Welcome Building Coordinators!

Monthly Building Coordinator Meeting

March 16, 2022
Agenda

- Welcome and Announcements/Updates

- Building Cooling/Heating Switchover – Tom Moore, FM Senior Area Manager - 10 minutes

- FM@YourService Portal Follow up Q&A – Steph Rourke, Manager FM@YourService - 20 minutes

- Painting/wall repair - Julie Sychra, Director Operations & Maintenance - 10 minutes

- Question and Answer
Building Cooling/Heating Switchover: What Should I Expect this Spring?

TOM MOORE
SENIOR AREA MANAGER, FACILITIES MANAGEMENT
WELCOME TO IOWA

WINTER IS AT 6AM
SPRING STARTS AT 10AM
SUMMER IS AT 2PM
FALL STARTS AROUND 4:30ISH

DRESS ACCORDINGLY
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
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
- Engineering Research Facility
- North Pharmacy
- Field House
- Wendell Johnson Speech and Hearing

- Art Building
- 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*
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)

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!
New Tool This Spring to Help With Occupant Communication:

Email will be sent to Building Coordinators for 2-pipe buildings in advance of switchover.
FM@YourService Portal - Follow up Q&A from 2/16/22 meeting

Steph Rourke - Manager, FM@YourService
March 16, 2022
You asked.....

Can the character cap be higher or no character cap at all?

FM implemented the change on March 11, 2022 by adding an ADDITIONAL DESCRIPTION box with a character limitation of 4000!
REQUEST MAINTENANCE

→ Your contact information populates

→ Service Location: If the problem is not located in a listed building, please choose the closest building.

Building*: Search by Building # or Building Name

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.

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

37382 (July 2016 to Current)
8598 (Year 2021 to current)

Average monthly submittals for last 12 months = 717
NEW—Additional Description
Effective on 3/11/22

Problem Description: Please include as many details as you can.

Problem Description:

Characters left: 255

Additional Description:
Can I attach any type of file as a related document?

Not all files can be supported in our Computerized Maintenance Management System (AiM) such as emails; movie; mp3.
Hello FM@YS Team,

An unsupported file was uploaded by the customer. While the file is available on the portal at the link below, it wasn't uploaded to AIM. Please review and take necessary actions as needed.

Link- [https://bizhub.facilities.uiowa.edu/bizhub/fmservice/service/edit?rid=37674](https://bizhub.facilities.uiowa.edu/bizhub/fmservice/service/edit?rid=37674)

This is an automated notification.

Thank you!
FM-IT
You asked.....

Can a Building Coordinator see any request submitted through FM@YourService for the buildings they serve as the BC?

Can I still see just what I submitted?

Our FM IT team made this a priority!
NEW—Look up building Work Orders Effective on 3/16/22
Example: Brad Gilchrist can view College of Pharmacy and Pharmaceutical Sciences Research Building requests.

<table>
<thead>
<tr>
<th>#</th>
<th>Work Order#</th>
<th>Issue Description</th>
<th>Building Name</th>
<th>Room #</th>
<th>Created By</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>102616</td>
<td>12-T26698</td>
<td>Check thermostat in the office. A high level point and occupied cold. Thanks!</td>
<td>Pharmaceutical Sciences Research Building</td>
<td>5516</td>
<td>Bradley Gilchrist</td>
<td>Feb 16, 2022</td>
<td>APPROVED</td>
</tr>
<tr>
<td>102615</td>
<td>12-T26968</td>
<td>Fan in hood in lab 446B is expected not working correctly. This is second fan hood in the building to report problem this morning. Maybe there is some more widespread problem than these two fan hoods? Thanks.</td>
<td>College of Pharmacy Building</td>
<td>446B</td>
<td>Bradley Gilchrist</td>
<td>Feb 14, 2022</td>
<td>APPROVED</td>
</tr>
<tr>
<td>102614</td>
<td>12-T26689</td>
<td>Fan in hood in southeast corner is having airflow problems again. It is the same one that has had work done on it several times since shortly after we moved into the building. Needs checked to determine what is wrong. Thanks.</td>
<td>College of Pharmacy Building</td>
<td>537C</td>
<td>Bradley Gilchrist</td>
<td>Feb 14, 2022</td>
<td>APPROVED</td>
</tr>
<tr>
<td>102612</td>
<td>12-T26693</td>
<td>Water found on floor. Leak somewhere. Picture attached. Thanks.</td>
<td>College of Pharmacy Building</td>
<td>8th floor</td>
<td>Bradley Gilchrist</td>
<td>Feb 11, 2022</td>
<td>APPROVED</td>
</tr>
<tr>
<td>102611</td>
<td>12-T26622</td>
<td>Faculty member noted a window ‘winger’ that looks like it could fall 5 stories. Would like FM to investigate. Thanks.</td>
<td>College of Pharmacy Building</td>
<td>531C-2</td>
<td>Bradley Gilchrist</td>
<td>Feb 10, 2022</td>
<td>APPROVED</td>
</tr>
<tr>
<td>102610</td>
<td>12-T26615</td>
<td>In PFRB stairs to Entrance 3A between 2nd and 3rd floor there is a light on the landing that needs replaced.</td>
<td>Pharmaceutical Sciences Research Building</td>
<td>Entrance 3A stairwell</td>
<td>Joel Linkman</td>
<td>Feb 9, 2022</td>
<td>APPROVED</td>
</tr>
<tr>
<td>102608</td>
<td>12-T26619</td>
<td>Thermostat in the office. A high level point and occupied cold. Thanks!</td>
<td>Pharmaceutical Sciences Research Building</td>
<td>North side elevator</td>
<td>Joel Linkman</td>
<td>Feb 9, 2022</td>
<td>APPROVED</td>
</tr>
<tr>
<td>102607</td>
<td>12-T26603</td>
<td>“The offices 214 and 216 in PHAR are getting extremely warm during the day again today 8/43 and it is already 79°F and still climbing. Is there something we can do about this?” Would like FM to help cool these rooms off sometime. Thanks!</td>
<td>Pharmaceutical Sciences Research Building</td>
<td>214 and 216</td>
<td>Bradley Gilchrist</td>
<td>Feb 8, 2022</td>
<td>APPROVED</td>
</tr>
<tr>
<td>102647</td>
<td>12-T26556</td>
<td>Office is overly warm at lowest thermostat setting. Value may be stuck. Needs some expert attention. Thanks!</td>
<td>Pharmaceutical Sciences Research Building</td>
<td>5527</td>
<td>Bradley Gilchrist</td>
<td>Feb 7, 2022</td>
<td>APPROVED</td>
</tr>
<tr>
<td>102646</td>
<td>12-T26681</td>
<td>PHAR (9306) Shop 204. Steam Trap Tag #430. plugged.</td>
<td>Pharmaceutical Sciences Research Building</td>
<td>SE Stainwell</td>
<td>Mathias Miller</td>
<td>Feb 4, 2022</td>
<td>APPROVED</td>
</tr>
<tr>
<td>102645</td>
<td>12-T26779</td>
<td>PHAR (9306) Shop 204. Steam Trap Tag #430. plugged.</td>
<td>Pharmaceutical Sciences Research Building</td>
<td>NE Stainwell</td>
<td>Mathias Miller</td>
<td>Feb 4, 2022</td>
<td>APPROVED</td>
</tr>
<tr>
<td>102644</td>
<td>12-T26755</td>
<td>These rooms are very hot and are located at lowest setting. It is cell culture space and needs to be cooled down.</td>
<td>Pharmaceutical Sciences Research Building</td>
<td>545A and 5455A</td>
<td>Bradley Gilchrist</td>
<td>Feb 4, 2022</td>
<td>APPROVED</td>
</tr>
</tbody>
</table>
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
THE ROLE OF THE BUILDING COORDINATORS (ORIENTATION)

Responsibilities of a successful Building Coordinator

- Cares about the physical environment of the building and campus
- Works in or near the building
- Is familiar with the building, its occupants, special departmental equipment, lab and research areas
- Is familiar with the building entrances, access controls, doors and key systems
- Works closely with occupants and users to communicate needs, requests, and recommendations to Facilities Management
- Works closely with Facilities Management to communicate, to occupants and users, information related to building outages, construction disruptions, energy curtailments, energy conservation measures, and other matters related to building operation
- Is familiar with the various services provided by Facilities Management
- Is interested in learning and understanding University procedures related to facilities operations and management
- Provides feedback to Facilities Management to assist in improving services
THE ROLE OF THE BUILDING COORDINATORS (ORIENTATION)

Relationship with Facilities Management

- Provides information and tools enabling building coordinators to effectively perform their building coordinator duties
- Provides advanced information related to policy and service level changes
- Provides a deeper level of understanding of FM services and procedures
- Notifies building coordinators, in advance, of events, activities or work orders that may interrupt or disrupt normal building function and operation
- Invites the building coordinator to pre-construction meetings for new projects and renovation that pertain to the building
- Invites the building coordinator to regularly scheduled information and training sessions with peer coordinators
- Shares building condition assessments and space utilization reports with building coordinators
Building Coordinator Information Library

These presentations from former Building Coordinator meetings will help you understand your role as a Building Coordinator. You can find additional previous Building Coordinator presentations archived by date on the Building Coordinator Network.

<table>
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<th></th>
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<tbody>
<tr>
<td>Facilities Reinvestment – GEF Block Allocations</td>
<td>+</td>
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<tr>
<td>Facilities Information System – SIMS</td>
<td>+</td>
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<tr>
<td>Leased Properties</td>
<td>+</td>
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<tr>
<td>Support and Services Provided by Risk Management</td>
<td>+</td>
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<tr>
<td>How FM's Campus-wide Service Contracts are Managed</td>
<td>+</td>
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<tr>
<td>Facilities Investment is Risk Investment</td>
<td>+</td>
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<tr>
<td>Additional Resources</td>
<td>+</td>
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</tbody>
</table>
FM Building Coordinators Network – The Site View Numbers January 2021 – February 2022

- BC main page: 2,003
- BC list page: 1,060
- BC welcome orientation page: 184

Ranks #34 most viewed pages
How to report GEF building emergencies
24/7/365

Call 335-5071

- During business hours 8:00 AM-4:30 PM: FM@YS staff dispatches to appropriate team
- After hours: call can be routed to UI Department of Public Safety. They contact a BLS on call staff member that determines appropriate response
How to report GEF non-emergencies 24/7/365

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

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

For emergencies, please call 319-335-5071, 24/7.

Click here for site instructions

- SERVICE
  - 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

- Ask a COVID-19 question/FAQs
  - FM Operations
Questions?
How do I get painting/wall repair work completed?

➔ Shop 216 (Interior Finishes, Sheet metal, Insulation) closed in February 2021

➔ Last week on March 1st we marked the 1-year anniversary of the Pilot Workflow that Scott G. communicated last February

➔ We are currently evaluating Pilot results and will communicate any process changes as soon as possible
How do I get painting/wall repair work completed?

→ Current Process:
  • Determine funding per GEF Services Guide

### Finishes

**What to Expect:** Repair and replacement of interior finishes are prioritized by severity of condition and are not performed on any pre-determined schedule. These scenarios will require a conversation between customers and maintenance area managers/supervisors. In some instances (painting for example), campus planning will need to be aligned with prioritization from a programmatic standpoint.

<table>
<thead>
<tr>
<th>Service</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinetry</td>
<td></td>
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<tr>
<td>Carpentry</td>
<td></td>
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<tr>
<td>Ceilings</td>
<td></td>
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<tr>
<td>Floors (including waxing)</td>
<td></td>
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<tr>
<td>Painting and associated lead abatement</td>
<td></td>
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<tr>
<td>Standard window coverings and hardware</td>
<td></td>
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<tr>
<td>Walls and wall coverings</td>
<td></td>
</tr>
</tbody>
</table>
How do I get painting/wall repair work completed?

- If GEF funded, enter request through Green button

- If non-GEF funded, enter request through Black button
How do I get painting/wall repair work completed?

→ Small project is assigned through Design & Construction
→ Project manager will be in touch to coordinate details

→ We are currently evaluating Pilot results and will communicate any process changes as soon as possible
Next Meeting:

Wednesday, April 20, 2022 11:00 – Noon

Risk Management, Insurance, and Loss Prevention—Josey Bathke, Director and Emily Robnett, Risk Management Administrator
Thank you!