Facilities Services Weekly
APRIL 11, 2016

ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

FACILITIES OPERATIONS

Building Finishes:

Sign Services:
• Worked on recycle sign directories.
• Worked on NTRC signage.
• Worked on signs for River District.
• Various name plates.
• Wall letters for SMC.

Paint Services:
• Painting common areas at SERF Building.
• Painting at the new Facilities Building.

Building Finishes:
• Removed blocks at North Carrick Hall.
• Installed access door at Dougherty Engineering.
• Installed several items in room 217 at Greve Hall.
• Installed white board at Communications Building.
• Installed several items at Student Services Building.

Building Services:

Custodial:
• The 2016 Cleaning Certification Program will begin on April 12, 2016.
• The Hodges Library Zone won our recycling competition.
• Jeff Rose has started as a new supervisor in charge of: the Taylor Law Center, Senter Hall, Hoskins Library, Jess Harris, White Ave Day Care, Haslam Business, and SMC.

Arena:
• Monday, April 11th: Shoot for the Cars at 4:30 p.m.
• Tuesday, April 12th: Baseball Game vs. Appalachian State at 6 p.m.
• Friday, April 15th: Brantley Gilbert Concert at 7 p.m.; Ladies Tennis vs. South Carolina at 3 p.m.; Tennessee Terrace – VFL Event from 4 to 8 p.m.
• Saturday, April 16th: Thompson Boling Arena – Admission’s Event from 6 a.m. to 2:30 p.m.; Orange & White Football Game at 2 p.m.
• Sunday, April 17th: Ladies Tennis vs. Florida at 1 p.m.

Recycling:
• UT Recycling spoke with every office manager in McClung Tower to continue office outreach efforts. Feedback from managers was recorded, as well as bin/poster uniformity within the offices. Andy Holt Tower has been posted, and should be up to date by the end of the week.
• Our office partnered with SGA, Environment & Sustainability Committee, UT Sustainability, UT Traditions to table for Big Green Friday. Pledges were taken. Students were informed about UT Recycling’s initiatives.
• UT Recycling is finishing the “Sports Sustainability Makeover” contest application through Green Sports Alliance. Information is being gathered from numerous campus stakeholders, including the Office of Sustainability.
• Our office spoke to Knoxville Christian School about recycling efforts being implemented within their school by staff, Terrah Banakas. Jonah, Kyle, Brandon & Sarah spoke to over 190 students about recycling and sustainability.
• Jay took Dr. Chen’s public health class on a tour of the compost site. He fielded questions, explained UT Recycling’s operation, and how composting works.
• UT Recycling is working diligently on the preparation for the upcoming art show. Updated posters have been distributed on campus and around town.
• UT Recycling also prepped for the Knoxville Marathon, and worked during the event.
• The final draft of the display boards for our partner project with Seven Islands Birding Park has been approved by Tennessee Parks. We will be doing a small event with them to officially “open” their small recycling center.

Lock & Key Services:
• Bailey Education Complex – key broke off desk, repair and replace.
• Claxton – rekey locks.
• Science & Engineering – repair locks.
• Business Incubator – rekey locks.
• Communications Building – key locks.
• Dabney/Buehler – repair outside doors.
• JIAMS - set up cores for third floor/second phase.
• Walters Life Science - repair lock.
• University Housing – many recores and repairs.
Rapid Response Team:

- Crews continue to work on the JIAMS move.
- Moves at Austin Peay, Student Services, Dunford Hall, Morgan Hall, and Dabney-Buehler.
- Events at Clarence Brown Theatre, Fiji Island, West Skyboxes, HPER, McClung Museum, Haslam Business Building, Min Kao, the Orange and White Game, Sigma Nu Fraternity, Neyland Thompson Center, and Hess Hall.
- All other work requests that come in during the week.

ZONE MAINTENANCE

STAR Team:

- Painting water damaged offices in Perkins Hall.
- Renovating room 109A in SERF.
- TANDEC hi-bay are renovation.
- Moving researchers into JIAMS.
- Installed mirrors VOL Hall weight room.
- Move equipment to JIAM’s from SERF.
- Install mirrors at Clement Hall weight room.
- Repaired door at Hess Hall.
- Install cylinder straps at JIAMS.
- Replace door glass at Presidential Court.
- Replace glass Humes Hall.
- Replace glass at Clement Hall.
- Pick up material for JIAMS Lab.
- Deliver automatic door sweeps to Vet school.
- Repair door hardware Clement Hall.
- Repair ADA door at Brehm Animal Science.
- Replace glass at North Carrick Hall.
- Door replaced at Reese Hall.
- Repaired door at McClung Museum.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Dabney Hall lighting project.
- Student Union lighting.
- Nielsen steam regulator.

Zone 7:

- Min Kao: worked on lights in rooms 401, 399A, 431; worked on door closer in room 232; addressed water leak in room 625.
- Pasqua: worked on broken window in room 312.
- Ferris Hall: worked on lights in room 422.
- Perkins Hall: worked on lights in rooms S003 and 209; replaced ceiling tile in room 209.
- SERF: checked all door locks and meg locks due to break in; replaced lights on third floor; worked chiller house lights.
- General building maintenance.

Zone 8:

- Our team will focus on cleaning our mechanical areas.
- We continue to clean our condensing units and inspect them to repair any issues we come across.
- With our heating season wrapping up we will be rebuilding heat pumps to ready ourselves for the next season.
- One Call has been busy working in restrooms and changing lights in common areas. They have also been working in parking garages assisting with LED conversion projects.

COMMUNICATIONS

Information Services:

- Taleo Permissions for employee.
- Port-Telephone Planning at Support Services.
- Power Outage Notices.
- Remote Desktop Help.
- Updates for Facilities Services Database.
- Record Project Management Class.

INFORMATION SERVICES CONTINUED ON PAGE 3
• Set up new computers.
• Reboot Central Alarm Servers.
• Facilities Services Database Installations.
• Sustainability Database Investigation.
• Mobile Device Setups.

Training & Development:
• The 2016 Custodial Certification Program launches this week. It will begin on April 12 from 9 to 11 p.m. in Construction Conference room 108. Classes will meet Tuesdays/Thursdays and continue through August.

Communications & Public Relations:
• We have submitted three portfolios to the American School & University Educational Interiors Magazine – Henson Hall Renovation, Ken & Blaire Mossman Building, and New Residence Hall.
• The Employee Satisfaction Survey results are being compiled into a report.
• The Facilities Fundamentals Spring Cleaning Essentials Workshop will be held tomorrow. Gordon Nelson will host the workshop. For more information can be found here.
• Please help us to nominate our next employee of the month. Award 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 bsteve14@utk.edu.
• We put together a release detailing the most recent Master Plan updates. Look for them in TN Today this week.
• We have hired a new student assistant. Ashley will start on April 25.
• We are working on a document that lists of all the additional services our department performs.

Utilities

Air Conditioning:
• Performing repairs to two EGC units in Hesler Biology Building.
• Rodding out condenser and evaporator tubes in chiller #1 at the SERF chiller house.
• Working with designers and contractors to solve chilled water problems at Hoskins Library and Senter Hall.
• Starting preparations for move to new building.
• Repairing leaking y-strainer in the Humanities Building.


EHS Safety Corner

Almost every maintenance shop has a bench or pedestal grinder. They are most commonly used to shape or sharpen the cutting edges of tools such as chisels or lawn mower blades. These are powerful, useful tools, but they are also potentially dangerous, because users take them for granted. Serious injury and even death can result from improper handling, installation or use of abrasive wheels.

Cracked or defective grinding wheels can “explode” when in use. Secure both pedestal and bench style grinders securely to the floor or work bench to prevent movement during usage. Store grinding wheels carefully on racks in dry places, and visually inspect them for warping, chips, cracks or other damage before installation. Discard used wheels once they are approximately 2/3 worn.

Safety Corner continued on page 4
SAFETY CORNER CONTINUED:

Proper guarding is one of the most important safety requirements. Missing or improperly adjusted guards are common and frequent safety violations. Check the following before using your grinder:

- The wheel guard enclosure should cover most of the wheel, the spindle, and the wheel mounting hardware. Some of the wheel must be exposed to allow grinding access, but the maximum access space between the horizontal work rest and the top of the wheel guard opening should be no more than 65 degrees of the wheel.

- The horizontal work rest should be adjusted to within 1/8-inch of the wheel. This reduces the risk of wheel breakage caused by an item being jammed between the work rest and the wheel.

- The tongue guard is an adjustable safety plate that is attached at the top of the wheel guard enclosure and can be moved closer to the wheel as its diameter decreases from wear. The distance between the tongue guard and the wheel must not exceed 1/4-inch in order to minimize exposure to flying fragments in the event of wheel disintegration.

- A transparent hinge-mounted face guard should be attached over the exposed wheel surface area to provide additional protection from particles thrown off the rapidly spinning disk.

- Personal protective equipment includes safety glasses and a face shield--your face as well as your eyes need protection. Do not wear loose fitting clothing that could become caught in the wheel.

For any questions about grinder safety, please contact EHS at 974-5084 or e-mail us at safety@utk.edu.

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
- **Part-time Temporary 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 - 150000001E
- **2nd shift Custodian (Building Services Aide I)** - Requisition ID - 15000000WO
- **Asst Bldg Srvs Foreman (Three Positions)** - Requisition ID - 15000000139
- **Maintenance Specialist (Eight Positions)** - Requisition ID - 15000000134
- **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.

Cast Your Vote for Facilities Services
EMPLOYEE OF THE MONTH!

2016
Award Recipients

January: Bethany Morris
February: Dean Wessels

2015
Employee of the Month Recipients

December: Elizabeth Thomas
November: Amy Miller
October: Brooke Krempa
September: Donnie Lowery
August: Jim Hastie

June: Tracy Ridings
May: Becky Saylor
April: Garrett Ferry
March: Rick Gometz
February: Ray Van Davis
January: Willie Battle