

WELCOME!!
Monthly Building Coordinator Meeting
Via ZOOM

June 21, 2023



Agenda

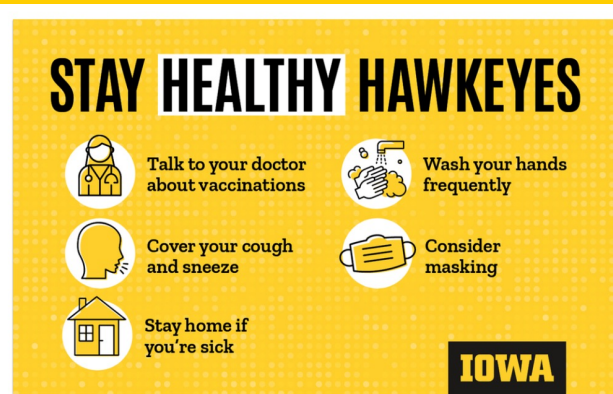
- **Reminder – Updating Healthy Hawkeyes Signage – Wendy Moorehead-Director, Strategic Communications, F&O-Facilities Management**
- **Chilled Water Business Continuity Plan – Andy Van Etten, Associate Director-UI Utilities**
- **Parking Impacts Summer 2023 – April Wells, Communications Specialist-Parking & Transportation**
- **FM Requisition Redesign – Steve Sawyer, FM AiM Administrator**
- **Camera Policy & Compliance – Jan Bringman, Director-Security Engineering Services - Public Safety Department**

Reminder: Update Your Building's "Stay Healthy Hawkeye" Signage



Disinfect Surfaces

DOWNLOAD SIGNAGE →



Stay Healthy

DOWNLOAD SIGNAGE →



Wash Hands

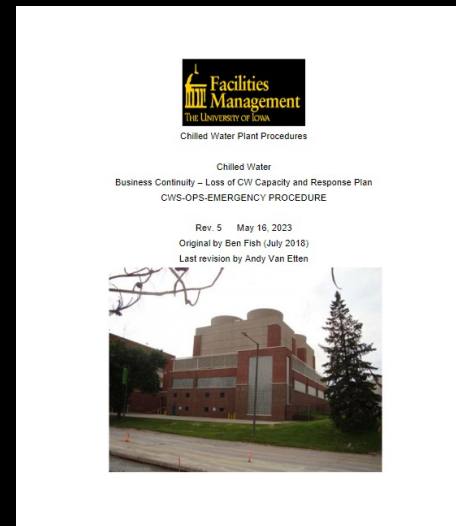
DOWNLOAD SIGNAGE →

View updated "Stay Healthy Hawkeyes" signage options at

[Coronavirus.uiowa.edu](https://coronavirus.uiowa.edu)

CW Business Continuity Plan

June 21, 2023



CW Business Continuity- Purpose

- The CW Business Continuity Plan provides information and guidance for the University of Iowa Chilled Water Plant system in the event of an unexpected loss of capacity, which affects the availability of chilled water to campus buildings.
- The goal of this procedure is to prioritize delivery of Chilled Water to critical buildings by shutting down non-critical chilled water
- [Chilled Water Business Continuity - Emergency Loss of Capacity SOP V5.docx](#)

CW Business Continuity – How?

- We utilize software to reduce Chilled Water demand on campus. The program is designed to reduce demand in non-critical buildings using the building automation system. This is preferred during longer outages because important loads such as IT closets in these buildings are still provided Chilled Water.

University Roles

- **Communication** – Inside and outside of the FM organization
- **“Hitting the Button”** – Controls group is responsible for starting and ending the program
- **Monitor** – While the plan is activated, we will monitor the CW loop conditions and work with the CW Plant (Engie) to make course corrections and decisions.
- **Compile** – After the service issue is resolved and the CW business Continuity Plan is deactivated, we need to analyze the data and analyze customer impacts
- **Continuous Improvement** – Look for opportunities to improve using the data from the latest test or event.

CW Plant Role - Engie

- The Chilled water plant is continuously monitoring the CW loop and building interfaces. The normal operating ranges are as follows-
 - CW Loop Pressure – 20-50PSID
 - CW Loop Temp – 42-45 F
 - CW building interface valves – 20%-95% Open
- Identify issues in the CW operation quickly and react according to the CW BC plan
- Communication!!!

Test Schedule - June 7, 2023

Two Weeks Before Test – Week of May 22 - Complete

1. Send notice to campus through FM@Your Service that the test is Scheduled. - Steph

Week Before the Test – Controls Group - Complete

1. Verify that all equipment on the attached equipment list is in automatic, enabling the programming to perform the shutdown as intended
2. Verify that Hancher and Theater buildings do not have events scheduled for the following morning

Day Of the Test - Scheduled For June 7, 2023 - Complete

1. Pre-Test Check-in @ 7:30am - Andy own the invite
2. Day of reminder notice sent to campus through FM@YourService. - Steph
3. Begin the test @ 8:30am- Controls own the Activity, Andy owns the Invite
4. Stop the test @ 8:45 am – Controls owns the Activity
5. Once everything has been restarted and campus CW is stable send notice to campus through FM@YourService that the test is completed. - Steph

CW Business Continuity - Maintenance

- **March**– UI review the plan and update contacts, equipment changes, content, Update AiM template with the latest CW BC plan
- **April** – Pretest meeting with UI and Engie
- **Early May** - Controls review PM
- **May or Early June** - Chilled Water Business Continuity Test
- **One week after test** - Debrief test results / Action items
- **July** – Postmortem/ results review

If you would like to be apart of these meetings, please let me know



Questions?

Parking and Transportation update

Managing impacts to parking and transportation

Building Coordinators meeting

June 21, 2023

Topics

Spring and summer 2023 construction

- Projects and space impacts
- Managing and planning for Parking and Transportation services
- Parking assignments and waitlist
- Reassignment process and resources
- Resources

Questions?

Parking and Transportation updates

10-year facilities master plan and parking assignments

10 YEAR FACILITIES MASTER PLAN PARKING IMPACTS

Parking lots with construction impacts
Some space loss is permanent, some is temporary

Expansion
Projects to create more parking ASAP



ROAD CONSTRUCTION Summer 2023

○ Roads with reduced lanes, restricted traffic, or closed



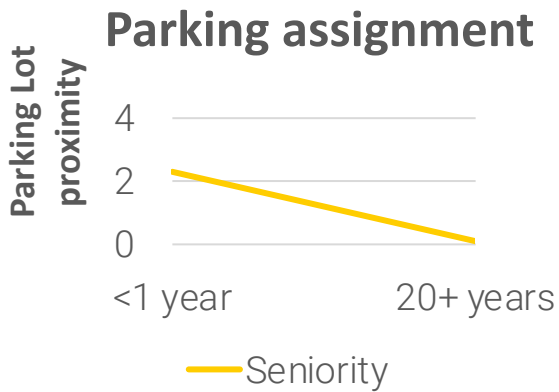
Hawkeye Ramp



Parking assignment and waitlists

Reassignment

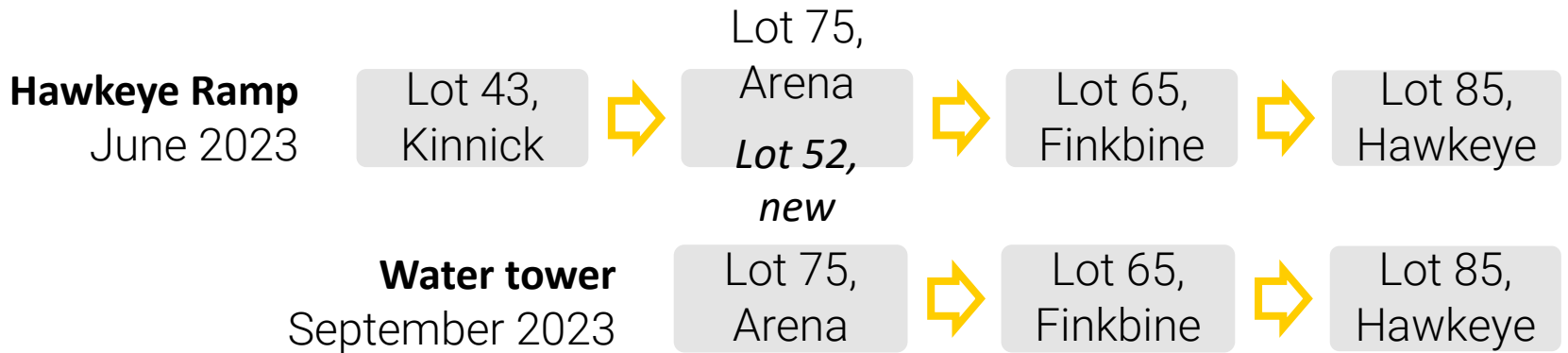
Least senior faculty and staff moved 1 for 1 to next closest parking lot



Waitlist	
Faculty	Staff
Person 1	Person 2
Person 3	Person 4
Person 5	Person 6
Person 7	Person 8
Person 9	Person 10
	Person 11

Reassignment	
Faculty	Staff
Person 9	Person 11
Person 7	Person 10
Person 5	Person 8
Person 3	Person 6
Person 1	Person 4
	Person 2

Reassignment process



Alternatives

Resources

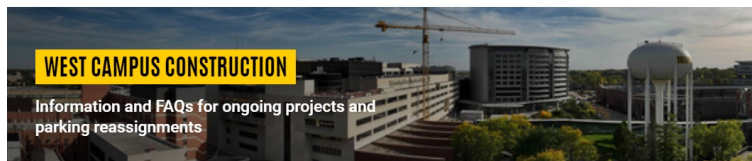
Transportation.uiowa.edu/construction-alerts

IOWA Business Services [New Employee Resources](#) [Request Info](#)

Parking and Transportation

SEARCH

[About](#) [Alternative Transportation](#) [CAMBUS](#) [Fleet Services](#) [Parking](#) [Reassignments and Construction](#)



The University of Iowa has begun implementing the next [10 years of facilities construction and upgrades](#). The projects offer long-term benefits of growth and modernization, but will cause some disruptions for students, faculty, staff, patients, and visitors. In addition to the facility projects, the campus will also see road and infrastructure construction.

This page will be continually updated with new information as projects advance and impacts change. You can find project alerts, parking reassignment details, and answers to frequently asked questions.

Last page update: June 1, 2023

Project alerts

Construction alert: Lot 43 N. Drive southbound only beginning June 26
Wednesday, June 14, 2023

Patient parking

Patients and visitors of UI Dental Clinic

IOWA Business Services [New Employee Resources](#) [Request Info](#)

Parking and Transportation

SEARCH

[About](#) [Alternative Transportation](#) [CAMBUS](#) [Fleet Services](#) [Parking](#) [Reassignments and Construction](#)

Construction alerts

Information for service changes or parking and traffic impacts related to construction on campus or main roadways near university buildings can be found on this page. If you're looking for all university construction notices, please visit [UI Facilities Management](#).

Construction alert: Lot 43 N. Drive southbound only beginning June 26
Wednesday, June 14, 2023

CAMBUS service alert: 54 Hancher-Newton route service added to PM peak beginning Monday, June 19
Tuesday, June 13, 2023

To provide a more reliable service connection between Newton Road and Parking Lot 55 - Hancher during construction impacts, CAMBUS will add afternoon 54 Hancher-Newton Road service beginning Monday, June 19.

CAMBUS service alert: Routes 31, 52, 53, Arena-WCTC, to detour due to west campus projects beginning Monday, June 5
Wednesday, May 24, 2023

Elliott Drive and Lot 43 Drive will change to southbound only due to construction projects. The roads are expected to remain southbound only through sometime in August 2023. During this time, CAMBUS routes will detour.

CAMBUS service alert: Routes 51, 52, 53 to detour due to road work at Finkbine Commuter Drive railroad beginning Monday, May 15
Monday, May 8, 2023

Construction to improve the Finkbine Commuter Drive roadway and railroad tracks begins Monday, May 15. The work will close the entire roadway around the Finkbine railroad tracks. The road is anticipated to be closed through early July. During this time, CAMBUS routes will detour.

Construction alert: Hawkeye Ramp construction and revised parking lots beginning May 30
Monday, May 1, 2023

Construction of the Hawkeye Ramp will begin the week of May 29, and a new parking lot number (Lot 52) will be

Want to see more Parking and Transportation alerts? Tap on the 'All Alerts' button.

ALL ALERTS →

Patient parking

Patients and visitors of UI Dental Clinic and UI Hospitals & Clinics should anticipate some delays due to construction in the area. We appreciate your patience.

Attending an appointment at UI Hospitals & Clinics? Check for traffic alerts.

PATIENT TRAFFIC ALERTS →

Questions?



FMREQs Upgrade

Steve Sawyer

The Old FMReqs Application

FMReqs - Project Request Req ID: Workflow Tr #: -1
Project Request #:

Home | Create New Project | Create Dept Work Order | Copy Current Req | Search | Logout

Project Requestor **Project Contact (Required)**

Stephen Sawyer 321H USB
+1 319 335 6178
stephen.sawyer@iowa.edu
FACILITIES MANAGEMENT
06/15/2023

Name _____
Campus Address _____
Phone _____
Email _____
Department _____
Date _____

Project Location

Building Lookup: Starts With Building: None selected - Use "Building Lookup"

Abbr	Name	Num	Address (not searchable)
		0197	
		0214	
		0985	
		0402	

Room #: _____

Description of Project Requested

If there are any time restrictions or other expectations, please explain.

If you have worked with someone in Facilities Management regarding this request, please identify that person here:

Funding Information (Required)

Act	Fund	Org	Dept	SDept	Gmt/Pgm	IAcct	OAcct	DAcct	Func	Cctr	Slid	Slac	Amou
X	000	00	0000	000000	000000000	0000	000	0000000	00	0000			\$

Total Project Estimated Cost
 \$0 - \$25,000
 \$25,001 - \$100,000
 \$100,001 - \$250,000
 > \$250,000

Departmental Requisition Number _____

Attachments

No file chosen

Action	File Name	File Type
Nothing found to display.		

FMReqs - Departmental Work Order Req ID: Workflow Tr #: -1
Dept Work Order #:

Home | Create New Project | Create Dept Work Order | Copy Current Req | Search | Logout

Dept Work Order Requestor **Dept Work Order Contact (Required)**

Stephen Sawyer 321H USB
+1 319 335 6178
stephen.sawyer@iowa.edu
FACILITIES MANAGEMENT
06/15/2023

Name _____
Campus Address _____
Phone _____
Email _____
Department _____
Date _____

Dept Work Order Location (Required)

Building Lookup: Starts With Building: None selected - Use "Building Lookup"

Abbr	Name	Num	Address (not searchable)
NA	NOT APPLICABLE	0197	
		0214	
		0985	

Room #: _____

Description of Work Requested or Problem Statement (Required)

If there are any time restrictions or other expectations, please explain.

If you have worked with someone in Facilities Management regarding this request, please identify that person here:

Funding Information (Required)

Act	Fund	Org	Dept	SDept	Gmt/Pgm	IAcct	OAcct	DAcct	Func	Cctr	Slid	Slac	Amou
X	000	00	0000	000000	000000000	0000	000	0000000	00	0000			\$

Attachments

No file chosen

Action	File Name	File Type
Nothing found to display.		

- Project=Campus Planning or D&C: Black button on FM@YourService portal

- Based on legacy Workflow system
- Supported by ITS
- Outdated and not very user friendly
- Decom date 7/18
- Open reqs will finish routing on legacy
- All historical data will be migrated to new
- Search page active for several months
- System change vs Process change

- Departmental Work Orders=FM@YourService for shops: Yellow button on FM@YourService portal

Changes to Old FMREQs System

- Going live the evening of July 18
- 'Create Requisition' link will land on the search page
- Create and Copy links will be disabled
- Reqs in draft status will not be able to proceed to Workflow
- Reqs in process will still be able to be approved / Declined

FMReqs - Requisition Search Center

[Home](#) | [Create New Project](#) | [Create Dept Work Order](#) | [Copy Current Req](#) [Search](#) | [Logout](#)

Note:
Search entries are case in-sensitive. Using 'Equal To' with 'foo,bar' will find 'Foo,Bar', 'FOO,BAR', etc. You may use wildcards '*' on search entries. For Requisition ID, using 'Like' with '*10' will find IDs ending in 10 such as 'S0000010', or 'S0056110'. Using 'Like' with '*10*' will find IDs having 10 in them such as 'S0000105', or 'S0561108'.

Requisition ID	Equal To	<input type="text"/>	<input type="text"/>
Proj/TC Req Nbr	Equal To	<input type="text"/>	<input type="text"/>
Requisition Date	Equal To	<input type="text"/>	<input type="text"/>
Requester Name	Equal To	<input type="text"/>	
Contact Name	Equal To	<input type="text"/>	
Building	Equal To	<input type="text"/>	<input type="text"/>
Room	Equal To	<input type="text"/>	<input type="text"/>

New FMReqs Implementation Plan

- Going live the evening of July 18
- All historical data, including routing information, will migrate to the new system.
- All forms not finalized will be left to complete their routing on the legacy system and then brought over when routing is complete
- Communication Plan
 - Present to Building Coordinators June 21
 - Send email to Building Coordinators and Workflow Admins before end of June

Workflow Routing Migration from Legacy Workflow to Universal

- If an office existed in both Legacy and Universal, the route was copied to Universal.
- If an office existed in Legacy, but not Universal, the office was created, and the route was copied to Universal.
- A few of the sub departments are deleted in universal workflow. We have not copied the routes for those sub-departments.

Workflow Form Names and Custom Route Names

- FM Requisition: Departmental Work Order
- FM Requisition: Project Request

The New FMReqs Application

Welcome Stephen! How may we assist you? I want to...

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

[Click here for site instructions](#)

 <p>Request Maintenance</p> <p>Building Maintenance Custodial Maintenance Ground Maintenance</p>	 <p>Order Work or Keys</p> <p>Get Keys Install/Hang Small Items</p>	 <p>Request Project</p> <p>Renovate Space Install Signage/Furniture/etc.</p>	 <p>Get Help</p> <p>Request Maintenance Estimate Contact Us Additional Resources</p>
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- Becomes part of the FM@YourService portal
- Uses Universal Workflow for routing
- Consistent look and feel, more user friendly and streamlined
- Supported by FM IT, contact Steve Sawyer for help via the facilities-webmaster@uiowa.edu email address
- No change to Green or Blue buttons or to process – system change only

Order Work or Keys

Departmental Work Order

→ Contact Information:

Name*:

Email*:

Phone*:

Department*:

Contact same as Requestor? Yes No

→ Service Location:

Building*:

→ Project Description:

Description of Work Requested*:

Characters left: 255

Time restrictions or other expectations:

Characters left: 255

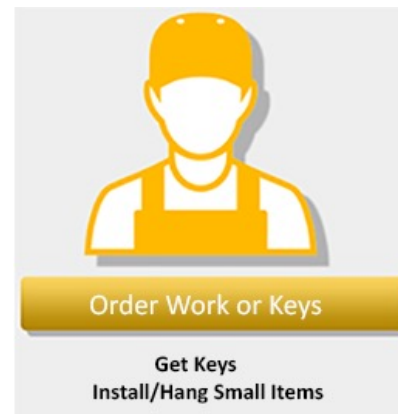
Worked with someone in FM regarding this request:

→ Funding Information:

Note: [Click here for information regarding the Master File Key\(MFK\)](#)

MFK*	Fund	Org	Dept	SDept	GmtProgram	IAcct
	000	00	0000	00000	00000000	0000

Validate and Apply



Once workflow approvals are completed, FM@YourService creates a work order in AiM (Computerized Maintenance Management System)

Examples of departmental funded request:

- Need keys
- Need estimate from Key and Access
- Re-keying in office space
- New outlet(s) for departmental equipment
- Disconnect strobe (FLS) for an event
- Install dimmer switch-special lighting
- Custodial overtime for event cleaning
- Plumbing work (install dishwasher)
- Replace lighting in lab space

Request Project

Project Request

Contact Information:

Name*:

Email*:

Phone*:

Department*:

Contact same as Requestor? Yes No

Service Location:

Building*:

Project Description:

Description of Work Requested*:

Characters left: 255

Time restrictions or other expectations:

Characters left: 255

Worked with someone in FM regarding this request:

Funding Information:

Note: Click here for information regarding the Master File Key(MFK)

MFK*	Fund	Org	Dept	SDept	GmtProgram	IAcct
	000	00	0000	00000	000000000	0000

Validate and Apply



Once workflow approvals are completed, Design and Construction creates a project in BuildUI.

Examples of departmental funded request:

- Install signage
- Replace or Install new A/C units
- Painting
- Replace carpet
- Install AMAG readers
- Streamlined:
 - No Site field
 - No Request Type field
 - Eliminate dual data entry

Email Communication to Initiator

→ When Request Approved:

FM Requisition: Project Request (#13826852) has completed routing

It is available for viewing at:

<https://apps.its.uiowa.edu/workflow/test/public-api/packages/13826852/redirect>

Package Summary

Location	0450 USB - University Services Building
Description	FM IT Testing
Department	05-0375
Department Name	Facilities Management Shops
Sub Department	05-0375-00250_66001
Sub Department Name	00250 66001 Sub Department
Form	FM Requisition: Project Request
Initiator	Maheshwari, Akshay
Workflow ID	13826852

Email Communication to Initiator

→ When Comment is Added during Workflow Routing:

A New Comment has been added to FM Requisition: Departmental Work Order (#13826116)

Maheshwari, Akshay made the following comment at 2023/06/19 16:34:14:

Test comment

Please do not reply to this email. You can reply to this comment under the Comments tab at:

<https://apps.its.uiowa.edu/workflow/test/public-api/packages/13826116/redirect>

Package Summary

Location	0450 USB - University Services Building
Description	FM IT Testing
Department	05-0375
Department Name	Facilities Management Shops
Sub Department	05-0375-00250_66001
Sub Department Name	00250 66001 Sub Department
Form	FM Requisition: Departmental Work Order
Initiator	Parker, Chris J
Workflow ID	13826116

Email Communication to Initiator

→ When Package is Voided:

FM Requisition: Project Request (#13826208) has been Voided and is no longer routing in Workflow

Package Summary

Location	0450 USB - University Services Building
Description	Voiding testing
Department	05-0375
Department Name	Facilities Management Shops
Sub Department	05-0375-00250_66001
Sub Department Name	00250 66001 Sub Department
Form	FM Requisition: Project Request
Initiator	Domsic, Robert T
Workflow ID	13826208

Campus Safety| Security Engineering Services

Building Coordinators

SECURING OUR FUTURE

June 2023

Introductions

- Jan Bringman
- Director, Security Engineering Services
- Campus Safety
- 806 University Capitol Centre



University Security Management Systems

AMAG Symmetry

4218 card reader doors

1156 electronically controlled points

4051 monitored points in the system

Threat level managed by security levels

Milestone Video Surveillance

1079 video cameras

48 using Intellisee Artificial Intelligence

Tracking Radar

AMAG Intrusion Detection

33 systems on campus with 538 managed points

Opening Studios BIM Software

Integrates with Design software to
and visualize openings for door and
hardware schedules specification

Key Watchers

Integrated with cardholder database for
automated access and provisioning

Simple K Keying Software

Web based key checkout

Departmental key tracking ability

Sequencing and tracking of key issuance

Chapter 45 Operations Manual



IOWA

Search this site Search

Operations Manual

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Chapter 45 – Video Surveillance

(Amended 10/20/12)

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[45.3 Principles and Rationale](#)

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[45.5 Responsibility/Authority for Control](#)

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45.1 Scope of Policy

This policy applies to all University of Iowa students, faculty, staff, and visitors to campus in their use of video equipment for the purpose of surveillance on or in any University property, facilities, and spaces and/or during the course of University-sponsored activities. Employing units of the University may establish more specific expectations in addition to this policy or elaborate on this policy in greater detail.

45.2 Exclusions

This policy does not apply to video used by or for:

- a. Non-surveillance purposes. Examples of non-surveillance video recordings include, but are not limited to, video recordings made for:
 - (1) instructional, academic, or artistic purposes,
 - (2) capturing public events and performances,
 - (3) recording promotional or news events

IOWA

Campus Safety Organization | Security Engineering Services

How you can help



IOWA

Campus Safety Organization | Security Engineering Services

Requesting Camera Approval

→ <https://its.uiowa.edu/video-surveillance>

Information Technology Services

Services and Software ▾ Training ▾ Help and Support ▾ About Us ▾

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Video Surveillance

OVERVIEW HOW TO AND SUPPORT IT SERVICE ALERTS

M (mcdnld@uiowa.edu) is signed in

FEES

[See Details](#)

SIGN-UP INFO

E-mail DPS-AccessServices@uiowa.edu or contact Jan Bringman in Key & Access Services.

[Workflow Request Form](#)

The technical implementation of video surveillance systems will, over time be standardized using the Milestone system; with connectivity and alerting functionality from the UI physical security management system. An administrative committee is charged to oversee the appropriate utilization of surveillance, as described in the [University Video Surveillance Policy](#).

Departments will initiate a workflow request

(https://workflow.uiowa.edu/form/Video_Surveillance_System_Project_Request) that includes an electronic approval process, routed through the required levels in their organization, and completing the process with DPS-AccessServices@uiowa.edu. **Prior to beginning the workflow process**, please contact ITS for a quote to cover the cost of hardware and installation of the camera(s). Information Technology Services (ITS) & Department of Public Safety (DPS) will review, estimate, and implement the project. You can reach ITS for a quote at ITS-ITConnect Service Requests its-itconnect@uiowa.edu.

Artificial Intelligence




Actual trespass detection at a Division 1 Stadium

IntelliSee
960 followers
3w • 🌐

After being installed on cameras at a Big 10 university, IntelliSee trespass detection helped put an end to an ongoing bike theft ring.

With 24/7/365 active monitoring, IntelliSee detects and alerts to risks like trespassers in real-time, giving end users the situational awareness needed to review a situation and take informed action.

IntelliSee
**TRESPASS
DETECTION**



“The security enhancements we’ve seen after implementing proactive detection technologies are significant. We also saved more than \$100,000, which we were able to deploy to other critical safety and security needs including adding more surveillance coverage to other venues.”

- JAN BRINGMAN
KEY & ACCESS SERVICES MANAGER
UNIVERSITY OF IOWA

Building Coordinator

Next meeting:

July 19, 2023, via zoom 11 AM to 12 PM

Proposed Agenda:

- Custodial Services
- BUI Review and Enhancements
- Fire Life Safety

IOWA

Thank you!