Welcome Building Coordinators!

Monthly Building Coordinator Meeting

July 21, 2021
Agenda

→ Welcome and Announcements/Updates

→ Hot Work Presentation (refresher): Josey Bathke and Melissa Miller - Risk Management (20 minutes)

→ Waste, Recycling and Organics Services - Who to Contact (refresher): Tammy Paulus - UI Purchasing (10 minutes)

→ Pallet Pickup Program (refresher): Tammy Paulus – UI Purchasing (5 minutes)

→ Question & Answer from survey sent July 8, 2021 - Steph Rourke - FM@YourService
Welcome New Building Coordinators!
Hot Work
Loss Prevention Program
Refresher for Building Coordinators

WARNING!
HOT WORK IN PROGRESS
Watch for fire!

July 21, 2021
Overview

- Background
- Locations
- Process
- Training
- What can you do as a Building Coordinator?

For the full policy go to: https://riskmanagement.fo.uiowa.edu/hot-work
Campus Hot Work Committee

- Brent Anderson – Facilities Management
- Josey Bathke – Risk Management
- Chris James – UIHC Safety and Security
- Dustin Lane – Facilities Management
- Bruce McAvoy – UI Fire Safety
- Steve Paulsen – Environmental Health and Safety
- Tony Weinschenk – UIHC Fire Safety
Purpose

- Establish a consistent campus-wide policy regarding Hot Work
- Reduce the risk of injury and loss by fire caused by Hot Work activities
Scope

_requires any _individual_ who engages in Hot Work to comply with University policy_

*Applies to all faculty, staff, students, or third parties performing Hot Work on behalf of the University of Iowa and in all University of Iowa facilities, including UIHC*
Definitions

**Hot Work** – *anything that produces flame, heat, or sparks*

- Electric or gas welding, abrasive cutting, soldering, grinding, torch work, and brazing;
- Includes acetylene torches, arc welding equipment, portable grinders, and propane torches;
- Also non-rated electrical tools and equipment when used in a hazardous environment
Definitions

**Fire Safety Supervisor**

- Designated permit authorizer,
- Trained to authorize Hot Work Activities, and
- Supervises the individual performing Hot Work
Definitions

**Fire Watch**

- Designated and trained to observe Hot Work for the purpose of preventing, detecting, and suppressing fires

  - Must continuously monitor Hot Work (during and after for 60/180 minutes depending on the type of hot work)

  - Must be trained to use manual firefighting equipment

  - Must have the ability to summon emergency assistance if needed

  - **CANNOT BE THE PERSON PERFORMING THE HOT WORK!!!!**
Hot Work Locations

1. **Temporary** by issuance of approved UI Hot Work Permit (Yellow Permit) or

2. **Designated** Hot Work Sites with visible “Designated Hot Work Site” permit/certificate posted (White Permit)
   - Formally evaluated and meet the requirements of the International Fire Code
   - Inspection and verification of proposed designated location will be completed by UI or UIHC Fire Safety
   - Only be used by trained and authorized individuals
   - **NOTE:** failure to adhere to safety requirements could cause the designation to be revoked in the sole discretion of UI or UIHC Fire Safety
**Designated Hot Work Site Permit**

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Inspection Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 145</td>
<td>September 1, 2016</td>
<td>Designated Hot Work Site</td>
</tr>
</tbody>
</table>

**Building**
- Madison Street Services Building

**Address**
- 640 South Madison Street

**User Group**
- Building and Landscape Services

**Facility Contact**
- Curt Fountain

**Building Occurrence Type**
- Factory Industrial
  - 4-1
  - IIB (Non-combustible, non-protected)

**Fire Sprinkler System**
- Yes

**WE HAVE INSPECTED THE ABOVE PREMISES AND FOUND:**

Based on my inspection of the Sheet Metal Shop, Room 1-45, located in the Madison Street Services Building, I approve the use of the room as a designated hot work site in accordance with Chapter 35 of the 2015 International Fire Code and the University of Iowa Hot Work Loss Prevention Program.

Please ensure the space is free of all combustibles, prior the start of any hot work. All requirements of Chapter 35 and the University’s Hot Work Loss Prevention Program are properly followed before, during, and after all hot work is performed in this space.

This space will be subject to periodical inspections by this office and any deficiencies noted may result in loss of hot work privileges.

**Type of hot work to be performed at this site:**
- Tungsten Inert Gas (TIG) welding
- Metal inert Gas (MIG) welding
- Oxy-acetylene welding / cutting
- Shielded metal arc (\"stick\") welding
- Grinding
- Sanding
- Plasma cutting
- Abrasive cutting (chop saw)
- Soldering

**THIS PERMIT WILL EXPIRE ON SEPTEMBER 8TH, 2017**

Post in a conspicuous location within the hot work site

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**Inspected By:**

[Signature]

Bruce McCawley, Fire Safety Coordinator

University of Iowa Department of Public Safety

808 University Capitol Centre

Iowa City, IA 52242-5609
List of University Designated Permit Sites as of 5/19/21

*Updated annually

Located at: https://riskmanagement.fo.uiowa.edu/hot-work-program#Appendices

APPENDIX A - University of Iowa Hot Work Sites

<table>
<thead>
<tr>
<th>Building</th>
<th>Location Details</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becker Communications Studies Building</td>
<td>Room 242</td>
<td>Angela Loomis</td>
</tr>
<tr>
<td>Butler Building (Landscape Services Maintenance Shop)</td>
<td>SE portion of the shop</td>
<td>Dave Brown</td>
</tr>
<tr>
<td>Campus Maintenance Shop</td>
<td>Center garage bays</td>
<td>Pat Smith</td>
</tr>
<tr>
<td>Carver Hawkeye Arena</td>
<td>Room S313</td>
<td>Dianne Simcox</td>
</tr>
<tr>
<td>Chemistry Building</td>
<td>Room W316</td>
<td>Justin Garvin</td>
</tr>
<tr>
<td></td>
<td>Room W39</td>
<td>Jeremy Richardson</td>
</tr>
<tr>
<td></td>
<td>Room W152</td>
<td>Ben Revis</td>
</tr>
<tr>
<td>Currier Residence Hall</td>
<td>Room S481</td>
<td>Randy Edling</td>
</tr>
<tr>
<td>Dental Science Building</td>
<td>S393, NW Corner of room</td>
<td>Curtis Burg</td>
</tr>
<tr>
<td></td>
<td>S493, SW Corner of room</td>
<td>Curtis Burg</td>
</tr>
<tr>
<td></td>
<td>S495, SE Corner of room</td>
<td>Curtis Burg</td>
</tr>
<tr>
<td>Pinkline Shop Facility</td>
<td>NE corner of shop</td>
<td>Mike Wadle</td>
</tr>
<tr>
<td>Hancher Auditorium</td>
<td>Scene Shop, Room 1336</td>
<td>Mike Nolte</td>
</tr>
<tr>
<td>Hillcrest Residence Hall</td>
<td>Room N3</td>
<td>Mark Colbert</td>
</tr>
<tr>
<td>Hydraulic Annex 2 – Oakdale</td>
<td>North Center portion of building</td>
<td>Brandon Barquist</td>
</tr>
<tr>
<td>Hydraulic East Annex</td>
<td>SE corner of the building</td>
<td>Brandon Barquist</td>
</tr>
<tr>
<td>Hydraulic Model Annex</td>
<td>North Center portion of the building</td>
<td>Brandon Barquist</td>
</tr>
<tr>
<td>Laundry Services</td>
<td>Room 124</td>
<td>Mike Reynolds</td>
</tr>
<tr>
<td>Madison Street Services Building</td>
<td>Room 110</td>
<td>John Weyer</td>
</tr>
<tr>
<td></td>
<td>Room 145</td>
<td>Andy Brackner</td>
</tr>
<tr>
<td>National Advanced Driving Simulator – Oakdale</td>
<td>Room 101</td>
<td></td>
</tr>
<tr>
<td>Oakdale Shops Building “D”</td>
<td>Ground Floor, North bays</td>
<td>Rich Kreuz</td>
</tr>
<tr>
<td>Oakdale Studio Facility</td>
<td>Exterior of building near loading dock</td>
<td>Ben Angelic</td>
</tr>
<tr>
<td>Power Plant</td>
<td>2nd Floor Maintenance Shop</td>
<td>Landen Geronis</td>
</tr>
<tr>
<td></td>
<td>2nd Floor Areas</td>
<td>Landen Geronis</td>
</tr>
<tr>
<td>Research Park Landscape Services</td>
<td>South center of shop along wall</td>
<td>Scott Shrader</td>
</tr>
<tr>
<td>玳ans Center for Engineering</td>
<td>West side of Room G440-A</td>
<td>Mike Hallman</td>
</tr>
<tr>
<td>Theater Building</td>
<td>Scene shop</td>
<td>Rob Durham</td>
</tr>
<tr>
<td>Van Allen Hall</td>
<td>Room 116, machine shop</td>
<td>Brian Busch</td>
</tr>
<tr>
<td>Visual Arts Building</td>
<td>Ceramics – Rooms W201, W221, and W231</td>
<td>Ben Upchurch</td>
</tr>
<tr>
<td></td>
<td>Jewelry – W350 suite of rooms</td>
<td>Ben Angelic</td>
</tr>
<tr>
<td></td>
<td>Sculpture – W251</td>
<td>Tony Subowski</td>
</tr>
<tr>
<td></td>
<td>Room E350</td>
<td>Ben Angelic</td>
</tr>
<tr>
<td></td>
<td>Room E308</td>
<td>Ben Upchurch</td>
</tr>
<tr>
<td></td>
<td>Room E220</td>
<td>Ben Upchurch</td>
</tr>
<tr>
<td></td>
<td>Room W150-C</td>
<td>Man-Ho Cho</td>
</tr>
<tr>
<td></td>
<td>Room W150-D</td>
<td>Man-Ho Cho</td>
</tr>
<tr>
<td></td>
<td>Room W160</td>
<td>Man-Ho Cho</td>
</tr>
<tr>
<td>Voxman Music Building</td>
<td>Room 4460</td>
<td>Chad Walker</td>
</tr>
</tbody>
</table>

*If the HW site is not on this list then they must have a temporary permit (yellow permit) at the location EACH & EVERY day that Hot Work is occurring
How to Obtain and Use a Hot Work Permit

A. The following offices have blank Temporary Hot Work Permits (yellow permit): UIHC Safety & Security, FM Safety Manager and Risk Management

B. A Hot Work request is directed to the designated Fire Safety Supervisor.

C. Fire Safety Supervisor visits the Hot Work site with the requestor to review the planned Hot Work and site.

D. Fire Safety Supervisor fully completes the balance of the Hot Work Permit Part 1 (signature required).
   A. University – Part 1 is kept by the Fire Safety Supervisor for reminder/notification.
   B. UHIC – Part 1 is kept in the UIHC Fire Safety Office for tracking.

E. Hot Work Permit Part 2 is given to the Hot Worker to visibly post at Temporary Hot Work Site.
How to Obtain and Use a Hot Work Permit

F. The Hot Worker, with Fire Watch present, performs the necessary Hot Work

G. After Hot Work is completed, the Fire Watch stays at the work site for 60/180 continuous minutes monitoring for smoldering and fire development.

H. At the end of the 60/180 minutes, the Fire Watch signs the “post Hot Work Fire Watch” on Permit Part 2.
   • REMEMBER – During the Hot Work the Fire Watch cannot be the same as the person performing the Hot Work.

I. Once Hot Work Permit Part 2 is completed and verified, return Permit Part 2 to the Fire Safety Supervisor, or Permit Authorizer.

J. Fire Safety Supervisor or Permit Authorizer should forward completed Permit Part 2 to:
   • University:
     i. Risk Management Office, 430 Plaza Centre One, or
     ii. If it is a Design & Construction Project, the construction manager or Fire Safety Supervisor for that project
   • UIHC: UIHC Fire Safety Office
Annual Training Requirement

• At UIHC: contact UIHC Fire Safety for UIHC training registration info

• Outside UIHC:
  • For non-uiowa staff: https://learn.uiowa.edu/
  • For students: https://compliance.hr.uiowa.edu/
  • For UI staff: Employee Self-Service
What can you do as a Building Coordinator?

Feel comfortable:
- **Directing** contractors with questions to a member of the Campus H Committee
- **Looking** for the hot work permit anytime you see/smell/hear hot work (it must be posted in the area) and look for a 2nd person doing the fire watch
- **Asking** the contractor/worker for their hot work permit if you don’t see it
- **Asking** the contractor/worker to stop work if they do not have a proper and completed hot work permit present
- **Contacting** FM@YourService, UIHC Safety & Security, UI or UIHC Fire Safety if you have concerns or questions
Questions

University Fire Safety
808 UCC
(319) 335-5389
https://police.uiowa.edu/fire-safety
bruce-mcavoy@uiowa.edu

UIHC Safety & Security
0081 RCP UIHC
(319) 356-2658
Website on UIHC intranet
Questions

FM@Your Service
210 USB
(319) 335-5071
https://www.facilities.uiowa.edu/services/fmyourservice
facilities-wcc@uiowa.edu

Risk Management
Josey Bathke or Melissa Miller
430 PCO
(319) 335-0010
https://uiowa.edu/riskmanagement
risk-management@uiowa.edu
Questions

Environmental Health & Safety
122 Grand Avenue Court
(319) 335-8501
https://ehs.research.uiowa.edu/
 ehs-contact@uiowa.edu
Waste, Recycle and Organics Refresher
-Tammy Paulus/Purchasing

Landfill, Recycling and Organics Waste Services
Service Provider Change & Regularly Occurring Schedules:

Landfill Waste Services: ABC Disposal System Inc. Contract #19780
• Landfill Waste services will no longer be provided by FM Landscape Services. These services will transition to the newly awarded supplier ABC Disposal Systems Inc.
• ABC will initially complete regularly schedules services on the same schedule and route currently being provided by University Utilities.

Recycling and Organics Waste Services: Waste Management Inc. Contract #19798
• Waste Management will continue to provide recycling services with their new contract. Routes and schedules will remain as they currently are today.
• Waste Management will begin providing Organics disposal services effective January 1, 2020.

Payment for Regularly Scheduled Services:
• Departments requiring regularly occurring waste services should make payment via a blanket purchase order.
• For General Education Funded (GEF) buildings University Utilities will lead purchase order issuance and rebill the appropriate MFKs as currently done today.
• Buildings not funded by GEF funds will be responsible for creation of purchase orders for services to be paid. Purchasing is currently working to coordinate purchase orders with the appropriate University users.
• If users have questions on whether they need to initiate a blanket requisition please email Renee Funk at renee-funk@uiowa.edu for assistance.
Guidelines on Special Events, Schedule Changes, Supplier Performance

Special Event Services, Pick up needs or Schedule changes:

• Contact supplier directly to request schedule change to initiate and to return to regular service
• Contact supplier for event needs, make sure to have details of what your anticipating needing from supplier.

Payment for On-Call or Special Event Services:

• Areas requiring on-call or special event service pickup are able to make payment via purchase order or departmental procurement card.
• Departments requiring these services will be responsible for initiating a purchase order or making payment via procurement card.

Supplier Performance Issues:

• If experiencing supplier issues after contacting supplier directly feel free to reach out to Purchasing. Most issues can be resolved quickly.
<table>
<thead>
<tr>
<th><strong>Vendor Number</strong></th>
<th>0000391072</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adjusting service schedule</strong></td>
<td><a href="mailto:uirequests@abcdisposalsys.com">uirequests@abcdisposalsys.com</a>  319-631-9441</td>
</tr>
<tr>
<td><strong>Dispatch for on-call services</strong></td>
<td>Jan Varner  319-395-0904</td>
</tr>
<tr>
<td><strong>Account Manager (questions, concerns and special event services)</strong></td>
<td>Dave Klockau  319-631-9441</td>
</tr>
<tr>
<td><strong>Contract #</strong></td>
<td>19780, RFP 17242</td>
</tr>
<tr>
<td><strong>Term of Contract</strong></td>
<td>7/31/2022 with 2 optional 36 month extensions</td>
</tr>
</tbody>
</table>
Recycle and Compost/Organics:
Waste Management

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>0000125075</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusting service schedule / Dispatch for on-call services / Operational Questions</td>
<td>Dave Weaver 319-362-9907</td>
</tr>
<tr>
<td>Account Manager (questions, concerns, new / changes to account locations and special event services)</td>
<td>Brett Dobesh or Greg Traver</td>
</tr>
<tr>
<td>Phone Number</td>
<td>319-423-6967 (office) 319-621-9824 (mobile)</td>
</tr>
<tr>
<td>Contract #</td>
<td>19798, RFP# 17242</td>
</tr>
<tr>
<td>Term of Contract</td>
<td>Through 7/31/22 with 2 optional 36 month extensions</td>
</tr>
</tbody>
</table>
Contacts

**Landfill Waste Services**
**ABC Disposal Systems**
- Dispatch for on-call services:
  - Jan Varner
  - Email: jan@abcdisposalsys.com
  - Phone: 319-395-0904
- Adjusting service schedules
  - Email: Ulrequests@abcdisposalsys.com
  - Phone: 319-631-9441

Dedicated Account Manager for questions, concerns and special event services:
- Dave Klockau
- Email: davek@abcdisposalsys.com
- Phone: 319-631-9441

**Recycling and Organics Services**
**Waste Management Inc.**
- On-call Services/Regular Service Questions/Concerns/Special Event Services:
  - Brett Dobesh:
  - Email: bdobesh@wm.com
  - Phone: 319-621-9824
Pallet Pickup Program

- Pallets should not be landfilled
- Keep out of dumpsters
- Keep out of recycle bins

- Call the vendor directly - Riverside Pallets – Tom Aubrecht - Owner
- Services locations almost daily
- Mobile: 319-530-6873
- Other contact number: 319-653-4343
- Email: tomrpri@gmail.com
Questions?
Survey Questions

→ Key and Access Services—AMAG refresher tip of the month (ongoing)-Jan Bringman
Questions?
Next Meeting:

Wednesday, August 18, 2021  11:00 – Noon

• BLS Customer Satisfaction Survey-Results: Andy Bruckner; Scott Gritsch; Julie Sychra – FM Building and Landscape Services Associate Directors
Thank you!