

FACILITIES SERVICES WEEKLY

April 20, 2015

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

ADMINISTRATION

Special Projects:

Archibus:

- Training guides for Archibus have been created and can be found on the Facilities Services Web site on the Employee Training & Development page [here](#).

The guides cover logging into Archibus, submitting a purchase document, processing a work request, submitting a warehouse issue, submitting a leave request, and submitting a work request.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Working on signage for UT Agricultural Campus.
- Working on signage for Greve Hall.
- Working on room signage for fourth & sixth floors of SMC.

Paint Shop:

- Painted wall at Lake Avenue Daycare.
- Repairing and painting several walls at Morgan Hall.
- Painting all common areas at Alumni Memorial Building.
- Painting several rooms at Facilities Services.

Building Finishes:

- Repaired block wall at Carrick Hall.
- Repaired floor at HPER.
- Worked on campus sidewalks.
- Installed glass white board at Andy Holt Tower.
- Repaired floor at 901 Mountcastle.
- Worked on cleaning out cage at Warehouse.

Building Services:

- Will be cleaning out Neyland Stadium after this Saturday's Orange and White game.
- UT Recycling has now relocated to Flemming Warehouse.
- Summer (annual) cleaning is about to begin!

Arena:

- Monday, April 20th: Kevin Hart at Thompson Boling Arena.
- Tuesday, April 21st: Softball Game vs. Kennesaw State at 6 p.m.
- Friday, April 24th: Volapalooza 2015 (Rain Site) (Thompson Boling Arena).
- Friday, April 24: baseball game vs. South Carolina at 6 p.m.
- Saturday, April 25th: Orange and White Football Game at 4 p.m. and baseball game against South Carolina, also at 4 p.m.
- Sunday, April 26th: baseball game against South Carolina at 1 p.m.

Lock and Key:

- Science & Engineering - repair double doors in rooms 105 & 107.
- Dunford Hall - lock change planning and setup.
- Student Union - lock core setup and key cutting.
- Maintenance lock core setup and install.
- Student Services - lock change.
- Residence Halls - recores and repairs.

Rapid Response Team:

- Spring Cleanup and moves at Facilities Services building, Thompson Boling Arena, Greve Hall, Hodges Library, Natalie Haslam Music building, Morgan Hall, College of Nursing, South Stadium, Haslam and UT Center.
- Events at Greve Hall, Presidential Court, Ayers Hall, Hodges Library, Physics, Humanities, UT Gardens, Pedestrian Mall, Ferris Hall, Fiji Island and South Stadium.
- Hanging banners throughout campus.
- Other various work orders.

ZONE MAINTENANCE

Star Team:

- Tickle Engineering.
- SERF 603.
- TVA rebates.

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Zone Maintenance Zones:

Zone 4:

- Hodges Library: changed lights and ballasted on third floor, installed new door closer at room 241/ rebuilt flush valve, third floor men's restroom.
- Tyson Alumni House: replaced A/H belt, replaced lights and ballasts on third floor.
- Dunford Hall: worked on air conditioning units.
- Melrose Hall: replaced broken window glass.
- International House: cleaned machine room. Un-stopped toilet.
- Greve Hall: general maintenance.
- Baker Center: completed filter change.

Zone 5:

- Assisting with makeover of fourth floor SMC.
- Working with FESCO on ice maker warranty.
- Assisting AC unit with elevator mini split.
- General maintenance.

Zone 8:

- Our team continues to work on our Archibus skills. The system is populating monthly and quarterly inspection requests.
- We continue cleaning condenser coils and changing air filters and belts.
- Some of our team members are training on leslies. They are learning about steam-generated hot water.
- We continue to work on customer service it's our top priority.
- Condensation will be here with the warm weather ahead. We will be inspecting our drains to prevent any issues that may arise.

Zone 9:

- In Humanities they have unstopped sinks in bathrooms.
- Throughout the zone we are repairing or replacing lights.
- Working on air conditioning problems throughout zone.
- Replaced urinal in Art & Architecture.
- Cleaned condenser coils in Humanities Building.
- Cleaning paint traps throughout zone.
- General building maintenance.

Zone 11:

- Preparing for the Orange and White game by going through Neyland Stadium changing lights and fixing restrooms.
- Assisting contractors with the change in graphics at the Anderson Training Center.
- We continue to provide weekly maintenance and checks on Lindsay Nelson Stadium, Sherri Parker Lee Stadium, Goodfriend Tennis Center and Regal Soccer Stadium to keep up with the facilities in preparation for games and events this spring season.

COMMUNICATIONS

Information Services:

- Help A/C controls test new Invensys system.
- Assist with Emergency Preparedness drills.
- Set up new laptops.
- Assist with office moves and space planning.

Training:

- **REMINDER: The Training offices have moved. We are now in the Facilities Services Maintenance Shops building room 201 (Carolyn's old office).**
- Trained Quality Control Inspectors on filling work requests, setting up email, and accessing small scale drawings.
- Charles participated in the Campus Emergency Exercise last Friday.
- More Respirator Fit Testing will be done this Friday, April 24 in the Zone Maintenance building on 22nd Street. Please ensure that you show up as scheduled and bring a respirator with you.
- We are working on getting a better Arabic translation of our OSHA required training.
- This Tuesday we will host the second in our series of Facilities Fundamentals workshops. The Office of Sustainability will present "Everyday Sustainability for Home & Work."
- Six Zone Maintenance One Call employees participated in a customer service exercise and training last week.
- Last Friday the Training Office completed Archibus, small scale drawing access and email set-up training for the Building Service's Quality Control Inspectors.

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Communications:

- Planning continues for the next two Facilities Fundamentals workshops. Next up is Everyday Sustainability for Home & Work presented by Preston Jacobsen. It will be held tomorrow, Tuesday, April 21.
- Our team is now working on Facilities Services Showcase. We will be compiling information and formatting a report during the next few months.
- Updates to Cone Zone have been made for April.
- The April Employee of the Month recipient will be named next week.
- Planning for department events has been ongoing.
- Suggested FEMA trainings have been completed.
- We observed the campus-wide emergency exercise on Friday, April 17.
- We have compiled the employee survey results and have sent them to administration for review.
- We are creating a video series of our March workshop – Helpful Tips for the DIY Gardener.
- Various press releases are going out for the department.
- Working on various department reports.
- We continue to work on updating content on our department's Web site. IT Support & Maintenance is working on the development and launch of our new pages/site.
- Work on the Facilities Services Employee Handbook continues.
- Remember: You can always nominate someone for employee of the month! Online nomination forms can be found [here](#).

UTILITIES

Air Conditioning Services:

- Replaced isolation valves on incoming chilled water lines at Hearing & Speech.
- Replaced chilled water coil in AHU #6 at Dabney-Buehler.
- Repairing busted steam coils in AHU #4 at JARTU.
- Replacing A/C outdoor condensing units at Lindsey Nelson Stadium.
- Replacing compressor in A/C unit servicing CRC Lab (old Plot Barn).

- Replaced compressor in mini-split serving elevator equipment room at Haslam building.
- Performing repairs on A/C unit serving Morrill Hall elevator equipment room.
- Replacing control air compressor at Ellington Plant Sciences.

Plumbing and Heating Services:

- Repair water regulator at Walters Life.
- Rod sanitary sewer outside Greenhouse 13.
- Checked and cleared storm drains.
- Repaired and replaced cracked drain lines at Vet School.
- Repaired steam regulator at Blount Hall.
- Check and inspect steam lines on campus.
- Pump out storm water from steam manholes.
- Repair condensate pumps at Hess Hall.
- Monthly inspection of main condensate pumps on Ag Campus.
- Repair leak at UC in kitchen.
- Test fire hydrants.
- Repair leak in mechanical room.
- Repair leak at Thompson-Boling Arena.
- Install new valve in Andy Holt.
- Install low flow fixtures in campus buildings green projects.
- Install new mixing valve at Allen Jones.
- Install new fasteners on exhaust piping up Dabney Buehler.
- Install bottle fillers in campus buildings green project.
- Rod sewer for monthly orders.
- Fabricate and install handrail by Greeve and Dunford halls.

DESIGN SERVICES

Project Management:

Master Planning:

- Utilities Master Plan.
- Hill Master Plan.

PROJECT MANAGEMENT CONTINUED ON PAGE 4:

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PROJECT MANAGEMENT CONTINUED:

Programming:

- Engineering Services Building.
- West Campus Dining Facility.

Schematic Design:

- Austin Peay handicap ramp.
- Baseball Stadium pressbox.

Design Development:

- West Campus Redevelopment, Building 1.

Construction Documents:

- University Ave. buildings' tenant fit-outs.
- 13th & Cumberland lab building.
- Cowan Cottage renovation.
- Humanities south wing renovation.

Construction Administration:

- Henson Hall interior renovation.
- New Strong Hall.
- New University Center (Phase 1).
- Support Services Building on Sutherland Ave.
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively.
- Volleyball Practice Facility.
- JIAMS Building.
- SERF controls.

Landscape Response Team:

- Ayres Hall North Slope / West Connector project: landscape punch list.
- Engineering Quad and Second Creek: preparing to mobilize contractor.
- Supervising the new Strong Hall's site development and tree protection.
- Updating the Campus Landscape Vision and Site Standards.
- Wayfinding Master Plan: assigning district colors with communications.
- TREC landscape: bidding this week.
- Torchbearer Plaza and Circle Park: signing contract.
- Researching and proposing a standard for bus shelters.
- Sorority Village steep slope: bidding through purchasing.
- Campus Master Plan: update.

CONSTRUCTION SERVICES

Construction:

Current Projects (In-House):

- Dunford Hall first floor and bathroom ADA renovation.
- Dougherty 103 C&D renovation.
- 525 Gay street roller shades installation.
- Veterinary Teaching Hospital: Install sink and sheet rock repair.
- Morgan Hall suite 212 renovation.
- Morgan Hall 299C remove cabinets and paint.
- College of Nursing renovation to four offices.
- South College 310 renovation finishing up this week.
- Hodges Library exterior windows being cleaned.
- Delta Gamma gutter repair.
- Cherokee Farms replace gutters on two hay barns.
- Austin Peay second floor renovation Gem Technology is on schedule to complete June 1.
- Ordering items for renovation of 11 HSS classrooms to be done this summer.
- Perkins renovation for ENGAGE program moving from Estabrook is being done by our in house construction and over half complete.

Construction Management:

Current Projects (Bid Projects):

- Plant Biotech eyebrow re-cladding.
- Dougherty Engineering- Unit Ops on first floor.
- Dougherty Engineering- Unit Ops on entire sixth floor.
- Dougherty Engineering- Lab renovation on third floor.
- 11th Street Garage solar project.
- Henson Hall renovation.
- DAS at the stadium and arena.
- Brenda Lawson roof.
- Vet Hospital roof.
- McCord Hall tile roof.
- Blount Hall roof.
- Law College roof.

CURRENT PROJECTS CONTINUED ON PAGE 5:

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CURRENT PROJECTS CONTINUED:

- SERF roof.
- Communications middle roof.
- Johnson Animal Research roof.
- Neyland Biology Annex roof.
- SMC roof.
- Ayers Hall roof.
- Hoskins Library roof.
- Nielson Physics roof and a few more.

Starting Soon:

- Food Safety roof.
- Austin Peay roof.
- Radiological Safety roof.
- Crops Genetics roof.
- Biosystems, Engineering, & Environmental Science roof.
- Dougherty Engineering roof.
- Ferris Hall roof.
- Communications and Student Services upper/lower roof.
- Jessie Harris roof.
- 11th street UTPD roof.
- To date there has been 76 roofs completed with several more to complete.

Estimating:

- Nielsen Physics-renovations to sixth floor for graduate teaching assistants.
- Art and Architecture-new doors for room 229.
- COAD FAB LAB- exhaust fan and ducting for laser cutter.
- ETREC Johnson Animal Research-cooling tower repair/replacement.
- Dabney-Buehler-repairs to second floor concrete floor.
- HPER- B.A. Fans, lights, reception desk circuits.
- S.M.C. – 339A – outlets.
- S.M.C. – 344 – Paint/carpet.
- Goodfriend Tennis Center- Install air conditioning to room 299C.
- Communications Building-paint and carpet in suite 209.
- Dougherty Engineering-etch glass on door in room

103 Unit Ops Lab.

- Brehm Animal Science Building-relocate mechanical services for the addition of biosafety cabinets.
- Tickle Engineering Building-hydraulic piping in lab space 110.
- Henson Hall-benches along sidewalk north of building.

Facilities Services Vacancies

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

Assistant Building Services Foreman (Three Positions) - Requisition ID - 15000000AI

Air Conditioning Specialist I - Requisition ID - 150000009I

Heavy Equipment Operator - Requisition ID - 150000009H

Exterminator II - Requisition ID - 140000019Q

Custodian I (Building Service Aide I) - Requisition ID - 140000011W

Painter I (Three Positions) - Requisition ID - 14000000YW

Line Installer I - Requisition ID - 14000000XI

**HAVE A COMMENT
OR CONCERN?**

**The Employee Comment
Box is located next to
Facilities Services Room
107.**

We look forward to hearing from you!