

# FACILITIES SERVICES WEEKLY

April 28, 2014

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

## ADMINISTRATION

### Administration:

- The Sr. Buyer's Assistant posting has been closed and no more applications are being taken for this position. Applications are being reviewed this week and interviews will begin next week. A total of 56 applications were received for this position.
- **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/>.
- Daily and weekly processing of invoices, workorders, transfer vouchers, payroll/personnel items and contract extensions/rebids.

## FACILITIES OPERATIONS

### Building Finishes:

#### Sign Shop:

- Working on signs for UT Gardens
- Working on signs for Thornton Athletic Building
- Working on signs for Surf Building
- Working on signs for Panhellenic Building

#### Paint Shop:

- Finishing door at Taylor Law
- Painting door at White Ave. Daycare
- Painting common areas at Jane & David Bailey Building

#### Carpenter Shop:

- Replaced door & frame at Andy Holt Apt.
- Installed shelf and wall pockets at Facilities Building Services
- Repaired walls in Morgan Hall
- Repaired podium at Thompson Boling Arena
- Resetting pavers on Andy Holt Ave.
- Installed dry erase board at SERf Building

- Patching block at Dunford Hall
- Repaired concrete steps at Reese Hall

### Recycling:

- Recycling Totals for the Week of 4-14 to 4-18: Bottles/Cans—17,880 pounds; Paper—5,120 pounds; Cardboard—9,960 pounds.
- Fraternity move-out roll-off dumpsters being placed to encourage fraternities along the row to clean out their bulky items and put in the roll-off dumpsters rather than in or around the regular dumpsters
- Move-out collection containers in place in all the residence halls and sorority village center. We are collecting food, clothing, household items, hygiene items, and cleaning products to be donated to local charities or to be sold and the money used by student organizations on campus
- Collecting items in above containers M, W, F of this week 3-5pm and sorting/storing at the warehouse
- Chancellor's lunch on Tuesday at the Arena will be Zero Waste, meaning we recycle and compost everything served to the approximately 2500 attendees resulting in no waste going to the landfill

### Building Services:

#### Arena:

- Tuesday April 29<sup>th</sup>, 2014 Spring Thank You Luncheon 12:00 noon until 1:30 pm
- Friday May 2<sup>nd</sup>, 2014 Baseball Game Kentucky 6:00 pm, Softball Game Ole Miss. 6 pm
- Saturday May 3<sup>rd</sup>, 2014 Baseball Game Kentucky 4 pm, Softball Game Ole Miss. 2 pm
- Sunday May 4<sup>th</sup>, 2014 Baseball Game Kentucky 2 pm, Softball Game Ole Miss. 1 pm

### Rapid Response Team:

- Doing two projects at Andy Holt Tower.
- Putting chairs together at Claxton.
- Hanging banner at SERF.
- Doing set-ups at Arena, HPER, Morrill and SERF.
- Moving equipment at Tickle and Plant Biotech
- Also completing any additional work orders that come in.

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## ZONE MAINTENANCE

### Star Team:

- Controls at SERF
- 104 Morgan Hall
- Berry Hall

## COMMUNICATIONS

### Information Services:

- Setting Up new Calendar for Design Services
- Investigating Hard Drive Errors on DBS Server

### Training:

- The first session of the ESL class ended last week. We will be meeting with the instructors to discuss future classes. If you have an employee who would benefit from this class please let us know.
- If your student employees are sticking around to work during the summer they must complete their online training. The sign in process is the same as FTEs.
- Online training is 37.2% complete and 7% in progress.
- 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 Facilities Services Department's portion of the Southern Association of Colleges and Schools Accreditation has been approved. The four documents will be submitted this week.
- Work has continued on the promotional Landscaping Services video.
- Communication's two student assistants, Elizabeth Geier and Loren Coleman, will graduate next week. Congratulations Loren and Elizabeth!
- The recipient of April Employee of the Month will be announced this week.
- Releases have been distributed to UT Media Relations.
- Congratulations to all Facilities Services ESL gradu-

ates! Photos of the graduation celebration are now posted online.

- **You can vote for May Employee of the Month at [fs.utk.edu](http://fs.utk.edu).**
- We have created an anti-graffiti campaign for 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:

- Complete repairs to chiller #3 at Taylor Law College
- Begin repairs to cooling tower #3 at Reese hall
- Continue installing inventory assets in Archibus for database swap-over
- Repair press box unit at women's softball stadium
- Change out condensing unit for computer lab at Jessie Harris
- Josh Rains and Ken Wolfenbarger at chiller repair school in Staunton Va.

### Electrical Services:

- UTFS Security systems – Campus
- UTFS Security - TDOT
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus
- UTFS HV support for new University Center
- UTFS HV support for new Residence Hall – Fred Brown
- UTFS SV Events
- UTFS SV Destination and Imagination Prep
- UTFS HV Steam Plant Outage Prep
- UTFS SV & Security – Gibbs and Stokely Athletic Center

### Plumbing Services:

- Remove old meter at Pat Head Sunmitt and Johnny Majors
- Check and repair backflow at Softball Complex
- Check and repair backflow at Soccer Complex
- Repair leak in building heating water at HPER

[PLUMBING SERVICES CONTINUED ON PAGE 3](#)

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## PLUMBING SERVICES CONTINUED:

- Install new air separator at Student Aquatic Center
- Install new line for irrigation at McClung Museum
- Repair leak in restroom at Hodges Library
- Repair drain at Apartment Resident Hall
- Repair drain at Dunford Hall
- Prepare emergency pump
- Test fire hydrants
- Repair leak on backflow on Ag campus
- Replace broke faucet at Blount Hall
- Repair shower leak at Clement Hall
- Replace expansion tank at Aquatic Center
- Repair leak in water main at Ellington
- Repair leak at Kingston Pike building
- Repair leak at Bio systems
- Utility marking
- Fabricate and install walking platform around cooling tower at Claxton
- Fabricate and install handrails

## **DESIGN SERVICES**

### Estimating:

- Exploring potential projects at the Tickle Building, Perkins Hall, Neyland Skyboxes, Alumni Memorial Auditorium, Nursing, Andy Holt Tower, the Conference Center, Student Services, Blount Hall, and SERF

### Architectural Design:

- Managing the design development of the Henson Hall interior 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 17<sup>th</sup> & 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:

- Supervising the Fraternity Park entry walls' construction
- Supervising the Ayres Hall North Slope / West Connector project
- Supervising the design of the East Edge Campus Improvement Project (Second Creek)
- Supervising the design of additional improvements to the Lake Loudoun Blvd. corridor, to include a green space and traffic signalization
- Site preparation and layout for planting around McClung Museum dinosaur sculpture "Monty"

## Codes Enforcement:

- Campus building fire protection systems testing getting underway

## **CONSTRUCTION SERVICES**

### Construction Services:

- We are preparing for a very busy summer, we have several projects that will start and need to be completed over the summer break.
- Roofs- Circle Drive (The Hill) was closed this past Saturday to set roofing material on Dabney Hall.
- Nielsen Physics- Building- Renovate lab space in 506 & 507.
- Greve Hall- Install door holds for several offices throughout the building, tie into the fire alarm system.
- Greve Hall- Install access controls for MARCO reading room.
- Min Kao Engineering- Add access controls on several rooms in the building.
- UT Welcome Center- Additional improvements to include outside repairs and cameras.
- HPER- Renovation to room 113 for Theater.
- HPER- Refurbish rooms 135, 135C, 135D, 135E to accommodate teaching and laboratory space.
- 1643 Cumberland Av.- Renovations for Vol Shop and dining facility.
- Panhellenic Building- Building corrections to allow use by Student Union while new SU is being built.

CONSTRUCTION SERVICES CONTINUED ON PAGE 4

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## CONSTRUCTION SERVICES CONTINUED:

- Alumni Memorial Building- Renovations to room 41 for Theatre.
- Hodges Library- Install carpet tiles in common areas on the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> floors.
- Law Complex- Replace carpet on 4<sup>th</sup> floor common area space.

## Completed Projects:

- SERF- Casework and utilities (power, water, acid waste) in 4 labs.
- Claxton Education- Renovations to rooms 204, 205, and 206.
- Dougherty Engineering- Install lab grade sink in room 330.
- Dougherty Engineering- Provide and install two sets of double doors in room 314.
- UT Welcome Center- Patch and paint walls in the culinary kitchen.
- College of Nursing- Install wall mount deodorizers in all restrooms.
- Greve Hall- Refurbish closet area in 10 rooms, remove drawers and mirrors, install adjustable shelving were drawers are removed.
- Conference Center- Order and install cabinets in several room at the Psychological clinic.
- Middlebrook Building- Cut additional cased doorway in room 210.
- Middlebrook Building- Sand and paint room 119B.
- 11<sup>th</sup> Street Parking Garage- Repair wall at entry on second level.
- Panhellenic Building- Install fire door on room 290.

**HAVE A COMMENT  
OR CONCERN?**

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

**We look forward to hearing from you!**

## Facilities Services Vacancies

**Star Team Member - Senior Maintenance Specialist I** - Requisition ID 14000000CG

**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 Svcs Aide I)** - Requisition ID 140000002D

**Heavy Equipment Mechanic** - Requisition ID 1300000183

**Assistant Building Services Foreman**— Requisition ID 1300000108

**Painter I - Term** - Requisition ID 13000000D1

**BIG ORANGE  
FRIDAY**   
**EVERY FRIDAY**

**Check out our new Employee of the Month Web page at**

**fs.utk.edu** 