Facilities Services Weekly

APRIL 25, 2016

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

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:
- Finished privacy film at Hodges Library.
- Working on NTRC Directory Boards.
- Working on signs for Parking Services.
- Various name plates and room ID signs.
- Wayfinding signs.

Paint Shop:
- Working on the new Facilities Services Building on Sutherland Ave.

Building Finishes:
- Installed paper towel dispensers at Min H Kao Building.
- Installed several plaques at Perkins Hall.
- Installed pictures at Claxton Education.
- Installed sign and pictures at Greve Hall.
- Installed plaque at Communications Building.
- Installed glass white board at Communications Building.
- Working on new Wayfinding Signs.

Landscape Services:
- Seasonal flower bed change-out.
- Treat lawn areas with broadleaf herbicide for clover and other spring weeds.
- Provide supplemental water to newly planted trees and landscapes due to unseasonably high temperatures and lack of rain.
- Second Creek: Stabilize and remediate exposed sanitary sewer line on the west bank due to erosion.
- Tickle Engineering: Provide gravel install to pits in research lab.
- Tickle Engineering: Move rail road track and rail car from Tickle to Middlebrook building.
- Provide crane operation to install exhaust stack to emergency generator at Support Services Building.
- Monitor, adjust, and repair landscape irrigation systems throughout campus.
- Jesse Harris: Repair road collapse adjacent to steam vault.
- Street sweep throughout campus.
- Emergency roadway repair in Andy Holt Avenue caused by improper compaction during utility infrastructure improvements by contractor.
- Mulch application throughout campus, continuing.
- Remove old building signs where new one have been installed, continuing.
- Install new wayfinding sign at Joan Cronan Way.
- Interview candidates for vacant and seasonal positions.
- Landscape Academy: Advanced curriculum development.

Rapid Response Team:
- Moves at JIAM, SERF, Dabney Hall, Environmental Health and Safety, and Haslam Building.
- Events at Haslam, Hoskins Library, Hodges Library, Pedestrian Mall, two at Humanities, Nielsen Physics, and Ayres Hall South Lawn.
- Addressing all other requests that come in during week.

Recycling:
- UT Recycling partnered with UT Sustainability to put on the Earth Month Scavenger Hunt. 75 students participated in the scavenger hunt. All of the clues were sustainability based. It was a great success in educating students on UT’s sustainability efforts.
- UT Recycling is finishing the “Sports Sustainability Makeover” contest application through Green Sports Alliance. Team leader, Kyle Riggs, has been spearheading this application. Information is being gathered from numerous campus stakeholders, including the Office of Sustainability. We submitted on April 20.
- UT Recycling met with Housing and Goodwill to finalize schedules for the upcoming move out drive. Posters have been ordered, and will be going in residence halls, and will also be distributed at every mail stop on campus.
- UT Recycling tabled at Vol Village for the Orange & White game. We educated fans on our zero waste initiative.
- UT Recycling hosted “Sustainability: The Art Show” this past Friday. Nearly 200 people from UT, and the community, came out to the show. We had an interactive wall where people wrote their thoughts on sustainability, and why it matters. Overall, it was a huge success.
• UT Recycling gave out zero waste kits to the first 25 people who attended the art show. These zero waste kits are also being given to Building Services RecycleMania winners. They include a mason jar set, canvas tote bag, canteen, reusable utensils, and a laundry bag with sustainability tips on it.
• UT Recycling sent a representative to a recycling logo competition at Linden Elementary in Oak Ridge. UT Recycling rep spoke with the children about waste management, recycling, and composting.
• UT Recycling launched the Zero Waste Bin Program in anticipation for the upcoming Facilities Services move. Brooke sent this out to all Facilities employees.
• UT Recycling has coordinated with the ‘Picnic on the Plaza’ event on April 22. It will be zero waste.
• UT Recycling has finalized plans with Volapalooza to make it zero waste.

**Lock & Key Services:**
• Hesler Biology – change lock.
• JIAMS – install cores on second and third floors.
• Facilities Services/Sutherland Ave. – setting up cores/installing.
• Ayres Hall – Exit adjust hardware.
• Tyson Alumni – repair lock.
• University Housing – many recores and repairs.

**ZONE MAINTENANCE**

**STAR Team:**
• Painting water damaged offices in Perkins Hall.
• Renovating room 109A in SERF.
• TANDEC hi-bay renovation.
• Finishing out labs for researchers in JIAMS.
• Inspecting Dunford Hall.
• Installing ADA openers at new Facilities Services Building.
• Evaluating lighting upgrades at parking garages.

**Zone 1:**
• Starting the week off with plenty of work orders. They come in fairly quick as the school year comes to a close.
• Keeping a check on the hard water problem so facilities can stay informed.
• Working to keep all of the air conditioning units running cool to get through the last part of the semester.
• Receiving parts and supplies ordered for the turn over at the end of semester.

**Zone 6:**
• Maintaining environmental equipment.
• Addressing work order issues.
• Alumni Memorial Building auditorium lighting.
• Dabney Hall lighting project.
• Dabney AHU repair bearing.
• Check for gas leaks.
• Student Union lighting repairs.
• Clean out bubble car.

**Zone 7:**
• Estabrook Hall: turned on window air conditioning units.
• Min Kao: put tablets in air handler pan, worked on smells in floor drains in restrooms, changed lights in room 535, in air handler #7 changed filters and greased.
• SERF: with the help of several Zone 7 and Zone 9 members we are beginning to change lights to LED lighting. We are starting on first floor going from 400watt to 40 watt.
• Pasqua: turned window air conditioning units on.
• Dougherty Engineering: worked on exterior door lock on northwest end of building.
• Throughout zone we assisted Plumbing & Heating Services with gas leak.
• General building maintenance.

**Zone 8:**
• We will be working on our generators. Annual maintenance is due to keep them ready if needed.
• Summer inspections on all HVAC equipment, pumps, coils air handlers cooling towers and supporting equipment.
• Clean mechanical and electrical rooms, and prepare for quarterly zone inspection.
• Check roof top and guttering systems to ensure all drains are flowing at an optimal rate and have no obstructions.

ZONE 8 CONTINUED ON PAGE 3
ZONE 8 CONTINUED:

• Hats off the One Call group for doing an excellent job handling the gas leak at Dabney and coordinating a joint effort between Facilities Services subunits and local Emergency Responders to resolve the issue. The group reacted promptly to the widespread power failure on campus.

Zone 9:

• Power outage, restore equipment to normal function.
• Working to fix hard water problem in Haslam Music Building.
• Cleaned and replaced swimming pool bag filters at Student Aquatic Center.
• Restored fountain to normal operation for the summer at McClung Tower Plaza.
• Restored fountain to normal operation for summer at Carousel Theater.
• Fixed leaking actuator at Student Recreation and Fitness Center.
• Replaced bad bulbs and ballasts at Student Health Building.
• Working on heating issue at Claxton Education.

Zone 11

• We have gone through the restrooms at Neyland Stadium after the Orange and White football game this past weekend.
• Crews in Zone 11 are working on filter changes at Brenda Lawson, Neyland Thompson, and Anderson Training Center.
• At Sherri Lee Softball and Lindsey Nelson Stadium we are working on general maintenance issues for the baseball and softball games.
• At Regal Soccer, Cronan Volleyball, and the Boathouse we are working on lights and maintenance issues for upcoming events.
• At Allan Jones, Goodfriend Tennis, and Thornton Athletics Center we are working on general maintenance issues.
• At Parking Services we worked on lights in the building’s office area.
• At Graphic Arts we worked on changing lights, veri-sel filters and paper filters.

COMMUNICATIONS

Information Services:

• Distribute mobile devices.
• Assist, plan, and prepare for move to Support Services Building.
• Recycle electronic equipment a other.
• Set up new computers from SCUP.
• Help recover from power outage.
• Shop for new laptops.
• Research inventory for Administration.
• Setup email on custodian mobile devices.
• Troubleshoot computer at 22nd Street.
• Help with projectors for Office of Sustainability Presentation.

Training:

• Facilities Services has installed new warning devices on the Central Supply warehouse fork trucks. The Model 770 BLU represents a new way of thinking about visual safety devices. Traditional visual warning devices (ex. strobes) are most effective when a pedestrian is able to see the fork lift coming. In highly congested areas, near blind corners, and loading dock areas, sometimes we don’t see the fork lift until it is too late.

Our new lights project a bright, highly concentrated blue beam pattern on the ground in the direction that the fork lift is moving. This provides a very effective warning to the pedestrian that a fork truck is nearby.

Communications & Public Relations:

• We compiled an additional services guide for out department and it is currently under review by administration. The hard copies of our Educational Interiors Portfolios were sent out last week. We will now begin our portfolios for Architectural Portfolios in July.
• Please help us to nominate our next employee of the month. Award online and PDF nomination forms can be found at https://tiny.utk.edu/FSEOM.
• The Employee Satisfaction Survey results are being compiled into a report. Administration will receive the report this week.

COMMUNICATIONS & PR CONTINUED ON PAGE 4
Planning Committees for TNAPPA 2017 are making progress. A team lead meeting will be held this Wednesday. 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 214-7662.

We have hired a new student assistant. Ashley will start today, April 25.

A Building Representative Communication Survey will be distributed in May.

Web site updates are ongoing. If you see an error on our Web site, or would like to request changes to your page, please contact Brooke Krempa at bsteve14@utk.edu.

Various releases have gone out through the office of Media and Marketing.

We’ve been attending several different training classes during the last few weeks.

Updates to the Campus Master Plan Web site have been made.

Last week we sent in our applications for the Climate Leadership Awards and the Excellence in Green Power Use Award through the Green Power Partnership.

This past Friday (4/22) was Earth Day.

We worked with SGA’s Environment & Sustainability Committee to put on the first ever Campus Bagless Day. Volshops and Volunteer Dining locations across campus did not offer bags throughout the day to raise awareness about consumption habits and promote zero waste initiatives on campus.

We also hosted the Environmental Leadership Luncheon at the UT Gardens where we presented our Environmental Impact Report and unveiled the winners of the Environmental Leadership Awards, as well as enjoyed an entirely vegetarian meal provided by Aramark and Freshpoint.

PREPPING FOR MOVE TO SUTHERLAND AVE.

Completing installation/replacement of chilled water coil in Dabney-Buhler AHU#2.

Starting preparations to replace the cooling towers on the Reese Hall Chiller House.

Repaired air conditioning unit in the WUOT transmitter building on Sharp’s Ridge.

Repairing P-tac units for Greve Hall.

Plumbing Services was busy all last week with all types of plumbing problems.

Todd Curnutt’s crew has been repairing water leaks, unstopping drains, installing new low flow fixtures, and installing new water heaters all over campus.

Jeff Miller’s crews will start a new plumbing project at Tandec for the STAR Team.

Installing new backflows at Agricultural Campus.

Repairs a gas leak at Dabney Buehler Hall.

Repairing and replacing handrails campus wide.

Wayne Stalans’ crews have been repairing condensate pumps, steam traps, and steam regulators, as well as digging and replacing a condensate line on the Agricultural Campus.

Continue to work on #2 and #3 boiler tuning issues.

Continue working on hand rails for fuel oil pump area.

Complete daily logs.

Continue to clean up from construction.

Oil tank level controls.

DA tank and Condensate level controls.

Air Conditioning:

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Starting preparations to replace the cooling towers on the Reese Hall Chiller House.

Repaired air conditioning unit in the WUOT transmitter building on Sharp’s Ridge.

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Utilities:

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Heat Plant:

Continue working on hand rails for fuel oil pump area.

Complete daily logs.

Continue to clean up from construction.

Oil tank level controls.

DA tank and Condensate level controls.

Sustainability:

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Hand injuries account for 80 percent of all occupational injuries. This is because the hands are engaged in almost all activities on the job. Can you imagine any occupation that does not make use of the hand? Hands are so important because of their utility. They provide us with the dexterity needed to perform most daily activities. In fact, hands, as tools, are so versatile and can perform many intricate functions more than any single known tool developed by man.

No wonder hands are highly useful on our jobs. There are many dangerous conditions on the job to which the hand is always exposed. Sharp edges, pinch points, protruding objects, splinters, exposed blades on unguarded machinery and many more. These conditions may not always be too obvious to the working person.

Pinch points are basically traps for the hand especially. Doors may pinch your fingers if you get them caught in a jam. Paying attention and being aware of their existence helps us to avoid pinch points. We also need to take the proper precautions to avoid being pinched.

Our hands are also subject to cuts, bruises, burns and poking. Handling sharp objects, hot objects, rough materials and splinters without the necessary hand protection are sure signs of invitation for hand injury. A necessary precaution to take is to wear approved work gloves. Not all gloves protect you from all hand injuries. Check the appropriateness of the glove for the task before using them. Precautions must still be taken to reduce the level of danger before handling very dangerous material. Lockout machinery and power before reaching into them. Check and clear doorways and aisles and make sure you have proper head clearance before you move loads through.

Machines are guarded to avoid accidental exposure of its moving parts to the hands and parts of the body. Make sure machines are guarded at all times. Do not wear rings or wedding bands when working with machinery. Do not pick up broken glass or spilled machine parts with your bare hands. Remember your hands will obey any commands your brain sends them. Use your brain. Avoid dangers and protect your hands. You need them as long as you live.
Help us to nominate our next Facilities Services Employee of the Month!

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 Krempa at 214-7662 or bsteve14@utk.edu.