**Administration**

- The Assistant Buyer’s position in Central Supply is posted and will only remain active for a couple more days. If you or anyone you know may be interested in applying for this job, please turn applications in ASAP.

- **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 one 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/](http://hr.utk.edu/employee-relations/sick-leave-bank/).

- Daily and weekly processing of invoices, work orders, transfer vouchers, payroll/personnel items and contract extensions/rebids.

**Facilities Operations**

**Building Finishes:**

- **Sign Shop:**  
  - Working on signage for Parking Services  
  - Working on signage for Vol Card Office  
  - Working on signage for UT Gardens

- **Paint Shop:**  
  - Removed graffiti on 11th Street Bridge  
  - Working on common areas at Jane & David Bailey Complex

- **Carpenter Shop:**  
  - Working on Pavers on Andy Holt Ave.  
  - Installed door at administration parking garage  
  - Installed key board tray at Greve Hall  
  - Installed dry erase board at College of Nursing  
  - Repaired windows at Vol Hall  
  - Repaired roof at S. & E. Stadium

**Recycling:**

- From the Orange and White Game we recycled 2,800 lbs. of single stream recycling outside the stadium and from the skyboxes and 3,200 lbs. inside the stadium, along with 1,200 lbs. of cardboard and 1,000 lbs. of food waste for composting.

- Prepping for Zero Waste Lunch Tuesday and for Chancellor’s lunch next week.

- Getting racks and warehouse set up for move-out collection and storage for garage sale in fall.

- Presenting awards to Building Services recycling champions from RecycleMania- Dunford Hall, SMC/Haslam, I-House, TRECS, Claxton/Nursing, and Visitor’s Center.

**Landscape Services:**

- Begin change-out of seasonal flowers throughout campus.

- Spot treat lawn areas with broadleaf herbicide.

- Pressurize, test and repair landscape irrigation systems.

- Stump grinding

- Assist HVAC with crane operations for unit replacement at Claxton.

- Begin irrigation install at McClung dinosaur sculpture & order plant material for future landscape.

- Order plant material for landscape renovations at McClung/Humanities Plaza.

**Lock & Key Services:**

- Stokely Management Center – lock change  
- McLeod Food Technology – lock change  
- Andy Holt Tower Garage — assist on door/lock.

**Rapid Response Team:**

- Spring clean-up at Burchfiel Geography and Alumni Hall.

- Moves at South Stadium, Dunford Hall, Plant Biotech and Haslam.

- Set-ups at Henson Hall, Circle Park, Humanities Plaza, HPER, Ferris Hall and Hodges Library.

- We have also been working on other work orders that come in.
ZONE MAINTENANCE

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

Zones:

Zone 9:
- We have serviced both ponds at Clarence Brown Theatre and McClung Tower.
- We are checking outside lighting and assisting outside contractors.
- We have also been performing general building maintenance.

COMMUNICATIONS

Information Services:
- Working with Payroll to Test Time Clock at Steam Plant Hill
- Recover from Hard Drive Error on DBS server
- Desktop troubleshooting

Training:
- Working on Search Committee Handbook for Facilities Services.
- Working out details to host Supervisor Toolkit in November 2014.
- Working on career ladder for Steam Plant
- Setting up Steam Regulators and Condensate Pumps training for Zone Maintenance and Plumbing Services.

- 32% of employees completed their online training and another 7% has already started.
- 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:
- The campus Earth Day celebration will be held tomorrow, April 22 from 11 a.m. to 3 p.m. at Humanities Plaza. All Facilities Employees are welcome to attend during their scheduled break times. Note: Rain Date for event is TBD.
- A storyboard was created for the annual meeting of the Associated Valley Industries organization.
- We have been working on the creation of a Landscape Services video.
- You can vote for April Employee of the Month at fs.utk.edu.
- We are creating an anti-graffiti campaign for the campus.
- 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 cooling tower change out at Clement Hall; towers are now running.
- Making repairs to cadaver cooler at Hesler Biology.
- Room 201 Student Service checking air balance on duct system.
- Finish swapping buildings from heat to cooling.
- Replaced vacuum blades in Becker pump at SERF.
- Changed three-way valve on air handler at McCord Hall.

Steam Plant:
- We produced 2,762,397 pounds of steam last Wednesday and had 83,317 gallons of make-up water.
- The work on the steam plant project is going well so far. We are preparing for the steam outage scheduled for May 12-18 and we have a lot of work to do during that time.
- The boiler inspector will be here during the week of the steam outage to inspect all of our boilers.
- We are in the process of doing all our maintenance on boiler 2 to make sure it is ready for heating season and after we finish it we will start on boiler 3.
- There is a lot of work done during the summer months to be sure that our equipment is ready for heating season.
Plumbing Services:
- Repair drain at Dunford
- Check fire hydrants
- Repair leak on backflow at AG campus
- Add temporary pump at Hodges Library due to low pressure
- Repair Faucet at Blount Hall
- Repair leak at in shower at Clement
- Change out expansion tank at Student Aquatic Center
- Repair water main leak at Ellington Plant Science
- Repair leak at Kingston Pike building
- Repair leak at Bio Systems
- Repair drains at Stadium
- Mark utility line services as needed / requested
- Fabricate and weld hand rails and platforms
- The plumbing shop would like to congratulate Brian Merritt on his promotion to Senior Plumber I.
- Congratulations are also in order for Wes Willoughby who has been named Plumbing & Heating Services Superintendent.

DESIGN SERVICES

Estimating:

Architectural Design:
- 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:
- Confirming the tree protection at the Strong Hall construction site
- Supervising the Fraternity Park entry walls’ construction
- Supervising the Ayres Hall North Slope / West Connector project

Where can I find OIT Staffed Labs?
For individuals and groups
- The Commons, in Hodges Library
- Art & Architecture, Room 345
- Humanities, Room 201/202
- Presidential Court, Room 113A
- New! J.D. Tickle, Room 403

Where can I find other OIT Supported Computer Areas?
When you need a quiet space
Libraries
- Ag Campus, Pendergrass Library
- Hodges Reference, Room 135
- Grad Lab Hodges, Room 642
- Haslam Music Library
Other Areas
- Career Services, 101 Dunford Hall
- Black Cultural Center, Room 203
- I-House, Room 208

For more information
http://oit.utk.edu/labs

Office of Information Technology
Facilities Services Vacancies

Star Team Member - Senior Maintenance Specialist I - Requisition ID 14000000CG
Senior Buyer’s Assistant - Requisition ID 14000000CC
Sr Plumb & Heating Spc I - Requisition ID 14000000AR
Sr Maintenance Specialist - Departmental Search - 14000000AL
Sr Plumb & Heating Spc I - Requisition ID 140000007J
Landscaping Aide I - Departmental Search - Requisition ID 140000007C
Landscaping Aide I (Laborer) 3 temporary positions - Requisition ID 140000005P
Custodian I (Building Srvs Aide I) - Requisition ID 140000002D
Heavy Equipment Mechanic - Requisition ID 13000000183
Painter I - Term - Requisition ID 130000000D1
Line Installer I - Requisition 120000017R

Weekly Facilities Kudos

Last week the Plumbing & Heating Services crew replaced a pump that had failed on the sewer pit at Vol Hall. They had to use a temporary pump while they removed the old ones and they stayed on Friday night until the job was complete and all the temporary items were removed. Kudos to Michael Billington, Carlos Luttrell, James Yarber, Randy Nicely and Wayne Stalans.

Kudos to Brock Ellis and Jim McCarter for all of their hard work in getting the departmental server back online. Brock got the server back up and running and Jim handled the restore of the system. They were both instrumental in getting the server back online.

Last Tuesday water pressure was not staying up at Hodges Library. The restrooms were not operating on the upper floors and water was not making it to the cooling tower.

The plumbing crew—Michael Billington, Carlos Luttrell, Wayne Stalans, Jonathan Parigin, David Latham, Todd Curnutt, Robby Huggins and Brian Merritt—jumped in to get the water regulated and flowing to the top of the upper floors. They tied in a makeshift temporary pump and worked on the strainer and backflow until pressure held steady.

Utilities stayed until Maintenance (they also did a tremendous job) brought up the building a floor at a time.

David Ridings with the AC shop had also stayed to monitor the cooling tower and bring it back on as the reservoir was filled. The electricians, James Rose and Steve Bodenheimer, were also of great help as they had to go to a panel for the 208 needed for the pump and helped with start up.

Check out our new Employee of the Month Web page at fs.utk.edu