. These will include touchless door openers, foot openers, and leaving doors open unless they need to be closed for security/safety.
- Any changes will follow Americans with Disabilities Act (ADA) and fire code requirements.
- Communal areas will be reorganized to permit 6 feet of separation and the use of break rooms should be minimized.



- Shared spaces should allow for 6 feet of social distancing. In spaces where this is not feasible, additional barriers (plexiglass, cubicle walls) should be installed.
- Restrooms will be configured to support increased hand washing as well as adequate fixture count to support occupancy and code requirements. At the same time, restroom occupancy should be set to allow for social distancing in these ways:
 - If a restroom has more than one entrance/exit, one should be designated as an entrance, the other an exit.
 - In the case of a single entrance, building occupants will be discouraged from congregating inside a restroom or outside the hallway.
 - Adequate restroom supplies will be provided, especially soap and appropriate hand drying methods.
 - Personal items brought into a restroom should be limited, with appropriate storage mechanisms supplied (additional hooks will be installed where applicable).
 - Other recommendations for safe restroom operations that reduce the spread of COVID-19 will be implemented.

Water Update

Ben Fish – Associate Director Utility Operations

FM@YourService COVID Portal Button for FM Operations

Steph Rourke – Customer Service Supervisor

- Launching July 20th
- Q&A available
- Ask a new question
- Email notification
- Attachment feature
- Submitted request history per user
- Request patience—this is new!

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)



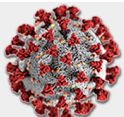
Request Project

Renovate Space
Install Signage/Furniture/etc.



Get Help

Request Maintenance Estimate
Contact Us
Additional Resources



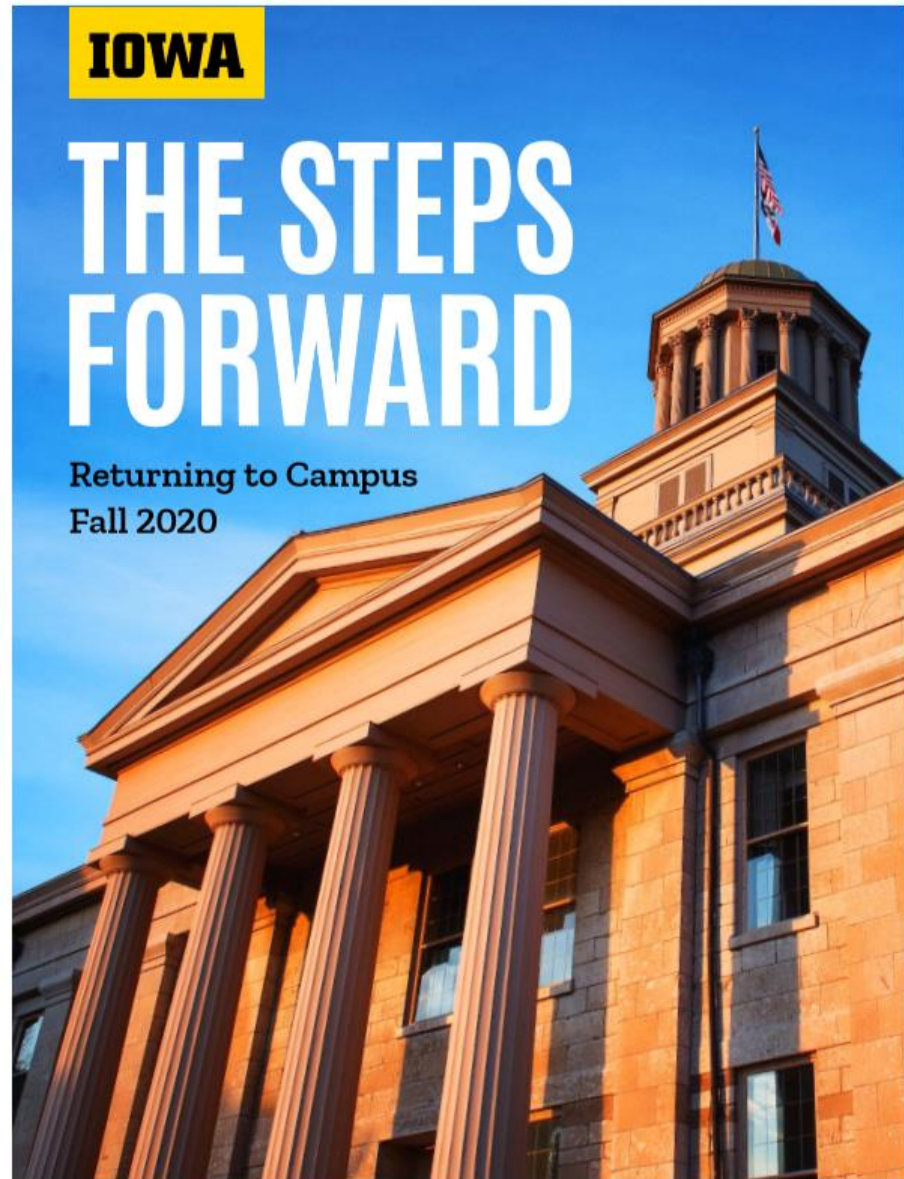
Ask a COVID-19 Question

FM Operations

Steps Forward: Ventilation

Recommendations Review

July 2020



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 and Monitoring
- Communications and Resources

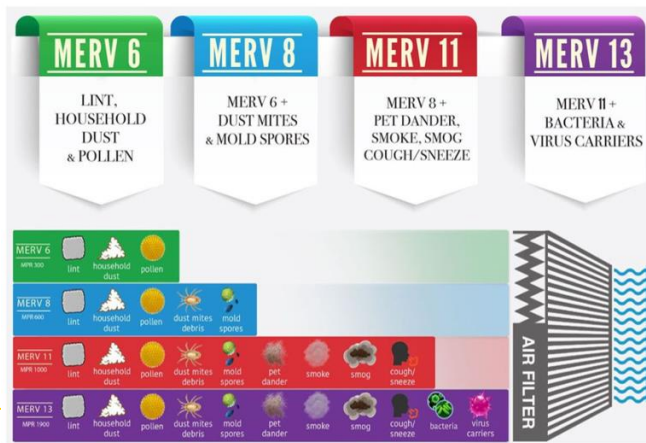
- Develop communication processes to ensure that information is available to building occupants and coordinators regarding system operations.
- Using [FM@YourService](#), develop a process for addressing concerns regarding ventilation or filtration in campus buildings.

Steps Forward Commitment: Operations

- Increase filtration levels as system age and capabilities allow.
- In addition to ensuring proper operation, operating parameters will be adjusted to increase fresh air mechanically (not open doors or windows)



- Examined MERV 13 filter recommendation*
- Filter inventory list compiled (6,400 filters across 75 buildings)
- Proposal to upgrade to MERV 13 across all capable AHUs. **\$475,000**
 - Approved Friday June 26th
 - PO Placed Tuesday July 7th
 - Installation to be completed prior to start of classes
 - Monitor and adjust based on system performance
- Evaluating program modifications for classrooms to increase air change rate



*ASHRAE Position Document on Infectious Aerosols April 14, 2020

Steps Forward Commitment: Verification and Monitoring

- Ensure ventilation systems operate properly
- 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



- Assessment underway—high density spaces prioritized first, informed by Registrar list
- Partial initial findings available to inform unit planning and classroom scheduling

Steps Forward Commitment: Verification and Monitoring

Comprehensive Assessment Process Launched

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	

Checkpoint	Value	Description	Extra Description
5.			
6.			
7.			
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.

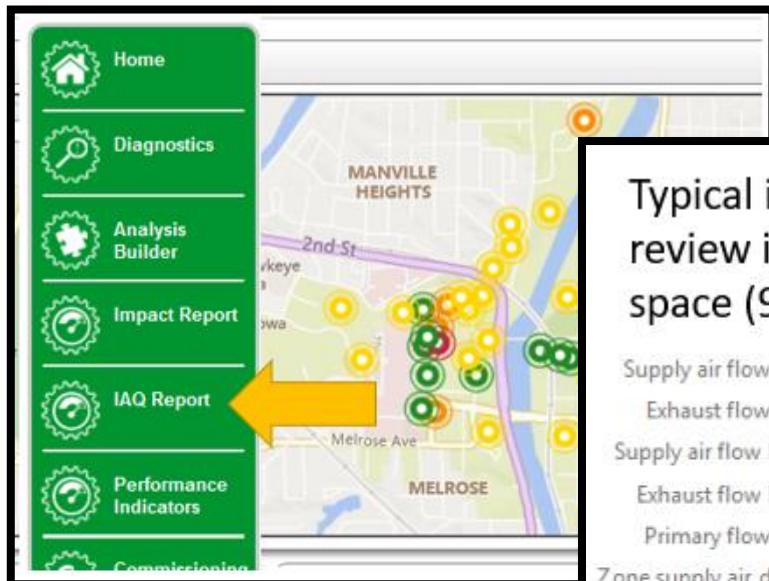
Steps Forward Commitment: Verification and Monitoring

- Monitoring, including advanced Fault Detection Diagnostics, will be used to identify changes in operations or conditions that may affect performance or building conditions.
- Facilities Management will coordinate and monitor building occupancy, using data to inform operations



- Our current Fault Detection & Diagnostics (FDD) program monitors roughly 12,000 pieces of equipment across 53 buildings (~90,000 data points) at 5-min intervals scanning for early detection faults.
 - We have worked with our vendor to enhance the program with additional indicators for Indoor Air Quality monitoring

Steps Forward Commitment: Verification and Monitoring



Typical issues we will review in the office space (9336 sq ft)

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

Typical issues we will review in the 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 ...
- Mixed air temp higher than setpoint (IAQ)
- CO2 sensor calibration error (IAQ)
- Damper position feedback lower than ...
- Damper position feedback not tracking ...
- Mixed air temp cycling (IAQ)

Steps Forward Commitment: Communication & Resources


- 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



- Building Coordinator Meetings moved to virtual format
- Unit Planning
- Development of Covid-19 button to customer services portal underway


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[Click here for site instructions](#)




Request Maintenance

Building Maintenance
Custodial Maintenance
Ground Maintenance




Order Work or Keys

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Moving Services (non-project)



Request Project

Renovate Space
Install Signage/Furniture/etc.



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Additional Resources



Ask a COVID-19 Question

FM Operations

Building Utilization

Andy Bruckner – Associate Director Custodial Services

Steph Rourke – Customer Service Supervisor

Health Stations

Cover Your Cough Stations

- For entrances-2 per building
- Includes sanitizer, face masks, and tissues
- FM Custodial to restock
- Delivery by FM week of July 27th



Health Stations

Hand Sanitizer Stations

- For Level 1 Classrooms
- Foaming Hand Sanitizer
- FM Custodial to restock in classrooms
- Delivery by FM by August
- Available for purchase:
FM@YourService YELLOW
button to complete
departmental requisition.
Supplies available through
Shared Services



Health Stations

Clear Protective Screens

- For Level 1 Classrooms
- For use between instructor and student for interaction at close proximity
- Classroom scheduling to have direct delivery and assembly from supplier
- FM Custodial daily service



Health Stations

Wet Wipe Dispenser

- For Level 1 Classrooms
- 4 gallon trash can with disinfectant wipes
- Delivery by FM
- FM Custodial daily service



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



FACILITIES, BUILDINGS, AND GROUNDS

Cleaning and Disinfecting

- CDC [guidelines](#) for cleaning and disinfecting will be followed.
- Frequent cleaning and disinfection of high touch surfaces in common areas will be performed by

- Surfaces or equipment used by the general public (such as vending machines, etc.) will be cleaned and disinfected after each use.

- High Touch Surfaces
- Classrooms
- Restrooms
- Custodial Staffing

Staff will be trained on cleaning and disinfection guidelines. If a person is ill, their use of common areas is discouraged. High touch surfaces should be cleaned and disinfected (e.g., restrooms, vending machines, etc.).

High Touch Surfaces

- Shared responsibility depending on location



- In common areas

- Elevators
- Stairwells
- Building Entrances

- Hallways



- High touch surfaces will be cleaned & disinfected daily with an approved disinfectant by FM Custodial. Students and Faculty will be asked to clean their own desk surfaces in classrooms upon arrival.
- Elevators – doors and buttons will be disinfected throughout the course of an 8 hour day shift
- Stairwells – railings/handrails will be disinfected throughout the course of an 8 hour day shift
- Building Entrances – push bars, plates, door knobs and glass will be disinfected throughout the course of an 8 hours day shift
- Hallways – drinking fountains will be cleaned and disinfected throughout the course of an 8 hour day shift
- All high touch surfaces will be cleaned & disinfected on a daily basis as part of a regular cleaning schedule

Restrooms

- Frequency
- Supplies
- Touch points
- Personal items



- Restrooms will be checked at least 4times daily with 1 routine cleaning scheduled.
- Supplies will be checked and restocked as needed throughout the day
- Restroom touch points will be disinfected at least 4times daily this includes faucets, handles, soap dispensers, toilet paper dispensers and hand dryers. Toilet lids will not be added as they provide another touch point within the restroom.
- Items brought into the restroom should be limited. Hooks are located on all stall doors within the restrooms. No items shall be placed on the floor.

Classrooms

- Shared responsibility



- Between classes



- Other frequency



- Supplies



- Students and Instructors will be asked to clean their desk surfaces in classrooms upon arrival, surfaces in computer labs will be cleaned by the user both before and after using shared equipment. Instructors will disinfect technology / podium surfaces at the start and end of classes.
- Between classes – if time allows, stock of disinfectant wipes will be checked by Custodial Services
- Classroom cleaning will be completed on a daily basis by FM Custodial Services as part of a regular schedule
- Custodial Services will restock the disinfectant wipes as needed.
- Ensure that all items that belong in the classroom are present. (screens, chairs)
- Hand sanitizer will only be stocked in the sanitation stations within the buildings.

Custodial Services Staffing and Services

- Staffing



- FM is not adding expenses or staff for COVID cleaning.
- Deploying some staff from nights to days
- Occupying the high density buildings with day custodians to address cleaning, disinfecting and restocking needs of the building.
- Suspending office cleaning to allow time for priority cleaning and disinfecting.
- Remain fluid as schedules may be adjusted with the use or non-use of larger classrooms, auditoriums and conference rooms
- Maintain stock and inventory of supplies for the many stations in the buildings

Questions?



Thanks for attending!

