

ADMINISTRATION:

- Organizing committees to begin searches for the Communications Coordinator, Sustainability Manager, Project Manager, Director of Design and Codes Inspector positions.

Administrative Services:

- Business as usual in the Administrative Services office, processing many invoices, work orders and PD's.
- All moves are complete and everyone is in place. Leo Pedigo & Veronica Huff are now located upstairs in room 202, and will be working with the new Archibus database. Amanda Ruelle is now located in the Administrative Services office. Amanda will still continue to take care of the Building Finishes shop and will also be assisting Administrative Services as needed.

Central Supply:

- Still keeping Facilities stocked and supplied so work can flow smoothly.

FACILITIES OPERATIONS

Building Services:

- Planning to transition more buildings to in-house cleaning service beginning May 20, 2013 and continuing through the summer. There are currently 120 service-aides on the second shift.

Recycling:

- Last week we launched our freezer composting pilot program in Apartment Residence Hall. We had 50 apartments sign up for our program and take a bin.
- This week we are presenting recycling information at all of the Building Services staff meetings. Please let us come talk to your staff about recycling too!

Building Finishes:

- Carpenter Shop: Concrete work at Tandec Building.
- Carpenter Shop: Steady flow of work orders.

Landscaping Services:

- Start-up and testing of irrigation systems
- Preparation of Sorority Village for dedication event
- Preparation for Confucius
- Bush hogging behind Fleming warehouse

Lock & Key Services:

- Working on Rec. Sports Intramural Fields
- Pinning the new Music Building

Rapid Response Team:

- Moving cabinets into the new Music Building.
- Setting up for Confucius event this week.
- Setting up event at Sorority Village this week.
- Moving for two projects at the Science Engineering Bldg.
- Spring clean up

ZONE MAINTENANCE:

- Ready HVAC systems for cooling
- Cleaning HRU units at SERF
- General maintenance activities.

Star Team:

- Last week they were working on big projects at Morgan Hall 301 and SERF 409
- This week they will be closing out projects at Tyson House.
- Procuring vibration analysis and balancing equipment for predictive maintenance.

COMMUNICATIONS & INFORMATION SERVICES

Information Services:

- Archibus Implementation—Phase 1
- Installed new computers in the Facilities Services computer lab.
- Sending out information to all employees about the 360 Performance Evaluations. These can be done online at <https://www.pp.utk.edu/survey/360> or by hard copy/paper form. The deadline to turn in is April 26.

Training:

- New Employee Orientation Manual is in-place.
- Currently working on power point presentations for orientation to replace paper forms/manuals on Fire Extinguishers, Asbestos, Hazardous Communications and Personal Protective Equipment.

Sustainability:

- To kickoff Earth Month the Office of Sustainability hosted the Go Green Fair. Over 25 environmental campus and community organizations participated in the event on Pedestrian Walkway.
- This past Saturday over 35 UT student volunteers participated in the Ijams River Rescue clean-up on Third Creek at Tyson Park.

Communications:

- Continuing to get information out.
- A committee has been organized to begin the search for the Communications Coordinator position.

UTILITIES

Air Conditioning Services:

- Rodout chiller #3 at Reese Hall.
- Assist plumbers with a leak at SMC.
- Assist Construction Services with projects.
- Converting the Residence Halls and the rest of the campus from heating to cooling mode.

Electrical Services:

- HV, Steam Plant electrical troubleshooting.
- Security Systems – Campus – Contractor Support
- Fire Alarm Systems – FA System minor repairs to various buildings on campus and FA year testing.
- HV, Substation facilities maintenance
- LV, Electrical support for outdoor events.

Administration Facilities Operations Zone Maintenance Admin. & Support Comm. & Info Services Utilities Design & Construction

Steam Plant:

- We are off coal and on natural gas for the summer.
- Converting the Residence Halls first and then the rest of the campus from heating to cooling mode.
- Steam Plant would also like to spread the word of the recent death of Leon Effler, who was a retired, but long time employee of the Steam Plant.

Plumbing and Heating Services

- No Report

DESIGN AND CONSTRUCTION

Design:

- Working on Cumberland Avenue bookstore and restaurant project.
- Landscaping improvements, and emergency signage for sororities

Landscape Design:

- Construction administration of the Lake Loudoun streetscape project
- Preparing several agenda items for presentation at the next Campus Planning and Design Committee meeting
- Working with OIT on how to incorporate their equipment to develop Wi-Fi hot spots at key exterior locations on campus.
- Fraternity Park entrance wall design
- Began coordination for a new plaza project
- Conceptual work on pedestrian mall extensions

Construction/Coordination:

- Recapping 25 roofs on campus beginning with 8 buildings starting on April 22
- Finishing conference room work on 4th floor of Andy Holt Tower
- Received certificate of occupancy for Temple Court Phase I (Old Student Health)
- Beginning Temple Court Phase II Renovation.
- Received 60 day temporary certificate of occupancy for Planetarium in Nielsen Physics.
- Continuation of Hood projects in Science Engineering Building.
- Continuation of softball batting cage due to complete at the end of May.
- Replacing damaged lights for Neyland Stadium, Lindsey Nelson Stadium, Softball Field, Tom Black Track, Tennis Courts and Intramural Field.
- Preparing for summer class room projects.
- Building loading dock at Min Kao.

