All Facilities Services employees are cordially invited to join Chancellor Jimmy G. Cheek for a grand opening celebration for the new Facilities Services Complex (2040 Sutherland Avenue) Thursday, August 4 from Noon to 1:00 p.m.

A short ribbon-cutting ceremony will be held at the staircase inside the building followed by a lunch buffet.

All employees driving Facilities Services vehicles are welcomed to park in the large northeast paved parking lot, but space is very limited. Overflow parking will be provided at the Concord location parking lot and shuttle vans will transport individuals to and from the event.

We will also provide our shuttle bus for those individuals on campus. A bus schedule has been distributed and can also be found on page 6 of this newsletter.

Supervisors, please pass this information along to everyone in your team.

We look forward to seeing everyone on Thursday!
ADMINISTRATION

Special Projects:
• Preparing for Phase II implementation of Archibus.
• Working with Communication & PR to finalize the Annual Report.
• Providing assistance to Employee Training in the development of job aids and training for equipment and PM data entry.

FACILITIES OPERATIONS

Lock & Key Services:
• Dunford Hall – Change lock.
• White Dormitory – install cores.
• Science & Engineering – change locks.
• Science & Engineering – repair exit devices.
• Veterinary Hospital – change locks.
• Stokely Garage – load and install locks.
• University Housing – many recores and repairs.

UT Recycling:

Weekly Totals July 24 through July 30:
• Bottles/Cans: 5,240 pounds/2.62 tons.
• Paper: 15,120 pounds/7.56 tons.
• Cardboard: 7,960 pounds/3.98 tons.
• Manure: 10,800 pounds/5.4 tons.
• Compost: 8,950 pounds/4.475 tons.
• Weekly Total: 48,070 pounds/24.04 tons.

Recycling Totals Fiscal Year 2017:
• Bottles/Cans: 16,240 pounds/8.12 tons.
• Paper: 69,940 pounds/34.97 tons.
• Cardboard: 36,120 pounds/18.06 tons.
• Manure: 39,600 pounds/19.80 tons.
• Compost: 34,850 pounds/17.43 tons.
• FY Total: 196,750 pounds/98.38 tons.

UT Recycling Projects:
• Making Facilities Services Complex dedication lunch Zero Waste.
• Printing and distributing residence hall magnets and posters.
• Updating recycling bin labels in residence halls.

ZONE MAINTENANCE

STAR Team:
• Install Environmental Chamber at Tickle Engineering Building.
• Renovating 208 SERF.
• Installing autoclave in SERF 625.
• TANDEC hi-bay area renovation.
• Replaced glass in old Facilities Services.
• Adjusted handicap door at Perkins Hall.
• Adjusted handicap door at Jessie Harris.
• Assisted with concrete cutting at JIAMS.
• Repaired handicap door at Ferris Hall.
• Repaired handicap door at Hodges Library.

Zone 1:
• We are starting our second week of room to room.
• Last two leslies are to be cleaned and rebuilt this week.
• Repaired return line leak on leslie at Massey Hall.
• Having to replace a few floor mount toilets in Morrill Hall.
• Replacing a couple wall mount high pressure toilets at Reese Hall.
• Air conditioning unit for the elevator penthouse at Morrill Hall is to be replaced this week.

Zone 2:

Hodges Library:
• Changed 27-t8 bulbs and two ballasts on second floor, as well as four LED can lights and three compact fluorescent bulbs.
• Worked on three bulb emergency light at one stop, changed 3-t8 bulbs and one ballast in room 209, also changed 17-t8 bulbs and two ballasts on sixth floor.
• Changed 12-t8 bulbs on fifth floor, changed one compact fluorescent at Melrose Hall entrance, (fire alarm test), and worked on p-5 air-handler.
• Calibrated thermostat in room 135h, unstopped urinal in second floor men’s restroom, assisted Electrical Services with lift for can light removal on second floor.
• Changed filter on Elkay water fountain, changed belts on exhaust fans number 1 and 4 in the penthouse.

Haslam Business:
• Changed three lights in room 601.
• Hung three 4x8 magnetic white boards in team rooms.
• Replaced ceiling tiles in rooms 431, 432 and 433.
• Light repair in room 431.

SMC:
• Repaired five floor 120 volt plugs on fourth floor.
• Still repairing bathroom walls.
• Greased all motors and pumps.
• Hung four white boards on third floor.
• Repaired two induction units.

Zone 7:
• Crews are working on leaks in several air handlers in SERF.
• SERF lab lights have been repaired.
• Several air handlers in Min Kao were serviced.
• Ceiling tiles and lights were repaired as needed in Min Kao.
• Routine maintenance was performed in Pasqua Engineering, Estabrook Hall, and Tickle Engineering Building.
• At Dougherty Engineering crews cleaned coils on several air conditioning units.
• Condensing water issues are being addressed at Dougherty Engineering.
• Crews are assisting with roof and exterior door issues at Perkins Hall.
• Furniture at Perkins Hall is being moved.
• Ferris Hall air conditioning units are being repaired.
• Routine maintenance is taking place at Biology Annex.

Zone 8:
• We will work in our classrooms to get them ready for the start of classes.
• Our customers continue to come back in from summer break. We are helping them get settled in and assisting them with any problems they have.
• Central Greenhouse is getting some needed repairs to the shade cloths and rack operating systems.
• We will repair some leaks in the guttering system in Central Greenhouse and working on doors.
• One Call will answer calls and will work in common areas to help get ready for start of school.

Zone 11:
• At Neyland Stadium we are preparing for the opening game and assisting the contractor in remodel of east sky box.
• Crews at Thornton Athletics worked on stopped up main line, assisted Plumbing & Heating Services and Building Services.
• Alan Jones maintenance and support was provided for the swim meet.
• At the football complex we are replacing and repairing lights throughout the building.
• At the Boat House we assisted Air Conditioning Services in the repair of air conditioning problems.
• General building maintenance throughout the zone.

Communications & Public Relations:
• We are assisting with the planning of this Thursday’s ribbon cutting at the Facilities Services Complex and we are also creating materials for the event.
• The Facilities Services Department Annual Report will be created by Communications & Public Relations. We are compiling information now and plan to publish the report for campus before the semester begins.
• A large TNAPPA planning committee meeting has been scheduled for next week and we hope to see all committee members in attendance. The meeting will be held from 2 p.m. to 4 p.m. Tuesday, August 9 in the Ray Mears Room at Thompson Boling Arena.
• Last week Communications & PR attended an Emergency Management Workshop.

COMMUNICATIONS & PR CONTINUED ON PAGE 4
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COMMUNICATIONS & PR CONTINUED:

• We are now reformatting and updating the department’s Emergency Response Plan.
• We are creating a new master list of all Cone Zone signs on campus, including detour signs. This list will include a visual reference.
• Brooke Krempa has been elected to the Web Master position on the TNAPPA Board. She will be responsible for updating the Web site at http://tnappa.appa.org/ and will also push out communications to members.
• Various announcements have been distributed.
• Please check your email for a map of our new building’s conference rooms and instructions on how to add these rooms to your calendar.
• We are working on the emergency contact list for campus buildings.
• The online staff directory has been updated.
• If you have any information you would like included in the bi-monthly newsletter, please contact Brooke at bsteve14@utk.edu.
• Updates to the TNAPPA Web site have been made.
• We have submitted four architecture portfolios electronically. The hard copies will be compiled and sent out this week.
• Working on Cone Zone signs and updates for the summer.
• Updates are being made to the layout of our service guide.
• Updates have been made to the Alumni Memorial Building Web page.
• TNAPPA 2017 Conference planning continues.
• Updates to the department Web site are ongoing. Please contact Brooke Krempa at bsteve14@utk.edu if you would like to request any changes or updates to pages.

Employee Training & Development:

• The Advanced Course of the Custodial Certification Program begins this week. After retesting, all students have successfully completed the Basic Course. Congratulations!
• We highly encourage everyone to login and visit their My UTK personal webpage found on the main UTK website. This page is a one stop shop for many resources that impact employees. Many different free training resource links can be found there including OIT computer skill training and Lynda.com training. There are also links to IRIS employee self-service portal, Volcard, Parking Services, HR policies and fee waiver educational assistance forms. You can update your UT alert contact information and view annual and sick leave balances here as well.
• If safety in the workplace is a priority for you, please check out the registration website for Safety Fest. This week long event held on Sept 12-16 takes place in Oak Ridge. All classes are free but require you to register online and choose which class you want to attend. Visit their webpage: https://safetyfesttn.org/ for general information, click “Register” at the top of the page and follow the instructions to sign up. These classes fill up quickly, so don’t miss out!
• In preparation for superintendent PM training, we have produced a job aid for Defining Equipment. Currently working on a job aid for Defining, Assigning and Scheduling PM Procedures.
• The August OSHA training dues will go out today. Managers should remind and allow employees to complete their required training during this month.
• Work continues on Project Management, Capital Budgeting and Condition Assessment User’s Guides.

UTILITIES

Air Conditioning Services:

• Complete move of Air Conditioning Services to the new Facilities Services Complex.
• Continue monitoring Hoskins/Senter Hall chilled water system.
• Perform repairs on leaking cooling towers.
• Assist contractors with outage for remodel of telephone services in Humanities Building.
• Perform maintenance on chiller #2 at Thompson Boling Arena.

Electrical Services:

• UTFS Security system Upgrade Contract support – Campus Wide.
• UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
• UTFS Sorority and Fraternity Fire Alarm Testing.

ELECTRICAL SERVICES CONTINUED ON PAGE 5
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ADMINISTRATION ● FACILITIES OPERATIONS ● ZONE MAINTENANCE ● ADMIN. & SUPPORT
COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

ELECTRICAL SERVICES CONTINUED:

• UTFS Summer Events.
• UTFS Metering.
• UTFS Outdoor Lighting Systems.
• UTFS ES Building Electrical VFD support – Campus wide.
• UTFS Support Services – Electrical Support.
• UTFS ES support for Hoskins and Senter Hall Chilled Water System.
• UTFS HV Switching for KUB Maintenance.
• UTFS move Emergency Gen to UTSI.
• UTFS HV Electrical support – Laurel Substation Phase II.
• UTFS HV Electrical support – New Gibbs Residence Hall.

Steam Plant:

• Worked on getting new water softeners going. Ran wires to hook up new flow meter for chemical injection controller.
• Worked on make-up water flow meter.
• Fabricated new ladder for tunnel entrance.
• Made new handle for drain valve at fuel oil tanks.
• Made new support brace for water ionizer tank, plumbed in new tank.
• Continued to clean Steam Plant.
• Repaired emergency lighting in control room.
• Took turbine off line for Electric Services repair at sub-station.
• Ran conduit and power to new caustic soda injection tank.

FACILITIES VACANCIES

Painter I (Two Positions) - Requisition ID - 16000000ZY
3rd Shift Custodian (Building Services Aide I) - Requisition ID - 150000010E
2nd Shift Custodian (Building Services Aide I) - Requisition ID - 15000000WO
Maintenance Specialist I (Five Positions) -
Requisition ID - 16000000YY
Plumbing & Heating Spec I (Three Positions) - Requisition ID - 16000000Y3
Project Manager Engineer - Facilities Services - Requisition ID - 16000000W9
Landscape Aide I - Requisition ID - 16000000TI
Electrician I - Requisition ID - 16000000TA
Building Srvs Foreman (Day Shift) - Requisition ID - 16000000RA
Steam Plant Supervisor - Requisition ID - 16000000R9
Heavy Equipment Operator (Two Positions) - Requisition ID - 16000000PN
Line Installer I (Two Positions) - Requisition ID - 16000000M2
Line Installer Foreman II, Electrical Services - Requisition ID - 16000000KP
Landscape Serv Foreman - Requisition ID - 16000000JZ
Heavy Duty Mechanic I - AC Services - Requisition ID - 16000000HF
Air Conditioning Spec I (Two Positions) - Requisition ID - 16000000EB
Temporary Assistant Carpenter (Carpenter Assistant II) - Requisition ID - 16000000DT
Part-time Temporary Custodian (Building Services Aide I) - Requisition ID - 16000000DU
Two Temporary Assistant Painters - Requisition ID - 16000000CR
Senior Steam Plant Mechanic - Requisition ID - 160000009G
Seasonal Work, Three Positions, Building Services Aide I - Requisition ID - 160000007Z
Asst Bldg Srvs Foreman (Three Positions) - Requisition ID - 15000000139
Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5
Facilities Services Complex Opening Celebration
12 p.m. August 4

Campus Bus Schedule

10:25 a.m. - Steam Plant
10:30 a.m. - Nursing on Volunteer Blvd.
10:40 a.m. - Intersection of James Agee Street & White Ave
10:55 a.m. - DROP OFF AT FACILITIES SERVICES COMPLEX
11:10 a.m. - The Hill (Nielsen Physics)
11:10 a.m. - The Hill (Intersection of Middle Way & Circle Drive)
11:25 a.m. - DROP OFF AT FACILITIES SERVICES COMPLEX
11:35 a.m. - Ag Campus (Bus stop between Ellington & Brehm)
11:40 a.m. - Facilities Services Building on Volunteer (front of building)
11:50 a.m. - DROP OFF AT FACILITIES SERVICES COMPLEX

Concord Lot Shuttle Vans - Two 12-person vans

Facilities Services staff are welcome to park their personal and work vehicles at the Concord Lot during the ribbon cutting ceremony and picnic.

Those who park at Concord can take one of two shuttles to and from the Facilities Services Complex.

Shuttles will begin at 10:30 a.m.
Shuttles will conclude at 2:30 p.m.
EYE SAFETY

Each day about 2000 U.S. workers have a job-related eye injury that requires medical treatment. About one third of the injuries are treated in hospital emergency departments and more than 100 of these injuries result in one or more days of lost work.

The majority of these injuries result from small particles or objects striking or abrading the eye. Examples include metal slivers, wood chips, dust, and cement chips that are ejected by tools, wind-blown, or fall from above a worker.

Some of these objects, such as nails, staples, or slivers of wood or metal penetrate the eyeball and result in a permanent loss of vision. Large objects may also strike the eye/face, or a worker may run into an object causing blunt force trauma to the eyeball or eye socket.

Chemical burns to one or both eyes from splashes of industrial chemicals or cleaning products are common. Thermal burns to the eye occur as well. Among welders, their assistants, and nearby workers, UV radiation burns (welder’s flash) routinely damage workers’ eyes and surrounding tissue.

In addition to common eye injuries, health care workers, laboratory staff, janitorial workers, animal handlers, and other workers may be at risk of acquiring infectious diseases via ocular exposure.

Infectious diseases can be transmitted through the mucous membranes of the eye as a result of direct exposure (e.g., blood splashes, respiratory droplets generated during coughing or suctioning) or from touching the eyes with contaminated fingers or other objects. The infections may result in relatively minor conjunctivitis or reddening/soreness of the eye or in a life threatening disease such as HIV, B virus, or possibly even avian influenza.

Engineering controls should be used to reduce eye injuries and to protect against ocular infection exposures. Personal protective eyewear, such as goggles, face shields, safety glasses, or full face respirators must also be used when an eye hazard exists.

The eye protection chosen for specific work situations depends upon the nature and extent of the hazard, the circumstances of exposure, other protective equipment used, and personal vision needs.

Eye protection should be fit to an individual or adjustable to provide appropriate coverage. It should be comfortable and allow for sufficient peripheral vision.

Selection of protective eyewear appropriate for a given task should be made based on a hazard assessment of each activity, including regulatory requirements when applicable.

For more information on eye safety, please visit the NIOSH (National Institute for Occupational Safety and Health) web-site at https://www.cdc.gov/niosh/topics/eye/

In addition, OSHA has an eye protection assessment tool: https://www.osha.gov/SLTC/etools/eyeandface/index.html
Congratulations to our May Employee of the Month Donnie Carden! Please 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 with Brooke Krempa.

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.

2016 Employee of the Month Award Recipients

June: Donnie Carden  May: Jacob Capps

April: Ron Gibson  March: Mike Tackett  February: Dean Wessels  January: Bethany Morris

Nominate someone today at https://tiny.utk.edu/FSEOM