

FACILITIES SERVICES WEEKLY

April 27, 2015

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

Congratulations to Garrett Ferry - The Facilities Services April Employee of the Month!

Nominate another hard-working member of our team at fs.utk.edu

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.
- Regularly check email for any notifications from Archibus (leave request approvals/rejections, work requests issued, etc.) or the Archibus Team (outage notices).

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Working on signage for Agricultural Campus.
- Installed plexi signs for First Year Studies.
- Applied decals on dumpsters for UT Recycling.

Paint Shop:

- Painting all common areas at Alumni Memorial Building.
- Painted conference room in Facilities for Engineering Department.

Building Finishes:

- Moved solar bus stop to Agricultural Campus.
- Repaired a door in Student Services.
- Installed white board in room 134 at Facilities Services.
- Worked on ADA sidewalks on campus.
- Repaired cabinet drawer at 2010 Lake Avenue.
- Repaired brick steps at Torch Bearer.
- Replaced broken floor tile at 402 Conference Center.

Building Services:

- Building Services personnel and Army ROTC cleaned Neyland Stadium after the Orange and White Game! A job well done!

Lock and Key:

- Plant Biotech – Rekey cabinets and desk.
- Walters Life Science – Provide padlocks.
- Facilities Services Electric Shop – provide padlocks.
- Zone Maintenance – setup and install cores.
- Residence Hall – repairs and recores.

Rapid Response Team:

- Spring Cleanup.
- Moves at various locations in University Center, Morgan Hall and Student Nursing.
- Events at Humanities, Fiji Island, and Perkins Hall.
- Various work orders.

ZONE MAINTENANCE

Star Team:

- SERF controls.
- SERF room 603.
- Min Kao.
- TVA rebates.

Zone Maintenance Zones:

Zone 2:

- Working on changing out air filters and cleaning coils on air handlers throughout our Zone.
- Our team is checking their roofs and equipment after the Saturday's storm.
- We have completed the outside LED lighting upgrade on Panhellenic, Blount Hall, Tandec.
- Replacing air Handler return air motor at the Conference Center.

ZONE MAINTENANCE CONTINUED ON PAGE 2:

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ZONE MAINTENANCE CONTINUED:

- Our team has done a great job installing LED lighting on the Conference Center Building on Locus Street side.

Zone 4:

- Hodges Library: Replaced broken toilet paper dispenser and paper towel holder on 4th floor men's rest room.
- Rebuilt actuator valve in room 653 also changed elevators 2, 3 and 4 over to LED lighting. Changed burnt-out lights
- And ballasts in building. Removed sink from third floor preservation also cleaned out our dry wells.
- Replaced broken toilet seat, men's rest room on the 1st floor. Painted ceiling tiles to replace broken and stained ones in building.
- Dunford Hall: Replaced four u-tube bulbs on 2nd floor hallway. Rebuilt flush valve sixth floor men's rest room.
- Tyson house: Changed belts on a/h number two.
- Melrose Hall: Replaced three broken window panes also installed toilet paper dispenser in e106 rest room.
- International House & Baker Center general maintenance.

Zone 8:

- Our team will be busy this week changing filters and belts. We are working on our PM schedule to reduce requests in our Zone.
- Some of our team members are working in other Zones cross training to better serve our customers.
- We continue to clean condenser units to keep AC units working properly.
- We continue to incorporate Archibus into our daily routine.
- We are looking forward getting our hand held devices, so we can enter our time on the fly.

Zone 9:

- Worked on urinals in Humanities.
- Assisted electric shop in repairing a circuit in A&A.
- Opened both ponds at C.B.T and Humanities.
- Attending steam trap training.
- Worked lighting inside and outside in zone, and general building maintenance.

Zone 11:

- Working the Orange and White game and checking the restrooms for clogged commodes and problems

during the game.

- We also have a baseball and softball game and checking the facilities for problems.
- We are working on lights and restrooms at Neyland Thompson, Brenda Lawson, and Anderson Training center for recruits.
- We are working on general maintenance issues at Thornton Athletic, Good Friend Tennis, Regal Soccer, and Volleyball Facility.

COMMUNICATIONS

Information Services:

- Participate in emergency exercise at Hotwash.
- Install new printers.
- Activate network ports for office moves.
- Track down Teletime nonworking numbers on campus.
- Recycle and Surplus computer equipment.

Training:

- April OSHA training is due to be completed this Thursday April 30.
- Look for May's OSHA training list by the end of this week.
- All new hires including students must go through some form of orientation with the training office. It is not too late to get an employee their training so if you have a student that we do not know about please send them to us for their training.
- Working with Building Services to offer Supervisor training and to implement a mentor program.
- We are still working with Landscape Services to get the Landscape Academy fully up and running.
- Working on customer service training for Zone Maintenance.

Communications:

- Worked with local media outlets to promote upcoming campus landscape and construction projects.
- Congratulations to the members of the Paint Shop for being named the recipients of the April Exceptional Team Award!
- Congratulations to Garrett Ferry who was named our April Employee of the Month!

COMMUNICATIONS CONTINUED ON PAGE 3:

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COMMUNICATIONS CONTINUED:

- We held our April Workshop, Everyday Sustainability Tips for Work and Home last week. Preston's presentation can be found on the [communications](#) page of the Facilities Web site.
- Planning and organization continues for our June Facilities Fundamentals Workshop.
- Work continues on the department's Web site pages.
- Updates to the Facilities Services handbook are being made.
- We are in the beginning planning stages for our department's July 4th Picnic.
- Our group is now working on the Facilities Services Showcase and Annual Report documents.
- Working on various reports for the department.
- We have started to take and archive pictures of nationalized classroom space.
- Cone Zone updates have been made – signs have been ordered.
- We are working on several releases for campus.

UTILITIES

Air Conditioning Services:

- Replaced compressor in AAON unit service CRC bio-energy building.
- Repairing leaks in AHU's at HPER building.
- Updating building control system at Lindsey Nelson Baseball Stadium.
- Installed new mini-split system in camera room at Women's Softball Stadium.
- Provided support for the Orange and White Game.
- Replaced bad seal on gearbox of cooling tower at Hesler Biology.

Steam Plant:

- The Steam Plant produced 13,489,128 pounds of steam.
- Solar along with UT and Massey Electric personnel are continuing to work on controls upgrade.
- The precipitator has been cleaned.
- Feed water pumps are still in process of being reinstalled.
- Steam Plant personnel are still searching for noise on feed water flow meters.

Plumbing and Heating Services:

- Changed steam regulator in Humanities.
- Assisted construction with steam line pressure test and water outage at Henson Hall.
- Repaired water leak at 1302 White Ave.
- Repaired high pressure steam leak at Anderson Training Center.
- Repair Sewer line at Greenhouse 13.
- Fabricate mounting plate for motor at Dabney Buehler Hall.
- Rework mixing valves at Allen Jones Aquatic Center.
- Replaced 4" water regulator at Waters Life.
- Install new hand rail at Greeve Hall.
- Install new hand rail at Henson Hall.
- Replaced water fountain on 7th floor of Hess Hall.
- Repaired leak at kitchen sink in Austin Peay.
- Unstopped main sewer 4th floor men's and women's restrooms in South Stadium.
- Replaced faucets in 1st floor restroom at Haslam Building.
- Cleared drain lines at Chick-fil-A in Presidential Court.
- Clear drain at University Center.
- Preparation for installation of bottle filler fountain at Alumni Gym.

Facilities Services Vacancies

Sr Heavy Equip Operator - Requisition ID - 15000000F1

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

Assistant Bldg Srvs Foreman (Five Positions) - Requisition ID - 15000000A1

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