Building Coordinator Meeting

Welcome!

November 18, 2020
Winter Break Building & Grounds Updates

JULIE SYCHRA, BEN FISH, ANDY BRUCKNER, DAVID BROWN
Agenda

Dave Jackson - Welcome
5 minutes

Julie Sychra
15 minutes
- Seasonal Switchover Update
- Cold Weather Building Preparation
- MERV 13 Filter Update

Ben Fish - Water Flushing Plans
5 minutes

Andy Bruckner
5 minutes
- Cleaning Projects Update
- Cold Weather Response (evenings/weekend)
- Building Attendant Program
- Snow Removal

David Brown - Snow/Ice Preparation
15 minutes
- Q & A
15 minutes
• 2-Pipe Buildings on campus are unable to provide heating and cooling at the same time
• FM triggers switchover activity once daytime temperatures are consistently below 60F-65F and nighttime temperatures are near freezing
• Switchover complete for 2-pipe buildings...communication sent to Building Coordinators on October 13th

Dear Building Coordinators,

Beginning the week of October 19, 2020, Facilities will begin the annual fall process to switch building systems to heating in the following campus buildings:

• Medical Education Building
• Pharmacy (North)
• Winfield
• Field House
• English Philosophy Building
• Van Allen Hall
• Medical Research Facility
• Issue Memorial Union
• Eisenhower Chapel
• CDE Museum of Art
• Phillips Hall

Please remind building occupants that individual comfort is best addressed by wearing layers in either warm or cool weather situations: unusual noises that are not heard during a normal workday may occur since the switch has been completed to heating, an option to switch back to cooling is not available: and remind your departmental staff and building occupants to close and securely fasten all windows, doors, and dampers when appropriate to prevent building temperatures from dropping and causing frozen or broken pipes or any other cold weather issues.

The listed buildings will not be done in any particular order however all are on the schedule for heating switchover completion by the end of the week of October 26, 2020. If you have any questions or concerns, please contact Help/YourService using the BLUE button.

Regards,

Tom Moore
Senior Manager of Operations and Maintenance
Building Updates: Coil Draining

• Coils are drained in preparation for winter to prevent freezing and damage.
• Once near-freezing temperatures become consistent in the forecast, draining of the chilled water coils will begin.
• Coil draining in progress.

• Thank you for the patience and partnership during this transition!
Building Updates: MERV-13 Filters

- CIMT approved another order of MERV-13 filters for spring semester
- Order placed November 11th with expected arrival late December/ early January
- Installation of these filters will be a high priority for area maintenance in January.
- Note: MERV-13 is not needed on 100% outside air units since they have no recirculation. The spring semester order was adjusted accordingly. These buildings have at least one 100% outside air unit:
  - BB, BBE, BSB, CB, CBRB, CPHB, CRWC, EMRB, ERF, FH, HTRC, IMU, MEB, MERF, ML, MRC, MRF, PBDB, PBSB, PHAR, SC, SLP, TH, WL
• FM will be monitoring weather throughout the winter and will trigger Cold Weather Protocol if/when the forecast reaches 24 hours or more below 0F.
  • Evaluation of additional on-call staff
  • Increased BAS monitoring for faults/alarms
  • Evaluation of building schedules
  • Inspection of known risk-points
Building Cold Weather Preparation

- 2018:

- Buildings Impacted: MRF, MERF, FH, BB, CB, BCSB, DSB
Building Cold Weather Preparation

• 2019: Cold Weather Protocol Established
• 2019:
Building Cold Weather Preparation

- 2019:
  - Cold Weather Protocol Established and leveraged 4 times throughout the winter, with a Thaw Protocol put into place coming out of the Polar Vortex
  - Building walks caught 20 open windows in 2 buildings alone
  - Buildings Impacted: ML
Building Cold Weather Preparation

- 2020:

- No significant Building Impact
Building Cold Weather Preparation

• How Building Coordinators can help:
  • If you see something, say something: FM@Your Service 335-5071
  • Ensure all windows/exterior doors are closed
  • Make sure overhead dock doors are locked down
  • Leave interior doors open where possible to allow for better circulation
  • AC window units should be turned off when temperatures are below 50F
• We also encourage energy saving measures:
  • Power down electrical devices
  • Unplug coffee makers, microwaves, portable heaters, etc.
  • Make sure gas, vacuum, air spigots are turned off
Why do we need to flush the water systems?

- Low building occupancy
- Leads to stagnation of water in building piping
- Stagnation can lead to water quality concerns
How will we know we have flushed enough?

- We inject chlorine at the water plant
- Chlorine levels drop as water sits
- Residual chlorine of 0.2 or higher will indicate the water is fresh
Plans during the upcoming break.

- Flush campus water distribution piping
- Flush and test for residual chlorine in each building monthly.
- If residual chlorine is low, flush distribution piping and the building again
Custodial Updates, Winter Planning:

- **Building Attendant Program**
  - Will continue through the interim session and the spring semester.
  - Positive feedback on this program
- **Project work over break**
  - Floor work, carpet extraction, furniture cleaning/extraction, detailed cleaning
- **Cold weather response**
  - no schedule changes, checking for open windows and responding to situations.
- **Snow Removal**
  - Custodial will assist with snow removal at entrance of the buildings
Winter Weather Response – Snow & Ice

Dave Brown, Manager of Landscape Services
Grounds Update, Winter Preparation:
Grounds Update, Winter Preparation:

- 1169.5 tons salt/sand
- 1826 bags of ice melt
- 36 lane-miles of institutional roads
- 50 miles of sidewalks
- 2 Snowplow Trucks
- 3 Pick-Up Plows
- 9 Skid Steers
- 35 FTE’s
- 2 Toro Polar Tracks
- 9 Utility Vehicles w/Sanders
- Approximately 90 buildings w/ all entries.
Winter Weather Response – Snow & Ice
Dave Brown, Manager of Landscape Services
REPORTING SNOW AND ICE REMOVAL-RELATED ACCESS ISSUES

1. Reporting a non-police emergency
   Call 319-335-5071 24 hours a day, 7 days a week. You will be directed to FM@YourService or the Department of Public Safety.

2. Contact the Building Coordinator
   Building Coordinators have information and access to FM and can help resolve any snow and ice issue relating to their building.

3. Send in a request through the FM@YourService portal
   Requests for service are processed through the FM@YourService portal. The portal is connected to other offices on campus (Parking and transportation, department of Public Safety, etc.) so that request can be channeled in an efficient way to the correct offices.

4. Request specific accommodations through dedicated office
   Student request for specific accommodations
   Employee request for specific accommodations
SNOW REMOVAL PROCESSES

NORMAL WORKING HOURS
MONDAY - FRIDAY
7:00 a.m. - 4:30 p.m.

Snow and ice treatment will be initiated by Landscape Services

Early weekday calls should be started by 2:30 a.m. with the intention to have personnel on site by 4:00 a.m. Personnel will return to sites along their routes as necessary later in the day.

OUTSIDE WORKING HOURS
NIGHTS AND WEEKENDS

Snow and ice treatment will be initiated by the UI Department of Public Safety

Weekend call-ins will be initiated to have personnel on site by 7:00 a.m.

HOLIDAYS: THANKSGIVING DAY AND CHRISTMAS DAY

Snow and ice at entrances to be removed the day following the holiday

It is our policy to respond to all snow and ice occurrences.

Building and Landscape Services is responsible for the winter maintenance of all building entrances, steps, sidewalks, loading docks, Oakdale parking lots, service drives and institutional roads.

Streets and service drives will be plowed and treated with a sand/salt mix as needed. Sidewalks will be plowed and/or broomed and treated with sand/salt or ice-melt mixture. Building entrances and Steps will be shoveled and treated with a minimal amount of ice melt mixture. Sand is not to be used near building entrances.

https://www.facilities.uiowa.edu/snow-and-ice-removal-procedures

For more information, see the Landscape Services Management Plan
Facilities Management’s Landscape Services performs:

- All campus building entrances, steps, sidewalks, loading docks, service drives and institutional roads.

- Includes parking lots at UI Research Park at Oakdale Campus.

- UI Parking & Transportation maintains Main Campus parking lots.

- Crews on-campus for immediate and continuous response 6:00 AM – 4:30 PM (and return to areas as needed to maintain safe egress for campus users)
Grounds Update, Winter Preparation:

- Season Preparation
  - Route revisions
  - Equipment
  - Coordination meetings with various partners
Grounds Update, Winter Preparation:

- Cold weather response
  - In coordination with Public Safety, continuously monitor weather and conditions.
  - In inclement weather, typically 2 plow trucks will run throughout the night.
  - In an unplanned event, plow drivers are dispatched immediately, and the Snow and Ice Removal call list is activated. The calls will typically go out at 2:30 am.
  - 3:30 am is shop arrival and quick coordination for pertinent information with personnel.
  - Snow and ice is removed in pre-planned order of priority, with safety and largest volume of use areas as highest priority. In compliance the University’s Mission statement, patients and students, and their safety, is first priority.
  - A 4:00 am start time allows top priority completions by 7 am with highest campus arrival volumes.
  - Secondary priority areas (secondary walks, secondary/low use entry and egress can begin at this point, continuing down the priority list.)
Grounds Update, Winter Preparation:

Streets and service drives (and parking lots on the Oakdale Campus) will be plowed and treated with a sand / salt mix as needed.

Sidewalks will be plowed and / or broomed and treated with sand / salt or ice-melt mixture.

Steps will be shoveled and / or broomed and treated with sand / salt or ice melt mixture.

Customer requests and emergency service calls will be communicated to employees in the field by use of cell phones.

For non-emergency use FM@Your Service Portal or emergencies call FM@YS at 335-5071.
Helpful Hints When Walking on Snow or Ice

1. Plan ahead, give yourself sufficient time and plan your route.
   - Traffic moves slowly in snowy conditions.
   - Give yourself extra time—don’t assume a clear path for driving and walking will be available.

2. Wear shoes or boots that provide traction on snow and ice.
   - Footwear made of rubber and neoprene composite provide better traction than plastic and leather soles.
   - Wear flat-soled shoes. Avoid shoes with heels.
   - Products are available with abrasive soles or cleats that provide special traction for walking on snow and ice, such as Yaktrax. [Remember to remove when entering buildings.]

3. Use special care when entering and exiting vehicles, climbing or descending stairs, entering or leaving buildings.
   - Move slowly.
   - Remove snow/water from shoes when entering buildings.
   - Use handrails for support.
   - Try to keep your center of gravity over your support leg.
   - Use car for support.
   - Keep your hands out of your pockets.

4. Walk on designated walkways as much as possible.
   - Don’t take shortcuts over snow piles or areas where snow and ice removal is not feasible.
   - Look ahead when you walk. A sidewalk completely covered with ice may require travel along its grassy edge for traction.
   - Don’t text or read while walking.

5. Walk safely on snow or ice.
   - Take short steps or shuffle for stability.
   - Bend slightly forward and walk flat-footed with your center of gravity directly over your feet as much as possible.
   - Keep your hands out of your pockets.
   - Be prepared to fall. If you fall, fall with sequential contacts at your thigh, hip and shoulder. Avoid using outstretched arms to brace yourself.
   - Bend your back and head forward to avoid hitting your head against the ground.
SAFE Winter Walking.... Walk SAFE

Most falls on snow and ice result in serious injuries... please don’t be a statistic this year!

Walking during the winter requires special attention to avoid slipping and falling.

The National Safety Council estimates that falls cause more than 1,500 deaths and 300,000 injuries per year.
SAFE Winter Walking.... Walk SAFE

Injuries from Slips and Falls occur each year in parking lots.
SAFE Winter Walking.... Walk SAFE

Numerous slip and fall injuries occurred while walking into work on ice and / or snowy conditions.
Questions?
Next Meeting

December Building Coordinator Meeting

Wednesday, December 16, 2020

11:00 AM – Noon

Via Zoom Link
Thanks for attending!