



IOWA

Facilities Management

Welcome Building Coordinators!

Monthly Building Coordinator Meeting

March 17, 2021

One year ago this week...

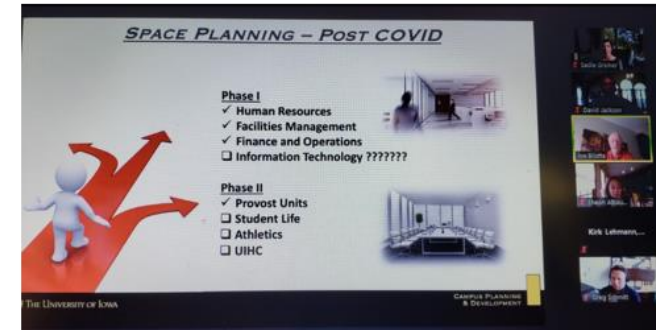
Pivoted from in-person meetings to Zoom venue



In-person average attendance < 50



Zoom average attendance > 100



Agenda

- Welcome and Updates
- City of Iowa City Engineer – East Campus Road Projects 5-min
- Ben Barreras – Campus Mail, Printing and Laundry 15-min
- BC Program Planning Group –Panel Discussion– Open Mic
 - Brief Overview of Committee Work – Dave Jackson
 - BC Resources and Information Library – Eugene Buck
 - Communications – Sara Eisenberg
 - Actively Engaging Building Coordinators – Megan Petkewec

Next Meeting:



Wednesday, April 21, 2021 11:00 – Noon

- City of Iowa City Engineer – East Campus Road Projects
5-min
- Ben Fish – UI Utilities Updates on Engie/Billing
process/Partners
- Josey Bathke – & Anna Lumpkin - EAP's/Kuali Ready -
Emergency and Business Continuity Planning by Building

Jason Reichart, P.E.– City of Iowa City N. Clinton and Jefferson Sts. Resurfacing

Project Timeline:

Set Public Hearing – March 2, 2021

Hold Public Hearing / Approve Plans and Specifications – March 16, 2021

Bid Letting – April 8, 2021

Award Date – April 20, 2021

Specified Start Date: May 3, 2021

Final Completion Date: October 29, 2021

Work Restrictions:

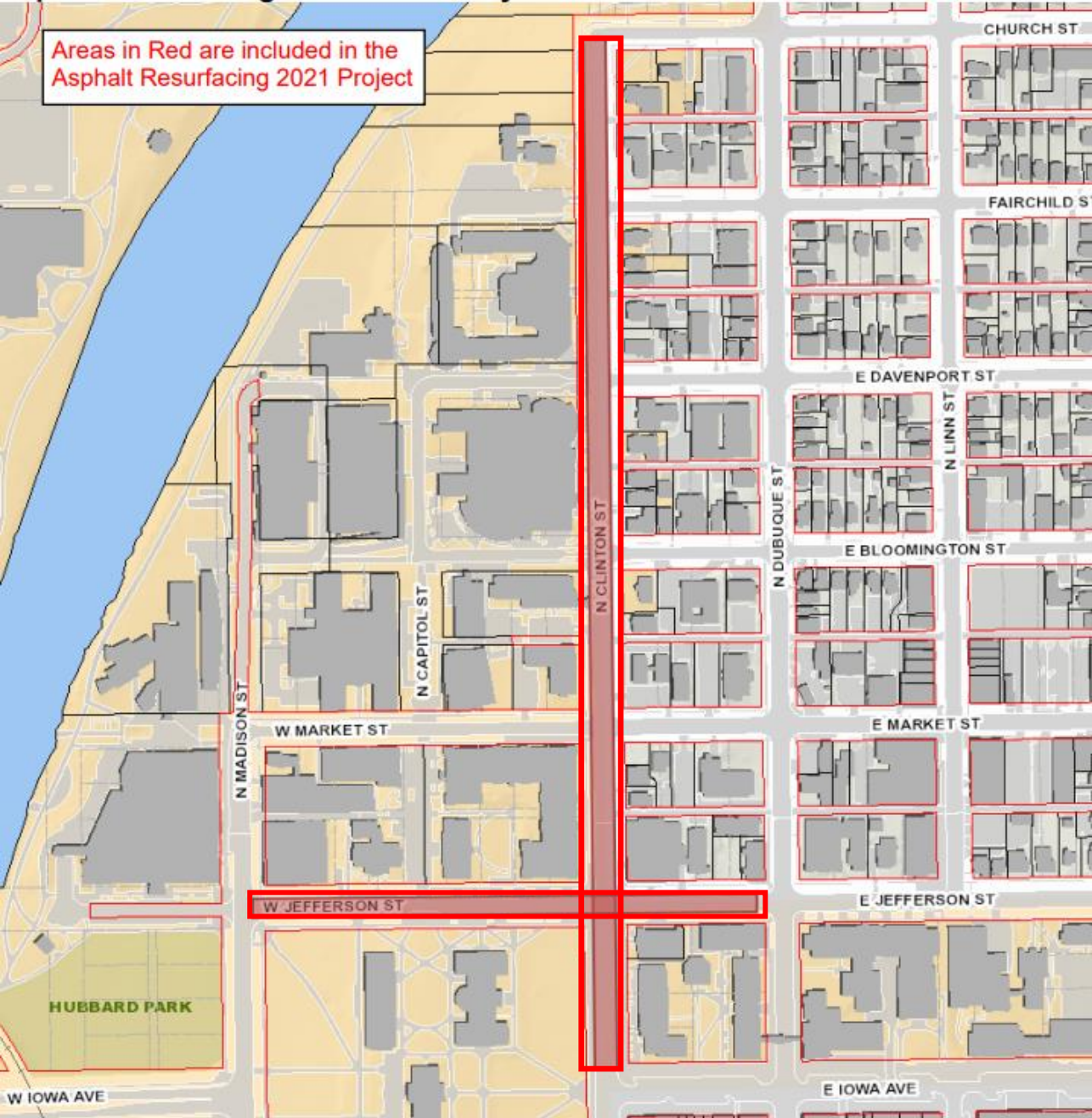
Memorial Day and Labor Day Weekends – No work will be allowed on the preceding Friday and all-day Saturday.

Juneteenth and Fourth of July – No work will be allowed.

University Move-In – Saturday August 14, 2021. Work on North Clinton and Jefferson shall be completed by this date.

University Homecoming Parade – Work will not be allowed after 3:00 pm on Friday October 2, 2021.

Areas in Red are included in the Asphalt Resurfacing 2021 Project



Questions?

Ben Berreras – Campus Mail, Printing Laundry



Questions?

UI BUILDING COORDINATORS NETWORK

Building Coordinator Planning Group 2021

Eugene Buck - CLAS

Julie Sychra - FM Operations

Scott Gritsch - FM Operations

Bettina Hass - COE

Megan Petkewek - Theatre Dept - Performing Arts

Sara Eisenberg - Admissions

Gordon Tribbey - LAW

Steph Rourke - FM@Your Service

Dave Jackson - FM Admin

BC Program Planning Group Ideas

- New Building Coordinator On-boarding – Building Walk-about?
- Information Library – FM Strategic Communications
- Update Campus Partners List, and learning opportunities with Campus Partners
- Seek ways to ensure new Building Coordinators are identified/approved (Deans,HR?)
- Seek ways to reach out and engage Building Coordinators
- Communications – everyone liked the multiple venues, E-news, etc.
- BC Peer-to-peer opportunities? Sharing Best Practices and lessons-learned!

ENVIRONMENTAL
HEALTH & SAFETY

UI POLICE

PARKING &
TRANSPORTATION

INFORMATION
TECHNOLOGY

**CAMPUS
PARTNERS**

HOUSING &
DINING

CLASSROOM
ASSIGNMENT

ADMISSIONS

CAMPUS
PLANNING

IOWA

Facilities Management

BC Resources – Information Library

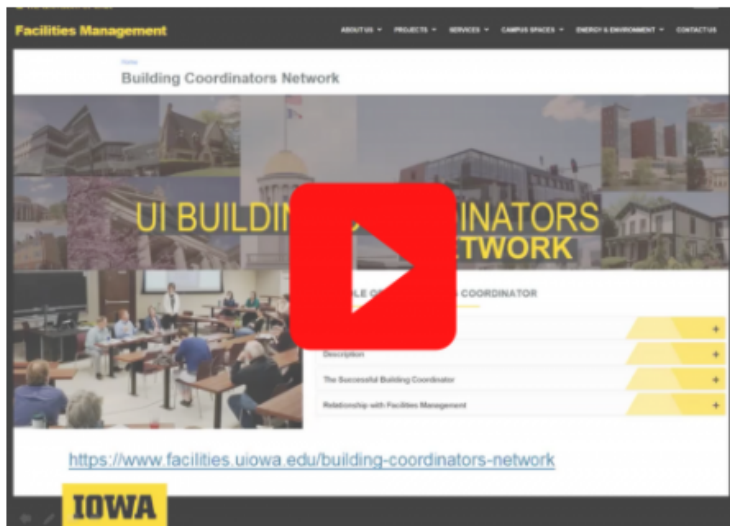
Eugene Buck – College of Liberal Arts and Sciences – Schaeffer Hall & CLAS Facilities

- Group discussed resources available to Building Coordinators
- On-demand BC Orientation, training and prior meeting sessions
- Information Library/body of knowledge
 - Must be easy to access
 - Web-based
 - FM Strategic Communications is working on web page development
- What other resources would be helpful to you as a Building Coordinator?

[Home](#)

Welcome, Building Coordinators!

WELCOME TO YOUR NEW BUILDING COORDINATOR ROLE!



Watch the Building Coordinator Orientation!

The Building Coordinator is an important role on the University of Iowa campus. Our dedicated building coordinators work to facilitate effective working relationships and communication between building users and facilities service providers in order to achieve more effective service levels. The partnership between Facilities Management and the Building Coordinator depends on close coordination to keep building operations and management running smoothly.

- Facilities Management is responsible for providing a physical environment that promotes University excellence.
- The Building Coordinator serves as the primary contact with Facilities Management for all matters related to the condition, utilization, and operation of the building.
- The Building Coordinator represents the users and occupants of a building and serves as a resource on matters related to facilities services.

The Building Coordinator orientation video to the left will be a helpful tool in getting started in your role.

Information Library

BUILDING COORDINATOR INFORMATION LIBRARY

These presentations from former Building Coordinator meetings will help you understand your role as a Building Coordinator. You can find additional previous Building Coordinator presentations archived by date on the [Building Coordinator Network](#).

Facilities Reinvestment – GEF Block Allocations	+
Facilities Information System – SIMS	+
Leased Properties	+
Support and Services Provided by Risk Management	+
How FM's Campus-wide Service Contracts are Managed	+
Facilities Investment is Risk Investment	+
Additional Resources	+

Communications

Sara Eisenberg – Admissions – Calvin Hall

My story...

- Brand-new to UI Campus
- Brand new to Admissions position
- Brand new to the building
- Brand new as a Building Coordinator
- All during COVID: No face-to-face transition was possible
- Wanted to understand the building

Communications

→ Periodic emails

- Info in the emails
- Sample (Next Slide)

→ Two-way communication

- Key to success
- Always follow up and close the loop
- Ask questions

→ Building relationships

- Custodians
- Neighbors in building
- Facilities

Communications

Greetings Calvin Hall Residents!

Happy March and welcome to warm weather! We have lots to cover in this update.

1. WAP update – IT walked around today and made sure the update was working properly. Please let me know if there are any issues.
2. Transformer replacement – No updates on date/time.
3. Annual Sprinkler Inspection – date/time below
 - a. Testing of all sprinkler monitored devices to the fire alarm system
 - b. Flowing of water into designated sprinkler drain locations, inside and outside of the building
 - c. Testing of the sprinkler system backflow
 - d. Exterior sprinkler horn/strobe will be tested
4. Recycling refresher. I had some neighbors ask about recycling so here's an update.
 - a. If you empty your own bin, take to the larger bins on your floor or take it to the dumpster outside Calvin. Custodian only empties the larger bins.
 - b. No cardboard can go in the trash.
5. Concrete Slab – They are installing a building monument sign on the south side of Calvin Hall.
6. Lights – Several light covers have come unlatched on one side. Please let me know if you have any that need to be relatched.

The final item is the upcoming **Clinton St/Jefferson St. Overlay Project**. The City of Iowa City has scheduled road work that includes North Clinton St between Iowa Ave and Church St and West Jefferson between North Madison St and North Dubuque St. This includes the road in front of Calvin Hall. I have attached a map that shows the areas.

The scope of work is as followed and may include lane/sidewalk closures:

1. Pavement milling
2. Asphalt overlay
3. ADA sidewalk improvements
4. Curb and storm sewer repairs as needed

Here are the project timeline and work restrictions:

1. Project Timeline:
 - a. Set Public Hearing – March 2, 2021
 - b. Hold Public Hearing / Approve Plans and Specifications – March 16, 2021
 - c. Bid Letting – April 8, 2021
 - d. Award Date – April 20, 2021
 - e. Specified Start Date: May 3, 2021
 - f. Final Completion Date: October 29, 2021
2. Work Restrictions:
 - a. Memorial Day and Labor Day Weekends – No work will be allowed on the preceding Friday and all-day Saturday.
 - b. Juneteenth and Fourth of July – No work will be allowed.
 - c. University Move-In – Saturday August 14, 2021. Work on North Clinton and Jefferson shall be completed by this date.
 - d. University Homecoming Parade – Work will not be allowed after 3:00 pm on Friday October 2, 2021.

Actively Engaging Building Coordinators

Megan Petkewec – Division of Performing Arts – Theatre
Dept. Old Museum of Art

Your Building is unique

- It is one of over 200 on campus

Your Building is of a certain age

- The Old Capitol was built in 1840, and there has been a building boom ever since

Your Buildings function is special

- How many buildings are just like yours – my suspicion is NONE!

Actively Engaging Building Coordinators

Megan Petkewec – Division of Performing Arts – Theatre
Dept. Old Museum of Art

You know your building

- You spend time paying attention to the needs of the building.

You know, or could know, your Friends from FM

- There are Area Mechanics, Custodians, General Stores folks, Electricians, Fire Safety folks, and more that visit your building almost every day

You have everything it takes to be an effective Building Coordinator

- Communication. FM@YourService portal or 335-5071

What other ways can we actively engage Building Coordinators?

Questions?

Next Meeting:



Wednesday, April 21, 2021 11:00 – Noon

- City of Iowa City Engineer – East Campus Road Projects
5-min
- Ben Fish – UI Utilities Updates on Engie/Billing
process/Partners
- Josey Bathke – & Anna Lumpkin - EAP's/Kuali Ready -
Emergency and Business Continuity Planning by Building

Thank you!



IOWA