

# Welcome Building Coordinators!

May 22, 2019



# Welcome Building Coordinators!

## Agenda:

- Welcome & Introductions- 5
- Updates: Recycling Tip of the Month – Beth MacKenzie 5
- FEATURE: *Panel Discussion* - Building & Landscape Services 30
- Question and Answer - 30

# *Introductions...*

Name, department, building and primary programming

What do you want to take away from today's meeting?

# 2019 Building Coordinator Meetings

NEXT MEETING: June 5, 2019

- ▶ Campus Planning and Project Updates
- ▶ *11:00 am – Noon*
- ▶ 3655 Seamans Center
- ▶ Evening Session 5:30 – 6:30 pm 1505 SC

# Updates:

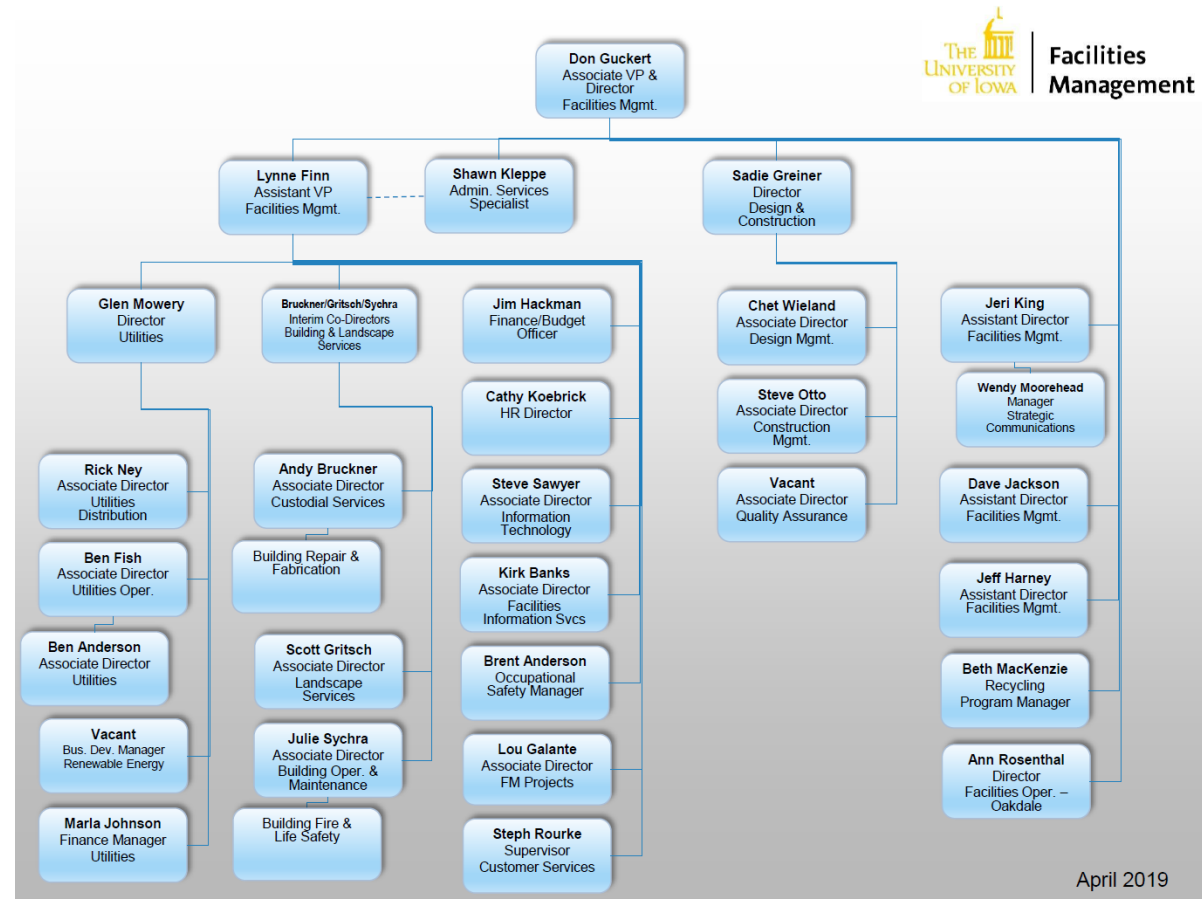
- Beth MacKenzie



~ RECYCLE ~ LIKE A HAWK ~

# Introductions of Panel

- Lynne Finn- Assistant Vice President



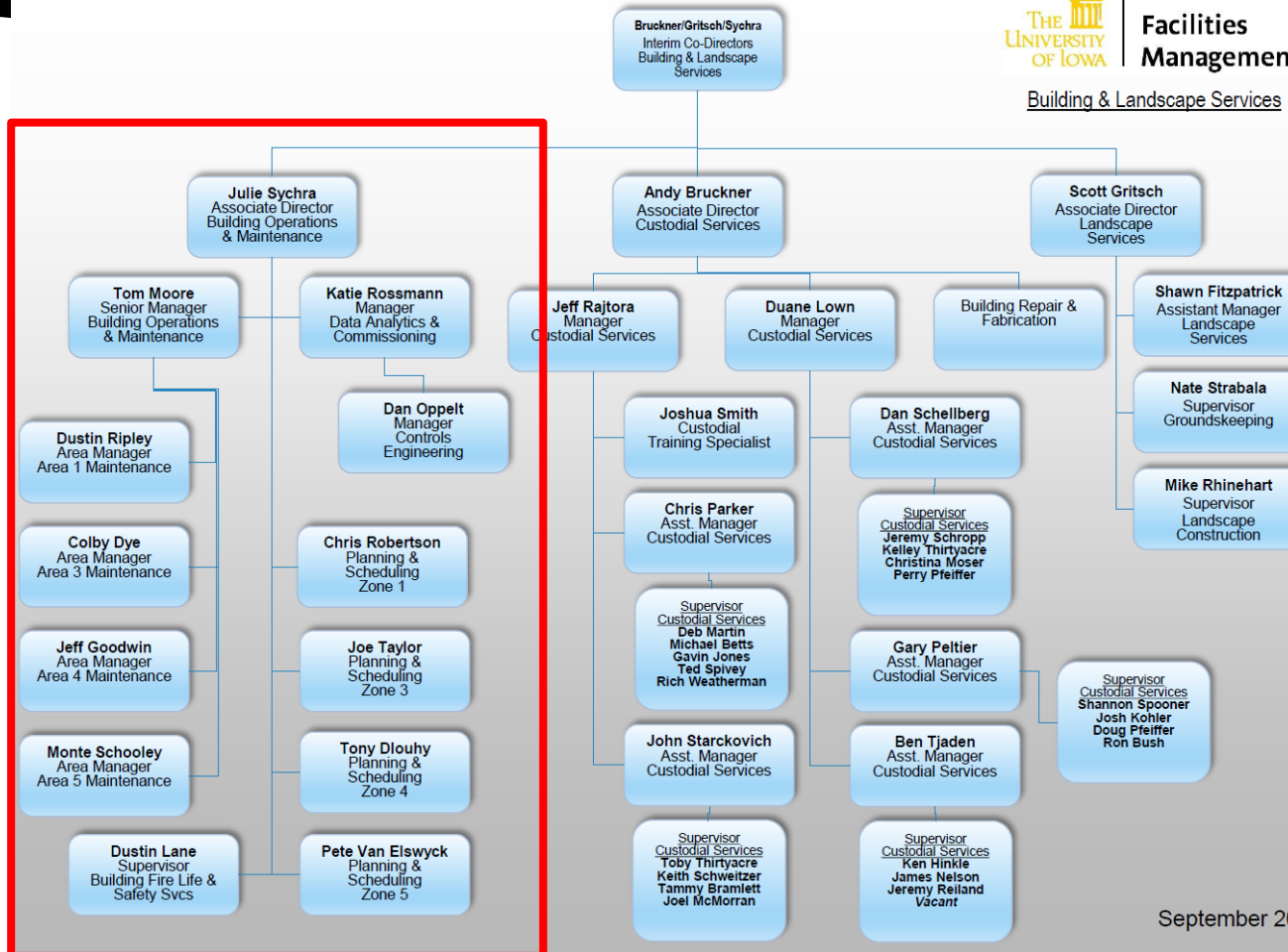
# *Panel Discussion*

- Julie Sychra – Associate Director – Building Operations & Maintenance
- Andy Bruckner – Associate Director – Custodial Services
- Scott Gritsch – Associate Director – Landscape Services

# Maintenance & Operations Org Chart



Building & Landscape Services

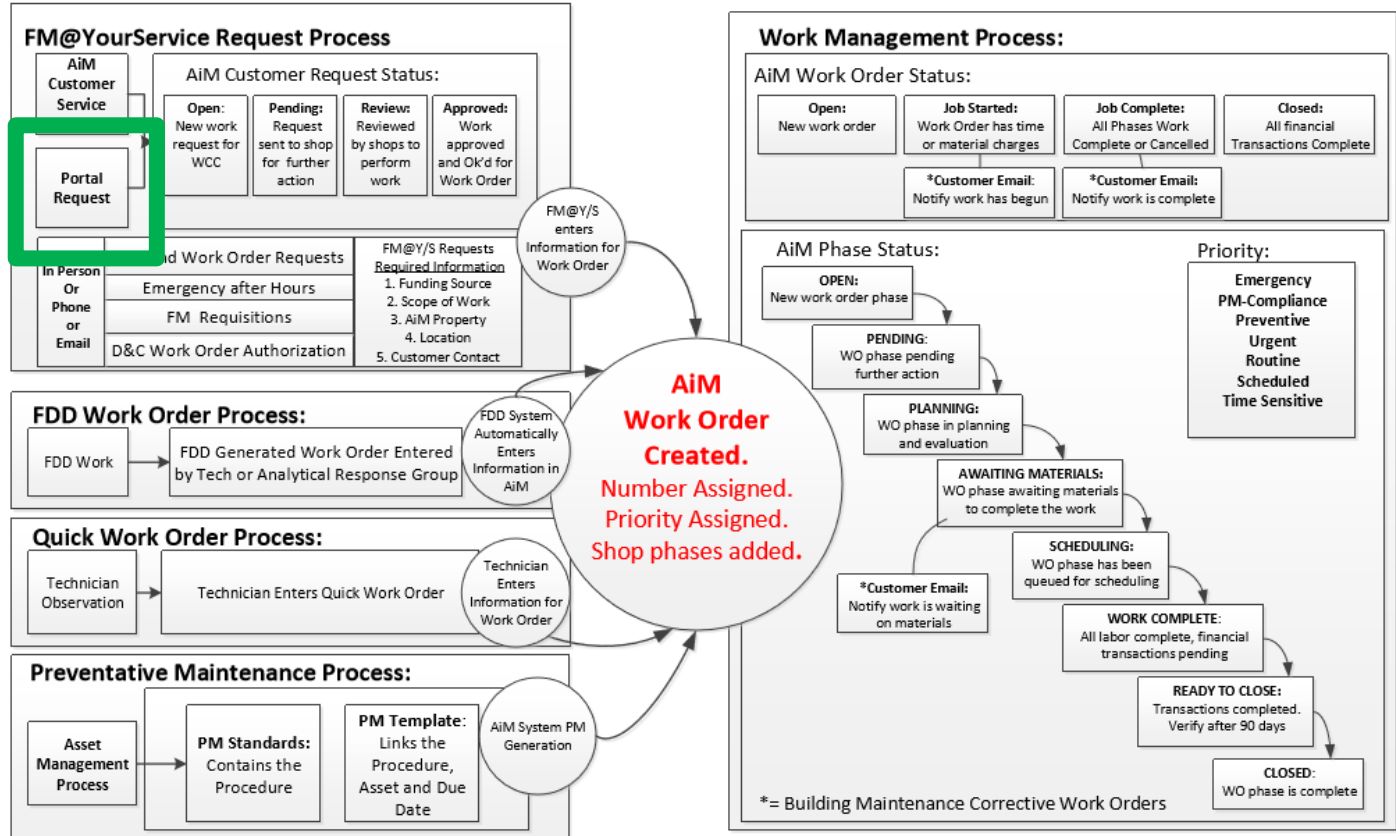


September 2018



# Maintenance & Operations: Aim FM Workflow

## AiM FM Workflow



**SERVICE**

**Clean / Repair / Maintain**

- Building Maintenance
- Custodial
- Landscape
- Nuisance
- Safety

**Departmental / Keys / Moving**

- Install / Hang Items
- Moving Services
- Get Keys
- Environmental Services
- Utility Requests

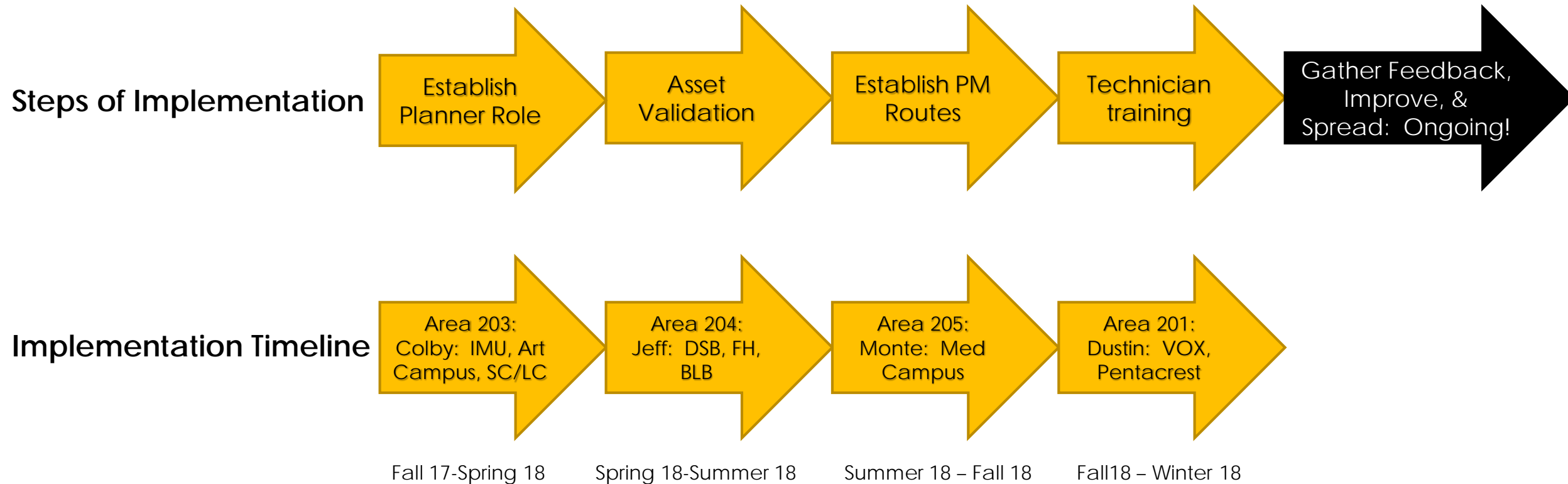
**Plan / Build / Renovate**

- New Building
- Request New or Additional Space
- Renovate Space
- SIMS Room Update Request

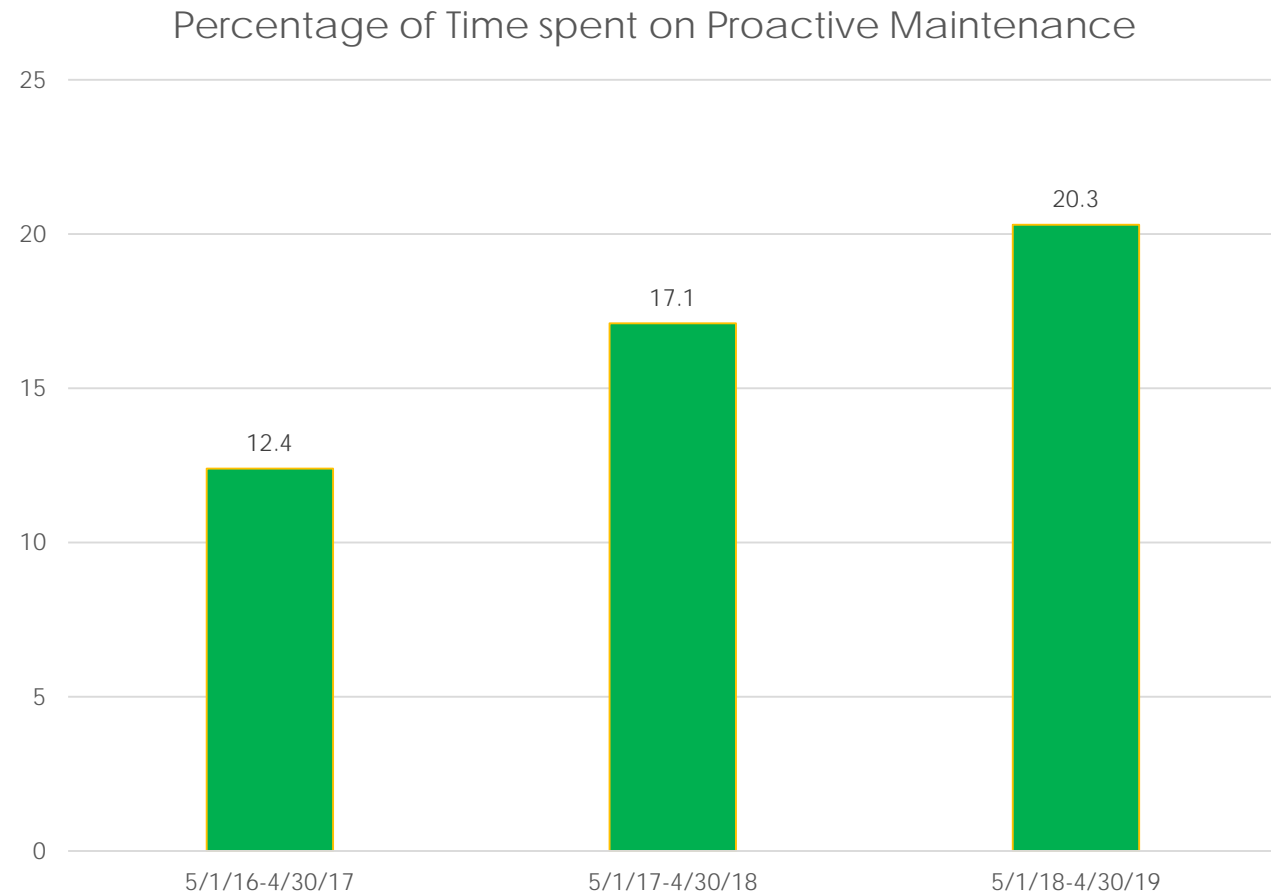
**Search Answers / Contact Us**

- FAQs
- Resources
- Contact Information
- Request Maintenance Estimate

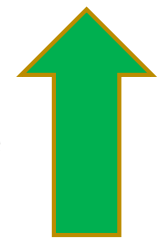
# Planning & Scheduling: Process



# Planning & Scheduling: Impact

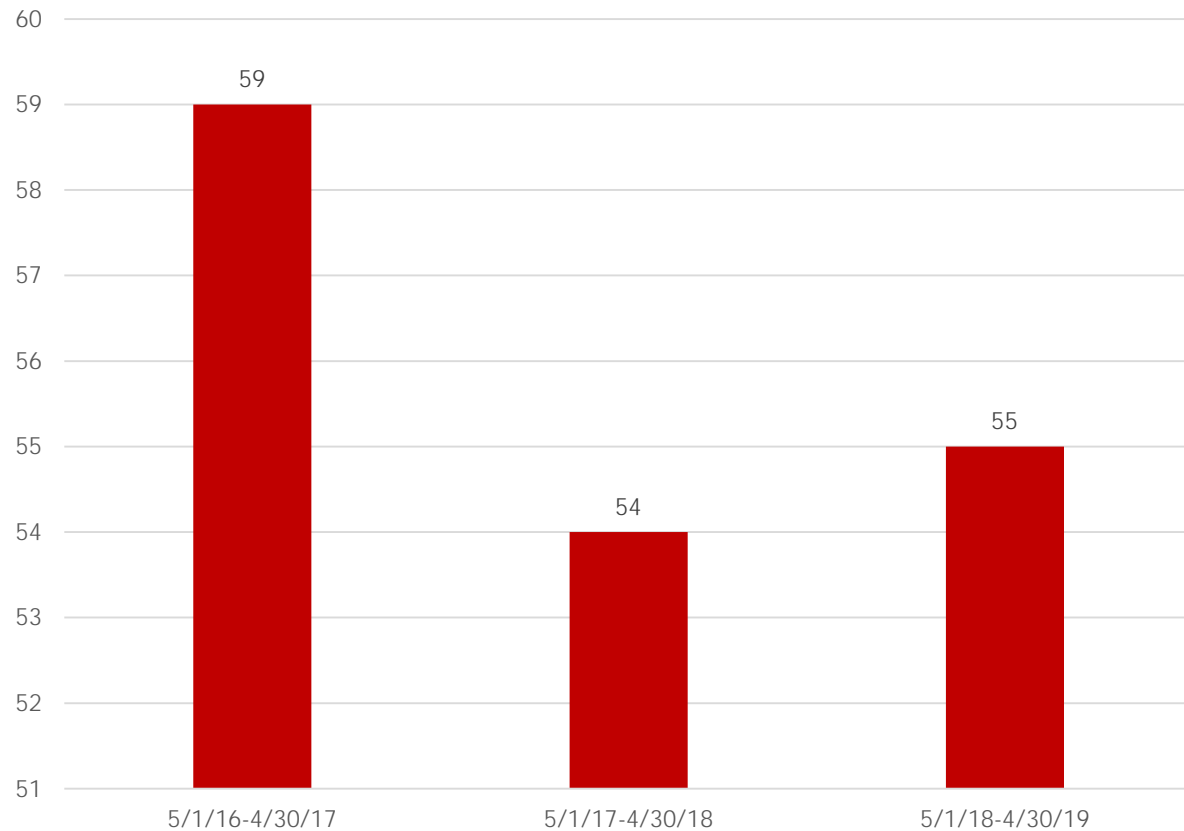


8 point percentage increase



# Planning & Scheduling: Impact

Percentage of Time spent on Reactive Maintenance

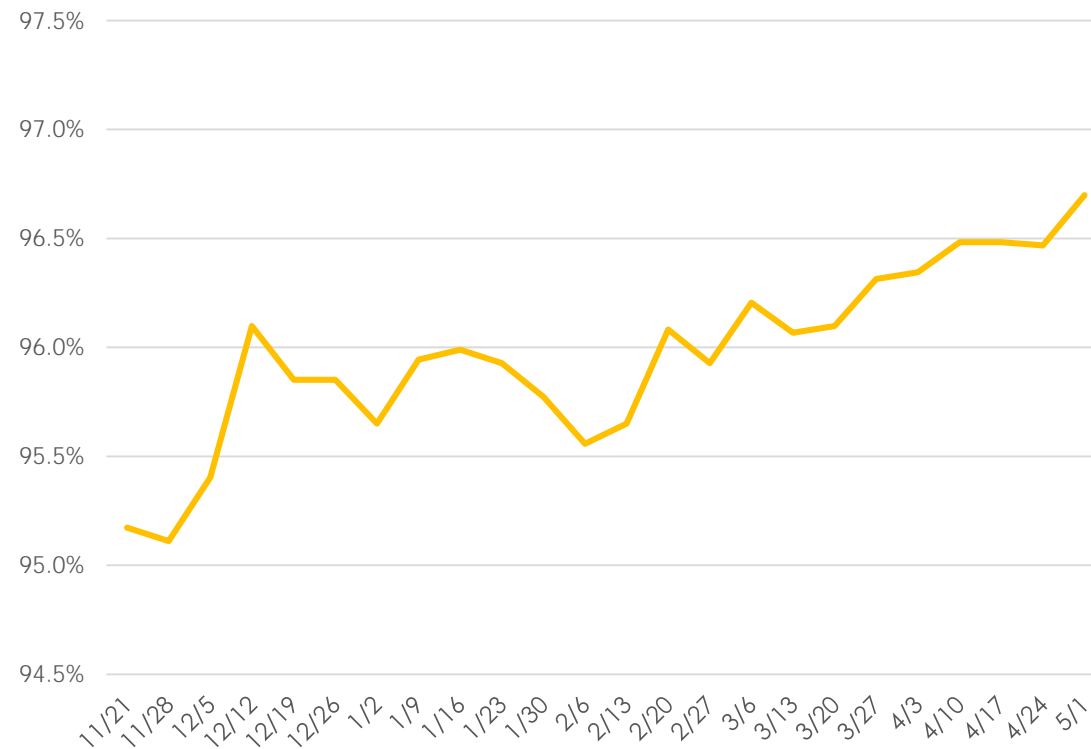


4-5 point  
percentage  
decrease



# Planning & Scheduling: Impact

Routine Work Orders Completed within Goal  
Timeframe




**Approaching 97% completion within 30-day window**


- 6,500 Open phases during this time window

*Maintenance & Operations: Thank you for your support with this year's Cold Weather!!*

Thu 1/17/2019 2:25 PM


 National Weather Service  
Quad Cities, IA/IL

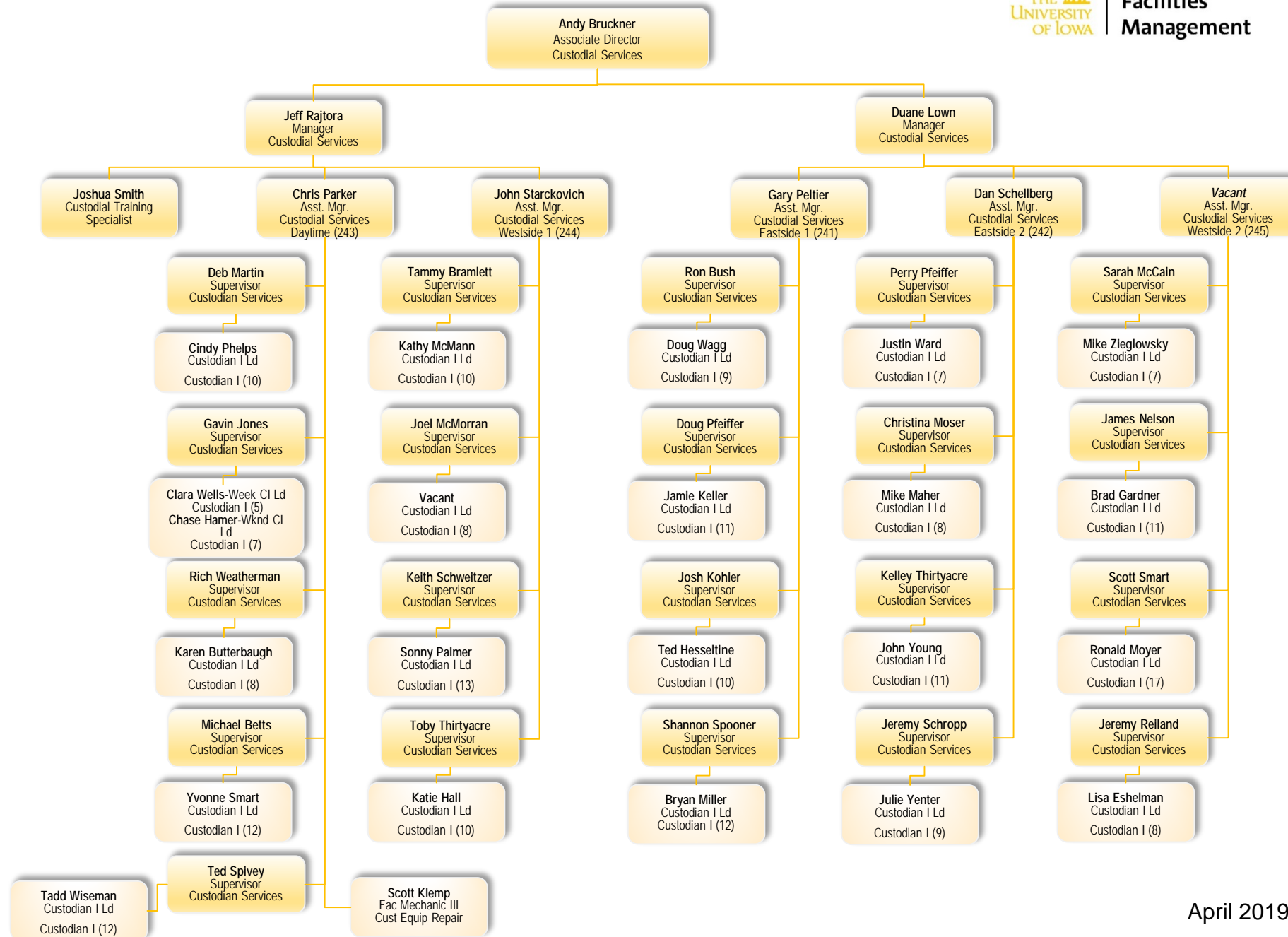
Situation Report

← Facility Manager Cost Saving/Best Practice Quick Reads  RSS Feed

# Burst Pipes Wreak Havoc in University Buildings

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February 8, 2019 -  Email The Editor



# Custodial Services

What does  
the custodian say when he  
jumps out of his closet?



"Supplies!"



# Custodial Asst Managers & Supervisors

Area	Shop	Building(s)	Supervisor	Assistant Manager	Manager	
Daytime Service Area	243	Carver Hawkeye Arena, Gerdin Athletic Learning Center, Finkbine Golf Club House, Hansen Football Performance Center, Recreation Building, Hoak Family Golf Complex, Karro Athletic Hall of Fame and West Campus Transportation Center.	Deb Martin	Chris Parker	Jeff Rajtora	4A - 234
		Field House, Hawkeye Tennis & Recreation Complex, South Quad, Faculty Art Studios, Dental Science Building and Hardin Library for Health Sciences.	Michael Betts			4A - 234
		Campus Recreation & Wellness Center and the Power Plant.	Gavin Jones			3B - 333
		Main Library, Shambaugh House and 111 Church Street.	Ted Spivey			3B - 333
		Theatre Building, Voxman Music Building, Pappajohn Business Building (days), Old Capitol, Old Museum of Art, Stanley Hydraulics Lab, Madison St Services Building and the Water Plant.	Rich Weatherman			2A - 232

# Custodial Asst Managers & Supervisors

Area	Shop	Building(s)	Supervisor	Assistant Manager	Manager	
Eastside Service Area	241	Schaeffer, Jessup, Macbride and MacLean Halls.	Shannon Spooner	Gary Peltier	Duane Lown	1A - 231
		Van Allen, Jefferson Building, Seashore, Spence Labs and Stuit Hall.	Josh Kohler			1A - 231
		Phillips Hall, Biology Building, Biology Building East, Sciences Library and University Capitol Centre.	Doug Pfeiffer			3A - 233
		Seamans Center, Lindquist Center and the Communications Center.	Ron Bush			3A - 233
	242	Pappajohn Business Building, Trowbridge Hall, IMU Parking Ramp, Halsey Hall, Calvin Hall, Bowman House and Gilmore Hall.	Jeremy Schropp	Dan Schellberg	Duane Lown	1B - 331
		Pomerantz Center, Blank Honors Center and the Chemistry Building.	Kelley Thirtyacre			1B - 331
		English-Philosophy Building, Becker Communication Studies building and Adler Journalism Building.	Christina Moser			1A - 231
		University Svcs Building, Clinton St Building, Engineering Research Facility, Landscape Svcs Complex, IA Advanced Technology Labs, North Hall and Dey House/Glenn Schaeffer Library.	Perry Pfeiffer			3A - 233

# Custodial Asst Managers & Supervisors

Area	Shop	Building(s)	Supervisor	Assistant Manager	Manager	
Westside Service Area	226	18 buildings on the Oakdale campus, including State Hygienic Lab, Institute for Rural and Environmental Health, Information Technology Facility, Technology Innovation Center and Multi-Tenant Facility.	Toby Thirtyacre	Johnnie Starckovich	Jeff Rajtora	2B - 332
	244	Art Building West, Visual Arts Building and College of Public Health Building.	Keith Schweitzer			3A - 233
		Dental Science Building.	Tammy Bramlett			4B - 334
		Boyd Law Building, Pharmacy Building, Medical Research Facility and Speech and Hearing Center.	Joel McMorran			4B - 334
	245	Medical Education Research Facility, Carver Biomedical Research Building and Medical Education Building.	Sarah McCain	Open	Duane Lown	5B - 335
		Pappajohn Biomedical Discovery Building and Westlawn.	James Nelson			5B - 335
		Medical Labs, Eckstein Medical Research Building, College of Medicine Administration Building and Medical Research Center.	Scott Smart			5A - 235
		Bowen Science Building and College of Nursing Building.	Jeremy Reiland			5A - 235

# Custodial Services

a huge THANK YOU goes out to all of the custodial staff who helped out in various buildings during Tuesday's nights storm. Brent stated several times that the "custodial staff were on top of it and that he could not have handled all of it without their help".

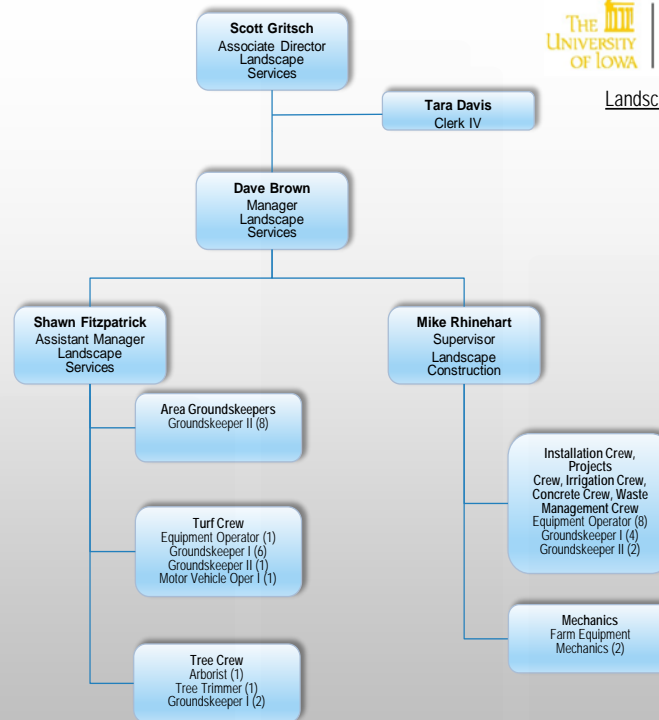
You and your teams are noticed, appreciated, and acknowledged 😊 Please pass this on to your staff

Just want to pass along that Scott Smart has been very accommodating, easy to work with and is doing a good job for the CCOM.

We appreciate his communication on our request and his positive attitude.

Andy, please pass on my sincere thanks and appreciation to the custodial staff that responded so quickly to the issue at Dental Science North this morning. Especially Joe Marron who was probably late to his own party. In my 20 years I have never witnessed such a fast response and excellent teamwork. Thanks again for all your help!!!

# Landscape Org Chart



# *Landscape Services Management Plan*

UNIVERSITY OF IOWA  
LANDSCAPE SERVICES MANAGEMENT PLAN

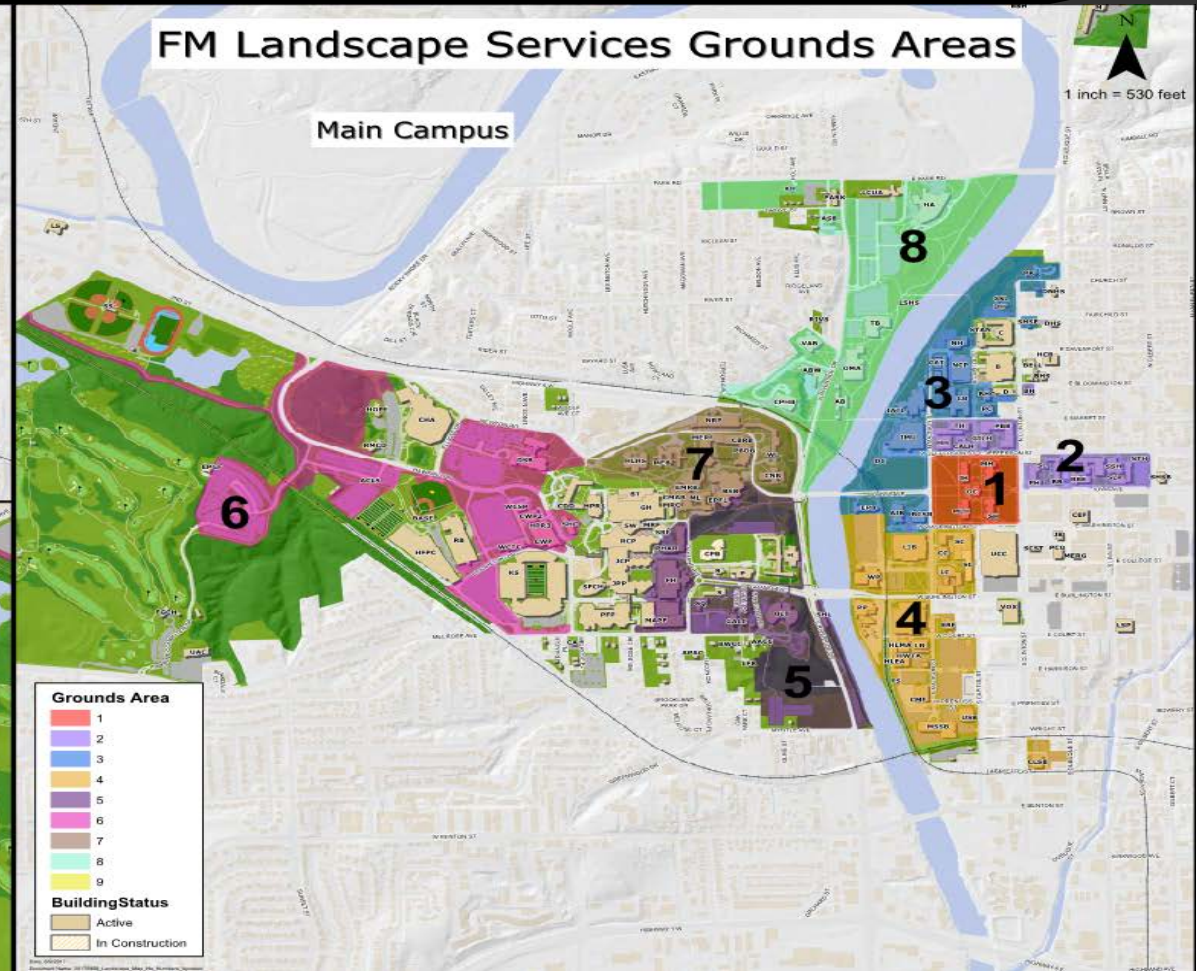
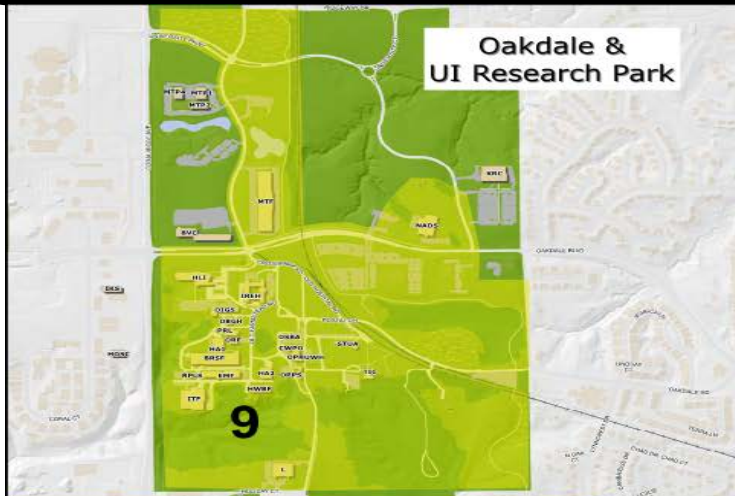
MARCH 24, 2017



# *Purpose of a Management Plan*

- **Communication tool with Building Landscape Services customers:**
  - Colleges, Department Heads, Facility Managers, Administration and Student Organizations
  - Provide a basis for understanding the kinds of landscapes found on campus and the level of service to which any given area will be maintained
- **Prepared as a tool for Landscape Services to assist in advancing the level of landscape maintenance quality on campus by :**
  - Defining appearance expectations
  - Establishing standards for maintenance
  - Providing a structure for monitoring results
  - Develop a stronger sense of stewardship
  - Used as a field reference tool for Landscape Services supervisors and staff

# Service Areas





# Campus Service Levels

## Legend

### BLS Service Levels

- Service Level A
- Service Level B
- Service Level C

### University Buildings

- ACTIVE
- IN CONSTRUCTION



# Criteria for Service Level designations

## SERVICE LEVEL A

- Intense use by students and faculty at gathering places or destination points.
- Historically or architecturally significant buildings or sites.
- Significant area of interface between the University and the public (theatres, visitor areas, major administration areas, gathering places or destination points).
- Locations containing major works of art, fountains, or other unique features or landmarks.
- Identified in the Campus Master Plan as a prominent area on campus

## SERVICE LEVEL B

- Passive use by students and faculty such as open space and pedestrian circulation links between area.
- Academic or administrative buildings without historical or architectural significance but in prominent or visible locations.
- Interface between the University and the public is moderate such as borders.

## SERVICE LEVEL C

- Natural areas.
- Open space with little to no actual use by students or faculty.
- Area of little or no interface with the public or the interface is automobile oriented

# SERVICE LEVEL A AREA FREQUENCIES

## LITTER AND DEBRIS CONTROL

- ▶ Litter pick up around Area 2 x per day
- ▶ Cigarette butt pick-up 2 x per week
- ▶ Building entrances 5 x per week
- ▶ Litter receptacles, clean and power wash 2 x per year
- ▶ Sand and debris removal from walks 1 x per year

## TURF MAINTENANCE

- ▶ Edging walks 2 x per year
- ▶ Sidewalk margin repair As needed
- ▶ Organic- synthetic mix application 5 x per year
- ▶ Aeration 2 x per year
- ▶ Mowing 1-2 x per week

## TREE MAINTENANCE

- ▶ Pruning inspection 1 x per month
- ▶ Insect and Disease inspection 1 x per year
- ▶ Mulching 1 x per year
- ▶ Pre-Emergent 3 x per year

## SHRUB AND GROUND COVER BED MAINTENANCE

- ▶ Trim formal hedges 3 x per year
- ▶ Prune and shape shrubs 2 x per year
- ▶ Edge and mulch beds 1 x per year
- ▶ Weeding of beds 2 x per week
- ▶ Prune dead branches and remove dead plants 2 x per month
- ▶ Pre-Emergent 3 x per year

## ANNUAL AND PERENNIAL FLOWER BED MAINTENANCE

- ▶ Weeding 1 x per week
- ▶ Edging 1 x per year
- ▶ Watering, check and water as needed 3 x per week
- ▶ Pre-Emergent 3 x per year

## SITE FURNITURE AND AMENITIES

- ▶ Tables, benches, litter receptacles inspected 1 x per week
- ▶ Post and chain inspected 2 x per month
- ▶ Building signs inspected 5 x per week

# SERVICE LEVEL B AREA FREQUENCIES

## LITTER AND DEBRIS CONTROL

- ▶ Litter pick up around Area 5 x per week
- ▶ Cigarette butt pick-up 1 x per week
- ▶ Building entrances 5 x per week
- ▶ Litter receptacles, clean and power wash 1 x per year
- ▶ Sand and debris removal from walks 1 x per year

## TURF MAINTENANCE

- ▶ Edging walks 1 x per year
- ▶ Sidewalk margin repair 2 x per year
- ▶ Organic – synthetic mix application 5 x per year
- ▶ Aeration 1 x per year
- ▶ Mowing 1 x per week

## TREE MAINTENANCE

- ▶ Pruning inspection 2 x per year
- ▶ Insect and disease inspection 1 x per year
- ▶ Mulching 1 x per year
- ▶ Pre-Emergent 3 x per year

## SHRUB AND GROUND COVER BED MAINTENANCE

- ▶ Prune and shape shrubs 1 x per year
- ▶ Edge and mulch beds 1 x per year
- ▶ Weeding of beds 1 x per week
- ▶ Prune dead branches and remove dead plants 1 x per month
- ▶ Pre-Emergent 3 x per year

## ANNUAL AND PERENNIAL FLOWER BED MAINTENANCE

- ▶ Weeding 2 x per month
- ▶ Edging 1 x per year
- ▶ Watering, check and water as needed 3 x per week
- ▶ Pre-Emergent 3 x per year

## SITE FURNITURE AND AMENITIES

- ▶ Tables, benches, litter receptacles inspected 1 x per week
- ▶ Post and chain inspected 2 x per month
- ▶ Building signs inspected 5 x per week

# SERVICE LEVEL C AREA FREQUENCIES

## LITTER AND DEBRIS CONTROL

- ▶ Litter pick up around Area 2 x per month
- ▶ Cigarette butt pick-up 1 x per month
- ▶ Litter receptacles, clean and power wash As directed
- ▶ Sand and debris removal from walks As directed

## TURF MAINTENANCE

- ▶ Edging walks 1 x 2 years
- ▶ Repair sidewalk margins As directed
- ▶ Organic – synthetic mix application As directed
- ▶ Aeration As directed

## TREE MAINTENANCE

- ▶ Pruning inspection 1 x per year
- ▶ Insect and Disease inspection 1 x 2 years
- ▶ Mulching As directed

## SHRUB AND GROUND COVER BED MAINTENANCE

- ▶ Prune and shape shrubs 1 x 2 years
- ▶ Edge and mulch beds 1 x 2 years
- ▶ Pre-emergent beds 1 x per year
- ▶ Weeding of beds 1 x per month
- ▶ Prune dead branches and remove dead plants 1 x 2 months

## PERENNIAL FLOWER BED MAINTENANCE

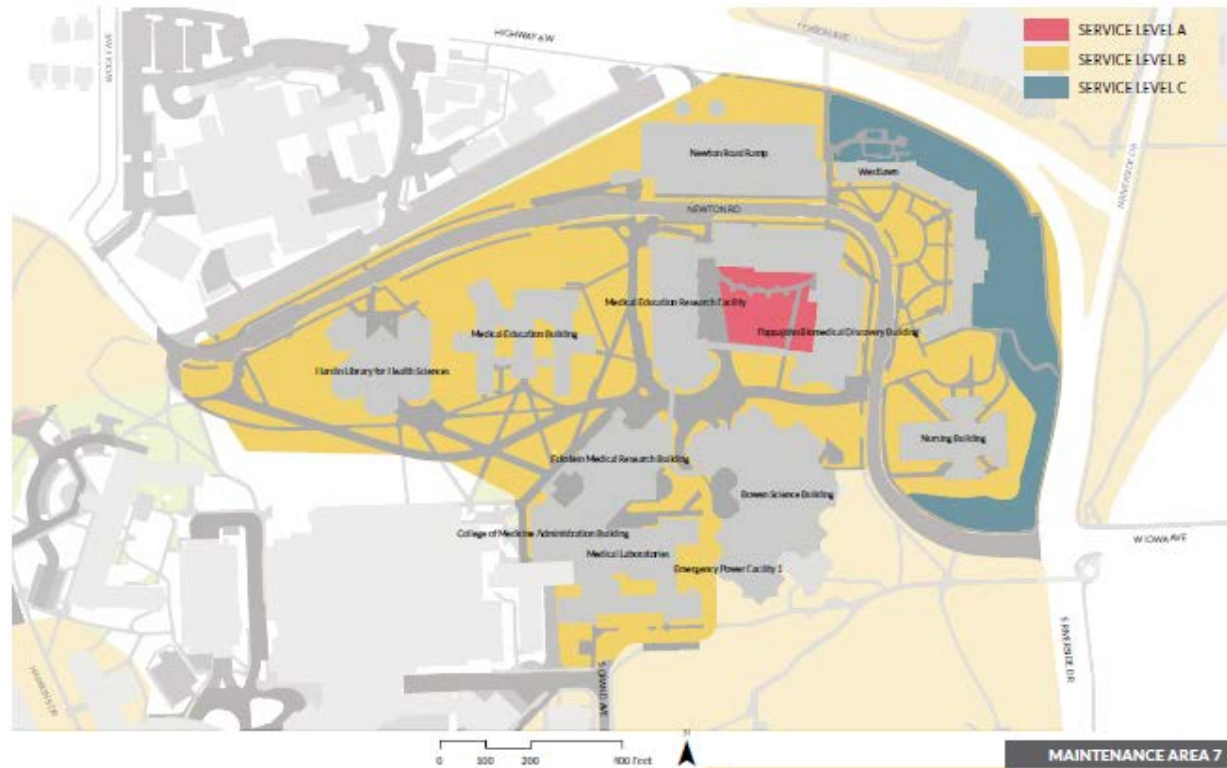
*Low maintenance perennial beds only*

- ▶ Weeding 1 x per month
- ▶ Edging 1 x 2 years
- ▶ Watering, check and water as needed As needed

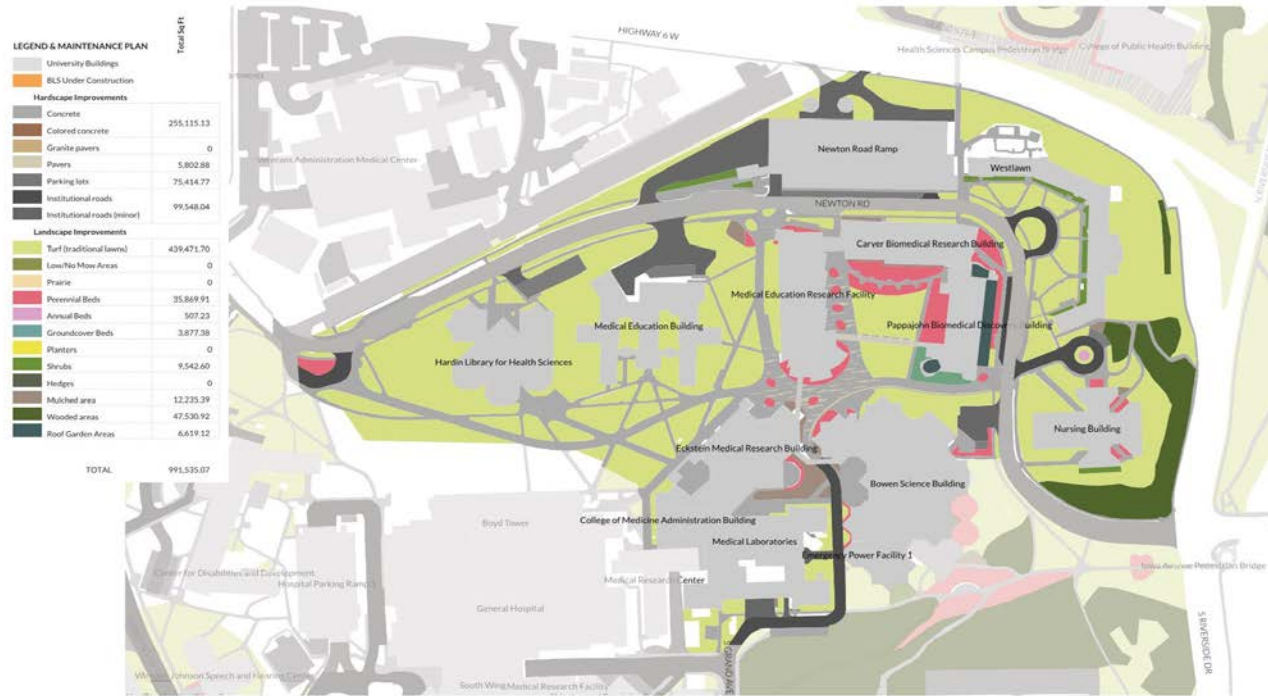
## SITE FURNITURE AND AMENITIES

- ▶ Tables, benches, litter receptacles inspected 2 x per year
- ▶ Post and chain inspected 2 x per year
- ▶ Signs inspected 1 x per year

# Area 7 Service Levels



# Area 7 Landscape Assets



# Monthly Calendar

## LANDSCAPE SERVICES CALENDAR

### MAY

#### ALL STAFF:

- Monitor Compliance Training requirements
- Clean vehicles weekly

#### AREA GROUNDSKEEPERS:

- Litter and debris removal
- Apply 2nd of five Holganix applications in week 3, after Commencement. Follow program in Appendix.
- Bed maintenance
- Mulch tree rings. See diagram in Appendix.
- Prune back daffodil foliage for esthetics
- Prune back deciduous shrubs such as Forsythia as necessary after the blooming period
- Area 5: Inspect BLB atria prior to the end of semester
- Area 8: ABW pond maintenance. See Appendix.

#### OAKDALE CAMPUS:

- Litter and debris removal
- Mow turf
- Bed maintenance
- Mulch tree rings. See diagram in Appendix.

#### TREE CREW:

- Tree inventory
- Perform tree work based on Tree Management Plan found in Tree Campus USA submittal
- Transfer seedlings from Micronursery to outdoor storage

#### TURF CREW:

- Mow turf
- Overseeding window is April 15 - May 31 for majority of projects
- Sod along selected sidewalk margins

#### IRRIGATION SPECIALIST:

- See Appendix for maintenance schedule

#### INSTALLATION CREW:

- Install annuals

#### CONCRETE CREW:

- Sidewalk repairs from prepared list

#### PROJECTS CREW:

- Sign maintenance, site furniture, post and chain inspection
- Asphalt patching
- Assist internal units, Utilities and other Shops as requested
- Assist UI Housing w/ Move Out after end of semester

#### WASTE MANAGEMENT CREWS:

- Garbage truck route
- Trash can route
- Roll-off and compactor routes
- Assist UI Housing w/ Move Out after end of Spring Semester

#### SUPERVISOR:

- Planning and scheduling
- Monitor Compliance Training requirements for self and staff
- AiM: Approve time entries, assign new work requests, close completed work requests
- Track shop stock data entry / equipment rental usage



- About Us
- Services
- Projects
- Campus Spaces
- Energy & Environment

# Building & Landscape Services



Campus Walkway

QUICK LINKS

- [Campus Planning](#)
- [Building & Landscape Services](#)

## Landscape Services

Landscape Services maintains a campus with over 150 years of history and memories for faculty, staff, students and alumni. The campus, with trees hundreds of years old, spaces that have been home to generations of students, staff and faculty, areas where traditions were born and grounds that have seen history is under the care and guidance of the Landscape Services team.

### Mission

The Landscape Services team is responsible for:

- lawn maintenance
- design, installation and maintenance of landscape
- walkways
- open spaces
- trees ([Tree Inventory Map](#))

Our team includes people with forestry, horticultural and landscape design backgrounds, who are dedicated to maintaining this campus legacy and building for future generations.

### MANAGEMENT PLANS

[Turf Management Practices - Quick Facts](#)  
[View our Landscape Services Management Plan](#)

[Campus Beautification Fund](#)

### LANDSCAPE SERVICES ADMINISTRATIVE STAFF

**Don Guckert, Lynne Finn, Sadie Greiner**  
Interim Directors, Building & Landscape Services  
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**Scott Gritsch**  
Associate Director, Landscape Services  
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**Shawn Fitzpatrick**  
Assistant Manager, Landscape Services  
Building & Landscape Services  
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(319) 335-5107

# *EAB / Ash Tree removal*



Emerald Ash Borer



Flecking of the bark and D-shaped exit hole



Canopy die back due to lose of water and nutrients

# EAB Larvae damage



Larvae stage

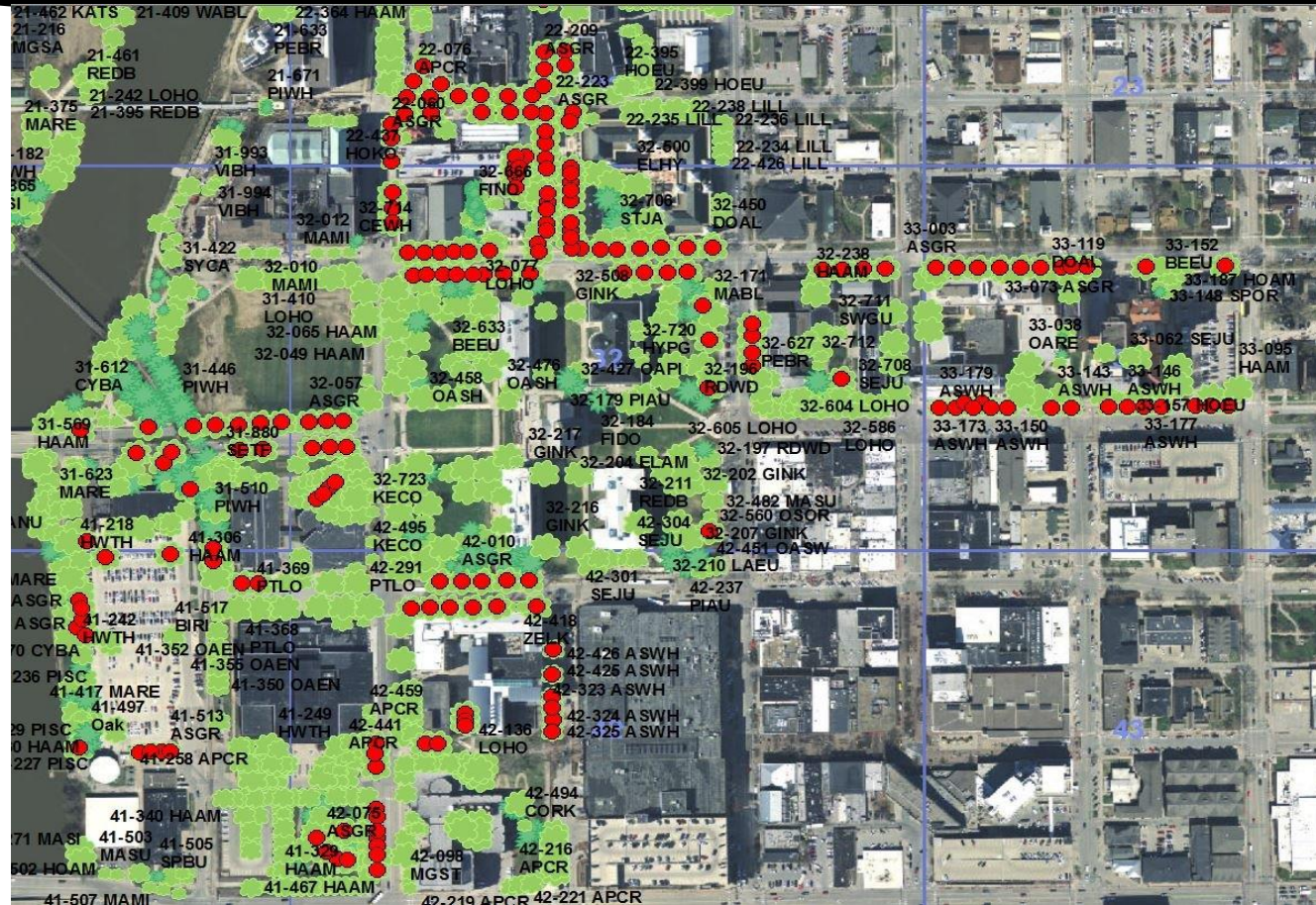


Borer create long serpentine galleries as they feed on the inner vascular layers under the bark

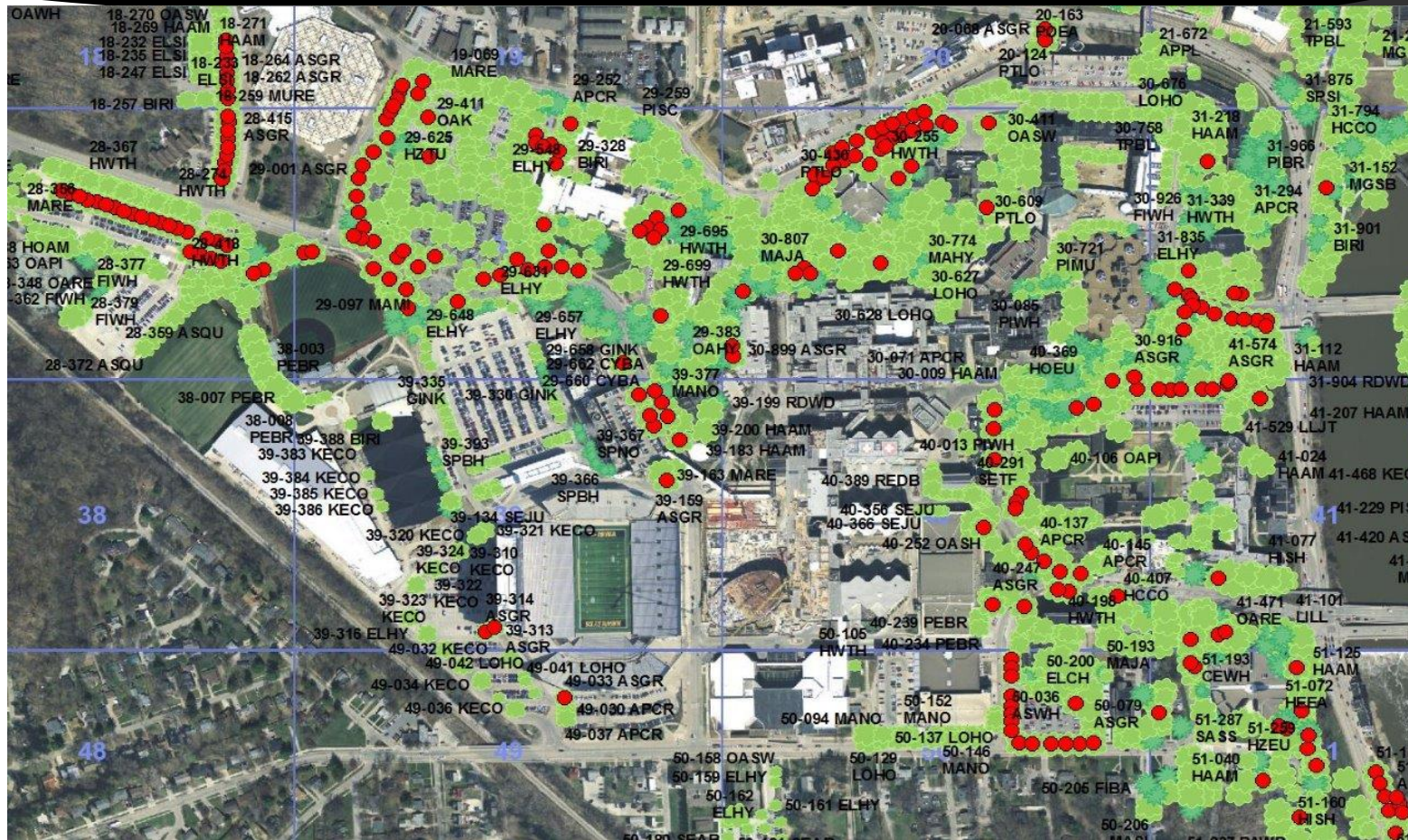


Branch from first confirmed Ash tree with EAB in Johnson County was in Gibson Square 2106

# Ash Trees east side of river



# Ash Trees West of the river



# Snow Removal Responsibilities



# *Landscape Services Facts*

- ▶ Landscape Services maintains 1,900 acres
- ▶ 290 acres of maintained turf
- ▶ 8 acres perennial beds
- ▶ 10.5 acres of shrub beds
- ▶ 7 acres of mulch beds
- ▶ .5 acres of annual beds (not including raised planters)
- ▶ 8,000 trees on both campuses in maintained areas
- ▶ 36 miles of Institutional Roads
- ▶ 50 plus miles of sidewalks
- ▶ 224 litter receptacles
- ▶ 494 benches
- ▶ 182 tables
- ▶ 37 Merit staff
- ▶ 5 Professional staff

# Panel Discussion

- Steph Rourke - Customer Service Manager





# QUESTIONS?

