Special Projects:

- THANK YOU to everyone who donated to make our first food drive for Smokey’s Pantry a success! The donations are being sorted and will be given to the pantry later this week.

Building Finishes:

Sign Services:

- Completed window graphics at Perkins Hall.
- Working on directory boards for NTRC Building.
- Making stickers for recycling.
- Worked on Wayfinding street signs.
- Working on window graphics for Hodges Library.

Paint Services:

- Painting at new Facilities Building.
- Working on common areas at SERF.

Building Finishes:

- Worked on Wayfinding signage.
- Replaced railing on gazebo at White Ave. Early Learning.
- Worked on block at Carrick Hall South.
- Worked on catch basin at Temple Hall.
- Installed a door at Morrill Hall.
- Installed bike racks at Circle Park.

Lock & Key Services:

- College of Nursing – install new exit hardware.
- Alumni Memorial – repair/replace lock.
- Kingston Pike Building- rekey lock.
- Plant Biotech – rekey lock.
- Hodges Library – repair lock.
- Conference Center Building – rekey area for IRIS move.
- University Housing – many recores and repairs.

Recycling:

- UT Recycling spoke with every office manager in Andy Holt Tower to begin office outreach efforts.
- We gained permission to begin front of house composting at Southern Kitchen. Signage and education plans are being developed for its launch.
- UT Recycling is working on the “Sports Sustainability Makeover” contest application through Green Sports Alliance.
- We partnered with SGA, UT Traditions, and the Office of Sustainability for Big Green Friday.
- UT Recycling is working diligently on the prep for the upcoming art show.
- Make Orange Green collaborated with SGA to host Big Green Friday. UT Sustainability, UT Recycling, UT Arboriculture, and UT Stormwater all tabled during the event.
- UT Recycling will be responsible for a large area at this year’s Earth Month Celebration.
- UT Recycling has partnered with Make Orange Green for the first annual MOG scavenger hunt.
- Make Orange Green will host a documentary screen and panel for Earth Month.
- The Move Out Drive began last week.

Weekly totals for the week of March 20 through 26:

- Bottles/Cans: 2,960 pounds; 1.48 tons.
- Paper: 9,500 pounds; 4.75 tons.
- Cardboard: 13,540 pounds; 6.77 tons.
- Manure: 10,800 pounds; 5.4 tons.
- Compost: 8,600 pounds; 4.3 tons.
- Weekly Total: 45,400 pounds; 22.7 tons.

Year to Date Totals:

- Bottles/Cans: 391,260 pounds; 195.63 tons.
- Paper: 461,520 pounds; 230.76 tons.
- Cardboard: 616,110 pounds; 308.06 tons.
- Manure: 497,900 pounds; 248.95 tons.
- Compost: 440,665 pounds; 220.33 tons.
- Year-to-Date Total: 2,407,455 pounds; 1,203.73 tons.

ZONE MAINTENANCE

STAR Team:

- Painting water damaged offices in Perkins Hall.
- Renovating room 109A in SERF.
- TANDEC hi-bay are renovation.
**STAR TEAM CONTINUED:**

- Moving researchers into JIAMS.
- Lighting upgrades at Dabney Hall.
- Repaired operator at Brehm Animal Science.
- Replaced operator at Ellington plant Science.
- Ordered glass for Biotech.
- Ordered operators for HPER.
- Ordered operators at Clarence Brown Theatre.
- Installed new operator at Hodges Library.
- Repaired doors at Hodges Library.
- Inspected South College.
- Installed cylinder straps at JIAMS.
- Transported glass for construction services.

**Zone 1:**

- We are going to be checking out side lights again on the buildings and in the court yard this week.
- Keeping up with buildings work orders and building maintenance.
- Starting to do what we can to get ready for the summer conference and orientation.
- Going to be cleaning the socks and strainers getting ready for the air conditioning to be brought online.

**Zone 2:**

Haslam Business:

- We have changed CFL bulbs to LED bulbs in the learning center room.
- Changed CFL bulbs in the student study room to LED.

SMC:

- Door closure replaced on the main floor stairwell.
- We have removed and replaced all emergency lighting to led in all stairwells.
- Replaced pneumatic control top on air handler sixth floor.

Hodges Library:

- Changed battery on auto flush valve on urinal, fourth floor also rebuilt actuator valve in faculty study room 350d and replaced two stained ceiling tiles.
- Worked on ground floor handicap door on north side of building also disconnected blinking LED light on second floor, changed two t-8 bulbs and one ballast in room 301.
- Reattached door stop at handicap door at Melrose entry, unstopped urinal on second floor also unstopped toilet in women’s main restroom on first floor.
- Tightened up loose toilet seat, first floor women’s restroom also replacing stained ceiling tiles throughout building, general building maintenance.

**Zone 8:**

- We will be working on the exterior of our buildings this week.
- Our Team continues to clean condensing units and air cooled chillers.
- At JIAMS we are working with the contractor and our customers to resolve issues in the lab areas.
- We have a lot of work to do in our Greenhouses. Greenhouse 17 needs a new top installed we will be setting a time with our tenants to get this work completed.
- One Call will be working on restrooms across campus to cut down on calls and resolve issues.

**COMMUNICATIONS**

**Information Services:**

- Rebuild Johnson Controls Server.
- Work on network/Phone locations for Support Services.
- Record Project Management Classes.
- Rebuild Student Computer.
- Setup New Computers from Staff Upgrade.
- Install Updates for Employee Reviews System.
- Investigate Network Usage at Steam Plant.
- Help with Melrose protected Network upgrade.
- Radio Repair.
- Prep Skybox Computer for Orange and White Game.
- Power Outage Notifications.

**Communications & Public Relations:**

- Thank you to everyone who took the time to complete the 2016 Employee Satisfaction Survey. More than 120 people took the survey and we are now compiling the results. A report of the results will be made public on our Web site fs.utk.edu.

**COMMUNICATIONS & PR CONTINUED ON PAGE 3**
• Please help us to nominate our next employee of the month. Nomination forms can be found at https://tiny.utk.edu/FSEOM.
• Planning Committees for TNAPPA 2017 are making progress. If you are on a TNAPPA committee and have any questions, please contact Brooke at 214-7662.
• If you are interested in attending this year’s Tri-APPA Conference in Nashville you can find more information on the APPA Web site here: http://appa.org/#. Directors and supervisors must approve the attendance of all conference registrants. If you have any questions about the upcoming conference in July, please contact Brooke Krempa at 214-7662.
• We put together a release detailing the most recent Master Plan updates. Look for them in TN Today this week.
• We are putting together three project portfolios for the American School & University Educational Interiors publication.
• We are working on a document that lists all the additional services our department performs.
• The Steam Plant Conversion Project was submitted for consideration in the Governor’s Environmental Stewardship Awards.
• We are planning the department’s next Facilities Fundamentals workshop. This next workshop features spring cleaning and will be presented by Gordon Nelson at 11:30 a.m. April 12 at the International House. Click here for more information.
• A Building Representative Communication Survey will be distributed later this month.
• Web site updates are ongoing. If you see an error on our Web site, or would like to request changes to your page, please contact Brooke Krempa at bsteve14@utk.edu.
• We are interviewing candidates for an open student assistant position this week.

COMMUNICATIONS & PR CONTINUED:
• Daily logs and completed monthly logs and reports.
• Put bearings on roof fan.
• Repaired chemical injection on the tank.
• Replaced rock and resin in the old softeners.

UTILITIES
Steam Plant:
• Ran conduit for new phone line for new KUB high-pressure gas skids.
• Repaired lights in fan room.
• Repaired exit sign in basement.
• Had to rerun conduit for phone line.

EHS SAFETY CORNER
Driving Distractions:
Thousands have died in car crashes involving cell phone use. New technology allows us to make phone calls, dictate texts or emails and update social media while driving – all actions that are proven to increase crash risk. The National Safety Council observes April as Distracted Driving Awareness Month to draw attention to this epidemic. NSC wants empower you to put safety first and Take Back Your Drive.

There are three main types of driving distractions: Manual (taking your hands off the wheel); Visual (taking your eyes off the road); and Cognitive (taking your mind off driving), according to Distraction.gov, the official U.S. government website for distracted driving.

And these distractions endanger driver, passenger, and bystander safety. The most common driving distractions are:
• Texting
• Using a cell phone or smartphone
• Eating and drinking
• Talking to passengers
• Grooming
• Reading
• Using a navigation system
• Watching a video
• Adjusting a radio, CD player, or MP3 player

Follow these tips for focused driving:
• Make sure all passengers are buckled-up properly.
• Be well-rested and in the appropriate mindset to drive. Driving while you are upset or angry can be dangerous.
• Don’t tailgate.
• Allow sufficient time to reach your destination.
• Ensure your vehicle is properly maintained.
FACILITIES VACANCIES

Landscape Aide I - Requisition ID - 16000000FY

Air Conditioning Spec I (Two Positions) - Requisition ID - 16000000EB

Temporary Assistant Carpenter (Carpenter Assistant II) - Requisition ID - 16000000DT

50% Temporary Part-time Custodian (Building Services Aide I) - Requisition ID - 16000000DU

Two Temporary Assistant Painters - Requisition ID - 16000000CR

Senior Steam Plant Mechanic - Requisition ID - 160000009G

Seasonal Work, Three Positions, Building Services Aide I - Requisition ID - 160000007Z

3rd Shift Custodian (Building Services Aide I) - Requisition ID - 150000010E

2nd shift Custodian (Building Services Aide I) - Requisition ID - 15000000WO

Asst Bldg Srvs Foreman (Three Positions) - Requisition ID - 1500000139

Maintenance Specialist (Nine Positions) - Requisition ID - 1500000134

Welder II - Requisition ID - 15000000Q3

Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5

Painter I - Requisition ID - 14000000YW
Congratulations again to Dean Wessels who was named February Facilities Services Employee of the Month!

Thank you to everyone who submitted a nomination in February! We owe the success of this program to everyone who takes the time to submit a nomination for one of our many hard working employees.

Help us to honor members of our team in the months to come and cast your nomination for a future employee of the month!

Nomination forms can be found on the Facilities Services Web site, fs.utk.edu, or by following this link: https://tiny.utk.edu/FSEOM.

Hard copies can be found with unit clerks and in Facilities room 203. These hard copies can be dropped off in the Employee Comment Box next to room 107 or in room 203.

All Facilities Services Employees are eligible for the Employee of the Month Award after one month of services with the department. We invite everyone to nominate an individual of their choice for the award.

For more information about the award program, please contact Brooke at 214-7662 or bsteve14@utk.edu.