

# WELCOME

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## Monthly Building Coordinator Meeting Via ZOOM

March 20, 2024



# Agenda

## **Building Heating to Cooling Switchover:**

*Tom Moore – Facilities Management Systems Reliability & Energy Manager*


## **Earth Month:**

*Beth Mackenzie – Sustainability Program Manager*

*Stratis Giannakouros – Director, Office of Sustainability & Environment*

## **FM@YourService Customer Service Request/Emergency Reporting:**

*Stephanie Rourke – Associate Director, FM@YourService & Building Coordinator Program*



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

TOM MOORE

FACILITIES MANAGEMENT

WELCOME TO IOWA  
WINTER IS AT 6AM  
SPRING STARTS AT 10AM  
SUMMER IS AT 2PM  
FALL STARTS AROUND 4:30ISH  
DRESS ACCORDINGLY

5:08

abc kcrg.com

February 26, 2024 5:23 PM

**FORECAST VS RECORD HIGHS**  
MONDAY

	FORECAST	RECORD
Cedar Rapids	75	68 1896
Dubuque	72	62 1896
Iowa City	76	63 1896
Waterloo	76	64 1896

Record warmth today, snow and a big dip in temperatures not far off

February 26, 2024 2:19 PM

# *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:

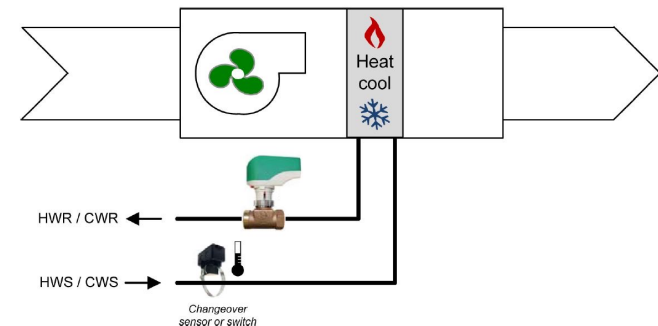
- Isolate and flush cooling coils with chilled water
- Leave filled and ready to go where it is possible

# 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
- Iowa Bioscience Innovation Facility
- Field House
- Wendell Johnson Speech and Hearing
- Medical Education Building
- Westlawn
- Medical Research Facility
- Medical Research Center
- Jefferson Building  
(\*Treated like a 2-pipe building because of boiler\*)

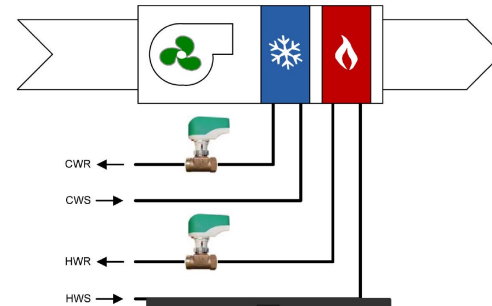
*Note: HH, JB, College of Dentistry, and IMU-Hotel have special circumstances that may require an early switchover*



# 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)

This work is currently active in 4-pipe buildings

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!**

# Tool to Help With Occupant Communication:

Dear Building Coordinators,

As discussed in the March Building Coordinator meeting, we will soon begin the switchover of your 2-pipe system from heating mode to cooling mode. Beginning the week of [redacted] 2024, Facilities Management will begin this annual spring process and we anticipate wrapping up the process by the end of [redacted] 2024.

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] Building Name [redacted]:

Facilities Management will begin the building switchover process from heating mode to cooling mode soon. [redacted] Building Name [redacted] has a 2-pipe system. This means that once the switchover is done, the facility will not have heating capability. Facilities Management schedules this switchover based on the weather forecast. With long-term forecasts showing daytime highs consistently above 60F-65F, 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.

Facilities Management will be working through our building switchover in addition to other buildings across campus with an anticipated completion date of [redacted] 2024. 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.

**IOWA** | Facilities Management

200 University Services Building  
Iowa City, Iowa 52242

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

**IOWA**

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**Questions?**

# Earth Month+

## Office of Sustainability and the Environment

Beth MacKenzie, Brinda Shetty, Stratis Giannakouros



# Sustainability in the 2022-27 UI Strategic Plan



## → Transformative Societal Impact

- The Transformative Societal Impact priority establishes strategies to increase access to higher education in Iowa, expand community engagement opportunities, advance sustainability, enhance communication, and maintain our high standard of excellent health care services.

- Further integrate sustainability into the university's teaching, research, and public engagement missions as well as its operations.

# Campus Sustainability Goals

## Climate Goal

Reduce greenhouse gas emissions by 50 percent

## Education Goal

One hundred percent of undergraduate students will complete a sustainability-focused course before graduating

## Waste Goal

Become a Zero Waste campus by achieving PLAN Atlas Bronze Zero Waste certification

## Water Goal

Improve water quality in the Iowa River by creating best practices for stormwater management and water conservation

## Campus Goal

Embed sustainability into every college and auxiliary unit's strategic plan and report on progress annually



**IOWA**

Office of Sustainability  
and the Environment

**IOWA**

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



# 2023-24 Highlights

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# Green Lab Pilots: Energy & Waste

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- Academic research facilities use 3-6 times more energy than office spaces
- Estimated annual plastic waste generated by scientific labs is 5.5 million metric tons

Madhusoodanan, Nature, 2020



# STARS Report

→ A self-reporting framework for colleges and universities to measure their sustainability performance

- UI submissions
- 2013 Gold, 2018 Silver

## Education & Research

- Curriculum; Research

## Operations

- Buildings; Climate; Dining; Energy; Grounds; Purchasing; Transportation; Waste; Water

## Planning, Administration & Engagement

- Coordination & Planning; Diversity and Affordability; Human Resources; Investment; Public Education



# Bee Campus USA

- UI designated in 2022
- As a Bee Campus, UI has committed to:
  - Creating and enhancing pollinator habitat by increasing the abundance of native plants and nesting sites
  - Reducing pesticide use
  - Offering educational opportunities
  - Providing service-learning projects
- Initiative of the Xerces Society for invertebrate conservation



# PLAN Atlas Zero Waste Assessment

- Initiative of the Post Landfill Action Network (PLAN)
  - Focus on colleges and universities
- Stage 1: Fellows perform holistic assessment to measure the campus' capacity to achieve Zero Waste
  - Complete by June 2024



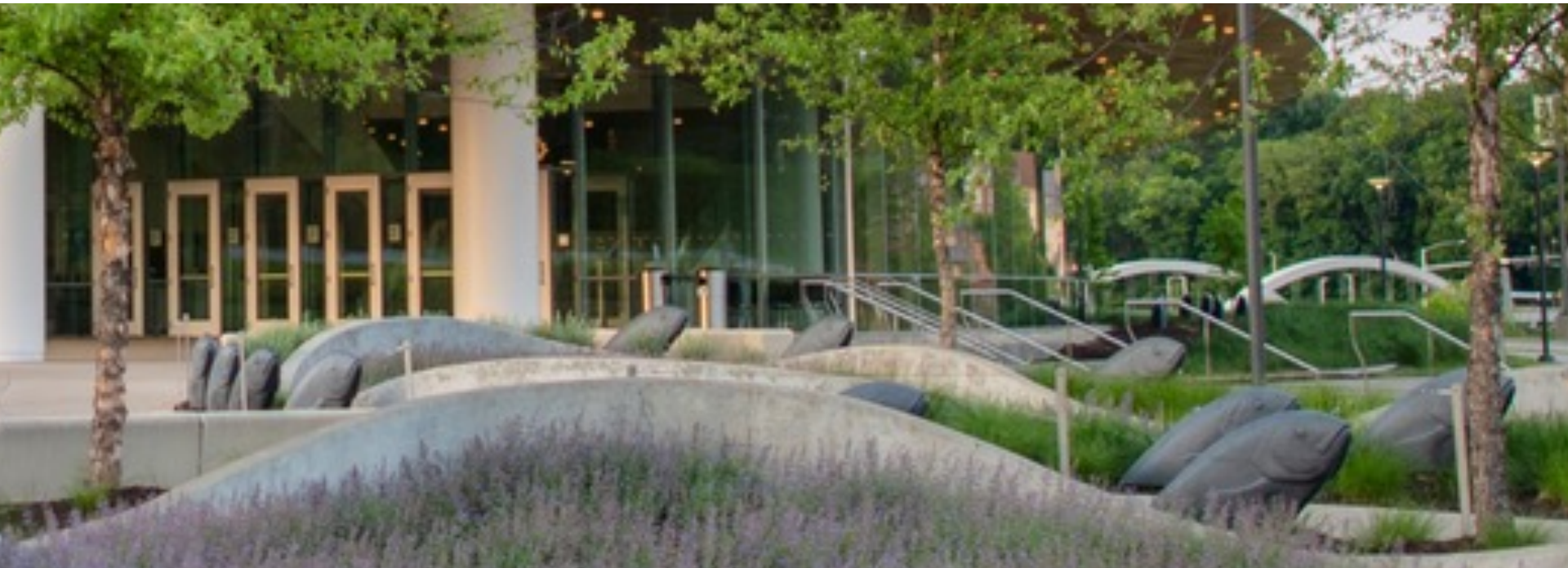
# Prompt for the Planet

- Interdisciplinary collaboration with David Gould, the LENA Project, Tippie College of Business, Iowa Dance, OSE, etc.
- Upcoming workshops, fall event at Englert, more...
- Youth Poet Laureate, Amanda Gorman's prompt:
  - Think of one element in nature and speak in its voice through your art



# Built and Natural Environment

- Building and design
- Storm water planning



# Earth Month

- Earth Expo (4/5)
- Solar Eclipse (4/8)
- Darwin Day Science Fest (4/12-13)
- 28<sup>th</sup> Annual Powwow (4/20)
- Recycled Runway (4/21)
- Earth Day with Dr. Heidi Roop (4/22)
- Climate through a Wide Lens (4/25)
- City Nature Challenge (4/26-29)

*Earth Day Talk* with Dr. Heidi Roop

**CLIMATE SOLUTIONS SURROUND US**

April 22, 2024  
3:00 pm  
IMU Iowa Theater

**IOWA**

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact the Office of Sustainability and the Environment in advance at sustainability@uiowa.edu.

**THE CLIMATE ACTION HANDBOOK**

A VISUAL GUIDE TO 100 CLIMATE SOLUTIONS FOR EVERYONE

Heidi A. Roop, MD

**Dr. Heidi Roop**  
in conversation with  
**Stratis Giannakouros**

April 22 at 7pm  
Prairie Lights Books

**CITY NATURE CHALLENGE**

April 26-29, 2024

Find wildlife

Take a photo

Share!

**City Nature Challenge**  
Johnson County

**IOWA**

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact the Office of Sustainability and the Environment in advance at sustainability@uiowa.edu.



# Earth Month Hub

## Earth Month Events

Do you have a sustainability-focused event happening during Earth Month you want us to help promote? Submit your event and we'll add it to our Earth Month Hub as well as our other Earth Month marketing.

Submit Your Event

→ Submit your events at

[https://uiowa.qualtrics.com/jfe/form/SV\\_8vHypHaq7rFYgJ0](https://uiowa.qualtrics.com/jfe/form/SV_8vHypHaq7rFYgJ0)

### Ongoing

Prompt for the Planet

### April 1

IPHPRP Global Health Case Competition | C217, CPHB | 10:00 a.m.

### April 2

Phases of the Sun: A Guide to Our Star and the 2024 Total Solar Eclipse | Virtual | 5:00 p.m.

### April 3

IPHPRP Global Health Case Competition Awards Ceremony and Multicultural Potluck | CPHB | 12:30 p.m.

### April 5

Wetlands Preservation after Sackett v. EPA: Land Conservation and What it Means for Iowa | Boyd Law | All Day

**IOWA**

<https://sustainability.uiowa.edu/earth-month>

# OSE Newsletter

→ Sign up at

<https://apps.its.uiowa.edu/dispatch/subscriptionLists/1086472006/signup>




**Office of Sustainability and the Environment**

3 Jessup Hall  
5 West Jefferson Street  
Iowa City, IA 52242

☎ (319) 335-5516

✉ [Sustainability@uiowa.edu](mailto:Sustainability@uiowa.edu)

**Subscribe to our Newsletter**



## Earth Month Hub

SUBMIT YOUR EVENTS



### Earth Month Events Hub

Do you have an Earth Month event you want us to help promote? Submit your upcoming event here!

Check out the other events posted in the hub including Earth Expo, Recycled Runway, and Make Your Own Grass Head Pets for Earth Day!

[Learn more →](#)

### Mark Your Calendar



#### Prompt for the Planet Workshops

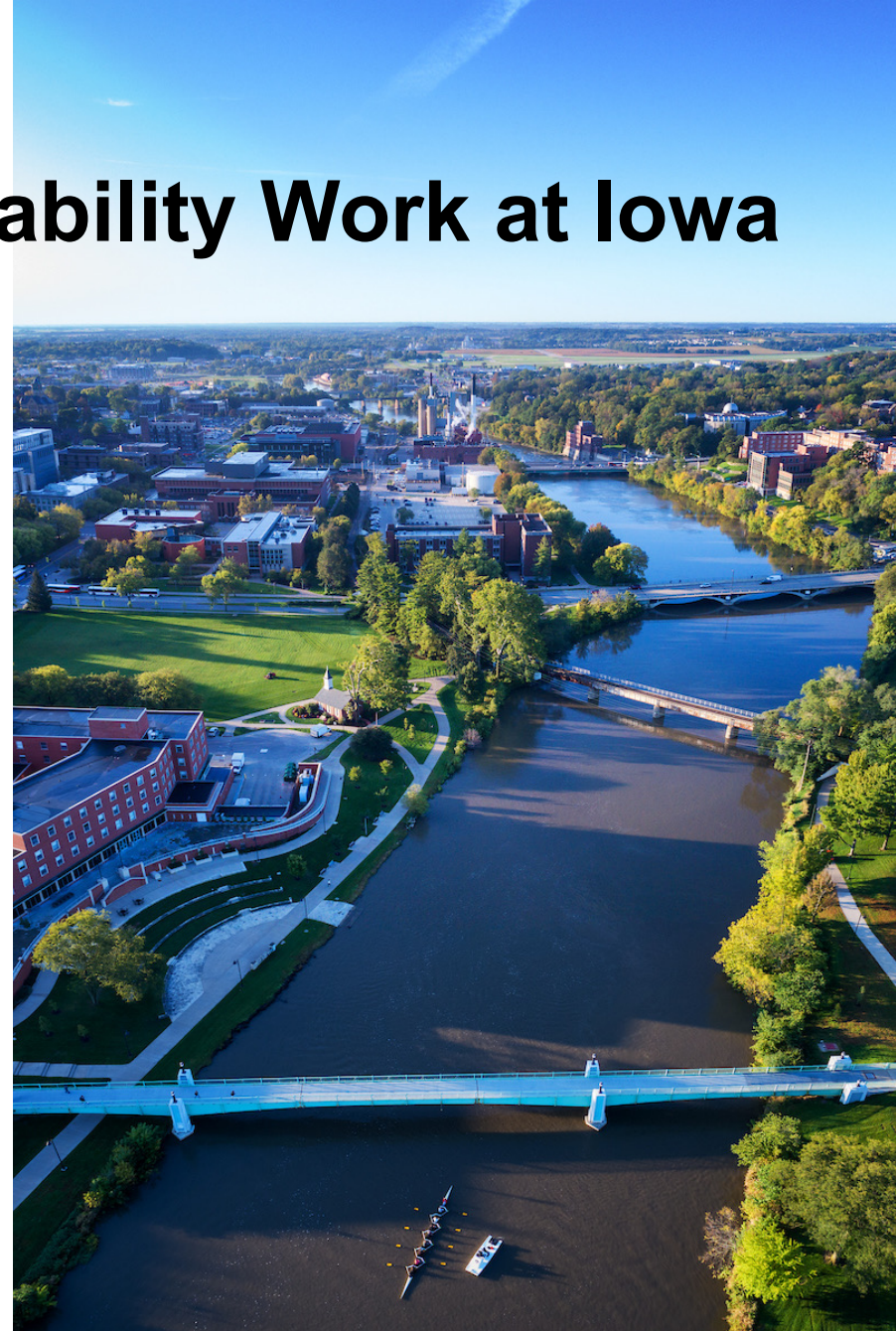
Join Melinda Myers for fun Prompt for the Planet workshops that let you connect with nature through art! Whether you're an experienced artist

#### Upcoming Events

- Local Authority of Environmental Issues | March 4 at 12:45 p.m.
- U.S. Leadership in the Multilateral System | March 6 at 5:00 p.m.

# Others Doing Sustainability Work at Iowa

- Tippie College of Business
  - Social Impact Community
- College of Law
  - Hubbell Environmental Law Initiative
- Facilities Management
- UIHC
  - Practice Greenhealth
- Athletics
  - Grounds management
- Students
  - USG/GPSG, student orgs



A night photograph of a river with modern buildings illuminated in the background. The sky is a deep blue, and the water reflects the lights from the buildings and the sky. The buildings are modern, with large windows and some with unique architectural features like curved facades. The overall scene is a mix of natural and urban elements.

**THANK YOU**

[sustainability@uiowa.edu](mailto:sustainability@uiowa.edu)

Facilities Management

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# **FM@YourService: Customer Service Request/Emergency Reporting**

**UI Building Coordinators Network**

March 20, 2024

# FM@YourService: Who We Are

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**Stephanie Rourke**

Associate Director

FM@YourService

319-335-5074

**Chris Heick**

Lead Coordinator

FM@YourService

319-335-5071

**Kari White**

Coordinator

FM@YourService

319-335-5500

**Michelle Marxen**

Coordinator

FM@YourService

319-335-5071

## Contact Us:

- 24/7/365 Emergency calls to 335-5071
- Email: [facilities-wcc@uiowa.edu](mailto:facilities-wcc@uiowa.edu)
- FM@YourService portal: Non-emergency and departmentally funded request:  
[facilities.uiowa.edu/services/fmyourservice](https://facilities.uiowa.edu/services/fmyourservice)

# FM@YourService: What We Do

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The communications, operational/work processing, and customer service support hub within Facilities Management for General Education Fund (GEF) buildings needing Maintenance, Utilities, Landscape Services, Security Engineering Services, Custodial, Fire and Life Safety, Design and Construction, Vendor Contractors and Campus Stewardship.

- Dispatch/triages emergency work
- Process non-emergency customer service request
- Enters work orders and supporting information in AiM (Computerized Maintenance Management System) to uphold information integrity
- Issuing campus outage or alert notices for building communication purposes
- Triage questions/concerns on campus
- Administrative support for FM teams

# FM Services Source of Truth

<https://bizhub.facilities.uiowa.edu/bizhub/fmservice>

Facilities Management (FM) provides services and support to many areas of campus. We receive General Education Funding (GEF) to support the baseline service levels for the academic and administrative functions of the university.





# SERVICE PRIORITIES

## How FM@YOURSERVICE Prioritizes Your Requests

All work is prioritized by specific definitions and parameters. This priority method allows fair and appropriate service responses to be planned and scheduled appropriately across all buildings and programs on campus. This system is utilized primarily for building maintenance, landscape and custodial services.

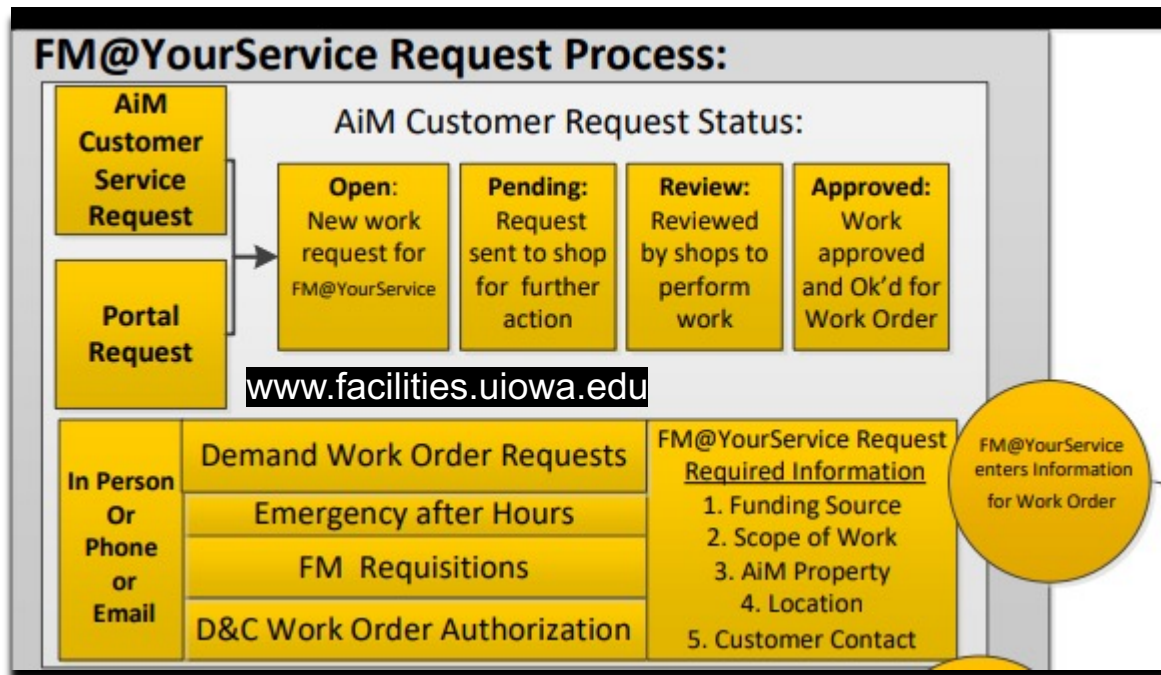
Service Priorities	
<i>What to Expect:</i> <u>FM@YourService</u> prioritizes work requests based on the scope of work provided. To allow us to most effectively and efficiently serve you, please be prepared to provide details regarding your request.	
Priority Type	Definition
Routine	Corrective and preventive maintenance or service item that does not pose an immediate risk to facilities, systems, equipment, or components. Routine work is investigated within fourteen (14) days and repaired within thirty (30) business days.
Urgent	Potential threat to life, property, security, or the environment. Warrants expedited action to mitigate the situation before conditions escalate or worsen. Urgent work is investigated within two (2) days and repaired within seven (7) business days.
Emergency	Imminent threat to life, property, security, or the environment. Warrants immediate response and mitigation but not necessarily a permanent fix. Emergencies should be called into <u>FM@YourService</u> , 24/7 at 335-5071. Emergency work is investigated within one (1) hour and repaired or situation stabilized within twenty-four (24) hours.

Example: One light out in a space with multiple lights

Example: Flickering, Multiple lights out in critical space

Example: All lights out in a stairwell or critical space

# HOW WORK GETS REPORTED TO FM@YourService



**GEF building emergencies**  
24/7/365 – 335-5071

# AiM FM WORKFLOW

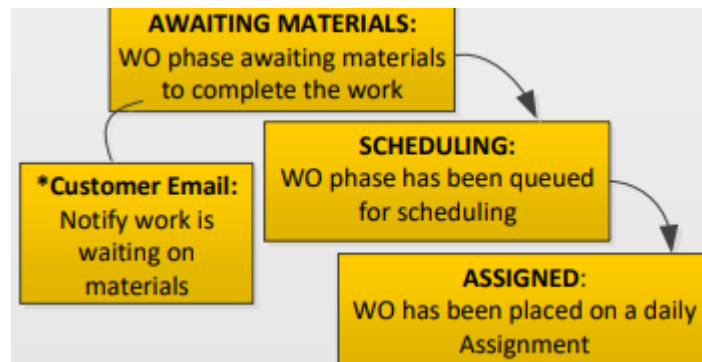
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**AiM  
Work Order  
Created.  
Number Assigned.  
Priority Assigned.  
Shop phases added.**

# WORK MANAGEMENT PROCESS

*Emails sent to contact email address when work is started, completed or awaiting materials.*

## AiM Work Order Status:



# Example of Job Started email:

Hi Ryan,

Thank you for letting me know.

I have opened another work phase on this work order (24-790934) noting the additional scope of work still needing to be completed.

Steph

-----Original Message-----

From: Baumert, Ryan M (PPC) <[ryan-baumert@uiowa.edu](mailto:ryan-baumert@uiowa.edu)>

Sent: Friday, March 15, 2024 12:39 PM

To: Rourke, Stephanie S <[stephanie-rourke@uiowa.edu](mailto:stephanie-rourke@uiowa.edu)>

Subject: FW: Work has started on a Work Order with Facilities Management -- Work Order #24-790934

Hi Stephanie,

Regarding the work order below, can you open this back up and have the person come out and replace the switch. Its now stuck on a dim setting and won't adjust or turn off.

Thanks.

-Ryan

-----Original Message-----

From: FM-AiM-Email <[FM-AIM-EMAIL@UIOWA.EDU](mailto:FM-AIM-EMAIL@UIOWA.EDU)>

Sent: Monday, February 5, 2024 1:29 PM

To: Baumert, Ryan M (PPC) <[ryan-baumert@uiowa.edu](mailto:ryan-baumert@uiowa.edu)>

Subject: Work has started on a Work Order with Facilities Management

From: Facilities Management

Subj: Work has started on Work Order #24-790934

Dear Customer,

Thank you for your recent work order request thru Facilities Management FM@YourService. This automated notification is to inform you that work has started on work order number: 24-790934, PPRB - The light controls in room 123 seem to be faulty. Please evaluate and replace as needed. Contact: Ryan Baumert - 335-6805. The work order was created on 1/29/24.

Please do not respond to this email as it is not a monitored email box. If you have any questions, please contact FM@YourService at 335-5071 or [facilities-wcc@uiowa.edu](mailto:facilities-wcc@uiowa.edu).

Thank you,

Steph Rourke

## FM's Intent with communication emails:

- Adds value in the communication between FM and work order contact as work progresses
- Customer can maintain a record of the work order from start to finish
- Immediate feedback can be provided if work shows complete by FM but not in alignment with the contacts expectations
- Aids with efficiency of communication: can triage these notices to others affected or who have reported the issue
- Communication that BC's have asked for to assist them in their role

# FM@YourService Portal: Non-emergency requests

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

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

FM@YourService portal allows for electronically submitting non emergency requests to Facilities Management.

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.



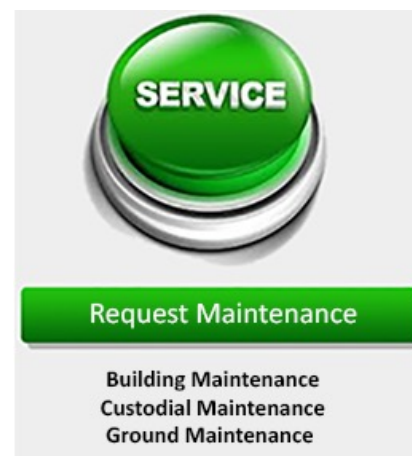
Get Help

Request Maintenance Estimate  
Contact Us  
Additional Resources

**IOWA**

Facilities Management – FM@YourService

# REQUEST MAINTENANCE



45,199 (July 2016 to December 2022)

9,335 (January 2023 to December 2023)

→ 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

# ORDER WORK OR KEYS= Departmental Work Order

## → 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\(MFK\)](#)

	Fund	Org	Dept	SDept	Grnt/Program	IAcct	OAcct	DAcct	Func	Cctr	Slid	Slac	Amount	
MFK:	000	00	0000	00000	000000000	0000	000	00000	00	0000			0.00	<a href="#">Validate and Apply</a>

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

[+ Add Attachment](#)



- 7,991 (July 2016 to December 2022)
- 1,227 (January 2023 to December 2023)

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 Security Engineering Services
- Re-keying in office space
- Repair A/C units
- 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= Design & Construction

→ Your contact information populates

→ 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	Grnt/Program	IAcct	OAcct	DAcct	Func	Ctr	Slid	Slac	Amount
	000	00	0000	00000	00000000	0000	000	00000	00	0000			0.00

Validate and Apply

→ Additional Information:

Project Estimated Cost:

\$0 - \$25,000

\$25,001 - \$100,000

\$100,001 - \$250,000

>\$250,000

Departmental Requisition Number:

→ Related Attachment: [Please attach related files or photos.](#)

+ Add Attachment



3,116 (December 2019 to December 2022)

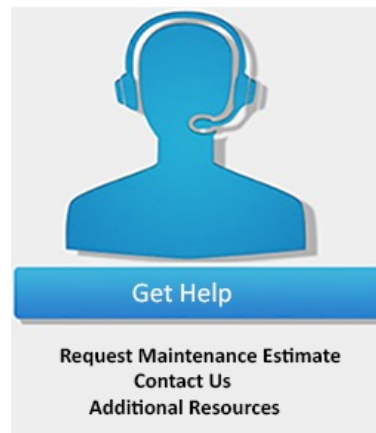
503 (January 2023 to December 2023)

- Once workflow approvals are completed, Design and Construction creates a BUI Project and a project team is assigned.

### Examples of Project Request:

- Hang pictures/white boards
- Install AMAG or Access keycard
- Drywall/painting requests
- Modify a room
- Install Fall Protection on equipment
- Install new window AC unit
- Repair display cases
- Replace flooring
- Install curtains or blinds

# GET HELP



1,130 (December 2019 to December 2022)

277 (January 2023 to December 2023)

## Get Help

Can't find what you're looking for or don't know where to start? Submit your question below and someone from FM@YourService will contact you. Please allow two business days to receive a response. If this is an emergency, please call FM@YourService at 319-335-5071.

For emergencies, please call 319-335-5071

Best way to contact you:

Email - stephanie-rourke@uiowa.edu

Question or Concern:

Please provide as much detail as possible.

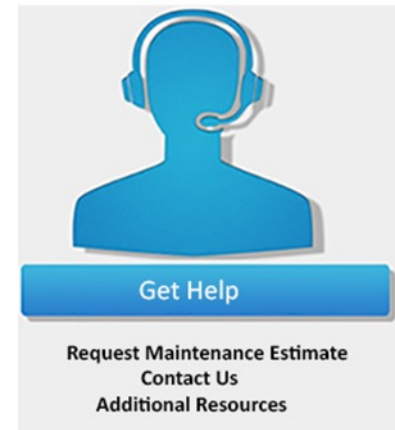
Attachments:

+ Add Attachment

Submit

Cancel

# GET HELP—FM RESOURCES



## FM Resources

Facilities Management has a number of resources available to help you find the information you need.

[How to use FM@YourService site](#)

[List of Major Services, A-Z](#) – Quick list of major services FM provides to campus

[FM Guide to Services](#) – Comprehensive guide to services

[Building Coordinators Network](#) – Find a building coordinator in your area

[Buildings by Operational Area and Manager](#)

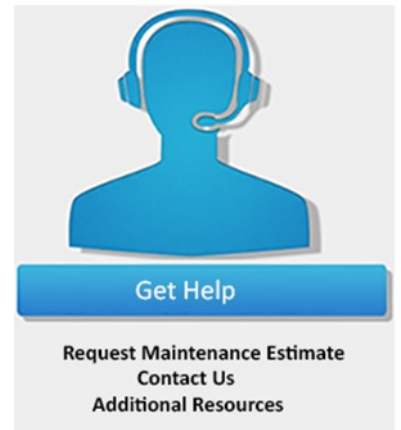
[Design Standards and Procedures](#)

[Security Engineering Services FAQs and Policies](#)

[Maps](#)

[SIMS Room Update Request](#)

# GET HELP-CAMPUS RESOURCES




## Campus Resources

Links to resources provided by departments other than Facilities Management


<a href="#">Athletics and Recreation Fields</a>
<a href="#">Campus ITS</a>
<a href="#">Campus Planning and Development</a>
<a href="#">Classrooms Support and Reservations</a>
<a href="#">Contacts - Purchasing, Accounts Payable &amp; Travel</a>
<a href="#">Emergency Information</a>
<a href="#">Environmental Health &amp; Safety</a>
<a href="#">Fleet Services</a>
<a href="#">Housing &amp; Dining</a>
<a href="#">Landfill Waste Services</a>
<a href="#">Moving Services</a>
<a href="#">Parking &amp; Transportation</a>
<a href="#">Public Safety</a>
<a href="#">Risk Management</a>
<a href="#">Sustainability</a>
<a href="#">University Surplus</a>
<a href="#">Waste Management</a>

# Information Available



**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.

## Actions

Submitted Service Requests  
Service Requests for Buildings

## Actions

Submitted Requests  
Work Order Requests By Building

## Actions

Submitted Project Requests  
Project Requests By Building

How  
cool is  
that?

Allows you to look up what requests you have entered or requests for your building if you are a building coordinator.

pretty  
cool

# 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 – FM@YourService

# “Tools in your toolbox” offering help

## BUILDING COORDINATORS NETWORK MEETINGS

The following is an archive of updates and presentations from the Building Coordinator Meeting Series. Building Coordinator meetings are usually held on the 3rd Wednesday of each month.

<a href="#">February 2024</a>	+
<a href="#">January 2024</a>	+
<a href="#">2023 Archive</a>	+
<a href="#">2022 Archive</a>	+
<a href="#">2021 Archive</a>	+
<a href="#">2020 Archive</a>	+
<a href="#">2019 Archive</a>	+
<a href="#">2018 Archive</a>	+

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## HELPFUL LINKS

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[ACCESS & CONSTRUCTION ALERTS](#)



[FM@YOURSERVICE](mailto:FM@YOURSERVICE)



[BUILDING ENERGY DASHBOARDS](#)



[BUILDUI](#)



[BUILDING INFORMATION](#)



[SERVICES GUIDE](#)

## CONTACT US

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Have an idea for the Building Coordinators meeting or want to share a message with the Building Coordinators group?  
Need to add/delete/change a Building Coordinator contact?

[Stephanie Rourke](#)

Associate Director

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

(319) 335-5074





**Questions?**

# Building Coordinator

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Next meeting:

April 17, 2024, via zoom 11 AM to 12 PM

## Proposed Agenda:

- Hot Work Permit Process – Risk Management and FM Safety Manager
- Asset Optimization Services – FM Operation & Maintenance
- Safety Updates – FM Safety Manager

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**Questions?**  
**THANK YOU!**

Feedback welcome by emailing [stephanie-rourke@uiowa.edu](mailto:stephanie-rourke@uiowa.edu)