Building Manager Resources for a Smart Restart

Last Updated: July 31, 2020

FP&M has compiled a set of resources to help building managers support their units as they plan for the Fall 2020 semester. Because review and approval of restart plans has been delegated to schools/colleges/divisions, questions about the overall planning process and the relationship between the reopening of facilities and other aspects of the restart planning process should be directed to the appropriate contact person within your unit.

In addition to the wide range of guidance and protocols linked below, we have also published a Facilities Startup Guide for Smart Restart. We hope that all of these resources, coupled with the direction from your unit, provide you with the information and support you need as we work together to reopen campus.

While the range of responsibilities of each building manager varies to some degree depending on the facilities they serve, building managers have always played a helpful role as a primary point of contact for facilities-related issues and as a critical administrative contact for emergency and security needs.

**Before you return to campus**

If possible, please consult these resources before you return to campus, or shortly after returning.

- Review the current Building Manager list for your buildings and/or departments. Contact Physical Plant Customer Service with updates, inaccuracies, or substitutions. We will also be asking the facilities deans across campus to review this list.
- Familiarize yourself with your assigned Facilities Specialists. Direct specific concerns and unique circumstances in your building to them.
- Review and understand Smart Restart information and FP&M Returning to Campus Safely guidance.
- Take the required COVID-19 Training for On-Site Workers.
- Review the Facilities Startup Guide for a Smart Restart and share it with your building occupants.
- Work with your supervisor to determine your on-campus/remote work schedule and verify that you are able to fulfill the duties outlined in this document.

**When you return to campus**

Resume your normal building manager responsibilities. If you a have a limited on-site schedule, your unit’s re-occupancy plan should identify how these responsibilities will be fulfilled when you are off-site.

- Pay attention to anything unusual in your building with a particular focus on issues that urgently need attention before the fall semester.
- Submit a work request to the Physical Plant when you identify an issue.
- Work with the UW Police Department to make changes to building access.
- Contact MDS Customer Service at shopuw@bussvc.wisc.edu to request direct delivery of all parcel packages shipped to your facility when you are ready to resume responsibility for receiving and providing building access to UPS and FedEx drivers.
- Coordinate with building occupants and use these resources to support their plans for reopening:
  - Signage, including both Smart Restart signage and program-specific signage.
• **Space modifications**, including **plexiglass barriers**.
• **Cleaning protocols**, including waste and recycling.
• **Supplies**, including PPE and cleaning and disinfection supplies.

- Contact your building’s Custodial Supervisor to confirm where building occupants should take their trash/recycling and communicate this to building occupants.
- Consult with your unit facilities and/or health and safety staff (where present) as needed.
- Engage your **Facilities Specialist** for help with questions, coordination, and situational awareness.

**Be prepared to answer questions**

FP&M relies on building managers to become and remain knowledgeable about where to find evolving resources, and to refer building occupants to the guidance we have created. Contact your **Facilities Specialists** with additional questions.

- **Cleaning and disinfection**, including **daily cleaning and disinfection**, **cleaning and disinfection for work units**, and **classroom cleaning and disinfection**. **Note:** There is an extreme shortage of spray bottles nation-wide. Please return bottles to MDS for refill and reuse.
- **Space modifications** and the use of **physical barriers**.
- **HVAC systems**. Physical Plant is carefully managing the operation of building HVAC systems to maximize air quality.

  - Water quality has been carefully monitored during periods of low occupancy.
    - Systems have been regularly flushed and actively operated. Buildings with water quality risk factors have received additional flushing.
    - The UW-Madison Water Management Program Team meets regularly to address water quality and review new research related to COVID-19.

- Health, safety, and code compliance, including but not limited to the following areas:
  - Do not prop open restroom doors.
  - Do not disable water fountains.
  - Do not disable, restrict, or interfere with exit and egress.
  - Do not store furniture or other items in corridors (as this restricts egress).
  - Do not block HVAC supply or return air grilles/openings.
  - Do not disable air dryers in restrooms. Restrooms must offer hand drying and air dryers will not be replaced with paper dispensers.

- **Smart Restart signage** is available at no-cost to campus units. This signage should be used for all applicable Smart Restart signage inside and outside campus buildings.
  - Be sure to install signs in such a way that they do not cause facility damage. Contact your **Facilities Specialist** for additional guidance, if necessary.
  - We will provide more information about signage, including an installation guide, as it becomes available.

**Reminder**

Building managers play a key role in maintaining compliance with UW & State Purchasing Policy and Procedures (PPP 4): “Prior approval from the Division of Facilities Planning and Management (FP&M) is required for any work, including acquisition and installation of equipment, which impacts the architectural, structural, mechanical, electrical or security system of a campus building or results in a change in space usage.”