WELCOME!!
Monthly Building Coordinator Meeting
Via ZOOM

June 21, 2023
Agenda

- Reminder – Updating Healthy Hawkeyes Signage – Wendy Moorehead-Director, Strategic Communications, F&O-Facilities Management

- Chilled Water Business Continuity Plan – Andy Van Etten, Associate Director-UI Utilities

- Parking Impacts Summer 2023 – April Wells, Communications Specialist-Parking & Transportation

- FM Requisition Redesign – Steve Sawyer, FM AiM Administrator

- Camera Policy & Compliance – Jan Bringman, Director-Security Engineering Services - Public Safety Department
Reminder: Update Your Building’s “Stay Healthy Hawkeye” Signage

Disinfect Surfaces

STAY HEALTHY HAWKEYES

- Talk to your doctor about vaccinations
- Wash your hands frequently
- Cover your cough and sneeze
- Consider masking
- Stay home if you’re sick

Wash Hands

View updated “Stay Healthy Hawkeyes” signage options at Coronavirus.uiowa.edu
CW Business Continuity- Purpose

→ The CW Business Continuity Plan provides information and guidance for the University of Iowa Chilled Water Plant system in the event of an unexpected loss of capacity, which affects the availability of chilled water to campus buildings.

→ The goal of this procedure is to prioritize delivery of Chilled Water to critical buildings by shutting down non-critical chilled water

→ [Chilled Water Business Continuity - Emergency Loss of Capacity SOP V5.docx]
CW Business Continuity – How?

→ We utilize software to reduce Chilled Water demand on campus. The program is designed to reduce demand in non-critical buildings using the building automation system. This is preferred during longer outages because important loads such as IT closets in these buildings are still provided Chilled Water.
University Roles

• **Communication** – Inside and outside of the FM organization
• **“Hitting the Button”** – Controls group is responsible for starting and ending the program
• **Monitor** – While the plan is activated, we will monitor the CW loop conditions and work with the CW Plant (Engie) to make course corrections and decisions.
• **Compile** – After the service issue is resolved and the CW business Continuity Plan is deactivated, we need to analyze the data and analyze customer impacts
• **Continuous Improvement** – Look for opportunities to improve using the data from the latest test or event.
The Chilled water plant is continuously monitoring the CW loop and building interfaces. The normal operating ranges are as follows:

- CW Loop Pressure – 20-50PSID
- CW Loop Temp – 42-45 F
- CW building interface valves – 20%-95% Open

Identify issues in the CW operation quickly and react according to the CW BC plan

Communication!!!
Test Schedule - June 7, 2023

Two Weeks Before Test – Week of May 22 - Complete
1. Send notice to campus through FM@Your Service that the test is Scheduled. - Steph

Week Before the Test – Controls Group - Complete
1. Verify that all equipment on the attached equipment list is in automatic, enabling the programming to perform the shutdown as intended
2. Verify that Hancher and Theater buildings do not have events scheduled for the following morning

Day Of the Test - Scheduled For June 7, 2023 - Complete
1. Pre-Test Check-in @ 7:30am - Andy own the invite
2. Day of reminder notice sent to campus through FM@YourService. - Steph
3. Begin the test @ 8:30am- Controls own the Activity, Andy owns the Invite
4. Stop the test @ 8:45 am – Controls owns the Activity
5. Once everything has been restarted and campus CW is stable send notice to campus through FM@YourService that the test is completed. - Steph
CW Business Continuity - Maintenance

- **March** – UI review the plan and update contacts, equipment changes, content, Update AiM template with the latest CW BC plan
- **April** – Pretest meeting with UI and Engie
- **Early May** - Controls review PM
- **May or Early June** - Chilled Water Business Continuity Test
- **One week after test** - Debrief test results / Action items
- **July** – Postmortem/ results review

*If you would like to be apart of these meetings, please let me know*
Questions?
Parking and Transportation update
Managing impacts to parking and transportation

Building Coordinators meeting
June 21, 2023
Topics

Spring and summer 2023 construction
  – Projects and space impacts
  – Managing and planning for Parking and Transportation services
  – Parking assignments and waitlist
  – Reassignment process and resources
  – Resources

Questions?
Parking and Transportation updates

10-year facilities master plan and parking assignments
10 YEAR FACILITIES MASTER PLAN

**Parking Lots with construction impacts**
Some space loss is permanent, some is temporary

**Expansion**
Projects to create more parking ASAP

- Parking Lot 33 and 40
  - Utility project

- Parking Lot 46
  - Wrestling training facility

- Parking Lot 75
  - Water tower project

- Parking Lot 43
  - Hawkeye Ramp

- Parking Lot 73
  - University Club

- Parking Lot 14
  - Academic building

- Parking Lot 48
  - Myrtle
ROAD CONSTRUCTION Summer 2023

- Roads with reduced lanes, restricted traffic, or closed

- Newton Road and Elliot Drive
  February 2023 to August 2023

- Finkbine Commuter Drive
  May 2023 to July 2023

- Lot 43 N. Drive
  June 26 to August 2023

- For the Kids Way
  April 2023 to September 2023
Parking assignment and waitlists

Reassignment

Least senior faculty and staff moved 1 for 1 to next closest parking lot

<table>
<thead>
<tr>
<th>Parking Lot proximity</th>
<th>Parking assignment</th>
<th>Waitlist</th>
<th>Reassignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Faculty</td>
<td>Faculty</td>
</tr>
<tr>
<td>&lt;1 year</td>
<td></td>
<td>Person 1</td>
<td>Person 9</td>
</tr>
<tr>
<td>20+ years</td>
<td></td>
<td>Person 3</td>
<td>Person 11</td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>Person 5</td>
<td>Person 10</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Person 7</td>
<td>Person 8</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Person 9</td>
<td>Person 1</td>
</tr>
</tbody>
</table>

|                       |                   | Staff    | Staff        |
|                       |                   | Person 2 | Person 11    |
|                       |                   | Person 4 | Person 2     |
|                       |                   | Person 6 | Person 8     |
|                       |                   | Person 10 | Person 4   |

|                       |                   | Person 6 | Person 2     |

---

Seniority
Reassignment process

**Hawkeye Ramp**
June 2023
- Lot 43, Kinnick
- Lot 75, Arena
- Lot 65, Finkbine
- Lot 85, Hawkeye

**Water tower**
September 2023
- Lot 52, *new*
- Lot 65, Finkbine
- Lot 85, Hawkeye

**Alternatives**
Resources

Transportation.uiowa.edu/construction-alerts

Parking and Transportation

About | Alternative Transportation | CAMBUS | Fleet Services | Parking | Reassignments and Construction

WEST CAMPUS CONSTRUCTION
Information and FAQs for ongoing projects and parking reassignments

The University of Iowa has begun implementing the next 10 years of facilities construction and upgrades. The projects offer long-term benefits of growth and modernization, but will cause some disruptions for students, faculty, staff, patients, and visitors. In addition to the facility projects, the campus will also see road and infrastructure construction.

This page will be continually updated with new information as projects advance and impacts change. You can find project alerts, parking reassignment details, and answers to frequently asked questions.

Last page update: June 1, 2023

Project alerts

Construction alert: Lot 43 N. Drive southbound only beginning: June 26
Wednesday, June 14, 2023

Patient parking
Patients and visitors of UI Dental Clinic

Construction alert: Hawkins Ramp construction and revised parking lots beginning: May 30
Monday, May 15, 2023

CAMBUS service alert: Routes 30, 53 to detour due to road work at Fishburn Commuter Drive railroad beginning Sunday, May 15

CAMBUS service alert: Routes 30, 53 to detour due to road work at Fishburn Commuter Drive railroad beginning Saturday, May 20

CAMBUS service alert: Routes 30, 53 to detour due to road work at Fishburn Commuter Drive railroad beginning Tuesday, May 23

Want to see more Parking and Transportation alerts? Tap on the "All alerts" button.

Patient parking
Patients and visitors of UI Dental Clinic and UI Hospitals & Clinics should anticipate some delays due to construction in the area. We appreciate your patience.

Attending an appointment at UI Hospitals & Clinics? Check for traffic alerts.

PARKING ALERTS
FMREQs Upgrade

Steve Sawyer
The Old FMReqs Application

- Based on legacy Workflow system
- Supported by ITS
- Outdated and not very user friendly
- Decom date 7/18
- Open reqs will finish routing on legacy
- All historical data will be migrated to new
- Search page active for several months

- System change vs Process change

- **Project**=
  - Campus Planning or D&C: Black button on FM@YourService portal

- **Departmental Work Orders**=FM@YourService for shops: Yellow button on FM@YourService portal
Changes to Old FMREQs System

- Going live the evening of July 18
- ‘Create Requisition’ link will land on the search page
- Create and Copy links will be disabled
- Reqs in draft status will not be able to proceed to Workflow
- Reqs in process will still be able to be approved / Declined
New FMReqs Implementation Plan

→ Going live the evening of July 18
→ All historical data, including routing information, will migrate to the new system.
→ All forms not finalized will be left to complete their routing on the legacy system and then brought over when routing is complete

Communication Plan
  • Present to Building Coordinators June 21
  • Send email to Building Coordinators and Workflow Admins before end of June
Workflow Routing Migration from Legacy Workflow to Universal

- If an office existed in both Legacy and Universal, the route was copied to Universal.
- If an office existed in Legacy, but not Universal, the office was created, and the route was copied to Universal.
- A few of the sub departments are deleted in universal workflow. We have not copied the routes for those sub-departments.

Workflow Form Names and Custom Route Names

- FM Requisition: Departmental Work Order
- FM Requisition: Project Request
The New FMReqs Application

Becomes part of the FM@YourService portal

Uses Universal Workflow for routing

Consistent look and feel, more user friendly and streamlined

Supported by FM IT, contact Steve Sawyer for help via the facilities-webmaster@uiowa.edu email address

No change to Green or Blue buttons or to process – system change only
Order Work or Keys

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 Key and Access
• Re-keying in office space
• 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
Once workflow approvals are completed, Design and Construction creates a project in BuildUI.

Examples of departmental funded request:
- Install signage
- Replace or Install new A/C units
- Painting
- Replace carpet
- Install AMAG readers

Streamlined:
- No Site field
- No Request Type field
- Eliminate dual data entry
Email Communication to Initiator

→ When Request Approved:

FM Requisition: Project Request (#13826852) has completed routing

It is available for viewing at:

https://apps.its.uiowa.edu/workflow/test/public-api/packages/13826852/redirect

---

Package Summary

<table>
<thead>
<tr>
<th>Location</th>
<th>0450 USB - University Services Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>FM IT Testing</td>
</tr>
<tr>
<td>Department</td>
<td>05-0375</td>
</tr>
<tr>
<td>Department Name</td>
<td>Facilities Management Shops</td>
</tr>
<tr>
<td>Sub Department</td>
<td>05-0375-00250_66001</td>
</tr>
<tr>
<td>Sub Department Name</td>
<td>00250 66001 Sub Department</td>
</tr>
<tr>
<td>Form</td>
<td>FM Requisition: Project Request</td>
</tr>
<tr>
<td>Initiator</td>
<td>Maheshwari, Akshay</td>
</tr>
<tr>
<td>Workflow ID</td>
<td>13826852</td>
</tr>
</tbody>
</table>
Email Communication to Initiator

When Comment is Added during Workflow Routing:

A New Comment has been added to FM Requisition: Departmental Work Order (#13826116)

Maheshwari, Akshay made the following comment at 2023/06/19 16:34:14:

Test comment

Please do not reply to this email. You can reply to this comment under the Comments tab at:
https://apps.its.uiowa.edu/workflow/test/public-api/packages/13826116/redirect

Package Summary

<table>
<thead>
<tr>
<th>Location</th>
<th>0450 USB - University Services Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>FM IT Testing</td>
</tr>
<tr>
<td>Department</td>
<td>05-0375</td>
</tr>
<tr>
<td>Department Name</td>
<td>Facilities Management Shops</td>
</tr>
<tr>
<td>Sub Department</td>
<td>05-0375-00250_66001</td>
</tr>
<tr>
<td>Sub Department Name</td>
<td>00250 66001 Sub Department</td>
</tr>
<tr>
<td>Form</td>
<td>FM Requisition: Departmental Work Order</td>
</tr>
<tr>
<td>Initiator</td>
<td>Parker, Chris J</td>
</tr>
<tr>
<td>Workflow ID</td>
<td>13826116</td>
</tr>
</tbody>
</table>
Email Communication to Initiator

When Package is Voided:

*FM Requisition: Project Request (#13826208) has been Voided and is no longer routing in Workflow*

Package Summary

<table>
<thead>
<tr>
<th>Location</th>
<th>0450 USB - University Services Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Voiding testing</td>
</tr>
<tr>
<td>Department</td>
<td>05-0375</td>
</tr>
<tr>
<td>Department Name</td>
<td>Facilities Management Shops</td>
</tr>
<tr>
<td>Sub Department</td>
<td>05-0375-00250_66001</td>
</tr>
<tr>
<td>Sub Department Name</td>
<td>00250 66001 Sub Department</td>
</tr>
<tr>
<td>Form</td>
<td><em>FM Requisition: Project Request</em></td>
</tr>
<tr>
<td>Initiator</td>
<td>Domsic, Robert T</td>
</tr>
<tr>
<td>Workflow ID</td>
<td>13826208</td>
</tr>
</tbody>
</table>
Campus Safety | Security Engineering Services

Building Coordinators

SECURING OUR FUTURE
June 2023
Introductions

→ Jan Bringman
→ Director, Security Engineering Services
→ Campus Safety
→ 806 University Capitol Centre
University Security Management Systems

AMAG Symmetry
4218 card reader doors
1156 electronically controlled points
4051 monitored points in the system
Threat level managed by security levels

Opening Studios BIM Software
Integrates with Design software to and visualize openings for door and hardware schedules specification

Milestone Video Surveillance
1079 video cameras
48 using Intellisee Artificial Intelligence
Tracking Radar

Key Watchers
Integrated with cardholder database for automated access and provisioning

AMAG Intrusion Detection
33 systems on campus with 538 managed points

Simple K Keying Software
Web based key checkout
Departmental key tracking ability
Sequencing and tracking of key issuance

IOWA
Campus Safety Organization | Security Engineering Services
Chapter 45 Operations Manual

Chapter 45 – Video Surveillance

45.1 Scope of Policy

This policy applies to all University of Iowa students, faculty, staff, and visitors to campus in their use of video equipment for the purpose of surveillance on or in any University property, facilities, and spaces and/or during the course of University-sponsored activities. Employing units of the University may establish more specific expectations in addition to this policy or elaborate on this policy in greater detail.

45.2 Exclusions

This policy does not apply to video used by or for:

a. Non-surveillance purposes. Examples of non-surveillance video recordings include, but are not limited to, video recordings made for:

   (1) Instructional, academic, or artistic purposes,
   (2) Capturing public events and performances,
   (3) Record time-lapse or surveillance events.
How you can help
Requesting Camera Approval

→ https://its.uiowa.edu/video-surveillance

The technical implementation of video surveillance systems will, over time, be standardized using the Milestone system; with connectivity and alerting functionality from the UI physical security management system. An administrative committee is charged to oversee the appropriate utilization of surveillance, as described in the University Video Surveillance Policy.

Departments will initiate a workflow request (https://workflow.uiowa.edu/form/Video_Surveillance_System_Project_Request) that includes an electronic approval process, routed through the required levels in their organization, and completing the process with DPS. AccessServices@uiowa.edu. Prior to beginning the workflow process, please contact ITS for a quote to cover the cost of hardware and installation of the camera(s). Information Technology Services (ITS) & Department of Public Safety (DPS) will review, estimate, and implement the project. You can reach ITS for a quote at ITS-ITConnect Service Requests Ris-itconnect@uiowa.edu.
Artificial Intelligence

After being installed on cameras at a Big 10 university, IntelliSee trespass detection helped put an end to an ongoing bike theft ring.

With 24/7/365 active monitoring, IntelliSee detects and alerts to risks like trespassers in real-time, giving end users the situational awareness needed to review a situation and take informed action.

Actual trespass detection at a Division 1 Stadium
“The security enhancements we’ve seen after implementing proactive detection technologies are significant. We also saved more than $100,000, which we were able to deploy to other critical safety and security needs including adding more surveillance coverage to other venues.”

- JAN BRINGMAN
KEY & ACCESS SERVICES MANAGER
UNIVERSITY OF IOWA
Building Coordinator

Next meeting:

July 19, 2023, via zoom 11 AM to 12 PM

Proposed Agenda:
- Custodial Services
- BUI Review and Enhancements
- Fire Life Safety
Thank you!