

# FACILITIES SERVICES WEEKLY

August 4, 2014

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

***Congratulations to Marty French–The Facilities Services July Employee of the Month!***

**Nominate another hard-working member of our team at [fs.utk.edu](http://fs.utk.edu)**

## ADMINISTRATION

### Special Projects:

- **Archibus Update:** 10 days and counting until we “GO LIVE” with Archibus!
- **NOTE:** In preparation for our “GO LIVE” date of August 15<sup>th</sup>; the entire legacy system will be offline beginning at 5:00PM Wednesday, August 13<sup>th</sup> through 8:00AM Friday, August 15<sup>th</sup>.
- If you haven’t already done so, please check out <http://fs.utk.edu/archibus/>. This page contains an introduction to Archibus, the reason we are changing systems and what impact Archibus will have on our department/campus. Don’t forget to check out the Archibus FAQ’s at the bottom of the page.
- **Facilities Services Showcase:** The Showcase has been finalized and has been presented to Dave.

## FACILITIES OPERATIONS

### Building Finishes:

#### Sign Shop:

- Working on signs for Disability Services.
- Working on signs for Fred Brown Resident Hall.
- Replaced directional sign at Austin Peay.
- Working on signage for Parking Services.

#### Paint Shop:

- Painting commons area’s at Claxton.
- Painted two foyers at Alumni Memorial.
- Patching walls at James D. Hoskins Library.
- Patching ceiling outside room 11 at Communications.
- Painting wall in room 58 at Communications.
- Painting canopy frame at UT Welcome Center.

#### Building Finishes:

- Installed decorations at International House.
- Installed frames at Perkins Hall.
- Repaired roof at Vet Teaching.
- Repaired roof at South Stadium.
- Repaired roof at Andy Holt Apartments.

- Removed broken pieces of precast from building at Humes Hall.
- Repaired damage from storm to new building construction signs.
- Removed block for plumbers at Hess Hall.
- Patched floor in room 198 at Hoskins Library.
- Reset pavers on Pedestrian Walkway.
- Installed concrete to shed water away from entrance door at Bio Engineering.
- Working on pea gravel patching at Conference Center.

### Building Services:

- Beginning August 11th, Sheena Rhea will be first shift Supervisor overseeing the entire campus and supplies.
- Aaron Nichols has been promoted to Third Shift Supervisor overseeing Zone 8.
- Rebecca Saylor has been promoted to Second Shift Supervisor overseeing Zone 4.
- James Moore has been promoted to Assistant Foreman overseeing Zone 7.
- Congratulations to all!!

### Lock & Key Services:

- Volunteer Hall– Installing cylinders/exit hardware.
- Blount Hall–Installing exit hardware.
- Delta Gama Sorority–keying house.
- Fred Brown Dormitory– keying as needed.

### Rapid Response Team:

- Moves at Henson Hall, Dunford, Equity and Diversity, A & A, Andy Holt Tower, Communications, Conference Center, Perkins, Facilities Services, Plant Biotech, and Jessie Harris.
- Hanging banners at Hoskins Library and on Philip Fulmer Blvd.
- Completing all other work orders that come into the office.

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## ZONE MAINTENANCE

### STAR Team:

- Cleaning out engineering's cage at Flemming warehouse.
- Controls at SERF.
- Greves and Physics elevators.
- Berry Hall.
- Buehler rooms 204 and 214.
- Dougherty rooms 323 B and C, and room 106 M.
- Room 522 at SERF.

### Zone Maintenance Zones:

#### Zone 1:

- Going room to room in all the dorm making repairs.
- Finishing up Leslie water heaters
- Working lots of hours on all dorms getting ready for move in.

#### Zone 2:

- Hoskins Library-replacing wood on park benches outside of building.
- Taylor Law-cleaning around building and getting classrooms ready for students return.
- General maintenance.

#### Zone 4:

- Hung pictures on 2nd floor of Greve.
- Fire caulk penetrations room 421 electrical room in Greve.
- Assisting electric shop with lighting problems at Baker.
- Hung banners at International House.
- Fixed air problems at Hodges 5th floor.
- Replaced bad A/C units in Greve.
- Changing lights, ceiling tile, and getting ready for students to return throughout zone.

#### Zone 5:

- Assisted plumbing shop, and electric shop with drains, checking pump, and running camera down drain line SMC elevators.
- Changing filters in Haslam.
- Clean out machine rooms in Haslam.
- Replaced ice machine in room 603 in Haslam.
- Replaced light covers Philander.

- Getting all classrooms ready for students to return throughout zone.

#### Zone 8:

- With the start of the new school year quickly approaching ,we are focusing on classrooms.
- Archibus training is in process.
- The Middlebrook Pike building is getting some much needed paint outside.
- The Pre Cast building is starting to really show progress.
- Out team will be busy this week. We will be looking for any projects that need to be completed before school starts.

#### Zone 9:

- We are looking on replacing outside and inside lighting as needed, changing filters, attend training classes, assisting contactors and general building maintenance.

#### Zone 11:

- We are currently preparing for the first football game of the season.
- Getting Neyland stadium and the new SEC station ready for game day.
- Checking all HVAC units and doing preventive maintenance by changing all filters and bad belts, cleaning the gutters and drains and changing lights for the state of the season.

## COMMUNICATIONS

### Training:

- Archibus training is on it's way and going well.
- We wrapped up training with most of the supervisors last week and with a few make-ups to do.
- This week we will cover Construction Coordinators and all Clerical staff.
- Supervisors who have been trained in Archibus can begin training their staff, with the help of their shop trainer.
- Each employee will need a valid Net ID and password to use the Archibus system. Please ensure that all your employees take care of any issues prior to August 15th.

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## Communications:

- Congratulations to Marty French—Marty was named the July Facilities Services Employee of the Month!
- Reformatting Department policies.
- The Landscape Services video is nearly complete.
- We are planning our participation in the Student Engagement Fair later this month.
- Reformatting the Facilities Services Department Emergency Response Plan.
- Adding information to the Facilities Services Customer Service Handbook.
- Working on various press releases for different units within Facilities Services.
- Just a reminder—you can always nominate someone for employee of the month at fs.utk.edu.

## Sustainability:

- We are preparing for the arrival of our newest employee, Emily Barbour, who will preform the role of Data Analysis Coordinator for the office. Emily's primary task will be data collection for the various reporting programs and also working to create the annual report for campus. We look forward to having Emily join our growing team to make UT a more sustainable place to work, learn and live.

## **UTILITIES**

### Air Conditioning Services:

- Start preparations at Neyland stadium for the 2014 football season.
- Repairing wind damage to the west end of the jumbotron.
- Repairing flag poles on the south end of Neyland stadium.
- Repairing wind damage to the south end of the est skybox.
- Completed repairs to one circuit of the chiller serving Allan Jones Aquatic Center.
- Complete assisting construction with setting new A/C units of the roof of the Earth & Planetary building.

### Electrical Services:

- UTFS Security systems—Campus
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.

- UTFS HV support for New University Center.
- UTFS SV Events.
- New Construction – Fire Alarm/Building Security support.
- UTFS HV—Neyland Stadium emergency lighting testing.
- UTFS Security Systems and Fire Alarm—Fred Brown—contractor support.
- UTFS Student check in—residents halls—Electrical, FA, building security and HV support.

### Steam Plant:

- We are producing 1,368,688 pounds of steam per day and 57,223 gallons of makeup water.

## **DESIGN SERVICES**

### Master Planning:

- Utilities Master Plan
- Hill Master Plan

### Programming:

- The new Engineering Services Building
- The West Campus Redevelopment

### Schematic Design:

- University Ave. buildings
- Austin Peay handicap ramp
- Baseball Stadium pressbox

### Design Development:

- The new classroom/laboratory building planned for the Strong Hall site

### Contract Documents:

- The new residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively
- The new Facilities Services Sutherland building (ER4)

### Construction Administration:

- The Henson Hall interior renovation
- The new classroom/laboratory building planned for the Strong Hall site
- The bookstore and Aramark location at 17<sup>th</sup> & Cumberland
- The new University Center (Phase 1)
- The new Facilities Services Sutherland building (ER1)
- The Fred Brown Residence Hall
- The new TV studio in the Anderson Training Center
- The new residence hall planned for the former Gibbs Hall site

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## Landscape Response Team:

- Supervising the Fraternity Park entry punch list
- Supervising the Ayres Hall North Slope / West Connector project, coordinating irrigation, planting, and wall construction.
- Reviewing the schematic 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
- Supervising the new Strong Hall's site development
- Updating the Campus Landscape Vision and Site Standards
- Coordinating irrigation and landscape tie-ins at the new University Center
- Managing the Wayfinding Master Plan
- Designing landscaping for TRECS and Thornton Athletic Center
- Stormwater Permit Training
- Coordinating utility trenching across Lake Loudoun Boulevard

## Codes Enforcement:

- Campus building fire protection systems testing
- Hood suppression inspecting, and hood and ductwork cleaning
- Various inspections and code consults

## **CONSTRUCTION SERVICES**

### Construction:

- Earth and Planetary- Reroof building and install new A/C units.
- Law Complex- Replace carpet in classroom 132.
- Campus- Finishing up on 25 classroom upgrades, work varies from new audio video, new flooring and/or painting and furniture.
- Campus- Installing power, data and message boards in 5 buildings (12 boards total).
- Campus- Roofs, starting metal roofs, and have 7 roofs currently working.
- Austin Peay Building- Paint rooms 301, 303, 310, and 416 and install new carpet in rooms 303 and 306.
- Fraternity Park- Install cameras for exterior coverage.
- Fraternity Park- Relocate and rework dumpster loca-

tions.

- Blount Hall- Install glass wall with double doors on ground floor.
- HPER- Renovations to rooms 135, 135C, 135D, and 135E, refurbish space to accommodate teaching and laboratory.
- West Sky Boxes- Renovations to room 501 and 502.
- SERF- Repairing water leaks and replacing damaged sheetrock.
- South and East Stadium- Install 4" conduit to supply data services to 8 concessions.
- Thompson-Boling Arena- Assist and supervise contractors installing Digital Antenna System (DAS) to improve cell reception.
- Henson Hall Renovation
- Dougherty 6<sup>th</sup> floor renovation
- Dougherty 324 unit Ops
- Dougherty 102/110 renovation
- University Commons book store
- 17<sup>th</sup> and Cumberland

**HAVE A COMMENT  
OR CONCERN?**

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

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

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

**fs.utk.edu**

