

Welcome Building Coordinators!

March 15, 2017



Welcome Building Coordinators!

- Welcome
- Introductions
- Power Outage Update – Ann, Lou and Steph
- Water System Update – Dave McClain
- RecycleMania Contest – Beth MacKenzie
- Recycling Contamination – Beth and Dave
- *Feature Presentation: Risk Management* – Josey Bathke and Kerry Campbell
- Q & A

Introductions...

Name, department, building and primary programming

What do you want to take away from today's meeting?

Power Outage Update

- Ann Rosenthal, Lou Galante & Steph Rourke

- Power Outage just after 2:30 pm, Friday, 3/10/17, primarily impacting West Campus and Oakdale (and Coralville, Iowa City, North Liberty, . . . Apx 60,000 customers). Impacted MidAm, Alliant and Linn County REC.
- Power Outage included single-phase situation
- FM Staff responded
 - BLS – zone maintenance, fire safety, key & access, WCC, others
 - Utilities – power plant, electrical distribution, ECC, others
- Emergency Generators
- PP back-up power came online one hour after outage, as planned
- Restored to normal power between 4:30 and 5:30 pm (varied by location)
- Repair efforts continuing, could take 2 – 4 weeks for some equipment due to nature of failure

Utility Outage – **BE PREPARED!!**

- Utility outages could happen in any building, any time – **BE PREPARED**
- Department of Public Safety, Office of Emergency Management
 - <https://police.uiowa.edu/about/office-emergency-management>
- Utility outages (electricity, steam, chilled water, water) – contact WCC
 - <https://www.facilities.uiowa.edu/bls/wcc.html>
- Telephone or data outages (contact ITS)
- Know what's in your building; what your department's responsibilities
- Have contact phone numbers/emails for notification

Utility Outage – What if it happens to you?

- Report events to the Work Control Center (emergencies, 335-5071)
- Report unusual situations after an event, be alert (e.g. unusual smells or sounds)
- Don't assume that FM knows all that was impacted (e.g. East Campus process cooling)
- Realize that FM staff members are assessing the situation and continuing to assess damages and developing strategies to place equipment/systems back in service
- Realize that FM can't fix everything at once and priorities need to be established
- Patience and communication

Water System Update

-Dave McClain

- Water quality of Iowa River water and the University Water Plant water much improved over the February 1 testing.
- Continue to blend Iowa River water and Jordan Well (aquifer) water.
- Flushing of UI system mostly completed and ongoing.
- We brought in an powder activated carbon system which helps lower total organic carbon (first point of treatment from river.)
- Project planning for a reverse osmosis filtration system, two million gallon RO systems and one half-million gallon RO system.
- Possible planning for a temporary reverse osmosis portable system in meantime.
- These steps help address the level of organic matter and nitrites.
- <https://www.facilities.uiowa.edu/News/news-water-quality.html>

RecycleMania 2017

Beth MacKenzie & Dave Jackson

RecycleMania

WEEK 6

MARCH 12-18

GREEN CLEAN
FOR SPRING

Log in for your chance to win!
RECYCLE.UIOWA.EDU



Thank You
For Recycling!



GET INVOLVED



ACTIVITIES &
PRIZES

WEEKLY
RESULTS



SEE WHERE
WE STAND

DOWNLOADABLE
TOOLKITS



GET THE GOODS

RecycleMania 2017

UI RECYCLEMANIA STANDINGS

| WEEK | UI RECYCLING RATE | BIG TEN STANDING | NATIONAL STANDING | WHO'S IN 1ST? |
|---|-------------------|---|---|---|
| 1 | 67% |  |  | BIG TEN— UNIVERSITY OF IOWA NATIONAL— UNIVERSITY OF MISSOURI KANSAS CITY |
| RANDOM DRAWING PRIZE WINNERS DIDRIK L. GARY C. JACK N. | | | | |
| RECYHAWK TROPHY WINNERS GENERAL HOSPITAL BURGE | | | | |

| WEEK | UI RECYCLING RATE | BIG TEN STANDING | NATIONAL STANDING | WHO'S IN 1ST? |
|---|-------------------|---|---|---|
| 2 | 57% |  |  | BIG TEN— RUTGERS UNIVERSITY NATIONAL— UNIVERSITY OF MISSOURI KANSAS CITY |
| RANDOM DRAWING PRIZE WINNERS HADELIN M. TESS D. MOLLY G. | | | | |
| RECYHAWK TROPHY WINNERS IOWA MEMORIAL UNION SLATER | | | | |

| WEEK | UI RECYCLING RATE | BIG TEN STANDING | NATIONAL STANDING | WHO'S IN 1ST? |
|--|-------------------|---|---|---|
| 3 | 52% |  |  | BIG TEN— RUTGERS UNIVERSITY NATIONAL— UNIVERSITY OF MISSOURI KANSAS CITY |
| RANDOM DRAWING PRIZE WINNERS DREW F. MICHELLE M. MELISSA S. | | | | |
| RECYHAWK TROPHY WINNERS GENERAL HOSPITAL HILLCREST | | | | |

| WEEK | UI RECYCLING RATE | BIG TEN STANDING | NATIONAL STANDING | WHO'S IN 1ST? |
|---|-------------------|---|---|--|
| 4 | 49% |  |  | BIG TEN— RUTGERS UNIVERSITY NATIONAL— WALTERS STATE COMMUNITY COLLEGE |
| RANDOM DRAWING PRIZE WINNERS KELLY N. MARY H. NEAGHAN H. | | | | |
| RECYHAWK TROPHY WINNERS GENERAL HOSPITAL BURGE | | | | |

Recycling/Diversion Rates by Week for 1st four weeks of RecycleMania.

Visit our website for up-to-date events and activities related to RecycleMania:

<https://sustainability.uiowa.edu/initiatives/recycling/get-involved/recyclemania-2017/events-and-activities/week-6/>

Recycle Contamination

Beth MacKenzie & Dave Jackson

Impact of Contamination:

- Expensive to University
- \$250 dumping fee for landfill
- Expensive to WM and Republic
- Additional truck and trip for WM
- Hazardous, Unsafe, Dangerous
- Can injure drivers and sorting workers
- Can damage and shut down sorting equipment in Cedar Rapids processing plant



Recycle Contamination - Examples

Contamination Example:

Recent example of materials pulled from University recycling truck at processing plant in Cedar Rapids.

Many examples are actually well-intentioned but create problems in system and dangerous outcomes.

Contractor or building occupants broke down shipping crates and threw remains in "Recycling Bin."



Recycle Contamination

What should we watch for?

Construction material or large heavy boards, blocks, cement

Plastic bags and plastic films (such as shrink wrap): gets caught up and clogs up the rollers on sorting line equipment

Food waste ruins the recyclable plastic containers

Glass breaks at plant and becomes safety hazard to people and equipment.

Recycle Contamination

This video of the City Carton/Republic Single Stream Processing/Sorting Plant at Cedar Rapids shows how our trucks dump their recyclable content on plant floor and it is fed through the Republic sorting operation. Note the various equipment and people along the way who can be impacted by contamination or unauthorized materials hidden in the recycling materials.

<https://www.youtube.com/watch?v=j-uRqWDKHI8>

Workers have to shut down the sorting lines as many as 3 times a day due to the infiltration of plastic grocery bags that wrap around the sorting lines. They send a worker in to cut away the tightly wrapped sacks around the rollers. The following short video shows what happens:

<https://www.youtube.com/watch?v=wS3Gm-K1GO4&feature=youtu.be>

Recycle Contamination

What are we doing?

1. Impromptu "on site" bin audits.
2. Placing new stickers on bins.
3. "Recycle Here" and "Trash Only" Signage
4. Update education.
5. Replace posters.
6. Contacting Building Coordinators.



Recycle Contamination

College of Nursing Example:

Recycle bins updated with "Recycle Here" and flowing Mobius arrows, and "No Garbage," Recyclable Items Only signage.



Recycle Contamination

Updated Dock and Bin Signs.

Line of sight signage.



Recycle Contamination – Updating Signage



College of Medicine Example - MRC
BEFORE



College of Medicine Example - BSB
AFTER

Recycle Contamination

How can Building Coordinators Help?

Keep an eye out for contamination.

Communicate about contamination to generators.

Identify opportunities to promote clean recycling.

Ask Office of Sustainability for a building audit.

Include recycling on agenda topic list for staff, student and departmental meetings.

Post or send regular recycling messages to departmental email and social media blasts. (We can provide some material.)

Feature Presentation:

Support and Services Provided by Risk Management

March 15, 2017

Kerry Campbell and Josey Bathke

SESSION OBJECTIVES

- Risk Management Role
- Risk Management Services
- Risk Management Contact Information

RISK MANAGEMENT, INSURANCE & LOSS PREVENTION

- ▶ Risk Management & Insurance programs
- ▶ Compliance
- ▶ Property & Liability Risk
- ▶ Loss Control

MISSION STATEMENT

To Minimize the risk of financial loss to the University through the identification and analysis of risk, implementation of loss control programs, contractual risk transfer, or other risk reduction or financing techniques.

RISK MANAGEMENT SERVICES

- Insurance
- Event Risk Management
- Risk Assessments
- Vehicle Use & Driver Safety
- Hot Work Program
- Claims

HOW WE CAN HELP

- ▶ Consult/Collaborate
- ▶ Identify Risks – Property & Liability
- ▶ Risk Treatment Options

LIABILITY RISK

- ▶ Injury or Damage to Students, Visitors, General Public
- ▶ University is Self-Insured
- ▶ Iowa Code, Chapter 669
- ▶ University Business

CHAPTER 669

Any claim against the state of Iowa for money only, on account of damage to or loss of property or on account of personal injury or death, caused by the negligent or wrongful act or omission of any employee of the state while acting within the scope of the employee's office or employment...

acting on behalf of the state or any state agency in any official capacity, temporarily or permanently in the service of the state of Iowa,

**UNIVERSITY OF IOWA
INCIDENT REPORT FORM**

Use this form to report incidents affecting members of the general public, students, or others while on campus.
DO NOT use this form for automobile accidents, workers compensation, or incidents occurring at UHC.

| | |
|---|---|
| Time and Place of Incident | Date _____ Time _____ Location _____ |
| | City _____ State _____ Zip _____ |
| Injured Person | Name _____ Age _____ |
| | Address _____ Phone _____ |
| | City _____ State _____ Zip _____ |
| | Nature of Injury _____ Injured Taken To _____ |
| Property Damage | Name of Owner _____ Phone _____ |
| | Address _____ |
| | City _____ State _____ Zip _____ |
| | Description of Property and Damage (Year/Make/Model/Value): _____ |
| Witness Information | Name _____ Phone _____ |
| | Address _____ |
| | Name _____ Phone _____ |
| | Address _____ |
| Description Of Incident Use a separate sheet of paper if necessary. | Describe what happened and what action was taken: _____ |
| Report Completed By Attach police reports, photos, if available. | Name _____ Date _____ |
| | UI Public Safety Notified _____ Police Notified _____ |
| Submit Form to | Risk Management, Insurance & Loss Prevention, 430 Plaza Centre One, Iowa City, IA 52242 319.335.0010 |

STATE APPEAL BOARD CLAIM FORM
AND AFFIDAVIT

CLAIM NUMBER

(for Appeal Board use only)

This form is also available on the Internet at

<http://www.dom.state.ia.us/appeals/index.html>

Submit to:

STATE APPEAL BOARD

Department of Management

State Capitol, 1007 E. Grand Ave, Room 13

Des Moines, Iowa 50319

DATE RECEIVED: _____

(for Appeal Board use only)

Directions: A **TORT CLAIM** *MUST* submit 3 complete sets of documents, an original form with any attachments and two claim form copies with attachments for *EACH*, CLAIMANT and NOTARY PUBLIC must sign. A **GENERAL CLAIM** *MUST* submit 2 complete sets of documents, an original and one copy, with attachments for *EACH*. Please see specific directions on the back of this form that pertain to the type of claim you are filing.

1. NAME OF CLAIMANT (please print full name)

2. DATE OF BIRTH

3. ADDRESS OF CLAIMANT (Street, City, State, Zip Code)

4. TELEPHONE: HOME ()

BUSINESS ()

Email Address

5. CLAIMANT'S SOCIAL SECURITY NUMBER

OR

FEDERAL TAX IDENTIFICATION NUMBER

6. IDENTIFY STATE AGENCY OR DEPARTMENT INVOLVED

7. LOCATION OF ACCIDENT/INCIDENT

<For Tort Claims Only>

8. DATE/TIME OF ACCIDENT/INCIDENT

9. SELECT TYPE OF CLAIM: place an X in the box (A SEPARATE claim must be filed by each claimant for each of the three types of claims defined below)

(1) GENERAL _____ AMOUNT OF CLAIM

FOR TORT CLAIMS, INDICATE ONE OF THE FOLLOWING:

(2) TORT CLAIM AGAINST THE STATE

PROPERTY DAMAGES \$ _____

(3) TORT CLAIM AGAINST STATE EMPLOYEE(S)

PERSONAL INJURY \$ _____

Give employee(s) name and department

WRONGFUL DEATH \$ _____

10. BASIS OF CLAIM (Please provide all the information required on the reverse side of this form. Attach separate sheets if necessary.)

11. NAME, ADDRESS, TELEPHONE # AND EMAIL ADDRESS OF ATTORNEY, IF ONE HAS BEEN RETAINED IN THIS CASE.

12. ATTORNEY'S SOCIAL SECURITY NUMBER

OR

FEDERAL TAX IDENTIFICATION NUMBER

I, the claimant, being duly sworn upon oath depose and state that I have read the supplied information and the same is true and correct to the best of my belief.

Subscribed and sworn to before me this _____ day of _____, 20_____

CLAIMANT'S SIGNATURE

My commission expires _____

TYPE 1: GENERAL CLAIMS

TYPE 1: GENERAL CLAIMS (25.2)

The State Appeal Board, with the recommendation of the Special Assistant Attorney General for claims, may approve or reject claims against the state of less than five years covering the following: outdated warrants; outdated sales and use tax refunds; license refunds; additional agricultural land tax credits; outdated invoices; fuel and gas tax refunds; outdated homestead and veteran's exemptions; outdated funeral service claims; tractor fees; registration permits; outdated bills for merchandise; services furnished to the state; claims by any county or county official relating to the personal property tax credit; and refunds of fees collected by the state.

INSTRUCTIONS TO CLAIMANT

Statements, information, and evidence concerning the following items are required to support your claim.

1. Itemized statement for services rendered or merchandise furnished and the name of the state agency or employee involved. Explain why the invoice was not submitted within the current fiscal year.
2. If for a refund, explain in detail and indicate state agency involved.
3. Complete information concerning claim must be given together with amount claimed in dollars.
4. State employees claiming expenses must attach standard expense form with the agency certification signature, and explain why expenses were not submitted within the current fiscal year.

If your General Claim is denied by the State Appeal Board, it will automatically be presented to the General Assembly.

TYPE 2 & 3: TORT CLAIMS

TYPE 2 & 3: TORT CLAIMS (669.2(3))

- a. Any claim against the State of Iowa for money only, on account of damage to or loss of property, or on account of personal injury or death caused by the negligent or wrongful act or omission of any employee of the state while acting within the scope of the employee's office or employment under circumstances where the state, if a private person, would be liable to the claimant for such damage, loss, injury, or death.
- b. Any claim against an employee of the state for money only, on account of damage to or loss of property, or on account of personal injury or death caused by the negligent or wrongful act or omission of any employee of the state while acting within the scope of the employee's office or employment.

NOTICE TO CLAIMANT

- I. Describe accident, and state in detail all known facts and circumstances attending the damage or injury, the state agency and property involved, and the cause thereof, and the names and addresses of all persons who have knowledge of any relevant facts relating to the claim.
- II. If an insurance carrier has subrogation rights, provide name, address, and policy number.
- III. In support of claim for personal injury or death, claimant shall submit the following information:
 - A. Detailed description of nature, extent, and duration of any and all injuries.
 - B. If treated by doctors, the name and address of each doctor, the dates and places where treatments were received, and the date of the last treatment.
 - C. If any hospital confinement, the name and address of each doctor, the dates and places where treatments were received, and the date of the last treatment.
 - D. If a previous injury, disease, illness, or condition is claimed to have been aggravated or accelerated, specify in detail the nature of each, and the name and present address of each doctor, if any, who rendered or is rendering treatment for said condition.
 - E. If employed at the time of accident, state:
 - (1) The name and address of the employer; (2) Position held and nature of work performed; (3) Average weekly wage for past year; (4) Period of time lost from employment, giving dates; and (5) Amount of wages lost, if any.
 - F. If other loss of income, profit, or earnings is claimed, state:
 - (1) The total amount of said loss in complete computation; (2) Nature and source of loss of such income, profit, or earnings; (3) Date of deprivation thereof; (4) Period of time of such loss; and (5) Whether loss is still continuing.
 - G. If there has been a return to employment or occupation, state:
 - (1) Name and address of present employer; (2) Position held and nature of work performed; and (3) Present weekly wages, earnings, income, or profit.
 - H. Itemize in complete detail all monies expended or expenses incurred, in any regard, in connection with said claim.
- IV. In support of any claim for property damage the claimant shall submit the following information:
 - A. If alleged damage relates to motor vehicle, state:
 - (1) Make, model, and year of motor vehicle; (2) Amount paid by claimant for said motor vehicle and date the same was purchased; (3) If repairs have been made, furnish copy of bill; (4) If no repairs have been made, please provide TWO SEPARATE ESTIMATES OF REPAIR; and (5) The specific part or parts of said motor vehicle alleged to have been damaged.
 - B. If other damaged property is in any way related to alleged claim, state:
 - (1) The specific articles of property alleged to have been damaged, clearly enumerating each article involved; (2) Method by which said property was acquired. If purchased, give name of person from whom bought, purchase prices, date acquired and use to which it has been put since owned; (3) Depreciated value as of date of loss; (4) If repairs have been made, furnish a copy of bill; and (5) If no repairs have been made, but an estimate of the cost of said repairs has been obtained, furnish a copy of said estimate.

FACILITY USE

- ▶ University or Department Business – OK
- ▶ Others – Facility Use Agreement
- ▶ Proof of Insurance

PROPERTY RISK

Damage to University Property

Master Property Policy – FM Global

- \$5,000,000 Deductible
- \$2 Billion Limit
- Self Insured for loss < \$5M

PROPERTY CLAIMS

- Damage to University Property
- Report to Risk Management within 24 hours!
- Property Loss Report

UNIVERSITY OF IOWA
PROPERTY LOSS REPORT

(Internal Use Only)

This form is to report a loss or damage to property owned by the University of Iowa. Losses in excess of \$5,000 must be reported to Risk Management, risk-management@uiowa.edu (319)353-2312 no later than the next working day following the loss. Initiate emergency repairs to prevent further loss. Loss involving theft or other criminal activity should be reported immediately to Public Safety, (319)335-5022 and a loss involving theft of electronic devices must be reported to it-security@uiowa.edu, (319)335-6332.

Date of Loss _____ Time of Loss _____ Department _____

Location of Loss: Building Name _____ Room Number(s) _____

Other (complete address if off-campus) _____

Description of Loss (provide detailed facts of how the loss occurred) _____

Notified: Public Safety Police ITS Other _____ If reported, please attach copy of report.

Witness _____ Department _____ Phone Number _____

Description of Damage (extent of damage to property/equipment) _____

Year/Make/Model _____ UI Tag No. _____

Date Purchased _____ Purchase Price _____ Original Source of Funds _____

If Property was Leased: Lessor Name/Address _____

Do you plan to have the property repaired/replaced? Yes No See Property Loss Claim Processing Instructions

Estimated Cost to Repair _____ Estimated Cost to Replace _____

Contact Name _____ Title _____ Department _____

Phone Number _____ Email Address _____

Name of Person Completing this Form _____ Date Completed _____

Submit Completed Form to: Risk Management, Insurance & Loss Prevention
430 Plaza Centre One
Iowa City, IA 52242-2500
(319) 335-0010 Phone (319) 353-1893 Fax

PROPERTY LOSS REPORTING INSTRUCTIONS
(Internal Use Only)

Reporting Property Losses

Property losses in excess of \$5,000 must be reported to Risk Management, risk-management@uiowa.edu (319)353-2312 no later than the next working day following the loss. Initiate emergency repairs to prevent further loss. Loss involving theft or other criminal activity should be reported immediately to Public Safety, (319)335-5022 and a loss involving theft of electronic devices must be reported to it-security@uiowa.edu, (319)335-6332.

Upon receipt of a Property Loss Report <https://uiowa.edu/riskmanagement/claims-and-incident-reporting> Risk Management will perform a claim investigation to determine if the property loss is eligible for reimbursement under the University's Property Insurance Program. Please provide copies of the following documents in order to expedite the claim process:

- Original purchase invoice of the damaged property.
- Repair invoice if the damaged property has been repaired.
- Estimate or invoice for replacement property of like kind and quality.
- Police reports, photos, damaged inventory list, project numbers, and/or witness statements, if applicable.

Property Repair/Replacement

The loss will not exceed the lesser of the cost to repair or the cost to replace the property with like kind and quality.

Property Repairs

If cost effective, property should be repaired. Submit a copy of the repair invoice.

Property Replacement

If the property cannot be economically repaired, it should be replaced with like kind and quality. When the exact make or model is no longer available, the department will need to provide cost documentation for an item most comparable in function or capacity to the property lost. If the department decides to replace the damaged property with property that exceeds like kind and quality they may choose to do so. They must submit an estimate for the replacement of like kind and quality along with the copy of the invoice for the actual replacement. The department will be responsible for the difference in the cost of the upgrade.

Please note the department must repair or replace the damaged property in order to complete a review for possible reimbursement. Please follow the University procurement procedures in any purchasing activity.

Property Loss Funding Sources

Property losses are funded through the purchase of commercial insurance as well as self-insurance programs.

Commercial Property Insurance

The University purchases commercial catastrophic all-risk property insurance for academic/general funded, self-supporting/revenue producing, and auxiliary facilities. The University maintains commercial property insurance on self-supporting/revenue-producing and auxiliary facilities.

Equipment Loss (FREC) Program:

General Fund (non-self-supporting) entities that have an equipment loss from theft or other unavoidable perils may be eligible for reimbursement through the Facilities Renewal and Equipment Committee (FREC) self-insured equipment loss program. A department deductible of \$500 will normally apply. Some coverage exclusions may apply.

Property Insurance Reserve:

Self-Supporting and General Fund entities contribute to a Property Insurance Reserve which has been set up to cover losses under the commercial property insurance deductible. Internal deductibles will vary by department.

Property Loss Reimbursement

The department will be notified once a claim is approved for payment. The department will be asked to provide an MFK account number for the reimbursement. A claim will not be approved for reimbursement until all requested documentation is provided and reviewed. Any expenses not eligible for reimbursement are the responsibility of the department.

QUESTIONS?



RISK MANAGEMENT, INSURANCE & LOSS PREVENTION

430 Plaza Centre One (PCO)

319-335-0010

risk-management@uiowa.edu

<https://uiowa.edu/riskmanagement/>

2017 Building Coordinator Meetings

- ▶ NEXT MEETING: April 19, 2017
- ▶ 9:30 – 11:00 AM
- ▶ Location: TBD