Facilities Services Weekly
April 14, 2014

Administration

Administration:

- Reminder: Open enrollment for the Sick Leave Bank (SLB) has begun and will continue through June 30, 2014. If you would like to join the SLB, please fill out the enrollment application. The enrollment application can be found in the “ppshare” drive in the forms folder or you can get on from your shop Administrative Assistant. Applications must be returned to Human Resources no later than June 30, 2014. Late applications will not be accepted. For more information concerning the SLB, visit http://hr.utk.edu/employee-relations/sick-leave-bank/.

- Be on the lookout for the Assistant Buyer’s position in Central Supply to post this week. This position is an external search, so if you or anyone you know may be interested in applying for this job; please turn applications in as soon as you see it posted.

- Daily processing and paying of invoices
- Entry of daily workorders
- Payroll and Personnel
- Contract extensions and rebids
- Processing weekly transfer vouchers

Facilities Operations

Building Finishes:

Sign Shop:
- Signs for Parking Services
- Signs for Recycling
- Room signs at HPER
- Various name plates

Paint Shop:
- Graffiti on handicap ramp at Presidential Ct.

- Graffiti at Southern Precast office building
- Working on common areas at Jane & David Bailey Complex
- Finishing & painting at Building Services

Carpenter Shop:
- Repaired door in Facilities Services
- Relocated desk and white board in Facilities Engineering
- Repaired roof leak in Facilities work shops
- Repaired shelf and roof leak at Early Learning Center
- Repaired roof leak at Tandec
- Working on pavers on Andy Holt Ave.
- Installed Cone Zone Banners
- Repaired concrete at Food Services
- Repaired hole for plumbing at Morrill Hall

Building Services:

- We have promoted 6 Service Aide 1’s to Assistant Foreman.
- We will engage the new foremen in a 6 session training program which includes areas of leadership, policies and procedures. As well as a hands on how to build and guide their teams to teamwork and unity.
- A big “Thank you” to Training for helping us put together this training program and congratulations to those promoted!
- Tuesday April 15th Softball Game at 6 pm, Eastern Kentucky.
- Friday April 18th Softball Game at 6 pm, Mississippi State and a Baseball Game at 6:00 pm, Alabama
- Saturday April 19th Softball Game at 2:00 pm, Mississippi State and a Baseball Game at 4 pm, Alabama.
- Sunday April 20th Softball Game at 1:30 pm, Mississippi State and a Baseball Game at 2:00 pm, Alabama.
Recycling:
- Launched 250 new Orange and White recycling containers in Neyland Stadium for Orange and White Game.
- Set up 10 Zero Waste Stations inside Neyland Stadium for Orange and White Game.
- Coordinating residence hall move-out collections and yard sale with Center for Leadership and Service
- Awarding Winners of Building Services Recycling Challenge with party, t-shirts, mugs, bags, etc.
- Shipping tractor trailer load of electronics for recycling
- Collected over 20,000 lbs of manure and bedding from Brehm Animal Science over last 2 weeks.

Lock & Key Services:
- Sorority Village– rekeying houses
- Library Baker Center– replacing top foot bolt
- Brehm Animal Science– lock change
- Mechanical rooms core replacement

ZONE MAINTENANCE

Star Team:
- Controls at SERF
- 104 Morgan Hall
- Berry Hall

Zones:
- 17 air handlers in Hodges Library
- All filters changed, belts checked, and motors greased
- Replaced light bulb in Hodges

COMMUNICATIONS

Information Services:
- Working on Time Clock at Steam Plant Hill and
- Construction Services.
- Finishing up time at Center for International Education
- Continue adjusting Administrator rights on user machines across Facilities Services
- Checked on IRIS patch version for IRIS users
- Provide Pat Summit Statue construction time lapse video to Administration

Training:
- In the process of creating a Search Committee Handbook/Guide.
- 23% of employees completed their online training. Another 9% have already started.
- If there is a computer assigned to your desk, you can go ahead and complete your online training. The deadline to get it done is June 30.
- Supervisors, please continue to announce to your employees that they will need an active Net ID and Password to participate in the online training. Any issues please see Keisha, Charles, or Abby in Facilities RMs 132, 133, 134.

Communications:
- 11 Portfolios spotlighting campus buildings were submitted to the Educational Interiors Showcase competition last week.
- We have been working on the creation of a Landscape Services video.
- Several releases went out to UT Media and Internal Relations.
- We are in the beginning stages of creating an anti-graffiti campaign for the campus.
- You can vote for April Employee of the Month at fs.utk.edu.
- Remember—you can follow Facilities Services on Twitter @utkfacserv, you can “like” UT Facilities Services on Facebook and now you can also follow UT Facilities Services on Instagram!
UTILITIES

Air Conditioning Services:
- Completed repairs and returned Cooling Tower #1 at Reese Hall Chiller Building to service.
- Repair vacuum pump at Senter Hall.
- Serviced air compressor at TANDEC and returned to service.
- Repaired chilled water coil in AHU at Conference Center.
- Begin repairs to Cooling Tower #3 at Reese Hall Chiller Building.
- Assist construction of group with equipment specifications and purchase of material.
- Repair chiller at International House

Steam Plant:
- Boiler number 3 has been completely removed.
- Produced 2,438,044 pounds of steam April 10.
- Producing all of the steam right now with natural gas.
- Getting ready for the steam outage on May 12–18.

DESIGN

Design Services:
- The estimating team is exploring potential projects at the Tickle Building, Art & Architecture, Perkins Hall, Neyland Skyboxes, and Alumni Memorial Auditorium.
- Managing the design development of the Henson Hall interior renovation.
- The schematic design of the 1610 University Avenue renovation.
- The design development and selective demolition of the new classroom/laboratory building planned for the Strong Hall site.
- The construction of the bookstore and Aramark location at 17th & Cumberland.
- The design development of the new residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites.
- The New University Center [Phase 1] construction.
- The new Facilities Services building’s selective demolition and design development.

Landscape Design:
- Ordering plants for the McClung Museum beds.
- Confirming the tree protection at the Strong Hall construction site.
- Supervising the Fraternity Park entry walls’ construction.
- Coordinating erosion protection and storm water management for the Cherokee Trail substation.

CONSTRUCTION

Construction:
- We would like to thank our team for all their hard work. THANKS TEAM!
- ROOFS- 25 completed over the past year and half. Phase II has 14 buildings with 3 currently working.
- SERF- Repairs for 4th floor sky light.
- SERF- Add fume hoods in labs 518 and 702.
- Hodges Library- Renovations for converting the Library to 24/7 operation, add emergency phones, cameras, lighting, and power for devices.
- Hodges Library- Install carpet tiles on 3rd, 4th, 5th, and 6th floors, in public areas.
- Fraternity Park- install lighting and cameras.
- Goodfriend Tennis Center- Install and setup security system throughout facility.
- Nielsen Physics- Renovate lab space 506 and 507 into office space for graduate research assistants.
- Clarence Brown Theater- Provide and install shunt trip for sound system for fire alarm operation.
- Min Kao Engineering- Add swipe locks on several rooms throughout the building.
CONSTRUCTION CONTINUED:

- UT Welcome Center- Additional improvements to exterior including repairs, painting, and awning.
- HPER- renovations to room 113 for Theater.
- HPER- Refurbish rooms 135, 135C, 135D, and 135E to accommodate teaching space.
- Alumni Memorial- Renovations to room 41 for the Theater department.
- Dougherty Engineering- Install laboratory sink in room 330.
- Dougherty Engineering- Order and install two sets of double doors for room 314.
- Communications Building- Aesthetic painting in Deans suite and 3rd floor corridors.
- Andy Holt Apartments- Replace loading dock as necessary to bring up to door threshold.
- Greve Hall- Add electrical outlets on the 5th floor to eliminate extension cords.

Facilities Services Vacancies

Sr Plumb & Heating Spc I - Requisition ID 1400000007J
Sr Plumbing & Hting Spc I - 140000000AR
Sr Maintenance Specialist - Departmental Search - 140000000AL
Landscaping Aide I-Departmental Search- 1400000007C
Landscaping Aide I (Laborer) 3 temporary positions - 1400000005P
AsstGenMntSkillCraftWkr - Steam Plant - 1400000004H
Custodian I (Building Svrs Aide I) - 1400000002D
Heavy Equipment Mechanic – 13000000183
Line Installer I - 1300000016B
Assistant Building Services Foreman, Building Services – 13000000108
Painter I - Term - 130000000D1
Line Installer I - 1200000017R