

IOWA



Welcome Building Coordinators!

Monthly Building Coordinator Meeting

July 21, 2021

Agenda

- Welcome and Announcements/Updates
- Hot Work Presentation (refresher): Josey Bathke and Melissa Miller - Risk Management (20 minutes)
- Waste, Recycling and Organics Services - Who to Contact (refresher): Tammy Paulus - UI Purchasing (10 minutes)
- Pallet Pickup Program (refresher): Tammy Paulus – UI Purchasing (5 minutes)
- Question & Answer from survey sent July 8, 2021-Steph Rourke - FM@YourService

Welcome New Building Coordinators!

Hot Work Loss Prevention Program Refresher for Building Coordinators

WARNING!

**HOT WORK IN PROGRESS
Watch for fire!**

July 21, 2021

Overview

- Background
- Locations
- Process
- Training
- What can you do as a Building Coordinator?



For the full policy go to: <https://riskmanagement.fo.uiowa.edu/hot-work>

Campus Hot Work Committee

- Brent Anderson – Facilities Management
- Josey Bathke – Risk Management
- Chris James – UIHC Safety and Security
- Dustin Lane – Facilities Management
- Bruce McAvoy – UI Fire Safety
- Steve Paulsen – Environmental Health and Safety
- Tony Weinschenk – UIHC Fire Safety



Purpose

- Establish a consistent campus-wide policy regarding Hot Work
- Reduce the risk of injury and loss by fire caused by Hot Work activities



Scope



- Requires **any individual** who engages in Hot Work to comply with University policy
- Applies to all faculty, staff, students, or third parties performing Hot Work on behalf of the University of Iowa and in all University of Iowa facilities, including UIHC

Definitions



Hot Work – *anything that produces flame, heat, or sparks*

- Electric or gas welding, abrasive cutting, soldering, grinding, torch work, and brazing;
- Includes acetylene torches, arc welding equipment, portable grinders, and propane torches;
- Also non-rated electrical tools and equipment when used in a hazardous environment

Definitions

Fire Safety Supervisor

- Designated permit authorizer,
- Trained to authorize Hot Work Activities, and
- Supervises the individual performing Hot Work



Definitions



Fire Watch

- Designated and trained to observe Hot Work for the purpose of preventing, detecting, and suppressing fires
- Must continuously monitor Hot Work (during and after for 60/180 minutes depending on the type of hot work)
- Must be trained to use manual firefighting equipment
- Must have the ability to summon emergency assistance if needed


-CANNOT BE THE PERSON PERFORMING THE HOT WORK!!!!

Hot Work Locations




1. Temporary by issuance of approved UI Hot Work Permit (Yellow Permit) or
2. Designated Hot Work Sites with visible “Designated Hot Work Site” permit/certificate posted (White Permit)
 - Formally evaluated and meet the requirements of the International Fire Code
 - Inspection and verification of proposed designated location will be completed by UI or UIHC Fire Safety
 - Only be used by trained and authorized individuals
 - **NOTE: failure to adhere to safety requirements could cause the designation to be revoked in the sole discretion of UI or UIHC Fire Safety**

Temporary Hot Work Permit



HOT WORK PERMIT



STOP!
Avoid hot work when possible! Consider using an alternative cold work method.

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks conducted outside a Hot Work Designated Area. This includes, but is not limited to: brazing, cutting, grinding, soldering, torch-applied roofing and welding.

Instructions for Permit Authorizer/Fire Safety Supervisor	Part 1																																																																											
<ol style="list-style-type: none"> Specify the precautions to take. Fill out and keep Part 1 during the hot work process. Issue Part 2 to the person doing the job. Keep Part 2 on file for future reference, including signed confirmation that the post-work fire watch and monitoring have been completed. Sign off final check on Part 2. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Y</th> <th style="width: 10%;">N/A</th> <th style="width: 80%;">Required Precautions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>The pump is in operation and switched to automatic.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Control valves to water supply for sprinkler system are open. 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HOT WORK BY

Employee

Contractor

DATE

BUILDING

LOCATION OF WORK (FLOOR/OBJECT)

WORK TO BE PERFORMED

NAME OF PERSON PERFORMING HOT WORK

NAME OF PERSON PERFORMING FIRE WATCH

I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.

PERMIT AUTHORIZER/FIRE SAFETY SUPERVISOR (PRINT AND SIGN)

THIS PERMIT EXPIRES ON (LIMIT AUTHORIZATION TO ONE SHIFT):


DATE

TIME


AM/PM

Note: Emergency notification on back of form. Use as appropriate for your facility.


Need more permits? Order additional Hot Work Permits at fmglobal.com; or, download the FM Global Hot Work Permit App via fmglobal.com/apps.



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WARNING



HOT WORK IN PROGRESS! Watch for fire!

Instructions	Part 2																																																																											
<p>Person performing hot work: Record time started and display permit at hot work area. After hot work is completed, record time and leave permit displayed for fire watch.</p> <p>Fire watch: Watch area during hot work and after work completion. Prior to leaving area, perform final inspection, sign, leave permit displayed and notify Fire Monitor or Permit Authorizer/Fire Safety Supervisor.</p> <p>Fire Monitor: Monitor area after post-work fire watch completion. 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BUILDING

LOCATION OF WORK (FLOOR/OBJECT)

WORK TO BE PERFORMED

NAME OF PERSON PERFORMING HOT WORK

NAME OF PERSON PERFORMING FIRE WATCH

I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.

PERMIT AUTHORIZER/FIRE SAFETY SUPERVISOR (PRINT AND SIGN)

THIS PERMIT EXPIRES ON (LIMIT AUTHORIZATION TO ONE SHIFT):

DATE

TIME

AM/PM

Hot Work Date: Start Time: any/pm, Finish Time: any/pm

Post-Work Fire Watch: Finish Time: any/pm

Fire Monitor: High-Risk Standard Finish Time: any/pm

Name/Other: Name: _____, Time: any/pm

Name: _____

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WARNING!

HOT WORK IN PROGRESS

Watch for fire!




In case of emergency, utilize local emergency systems and call the contacts listed below.

Number
UI Campus - 911
UIHC - 195


WARNING!

Please send completed hot work permits to Risk Management.

Risk Management
430 Plaza Centre One
The University of Iowa
Iowa City, IA 52242-2501

Designated Hot Work Site Permit

UNIVERSITY of IOWA			
DEPARTMENT OF PUBLIC SAFETY			
FIRE SAFETY			
Location: Room 145	Date: September 1, 2016	Inspection Type: Designated Hot Work Site	
Building: Madison Street Services Building	Bldg. # 160	Bldg. Abbrev. MSSB	
Address: 640 South Madison Street	User Group: Building and Landscape Services		
Facility Contact Curt Fountain			
Building Occupancy Type: Factory Industrial "F-1" (Industrial; moderate hazard)	Construction Type: IIB (Non-combustible; non-protected)	Fire Sprinkler System: YES	
WE HAVE INSPECTED THE ABOVE PREMISES AND FOUND:			
<p>Based on my inspection of the Sheet Metal Shop; Room 145, located in the Madison Street Services Building, I approve the use of the room as a designated hot work site in accordance with Chapter 35 of the 2015 International Fire Code and the University of Iowa Hot Work Loss Prevention Program.</p> <p>Please ensure the space is free of all combustibles, prior the start of any hot work. All requirements of Chapter 35 and the University's Hot Work Loss Prevention Program are properly followed before, during, and after all hot work is performed in this space.</p> <p>This space will be subject to periodical inspections by this office and any deficiencies noted may result in loss of hot work privileges.</p> <p>Type of hot work to be performed at this site:</p> <ul style="list-style-type: none"> Tungsten Inert Gas (TIG) welding Metal Inert Gas (MIG) welding Oxy - acetylene welding / cutting Shielded metal arc ("stick" welding) Grinding Sanding Plasma cutting Abrasive cutting (chop saw) Soldering 			
<p>THIS PERMIT WILL EXPIRE ON SEPTEMBER 8th, 2017</p> <p>Post in a conspicuous location within the hot work site</p>			
Inspected By:			
 Bruce McAvoy, Fire Safety Coordinator			
University of Iowa Department of Public Safety 808 University Capitol Centre Iowa City, IA 52242-5500			

***Must be posted onsite**

List of University Designated Permit Sites as of 5/19/21

*Updated annually

Located at:

<https://riskmanagement.fo.uiowa.edu/hot-work-program#Appendices>

APPENDIX A - University of Iowa Hot Work Sites		
As of 05/19/2021		
Building	Location Details	Contact Information
Becker Communications Studies Building	Room 242	Angela Looney
Butler Building (Landscape Services Maintenance Shop)	SE portion of the shop	Dave Brown
Cambus Maintenance Shop	Center garage bays	Pat Smith
Carver Hawkeye Arena	Room S113	Damian Simcox
Chemistry Building	Room W16	Justin Garvin
	Room W39	Jeremy Richardson
	Room W152	Benj Revis
Currier Residence Hall	Room SB41	Randy Ebling
Dental Science Building	S393, NW Corner of room	Curtis Iburg
	S493, SW Corner of room	Curtis Iburg
	S495, SE Corner of room	Curtis Iburg
Finkbine Shop Facility	NE corner of shop	Mike Wadle
Hancher Auditorium	Scene Shop, Room 1336	Mike Nolte
Hillcrest Residence Hall	Room N3	Mark Colbert
Hydraulic Annex 2 – Oakdale	North Center portion of building	Brandon Barquist
Hydraulics East Annex	SE corner of the building	Brandon Barquist
Hydraulics Model Annex	North Center portion of the building	Brandon Barquist
Laundry Services	Room 124	Mike Reynolds
Madison Street Services Building	Room 110	John Weyer
	Room 145	Andy Bruckner
National Advanced Driving Simulator – Oakdale	Room 101	Corey Kreutz
Oakdale Shops Building "D"	Ground floor, North bays	Rich Krebs
Oakdale Studio Facility	Exterior of building near loading dock	Ben Anzelc
Power Plant	2nd Floor Maintenance Shop	Landon Geroniz
	2nd Floor Areas	Landon Geroniz
Research Park Landscape Services	South center of shop along wall	Scott Shrader
Seamans Center for Engineering	West side of Room G440-A	Mike Hillman
Theater Building	Scene shop	Rob Durham
Van Allen Hall	Room 116, machine shop	Brian Busch
Visual Arts Building	Ceramics – Rooms W201, W221, and W231	Benj Upchurch
	Jewelry – W350 suite of rooms	Ben Anzelc
	Sculpture – W251	Tony Sutowski
	Room E350	Ben Anzelc
	Room E308	Benj Upchurch
	Room E220	Benj Upchurch
	Room W150-C	Man-Ho Cho
	Room W150-D	Man-Ho Cho
Room W160	Man-Ho Cho	
Voxman Music Building	Room 4460	Chad Walker

****If the HW site is not on this list then they must have a temporary permit (yellow permit) at the location EACH & EVERY day that Hot Work is occurring***

How to Obtain and Use a Hot Work Permit

- A. The following offices have blank Temporary Hot Work Permits (yellow permit): UIHC Safety & Security, FM Safety Manager and Risk Management
- B. A Hot Work request is directed to the designated Fire Safety Supervisor.
- C. Fire Safety Supervisor visits the Hot Work site with the requestor to review the planned Hot Work and site.
- D. Fire Safety Supervisor fully completes the balance of the Hot Work Permit Part 1 (signature required).
 - A. University – Part 1 is kept by the Fire Safety Supervisor for reminder/notification.
 - B. UHIC – Part 1 is kept in the UIHC Fire Safety Office for tracking.
- E. Hot Work Permit Part 2 is given to the Hot Worker to **visibly post at Temporary Hot Work Site.**

How to Obtain and Use a Hot Work Permit

- F. The Hot Worker, with Fire Watch present, performs the necessary Hot Work
- G. After Hot Work is completed, **the Fire Watch stays at the work site for 60/180 continuous minutes** monitoring for smoldering and fire development.
- H. At the end of the 60/180 minutes, the Fire Watch signs the “post Hot Work Fire Watch” on Permit Part 2.
 - REMEMBER – During the Hot Work the Fire Watch cannot be the same as the person performing the Hot Work.
- I. Once Hot Work Permit Part 2 is completed and verified, return Permit Part 2 to the Fire Safety Supervisor, or Permit Authorizer.
- J. Fire Safety Supervisor or Permit Authorizer should forward completed Permit Part 2 to:
 - University:
 - i. Risk Management Office, 430 Plaza Centre One, or
 - ii. If it is a Design & Construction Project, the construction manager or Fire Safety Supervisor for that project
 - UIHC: UIHC Fire Safety Office

Annual Training Requirement

- **At UIHC:** contact UIHC Fire Safety for UIHC training registration info
- **Outside UIHC:**
 - For non-uiowa staff: <https://learn.uiowa.edu/>
 - For students: <https://compliance.hr.uiowa.edu/>
 - For UI staff: [Employee Self-Service](#)



What can you do as a Building Coordinator?

Feel comfortable:

- **Directing** contractors with questions to a member of the Campus Health Committee



- **Looking** for the hot work permit anytime you see/smell/hear hot work (it must be posted in the area) and look for a 2nd person doing the fire watch
- **Asking** the contractor/worker for their hot work permit if you don't see it
- **Asking** the contractor/worker to stop work if they do not have a proper and completed hot work permit present



- **Contacting** FM@YourService, UIHC Safety & Security, UI or UIHC Fire Safety if you have concerns or questions



Questions

University Fire Safety
808 UCC
(319) 335-5389
<https://police.uiowa.edu/fire-safety>
bruce-mcavoy@uiowa.edu

UIHC Safety & Security
0081 RCP UIHC
(319) 356-2658

Website on UIHC intranet

Questions

FM@Your Service

210 USB

(319) 335-5071

<https://www.facilities.uiowa.edu/services/fmyourservice>
facilities-wcc@uiowa.edu

Risk Management

Josey Bathke or Melissa Miller

430 PCO

(319) 335-0010

<https://uiowa.edu/riskmanagement/>
risk-management@uiowa.edu



Questions

Environmental Health & Safety
122 Grand Avenue Court
(319) 335-8501

[https://ehs.research.uiowa.edu/
ehs-contact@uiowa.edu](https://ehs.research.uiowa.edu/ehs-contact@uiowa.edu)

Waste, Recycle and Organics Refresher

-Tammy Paulus/Purchasing



Landfill, Recycling and Organics Waste Services

Service Provider Change & Regularly Occurring Schedules:

Landfill Waste Services: ABC Disposal System Inc. Contract #19780

- Landfill Waste services will no longer be provided by FM Landscape Services. These services will transition to the newly awarded supplier ABC Disposal Systems Inc.
- ABC will initially complete regularly schedules services on the same schedule and route currently being provided by University Utilities.



Recycling and Organics Waste Services: Waste Management Inc. Contract #19798

- Waste Management will continue to provide recycling services with their new contract. Routes and schedules will remain as they currently are today.
- Waste Management will begin providing Organics disposal services effective January 1, 2020.

Payment for Regularly Scheduled Services:

- Departments requiring regularly occurring waste services should make payment via a blanket purchase order.
 - For General Education Funded (GEF) buildings University Utilities will lead purchase order issuance and rebill the appropriate MFKs as currently done today.
 - Buildings not funded by GEF funds will be responsible for creation of purchase orders for services to be paid. Purchasing is currently working to coordinate purchase orders with the appropriate University users.
 - If users have questions on whether they need to initiate a blanket requisition please email Renee Funk at renee-funk@uiowa.edu for assistance.



Guidelines on Special Events, Schedule Changes, Supplier Performance

Special Event Services, Pick up needs or Schedule changes:

- Contact supplier directly to request schedule change to initiate and to return to regular service
- Contact supplier for event needs, make sure to have details of what your anticipating needing from supplier.

Payment for On-Call or Special Event Services:

- Areas requiring on-call or special event service pickup are able to make payment via purchase order or departmental procurement card.
- Departments requiring these services will be responsible for initiating a purchase order or making payment via procurement card.

Supplier Performance Issues:

- If experiencing supplier issues after contacting supplier directly feel free to reach out to Purchasing. Most issues can be resolved quickly.

Waste Contract: ABC Disposal System

Vendor Number	0000391072
Adjusting service schedule	uirequests@abcdisposalsys.com 319-631-9441
Dispatch for on-call services	Jan Varner 319-395-0904
Account Manager (questions, concerns and special event services)	Dave Klockau 319-631-9441
Contract #	19780, RFP 17242
Term of Contract	7/31/2022 with 2 optional 36 month extensions

Recycle and Compost/Organics: Waste Management

Vendor Number	0000125075
Adjusting service schedule / Dispatch for on-call services / Operational Questions	Dave Weaver 319-362-9907
Account Manager (questions, concerns, new / changes to account locations and special event services)	Brett Dobesh or Greg Traver
Phone Number	319-423-6967 (office) 319-621-9824 (mobile)
Contract #	19798, RFP# 17242
Term of Contract	Through 7/31/22 with 2 optional 36 month extensions

Contacts

Landfill Waste Services ABC Disposal Systems



- Dispatch for on-call services:
 - Jan Varner
 - Email: jan@abcdisposalsys.com
 - Phone: 319-395-0904
- Adjusting service schedules
 - Email: Ulrequests@abcdisposalsys.com
 - Phone: 319-631-9441

Dedicated Account Manager for questions, concerns and special event services:

- Dave Klockau
- Email: davek@abcdisposalsys.com
- Phone: 319-631-9441

Recycling and Organics Services Waste Management Inc.

- On-call Services/Regular Service Questions/
Concerns/Special Event Services:
 - Brett Dobesh:
 - Email: bdobesh@wm.com
 - Phone: 319-621-9824



Pallet Pickup Program



- Pallets should not be landfilled
- Keep out of dumpsters
- Keep out of recycle bins

- Call the vendor directly - Riverside Pallets – Tom Aubrecht - Owner
- Services locations almost daily
- Mobile: 319-530-6873
- Other contact number: 319-653-4343
- Email: tomrpri@gmail.com

Questions?



Survey Questions

→ Key and Access Services—AMAG
refresher tip of the month (ongoing)-Jan
Bringman



Questions?

Next Meeting:



Wednesday, August 18, 2021 11:00 – Noon

- BLS Customer Satisfaction Survey-Results:
Andy Bruckner; Scott Gritsch; Julie Sychra
– FM Building and Landscape Services
Associate Directors

Thank you!

