Agenda

• Welcome - Dave Jackson

• FM Steps Forward Process - Lynne Finn 5 min

• Water Update - Ben Fish 5 min

• FM@YourService COVID Button – Steph Rourke 5 min

• Ventilation – Julie Sychra 20 min

• Building Utilization – Andy Bruckner & Steph Rourke 20 min

• Q & A – Time Permitting 5 min
FM Steps Forward Process
Lynne Finn – Assistant Vice President Facilities

• Patience
• Preparation
• Partnership
Building Utilization and Guidance

In coordination with colleges and central service units, Facilities Management will develop and implement building-specific plans for social distancing in common areas (entrances, stairwells, hallways, restrooms, etc.). Facilities Management will also develop overall standards so that students, faculty, and staff can easily recognize signage (developed with the Office of Strategic Communication) and understand building operations across campus. The following practices are examples of actions that will be taken:

- **FM2YourService** will serve as the primary intake process to address questions and concerns raised by employees. The questions and requests for information will be directed to building coordinators for review based on guidelines. As campus utilizes FM2YourService, a knowledge data set will be created to track issues and concerns.
- The UI, in coordination with individual departments, will install plexiglass dividers in areas where social distancing cannot be practiced, such as public-facing offices, labs, or studios. Procurement will be by the department.
- Furniture arrangement, staggered staffing, or increased remote work arrangements may offer options for social distancing. Density or regularity of a space’s use can be considered.
- Changes will be made to minimize surface contact in buildings. These will include touchless door openers, foot openers, and leaving doors open unless they need to be closed for security/safety.
- Any changes will follow Americans with Disabilities Act (ADA) and fire code requirements.
- Communal areas will be reorganized to permit 6 feet of separation and the use of break rooms should be minimized.

- Shared spaces should allow for 6 feet of social distancing. In spaces where this is not feasible, additional barriers (plexiglass, cubicle walls) should be installed.
- Restrooms will be configured to support increased hand washing as well as adequate future count to support occupancy and code requirements. At the same time, restroom occupancy should be set to allow for social distancing in these ways:
  - If a restroom has more than one entrance/exit, one should be designated as an entrance, the other an exit.
  - In the case of a single entrance, building occupants will be discouraged from congregating inside a restroom or outside the hallway.
- Adequate restroom supplies will be provided, especially soap and appropriate hand drying methods.
- Personal items brought into a restroom should be limited, with appropriate storage mechanisms supplied (additional hooks will be installed where applicable).
- Other recommendations for safe restroom operations that reduce the spread of COVID-19 will be implemented.
Water Update
Ben Fish – Associate Director Utility Operations
FM@YourService
COVID Portal Button for FM Operations

Steph Rourke – Customer Service Supervisor

- Launching July 20th
- Q&A available
- Ask a new question
- Email notification
- Attachment feature
- Submitted request history per user
- Request patience—this is new!
Steps Forward: Ventilation

Recommendations Review

July 2020
Facilities, Buildings, and Grounds

Ventilation

Ventilation systems will operate according to CDC Considerations for Institutes of Higher Education. The UI will implement the following strategies:

- Ensure ventilation systems operate properly.
- Facilities Management will coordinate and monitor building occupancy, using data to inform operations.
- Facilities Management will assign a building

- Operations
- Verification and Monitoring
- Communications and Resources

- Develop communication processes to ensure that information is available to building occupants and coordinators regarding system operations.
- Using FM@YourService, develop a process for addressing concerns regarding ventilation or filtration in campus buildings.
Steps Forward Commitment: Operations

- Increase filtration levels as system age and capabilities allow.
- In addition to ensuring proper operation, operating parameters will be adjusted to increase fresh air mechanically (not open doors or windows).

Facilities Management

- Examined MERV 13 filter recommendation*
- Filter inventory list compiled (6,400 filters across 75 buildings)
- Proposal to upgrade to MERV 13 across all capable AHUs. $475,000
  - Approved Friday June 26th
  - PO Placed Tuesday July 7th
  - Installation to be completed prior to start of classes
  - Monitor and adjust based on system performance
- Evaluating program modifications for classrooms to increase air change rate

*ASHRAE Position Document on Infectious Aerosols April 14, 2020
Steps Forward Commitment: Verification and Monitoring

- Ensure ventilation systems operate properly
- Facilities Management will review and assess building systems, including restroom ventilation, before the start of the fall 2020 semester and will carefully monitor building system performance

- Assessment underway—high density spaces prioritized first, informed by Registrar list
- Partial initial findings available to inform unit planning and classroom scheduling
### TH- AHU-1 Review Area Maint Checkpoints for Fall Return to Campus

<table>
<thead>
<tr>
<th>Checkpoint</th>
<th>Value</th>
<th>Description</th>
<th>Extra Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>YES</td>
<td>Did you check outdoor air intakes to make sure they are clear of debris and obstructions? Please note any deficiencies or access issues that make it difficult to keep these clear in the future.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>NO</td>
<td>Do filters in unit need to be replaced?</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>YES</td>
<td>Is the filter rack in good repair? Please note any deficiencies or access issues.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>YES</td>
<td>Are the filters intact and properly secured?</td>
<td></td>
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<tr>
<td>5.</td>
<td></td>
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<td>6.</td>
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<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>NO</td>
<td>TH Classroom 125: Are any supply or return diffusers or vents covered or obstructed?</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>YES</td>
<td>TH Classroom 125: Are supplies and returns a good distance apart? Please note any air quality or short cycling issues you are aware of in the extra description field.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>NO</td>
<td>TH Classroom 125: Are there operable windows in the space? Please note in the extra description field if the windows can still open or if they are screwed shut. Windows are sealed.</td>
<td></td>
</tr>
</tbody>
</table>
Steps Forward Commitment: Verification and Monitoring

- Monitoring, including advanced Fault Detection Diagnostics, will be used to identify changes in operations or conditions that may affect performance or building conditions.

- Facilities Management will coordinate and monitor building occupancy, using data to inform operations.

- Our current Fault Detection & Diagnostics (FDD) program monitors roughly 12,000 pieces of equipment across 53 buildings (~90,000 data points) at 5-min intervals scanning for early detection faults.
  - We have worked with our vendor to enhance the program with additional indicators for Indoor Air Quality monitoring.
Steps Forward Commitment: Verification and Monitoring

Typical issues we will review in the Air Handlers (408 AHUs):

- Mixed air temp lower than expected (IAQ)
- Mixed air temp higher than expected (IAQ)
- Damper stuck closed (IAQ)
- Outdoor air damper below minimum (IAQ)
- Mixed air temp out of range (IAQ)
- Stuck damper (IAQ)
- Damper short cycling (IAQ)
- Minimum outdoor air damper closed...
- Mixed air temp higher than setpoint (IAQ)
- CO2 sensor calibration error (IAQ)
- Damper position feedback lower than...
- Damper position feedback not tracking...
- Mixed air temp cycling (IAQ)
Steps Forward Commitment: Communication & Resources

- Develop communication processes to ensure that information is available to building occupants and coordinators regarding system operations
- Using FM@YourService, develop a process for addressing concerns regarding ventilation or filtration in campus buildings

- Building Coordinator Meetings moved to virtual format
- Unit Planning
- Development of Covid-19 button to customer services portal underway
Health Stations

Cover Your Cough Stations

- For entrances-2 per building
- Includes sanitizer, face masks, and tissues
- FM Custodial to restock
- Delivery by FM week of July 27th
Health Stations

Hand Sanitizer Stations

- For Level 1 Classrooms
- Foaming Hand Sanitizer
- FM Custodial to restock in classrooms
- Delivery by FM by August
- Available for purchase: FM@YourService YELLOW button to complete departmental requisition. Supplies available through Shared Services
Health Stations

Clear Protective Screens

- For Level 1 Classrooms
- For use between instructor and student for interaction at close proximity
- Classroom scheduling to have direct delivery and assembly from supplier
- FM Custodial daily service
Health Stations

Wet Wipe Dispenser

- For Level 1 Classrooms
- 4 gallon trash can with disinfectant wipes
- Delivery by FM
- FM Custodial daily service
Contact information sticker with QR code that links you to the FM home page.

For Assistance Contact FM@YourService at 335-5071
FACILITIES, BUILDINGS, AND GROUNDS

Cleaning and Disinfecting

• CDC guidelines for cleaning and disinfecting will be followed.
• Frequent cleaning and disinfection of high touch surfaces in common areas will be performed by
Facilities Management.

• Surfaces or equipment used by the general public (such as tables, handrails, elevator buttons, etc.)
will be cleaned and disinfected after each use.

• Custodial staff will perform cleaning and disinfection tasks.

• High Touch Surfaces
• Classrooms
• Restrooms
• Custodial Staffing
High Touch Surfaces

• Shared responsibility depending on location

• In common areas
  • Elevators
  • Stairwells
  • Building Entrances
  • Hallways

• High touch surfaces will be cleaned & disinfected daily with an approved disinfectant by FM Custodial. Students and Faculty will be asked to clean their own desk surfaces in classrooms upon arrival.

  • Elevators – doors and buttons will be disinfected throughout the course of an 8 hour day shift

  • Stairwells – railings/handrails will be disinfected throughout the course of an 8 hour day shift

  • Building Entrances – push bars, plates, door knobs and glass will be disinfected throughout the course of an 8 hours day shift

  • Hallways – drinking fountains will be cleaned and disinfected throughout the course of an 8 hour day shift

• All high touch surfaces will be cleaned & disinfected on a daily basis as part of a regular cleaning schedule
Restrooms

- Frequency
- Supplies
- Touch points
- Personal items

- Restrooms will be checked at least 4 times daily with 1 routine cleaning scheduled.
- Supplies will be checked and restocked as needed throughout the day.
- Restroom touch points will be disinfected at least 4 times daily this includes faucets, handles, soap dispensers, toilet paper dispensers and hand dryers. Toilet lids will not be added as they provide another touch point within the restroom.
- Items brought into the restroom should be limited. Hooks are located on all stall doors within the restrooms. No items shall be placed on the floor.
**Classrooms**

- **Shared responsibility**

- **Between classes**

- **Other frequency**

- **Supplies**

  - Students and Instructors will be asked to clean their desk surfaces in classrooms upon arrival, surfaces in computer labs will be cleaned by the user both before and after using shared equipment. Instructors will disinfect technology / podium surfaces at the start and end of classes.

  - Between classes – if time allows, stock of disinfectant wipes will be checked by Custodial Services

  - Classroom cleaning will be completed on a daily basis by FM Custodial Services as part of a regular schedule

  - Custodial Services will restock the disinfectant wipes as needed.

  - Ensure that all items that belong in the classroom are present. (screens, chairs)

  - Hand sanitizer will only be stocked in the sanitation stations within the buildings.
Custodial Services Staffing and Services

- Staffing

- FM is not adding expenses or staff for COVID cleaning.
- Deploying some staff from nights to days
- Occupying the high density buildings with day custodians to address cleaning, disinfecting and restocking needs of the building.
- Suspending office cleaning to allow time for priority cleaning and disinfecting.
- Remain fluid as schedules may be adjusted with the use or non-use of larger classrooms, auditoriums and conference rooms.
- Maintain stock and inventory of supplies for the many stations in the buildings.
Questions?
Thanks for attending!