

IOWA




Welcome Building Coordinators!

Monthly Building Coordinator Meeting

March 16, 2022

Agenda

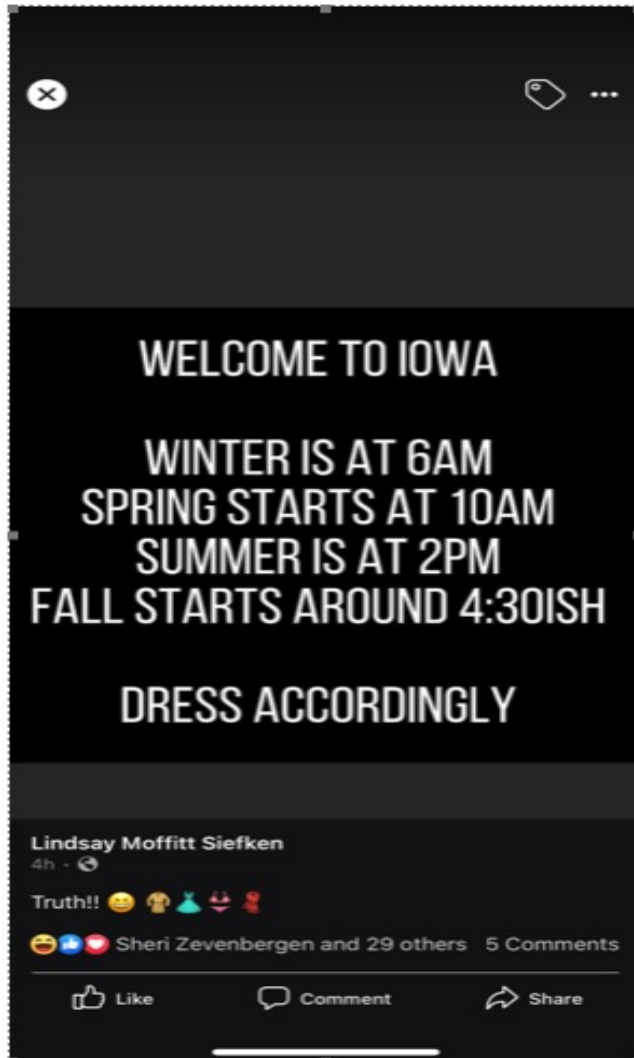
- **Welcome and Announcements/Updates**
- **Building Cooling/Heating Switchover –Tom Moore, FM Senior Area Manager-10 minutes**
- **FM@YourService Portal Follow up Q&A – Steph Rourke, Manager FM@YourService - 20 minutes**
- **Painting/wall repair - Julie Sychra, Director Operations &Maintenance - 10 minutes**
- **Question and Answer**



Building Cooling/Heating Switchover: What Should I Expect this Spring?

TOM MOORE

SENIOR AREA MANAGER, FACILITIES MANAGEMENT



WELCOME TO IOWA

WINTER IS AT 6AM
SPRING STARTS AT 10AM
SUMMER IS AT 2PM
FALL STARTS AROUND 4:30ISH

DRESS ACCORDINGLY

Lindsay Moffitt Siefken

4h · 🌐

Truth!! 🤔 🙏 🦄 🤩 🙌

🤔 🗣️ 📌 Sheri Zevenbergen and 29 others · 5 Comments



Flush and Fill

Purpose:

- To prepare cooling coils for the transition and summer months
 - Flush Cooling coils to prevent high turbidity (debris) at the cooling plants

High-Level Procedure:

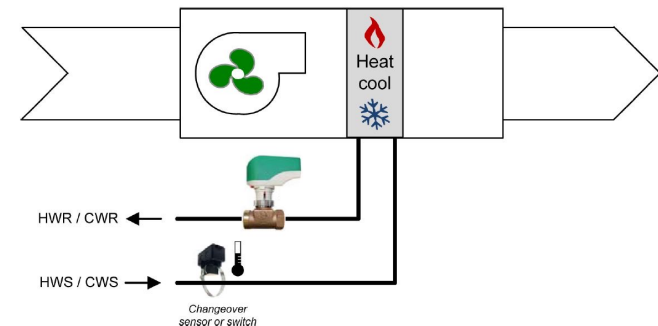
- Isolate and flush cooling coils with chilled water
- Leave filled and ready to go where it is possible

2-Pipe Systems

Two-Pipe HVAC Systems

A two-pipe system uses half the hydronic piping required by a four-pipe system, which results in a lower cost and a shorter installation time. The system is also more compact, reducing the space requirements of mechanical rooms. Maintenance is also simpler in a two-pipe system, thanks to the reduced number of piping fixtures and valves.

The main limitation of a two-pipe HVAC system is lack of operating flexibility. The hydronic piping circuit that runs through the building connects to either the boiler or the chiller depending on overall needs, and all building areas must operate in the same mode; heating some areas while cooling others is not possible with this system configuration.



These buildings cannot provide heating and cooling at the same time due to capability of the systems

**These buildings do not typically have air handling units, but rather fan coils or radiant heat*

2-Pipe Buildings

- Halsey Hall
- Van Allen
- Phillips Hall
- English-Philosophy Building
- Iowa Memorial Union
- Engineering Research Facility
- North Pharmacy
- Field House
- Wendell Johnson Speech and Hearing
- Art Building
- Medical Education Building
- Westlawn
- Medical Research Facility
- Medical Research Center
- Jefferson Building
(*Treated like a 2-pipe building because of boiler*)

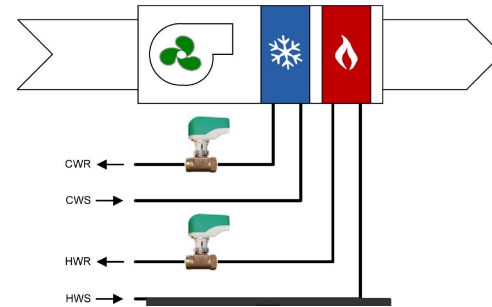
Note: HH, JB, College of Dentistry, and IMU-Hotel have special circumstances that may require an early switchover



4-Pipe Systems

Four-Pipe HVAC System

This system configuration uses twice as much piping as a two-pipe HVAC system, and thus it is more expensive and takes longer to install. In addition, a four-pipe system requires more space to accommodate two hydronic piping circuits that run through the building. The increased number of fixtures, valves and connection points also results in a more demanding system in terms of maintenance.



**These buildings typically have air handling units that supply conditioned air to the entire building*

University of Iowa Guidelines

We have established a data-driven approach based on weather conditions

Principles for flushing and filling our 4-pipe buildings to enable Cooling:

- Overnight temperatures are consistently above freezing (this is necessary to avoid freezing & damaging the coils)

Principles for Initiating a Switchover from Heating to Cooling for our 2-pipe buildings:

- Daytime temperature highs are consistently between 60F - 65F
- Critical spaces will be given higher priority and evaluated on a case-by-case basis

What Should I Expect?

Until buildings have been transitioned to cooling mode,

- Warmer temperatures in the afternoon
 - Slightly humid air

Once buildings have been transitioned to cooling mode,

- Cooler temperatures and drier air in buildings
- Slightly reduced airflow within a 24 hour window while units are off for the switchover

What Can Building Coordinators Do This Spring?

- Remind occupants to please plan to dress in layers during the **spring season** to help with comfort!
- Remind occupants to please be patient during this time.
- Consider asking that temperature portal requests flow through a single point of contact during the spring transition months to reduce duplication of effort

Thank you for your partnership!

New Tool This Spring to Help With Occupant Communication:

Send To: Building Coordinators of 2-pipe buildings

Dear Building Coordinators,

As discussed in the October Building Coordinator meeting, we will soon begin the switchover of your 2-pipe system from cooling mode to heating mode. Beginning the week of [redacted], Facilities Management will begin this annual fall process and we anticipate wrapping up the process by the end of [redacted].

Here is a template for you to send to your building occupants if you would like. Please feel free to modify as needed for your communication methods:

Please read this notice from Facilities Management regarding the seasonal switchover for [redacted]:

Facilities Management will begin the building switchover process from cooling mode to heating mode in the near future. [redacted] has a 2-pipe system. This means that once the switchover is done, the facility will not have a supply of chilled water necessary for cooling. Facilities Management schedules this switchover based on the weather forecast. With long-term forecasts showing below 60F-65F during the daytime and near freezing at nighttime, this process will begin soon.

Please remember that during these transition months, individual comfort is best addressed by wearing layers in either warm or cool weather situations. During the switchover, unusual noises that are not heard during a normal workday may occur. Please close and securely fasten all windows, doors, and dampers when appropriate to prevent building temperatures from dropping and causing frozen and/or broken pipes or any other cold weather issues.

Facilities Management will be working through our building switchover in addition to other buildings across campus with an anticipated completion date of [redacted]. Thank you for your patience during this process! If you have any questions or concerns, please contact FM@YourService using the BLUE button on the portal.

Regards,

Tom Moore
Senior Manager of Operations and Maintenance



200 University Services Building
Iowa City, Iowa 52242

Date, to be provided by FM
Building Name for BC to fill in

Email will be sent to Building Coordinators for 2-pipe buildings in advance of switchover

Facilities Management

FM@YourService Portal- Follow up Q&A from 2/16/22 meeting

Steph Rourke-Manager, FM@YourService

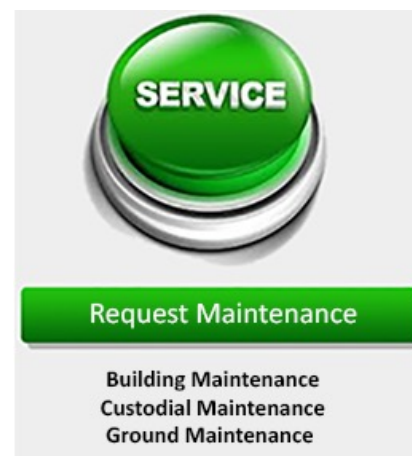
March 16, 2022

You asked.....

Can the character cap be higher or no character cap at all?

FM implemented the change on March 11, 2022 by adding an **ADDITIONAL DESCRIPTION** box with a character limitation of 4000!

REQUEST MAINTENANCE



37382 (July 2016 to Current)
8598 (Year 2021 to current)

Average monthly
submittals for last 12
months = 717

→ Your contact information populates

→ Service Location: *If the problem is not located in a listed building, please choose the closest building.*

Building*:

Note: Facilities Management does not provide routine building services to UIHC or UI Housing & Dining facilities. Resources for these facilities can be found here.

Room #:

→ Problem Description: *Please include as many details as you can.*

Problem Description*:

Characters left: 255

→ Related Attachment: *Please attach related files or photos.*

+ Add Attachment

- SUBMIT
- A tracking number will be issued to you
- A work order number may be issued

Examples of request:

- Room too hot/cold
- Light(s) out
- Sink won't drain
- Soap is out in restroom
- Tree limb needs cleaned up
- Outlet not working/is loose
- Slow leak
- Door won't shut properly
- Door handle loose
- Odor/smell
- Ceiling tiles need replaced

NEW—Additional Description **Effective on 3/11/22**

→ Problem Description: *Please include as many details as you can.*

Problem Description*:

Characters left: 255

Additional Description:

You asked.....



Can I attach any type of file as a related document?




Not all files can be supported in our Computerized Maintenance Management System (AiM) such as emails; movie; mp3.

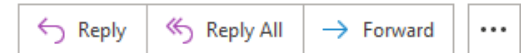
NEW----Email Notificaton Effective on 3/11/22

FM@YS Green Button – Unsupported file was uploaded for Request# 37674



FM BizHub NoReply

To  Annapureddy, Siva Prasada Reddy



Thu 3/3/2022 8:42 AM

Hello FM@YS Team,

An unsupported file was uploaded by the customer. While the file is available on the portal at the link below, it wasn't uploaded to AIM. Please review and take necessary actions as needed.

Link- <https://bizhub.facilities.uiowa.edu/bizhub/fmservice/service/edit?rld=37674>

This is an automated notification.

Thank you!

FM-IT

You asked.....

Can a Building Coordinator see any request submitted through FM@YourService for the buildings they serve as the BC?

Can I still see just what I submitted?

Our FM IT team made this a priority!

NEW—Look up building Work Orders Effective on 3/16/22

Request Maintenance

For emergencies, please call 319-335-5071

→ Contact Information:

Name*:	<input type="text" value="Bradley P Gilchrist"/>
Email*:	<input type="text" value="bradley-gilchrist@uiowa.edu"/>
Phone*:	<input type="text" value="+1 319 467 0055"/>
Department:	<input type="text" value="Cpha-Pharmacy"/>

Contact same as Requestor? Yes No

Actions

- Submitted Service Requests
- Service Requests for Buildings

Example: Brad Gilchrist can view College of Pharmacy and Pharmaceutical Sciences Research Building requests

List of Your Building Service Requests

Close

Got Questions? Click here...

Ref#	Work Order#	Issue Description	Building Name	Room #	Created By	Date	Status
103016		Check thermostat in this office. At highest point and occupant cold. Thanks!	Pharmaceutical Sciences Research Building	S519	Bradley Gilchrist	Feb 16, 2022	DUPLICATE
102915	22-726590	Fume hood in lab 445B is reportedly not working correctly. This is second fume hood in the building to report problem this morning. Maybe there is some more widespread problem than these two fume hoods? Thanks.	College of Pharmacy Building	445B	Bradley Gilchrist	Feb 14, 2022	APPROVED
102890	22-726569	Fume hood in southeast corner is having airflow problems, again. It is the same one that has had work done on it several times since shortly after we moved into the building. Needs checked to determine what is wrong. Thanks	College of Pharmacy Building	557C	Bradley Gilchrist	Feb 14, 2022	APPROVED
102852	22-726353	Water found on floor. Leak somewhere. Picture attached. Thanks.	College of Pharmacy Building	6th floor	Bradley Gilchrist	Feb 11, 2022	APPROVED
102791	22-726322	Faculty member noted a window "shingle" that looks like it could fall 5-stories. Would like FM to investigate. Thanks.	College of Pharmacy Building	S31C-2	Bradley Gilchrist	Feb 10, 2022	APPROVED
102678	22-726115	In PSRB stairwell to Entrance 3A between 2nd and 3rd floor there is a light on the landing that needs replaced.	Pharmaceutical Sciences Research Building	Entrance 3A stairwell	Joel McMorran	Feb 9, 2022	APPROVED
102662	22-726120	There is a part of the floor in the north side elevator that is loose and needs screwed down. In PSRB old side of the building.	Pharmaceutical Sciences Research Building	north side elevator	Joel McMorran	Feb 8, 2022	APPROVED
102611	22-726033	"the offices 214 and 216 in PHAR are getting extremely warm during the day again. Today 8:45 and it is already 78°F and still climbing. Is there something we can do about this?" Would like FM to help cool these rooms off somehow. Thanks!	Pharmaceutical Sciences Research Building	214 and 216	Bradley Gilchrist	Feb 8, 2022	APPROVED
102547	22-725955	Office is overly warm at lowest thermostat temp. Valve may be stuck. Needs some expert attention. Thanks!	Pharmaceutical Sciences Research Building	S527	Bradley Gilchrist	Feb 7, 2022	APPROVED
102468	22-725781	PHAR (0006). Shop 204. Steam Trap Tag #4361. Plugged. Dunham-Bush Model 1E. SE Stairwell - L-2.5	Pharmaceutical Sciences Research Building	SE Stairwell	Mathias Miller	Feb 4, 2022	APPROVED
102467	22-725779	PHAR (0006). Shop 204. Steam Trap Tag #4358. Plugged. Dunham-Bush Model 1E. NE Stairwell-L-3	Pharmaceutical Sciences Research Building	NE Stairwell	Mathias Miller	Feb 4, 2022	APPROVED
102442	22-725735	These rooms are very hot are lowest thermostat setting. It is cell culture space and	Pharmaceutical Sciences Research Building	S454 and S456A	Bradley Gilchrist	Feb 4, 2022	APPROVED

A GREAT RESOURCE

UI BUILDING COORDINATORS NETWORK

View our operational response to COVID-19 and how each FM unit is responding to campus-wide change.

[FM Operational Response](#)

Building Coordinator Quick Menu

[Building Coordinator Orientation](#)

[Building Coordinator Information Library](#)

[Building Coordinator Meeting Archive](#)

[FM@YourService](#)

Have a topic for an upcoming Building Coordinators meeting? Submit it here:

[Submit a BC Meeting Topic](#)

ABOUT US

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.

Over 100 coordinators have committed to excellence in communication between building users and facilities service providers.



[BUILDING COORDINATORS LIST](#)



[EMAIL THE BUILDING COORDINATORS GROUP](#)

IOWA

Facilities Management

THE ROLE OF THE BUILDING COORDINATORS (ORIENTATION)

Responsibilities of a successful Building Coordinator

- Cares about the physical environment of the building and campus
- Works in or near the building
- Is familiar with the building, its occupants, special departmental equipment, lab and research areas
- Is familiar with the building entrances, access controls, doors and key systems
- Works closely with occupants and users to communicate needs, requests, and recommendations to Facilities Management
- Works closely with Facilities Management to communicate, to occupants and users, information related to building outages, construction disruptions, energy curtailments, energy conservation measures, and other matters related to building operation
- Is familiar with the various services provided by Facilities Management
- Is interested in learning and understanding University procedures related to facilities operations and management
- Provides feedback to Facilities Management to assist in improving services

THE ROLE OF THE BUILDING COORDINATORS (ORIENTATION)

Relationship with Facilities Management



- Provides information and tools enabling building coordinators to effectively perform their building coordinator duties
- Provides advanced information related to policy and service level changes
- Provides a deeper level of understanding of FM services and procedures
- Notifies building coordinators, in advance, of events, activities or work orders that may interrupt or disrupt normal building function and operation
- Invites the building coordinator to pre-construction meetings for new projects and renovation that pertain to the building
- Invites the building coordinator to regularly scheduled information and training sessions with peer coordinators
- Shares building condition assessments and space utilization reports with building coordinators

Building Coordinator 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	+

FM Building Coordinators Network – The Site View Numbers January 2021 – February 2022

BC main page: 2,003

BC list page: 1,060

BC welcome
orientation page: 184

Ranks #34
most
viewed pages

How to report GEF building emergencies 24/7/365

Call 335-5071

- During business hours 8:00 AM-4:30 PM:
FM@YS staff dispatches to appropriate team
- After hours: call can be routed to UI
Department of Public Safety. They contact a
BLS on call staff member that determines
appropriate response

How to report GEF non-emergencies 24/7/365

<https://www.facilities.uiowa.edu/>

Emergency Service, 24/7, call 319-335-5071. For all other requests, use the FM@YourService Portal (HawkID required)

FM@YourService

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

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

[Click here for site instructions](#)



Request Maintenance

Building Maintenance
Custodial Maintenance
Ground Maintenance



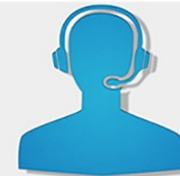
Order Work or Keys

Get Keys
Install/Hang Small Items



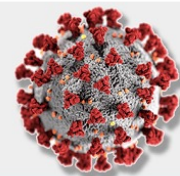
Request Project

Renovate Space
Install Signage/Furniture/etc.



Get Help

Request Maintenance Estimate
Contact Us
Additional Resources



Ask a COVID-19 question/FAQs

FM Operations

IOWA

Facilities Management



Questions?

How do I get painting/wall repair work completed?

- Shop 216 (Interior Finishes, Sheet metal, Insulation) closed in February 2021
- Last week on March 1st we marked the 1-year anniversary of the Pilot Workflow that Scott G. communicated last February
- We are currently evaluating Pilot results and will communicate any process changes as soon as possible

Shop 216 Transition

- Shop 216, closed Feb. 12, 2021.
- Performed work in the trades of painting, sheet metal, insulation, carpentry, and cabinetmaking.
- FM transition team created to oversee a successful transition next six months.
- Requests should continue to go through the [FM@YourService](#) customer service portal as they do today.
- Identify alternatives for sourcing the work including internal FM resources (e.g., Design & Construction) or UI-contracted vendors.
- If your request requires immediate attention, please Note that in your description.
- Please note that during this transition it may take a little longer to review requests and provide service.
- We appreciate your patience and encourage you to contact us with any questions.

How do I get painting/wall repair work completed?

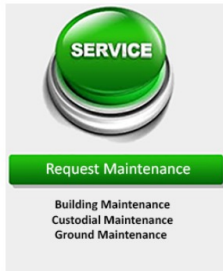
→ Current Process:

- Determine funding per GEF Services Guide

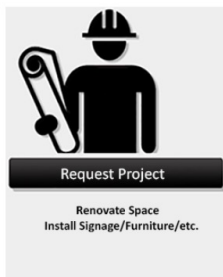
Finishes	
<i>What to Expect: Repair and replacement of interior finishes are prioritized by severity of condition and are not performed on any pre-determined schedule. These scenarios will require a conversation between customers and maintenance area managers/supervisors. In some instances (painting for example), campus planning will need to be aligned with prioritization from a programmatic standpoint.</i>	
Service	Notes
Interior Finishes	Cabinetry Carpentry Ceilings Floors (including waxing) Painting and associated lead abatement Standard window coverings and hardware Walls and wall coverings

How do I get painting/wall repair work completed?

→ If GEF funded, enter request through **Green** button



→ If non-GEF funded, enter request through **Black** button



How do I get painting/wall repair work completed?

- Small project is assigned through Design & Construction
- Project manager will be in touch to coordinate details

- We are currently evaluating Pilot results and will communicate any process changes as soon as possible

Next Meeting:



Wednesday, April 20, 2022 11:00 – Noon

Risk Management, Insurance, and Loss Prevention—Josey Bathke, Director and Emily Robnett, Risk Management Administrator

Thank you!

