

# Welcome Building Coordinators!

May 20, 2020



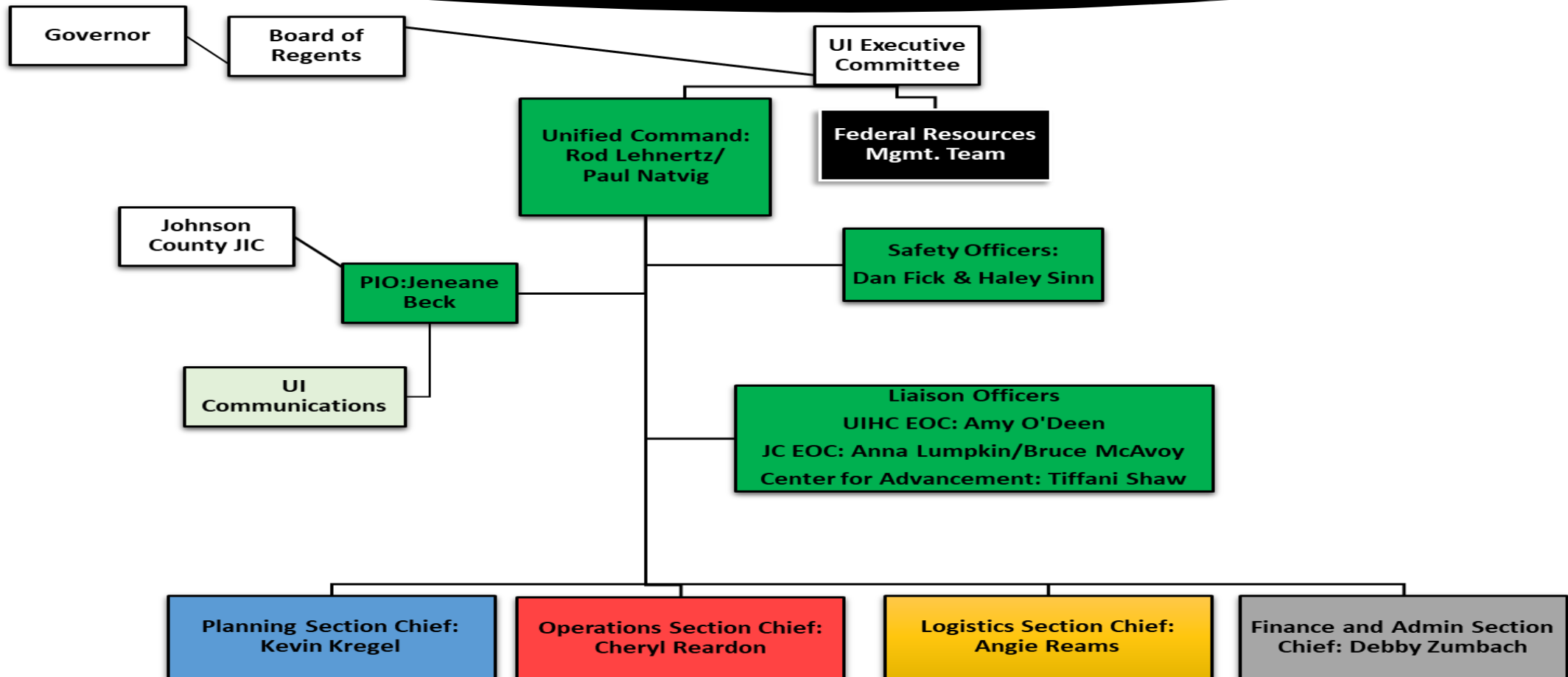
# Welcome Building Coordinators!

## Agenda:

- Welcome & Introductions of Presenters – Dave Jackson
- The CIMT and how it works - Jeff Harney
  - Incident Commander, Planning, Operations, Logistics, and Finance Committees
- BLS Service Response During COVID-19
  - Operations & Maintenance Update- Julie Sychra
  - Custodial Update - Andy Bruckner
  - Landscape Update - Scott Gritsch
- Customer Service Process - Steph Rourke
  - Blue button on the FM@YOURSERVICE portal

# The CIMT and how it works -

Jeff Harney – Assistant Director



# Operations & Maintenance

*Julie Sychra – Associate Director*

## Continued Stewardship:

- Chilled Water Switchover
- PM-Compliance & PM completion
- Response to calls/portal requests
- HVAC has continued to run
- Building envelope & Elevator code
- Fire/Life Safety Asset Management transition
- Desktop Commissioning
- After hours emergencies support

## Engagement in CIMT Fall Preparation:

- Ventilation Sub-Committee

# Custodial Services

*Andy Bruckner – Associate Director*

Custodial Services, deemed essential personnel, has been on campus cleaning, disinfecting and completing projects, to ready the campus for when students, staff and faculty return.

- Blue Tape – a tracking mechanism used to ID where we have been and letting us know if staff have been in the building.
- Communication around entering/exiting buildings – not necessary BUT certainly helps!
- Work during these times – Custodial Services team is committed
- Health & safety – is priority one for our team, social distancing and hand washing
- Inventory & Supply – this is done weekly to ensure we have proper levels of PPE, chemicals and supplies
- Custodial Services is asking all those that come on campus to please help and do your part, be responsible in your personal hygiene and maintain a clean workspace.

# Landscape Services

*Scott Gritsch – Associate Director*

- Staffing
  - Health and safety (proper PPE, cleaning and sanitizing, social distancing)
- Work during these times
  - Daily maintenance of the 8 main campus areas (mowing, trimming, litter pick up, pruning, mulching etc..)
  - Assisting Capital Projects work (turf renovations and plantings)
  - Patching potholes in institutional roads
  - Planting of annuals
  - Ash tree removals along Anne Cleary Walkway, Jefferson Street, Market Street and Iowa Ave.
  - 52 replacement plantings of a variety of species
  - Landscape renovations along Anne Cleary Walkway ( Gilmore Hall, Calvin Hall, Chemistry Building and Pappajohn Business Building)
  - Concrete panel repairs and replacement

# Customer Service Process

Steph Rourke – Supervisor – Customer Service

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

[Click here for site instructions](#)



Request Maintenance

Building Maintenance  
Custodial Maintenance  
Landscape Services



Order Work or Keys

Keys  
Carpentry  
Moving Services (non-project)



Request Project

Renovate Space  
Install Signage/Furniture/etc.



Get Help

Request Maintenance Estimate  
Contact Us  
Additional Resources

# Panel Q&A

- *Steph Rourke – Supervisor, Customer Service*

23 Questions Received with 5 Themes:

- Safety & PPE
- Cleaning
- Building Systems
- Entry & Access
- Back to Campus



# 2020 Building Coordinator Meetings

NEXT MEETING: June 17, 2020

- ▶ Zoom Meeting
- ▶ *11:00 am – Noon*
- ▶ Content TBD

**Thanks for attending today!**

