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# Building Coordinator Meeting

## Welcome!

November 18, 2020





# Winter Break Building & Grounds Updates

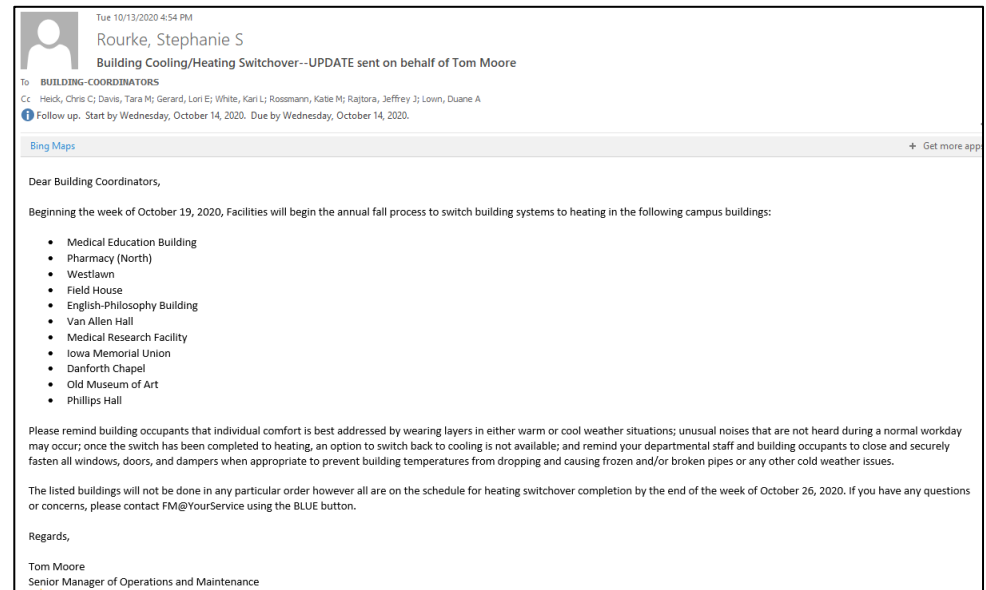
JULIE SYCHRA, BEN FISH, ANDY BRUCKNER, DAVID BROWN

# Agenda

Dave Jackson - Welcome	5 minutes
Julie Sychra	15 minutes
<ul style="list-style-type: none"><li>• Seasonal Switchover Update</li><li>• Cold Weather Building Preparation</li><li>• MERV 13 Filter Update</li></ul>	
Ben Fish - Water Flushing Plans	5 minutes
Andy Bruckner	5 minutes
<ul style="list-style-type: none"><li>• Cleaning Projects Update</li><li>• Cold Weather Response (evenings/weekend)</li><li>• Building Attendant Program</li><li>• Snow Removal</li></ul>	
David Brown - Snow/Ice Preparation	15 minutes
<ul style="list-style-type: none"><li>• Q &amp; A</li></ul>	15 minutes

# Building Updates: Seasonal Switchover

- 2-Pipe Buildings on campus are unable to provide heating and cooling at the same time
- FM triggers switchover activity once daytime temperatures are consistently below 60F-65F and nighttime temperatures are near freezing
- Switchover complete for 2-pipe buildings...communication sent to Building Coordinators on October 13th



## ***Building Updates: Coil Draining***

- Coils are drained in preparation for winter to prevent freezing and damage
- Once near-freezing temperatures become consistent in the forecast, draining of the chilled water coils will begin
- Coil draining in progress
  
- Thank you for the patience and partnership during this transition!

# Building Updates: MERV-13 Filters

- CIMT approved another order of MERV-13 filters for spring semester
- Order placed November 11<sup>th</sup> with expected arrival late December/ early January
- Installation of these filters will be a high priority for area maintenance in January.
- *Note: MERV-13 is not needed on 100% outside air units since they have no recirculation. The spring semester order was adjusted accordingly. These buildings have at least one 100% outside air unit:*
  - BB, BBE, BSB, CB, CBRB, CPHB, CRWC, EMRB, ERF, FH, HTRC, IMU, MEB, MERF, ML, MRC, MRF, PBDB, PBSB, PHAR, SC, SLP, TH, WL

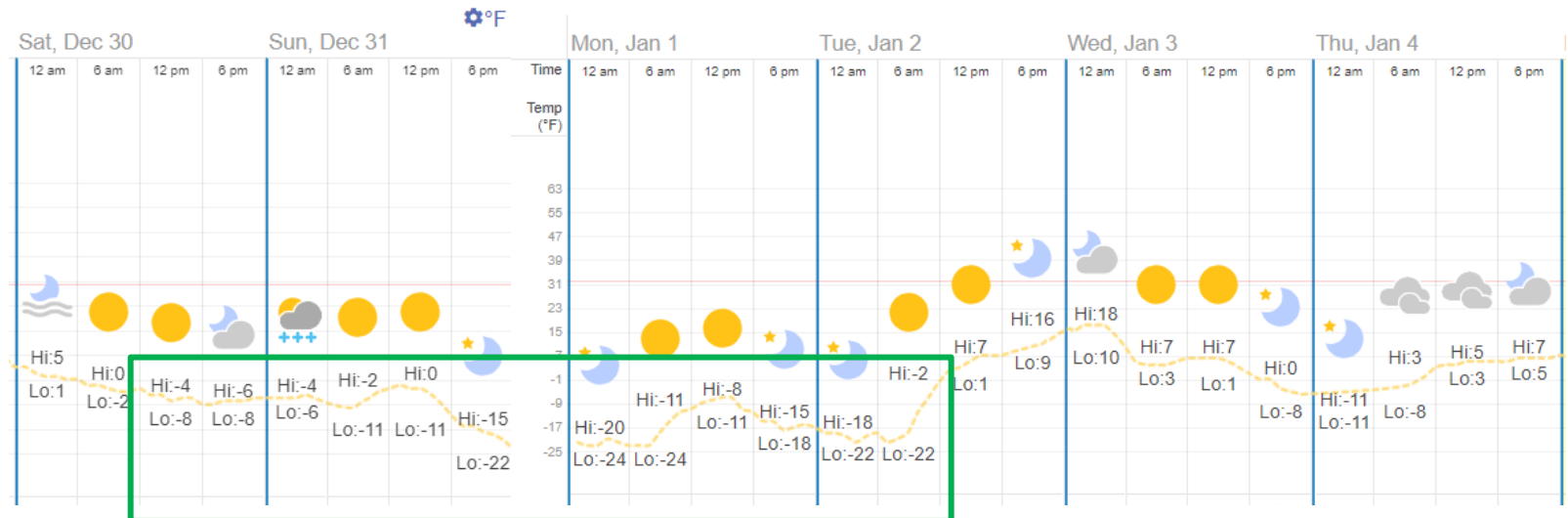


# ***Building Cold Weather Preparation***

- FM will be monitoring weather throughout the winter and will trigger Cold Weather Protocol if/when the forecast reaches 24 hours or more below 0F.
  - Evaluation of additional on-call staff
  - Increased BAS monitoring for faults/alarms
  - Evaluation of building schedules
  - Inspection of known risk-points

# Building Cold Weather Preparation

- 2018:

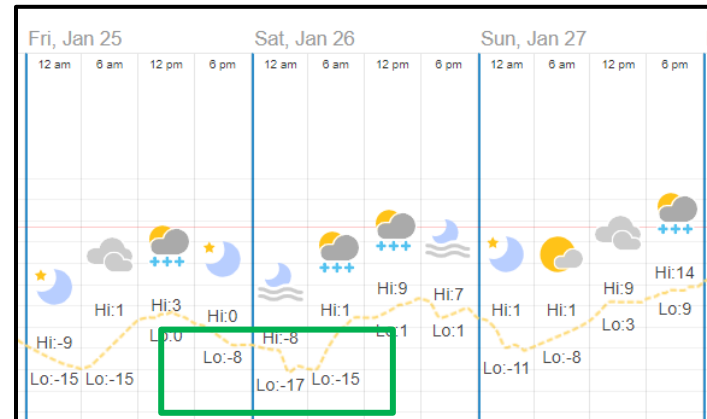
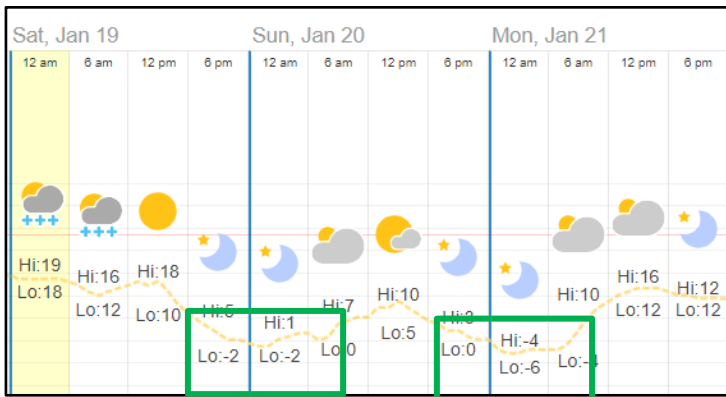


- Buildings Impacted: MRF, MERF, FH, BB, CB, BCSB, DSB



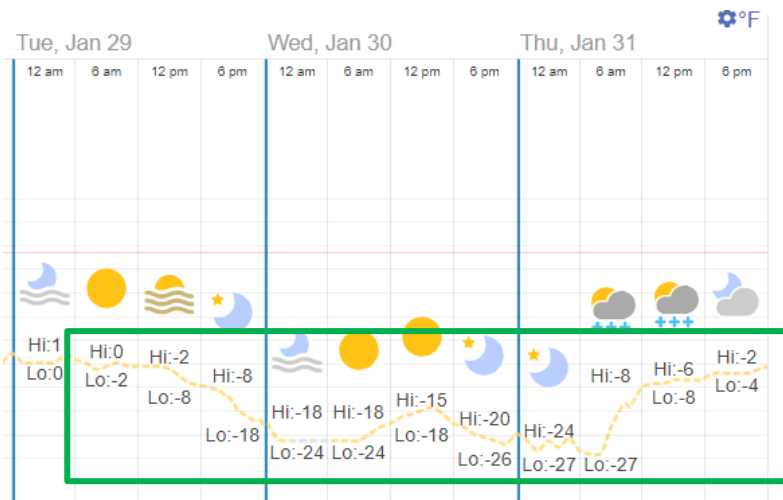
# Building Cold Weather Preparation

- 2019: Cold Weather Protocol Established



# Building Cold Weather Preparation

- 2019:



Monday, January 28, 2019 10:05 PM

## Life Threatening Cold Tuesday Night – Thursday Morning

### \*LIFE THREATENING WIND CHILLS EXPECTED\*

**Lowest Forecast Wind Chills Wednesday Morning**

**Details**

- Wind Chill Warning Tue. PM–Thu. AM
- Lowest wind chills: -40 to -60°F!
- Actual forecast highs Wednesday: 10 to 15 below – Record Cold!

**Impacts**

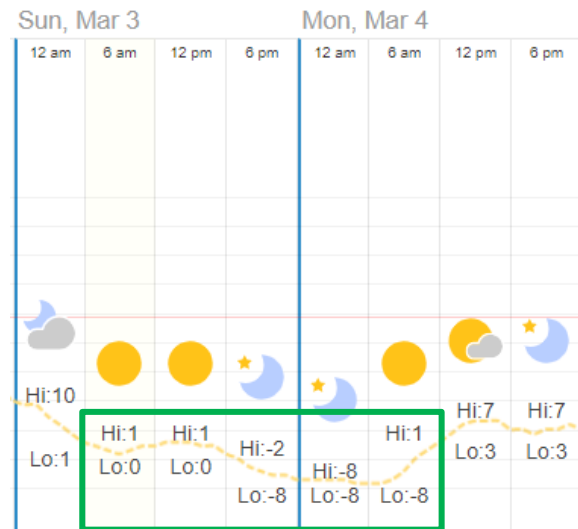
- Frostbite may occur on exposed skin in **5 minutes or less!**
- Hypothermia

**Safety Tips**

- Limit Time Spent Out In The Cold
- Cover Exposed Skin
- Bring Pets Inside
- Keep Space Heaters In The Open
- Prepare an Emergency Kit For Car
- Check on Loved Ones

# Building Cold Weather Preparation

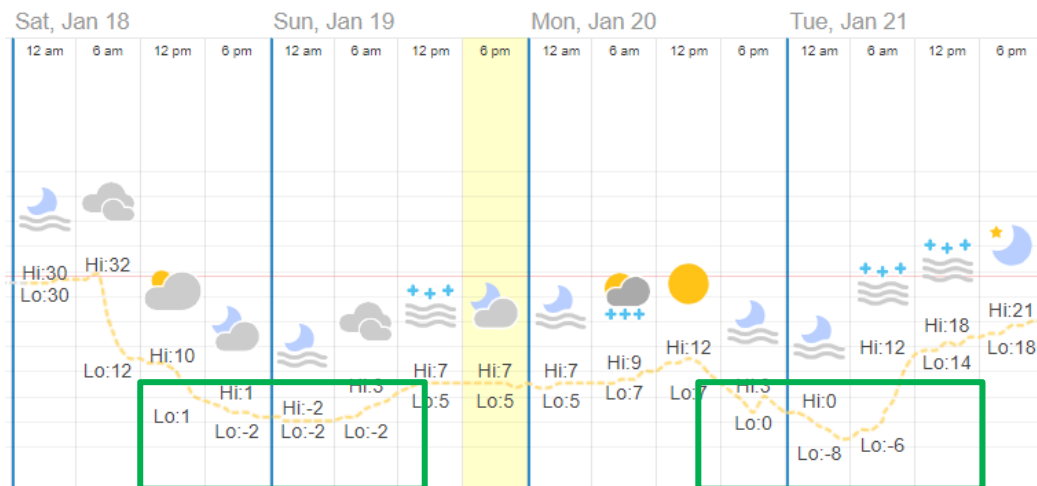
- 2019:



- Cold Weather Protocol Established and leveraged 4 times throughout the winter, with a Thaw Protocol put into place coming out of the Polar Vortex
- Building walks caught 20 open windows in 2 buildings alone
- Buildings Impacted: ML

# Building Cold Weather Preparation

- 2020:



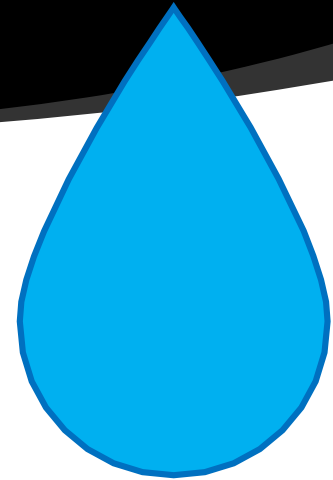
- No significant Building Impact

# ***Building Cold Weather Preparation***

- How Building Coordinators can help:
  - If you see something, say something: FM@Your Service 335-5071
  - Ensure all windows/exterior doors are closed
  - Make sure overhead dock doors are locked down
  - Leave interior doors open where possible to allow for better circulation
  - AC window units should be turned off when temperatures are below 50F
- We also encourage energy saving measures:
  - Power down electrical devices
  - Unplug coffee makers, microwaves, portable heaters, etc.
  - Make sure gas, vacuum, air spigots are turned off

## Why do we need to flush the water systems?

- ▶ Low building occupancy
- ▶ Leads to stagnation of water in building piping
- ▶ Stagnation can lead to water quality concerns



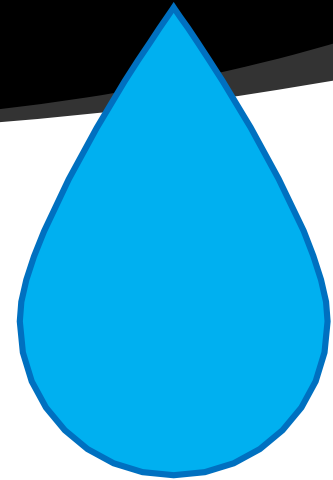
## How will we know we have flushed enough?



- ▶ We inject chlorine at the water plant
- ▶ Chlorine levels drop as water sits
- ▶ Residual chlorine of 0.2 or higher will indicate the water is fresh

## Plans during the upcoming break.

- ▶ Flush campus water distribution piping
- ▶ Flush and test for residual chlorine in each building monthly.
- ▶ If residual chlorine is low, flush distribution piping and the building again



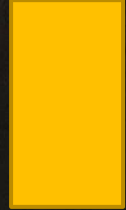


# ***Custodial Updates, Winter Planning:***

- **Building Attendant Program**
  - Will continue through the interim session and the spring semester.
  - Positive feedback on this program
- **Project work over break**
  - Floor work, carpet extraction, furniture cleaning/extraction, detailed cleaning
- **Cold weather response**
  - no schedule changes, checking for open windows and responding to situations.
- **Snow Removal**
  - Custodial will assist with snow removal at entrance of the buildings

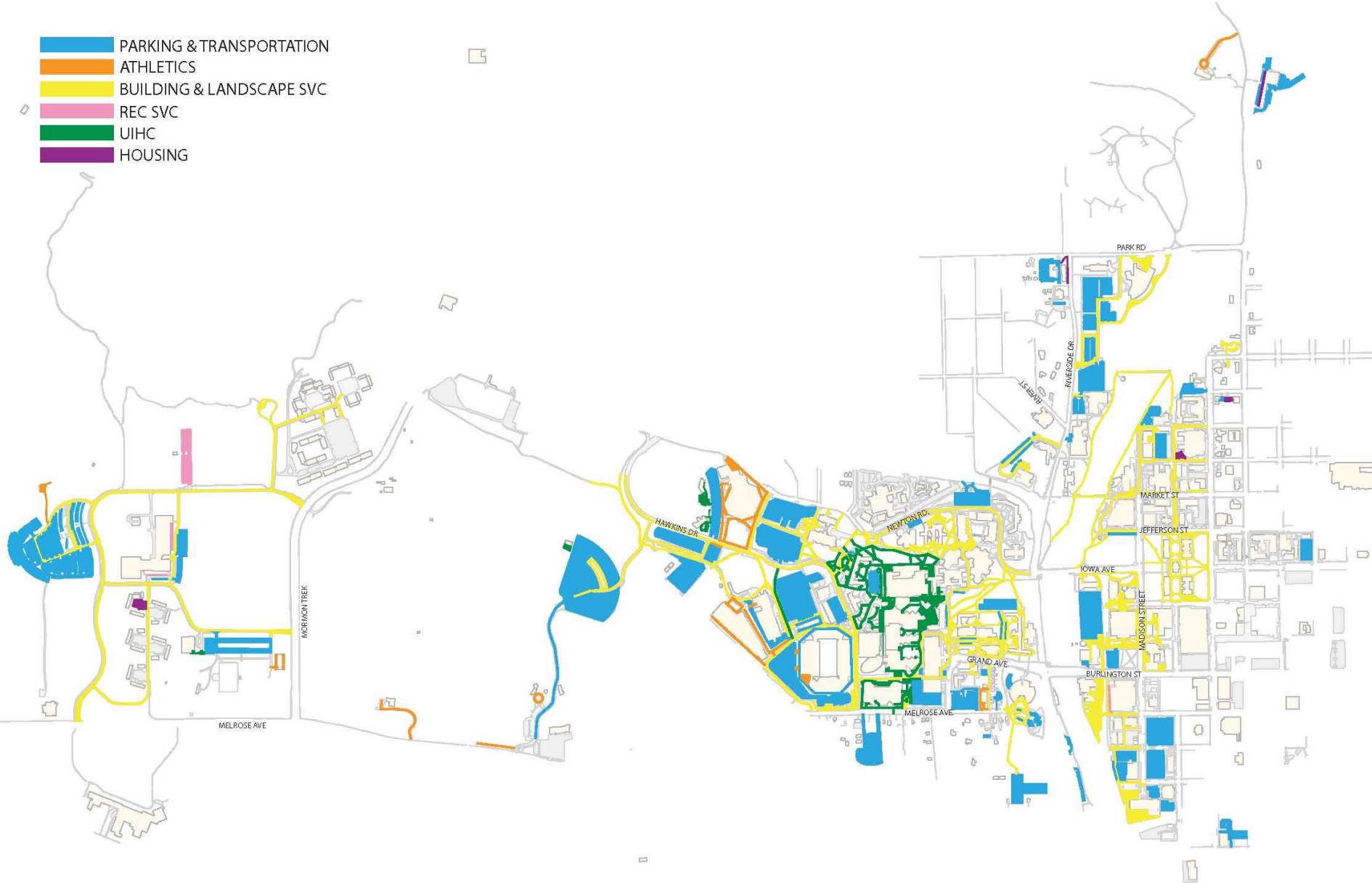
# Winter Weather Response – Snow & Ice

*Dave Brown, Manager of Landscape Services*



# Grounds Update, Winter Preparation:

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



# Grounds Update, Winter Preparation:



- ❖ 1169.5 tons salt/sand
- ❖ 1826 bags of ice melt
- ❖ 36 lane-miles of institutional roads
- ❖ 50 miles of sidewalks
- ❖ 2 Snowplow Trucks
- ❖ 3 Pick-Up Plows
- ❖ 9 Skid Steers
- ❖ 35 FTE's
- ❖ 2 Toro Polar Tracks
- ❖ 9 Utility Vehicles w/Sanders
- ❖ Approximately 90 buildings w/ all entries.



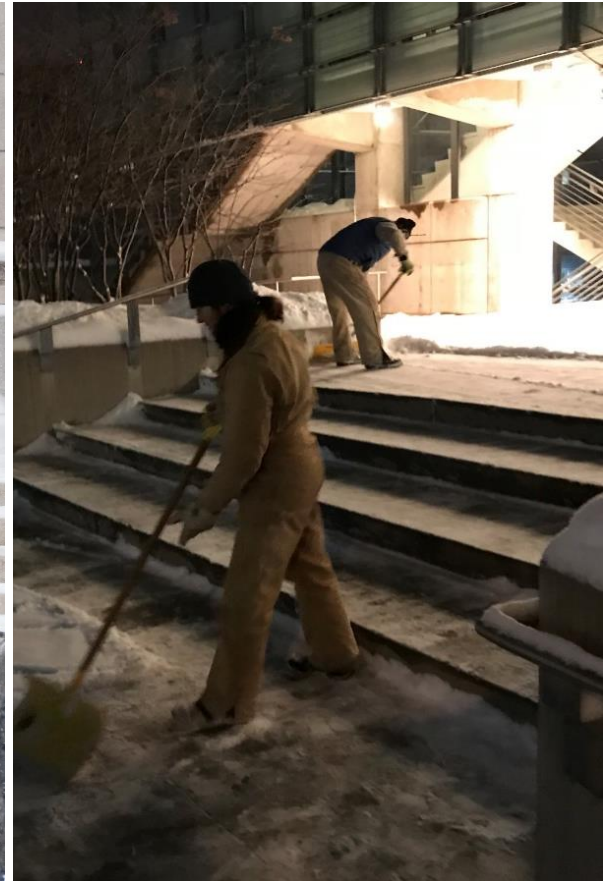
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# Winter Weather Response – Snow & Ice

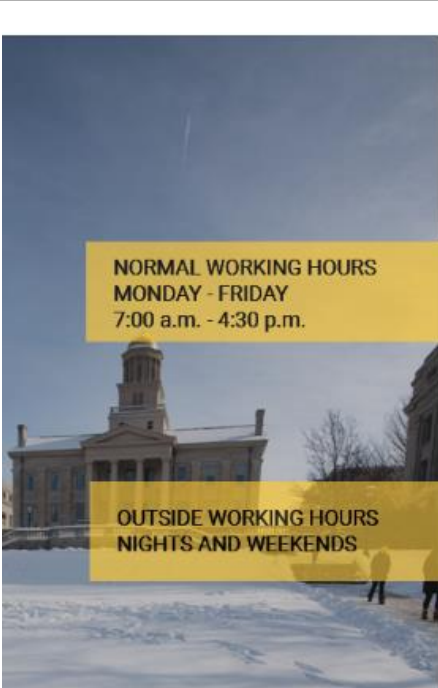
*Dave Brown, Manager of Landscape Services*

## 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 [FM@YourService](mailto:FM@YourService) 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>

For more information, see the Landscape Services Management Plan



## 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)



# *Grounds Update, Winter Preparation:*

- **Season Preparation**
  - **Route revisions**
  - **Equipment**
  - **Coordination meetings with various partners**

# **Grounds Update, Winter Preparation:**

- **Cold weather response**
  - **In coordination with Public Safety, continuously monitor weather and conditions.**
  - **In inclement weather, typically 2 plow trucks will run throughout the night.**
  - **In an unplanned event, plow drivers are dispatched immediately, and the Snow and Ice Removal call list is activated. The calls will typically go out at 2:30 am.**
  - **3:30 am is shop arrival and quick coordination for pertinent information with personnel.**
  - **Snow and ice is removed in pre-planned order of priority, with safety and largest volume of use areas as highest priority. In compliance the University's Mission statement, patients and students, and their safety, is first priority.**
  - **A 4:00 am start time allows top priority completions by 7 am with highest campus arrival volumes.**
  - **Secondary priority areas (secondary walks, secondary/ low use entry and egress can begin at this point, continuing down the priority list.**

## ***Grounds Update, Winter Preparation:***

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](mailto:FM@YourServicePortal) or emergencies call [FM@YS](mailto: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.**





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# Questions?



# Next Meeting

December Building Coordinator Meeting

Wednesday, December 16, 2020

11:00 AM – Noon

Via Zoom Link

**Thanks for attending!**

