Special Projects:

- **Archibus Update:** 3 days and counting until we “GO LIVE” with Archibus!
- **REMINDER:** In preparation for our “GO LIVE” date of August 15th; the entire legacy system will be offline beginning at 5:00PM Wednesday, August 13th through 8:00AM Friday, August 15th.
- If you haven’t already done so, please check out [http://fs.utk.edu/archibus/](http://fs.utk.edu/archibus/). This Web 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.

**Administrative and Support Services:**

- We are in the process of updating and adding content to the two bulletin boards located outside of Suite 107 and the one located inside Suite 107 on the first floor of the Facilities Services Operations Building. These boards will be used to communicate content that is relevant to employees or required by law. The type of content that will be displayed will include Federal and State laws regarding Employment/Employees; University and FS Policies; employee benefits available including employee wellness events, discounts, and training opportunities; employee/team recognition; vacancies, and other University and FS sponsored event notices; as well as community events and services.
- The content will be divided into sections, organized by major subject areas, and updated regularly. Since much of the content will be information relevant to University business or events, Amanda Ruelle will be the central point of contact for posting items on the bulletin board. This will ensure the all material is pertinent, appropriate and in keeping with the University of Tennessee policies and image.
- Business services is working on processing invoices, work orders, transfer vouchers, payroll/personnel items, and contract extensions/rebids on a daily basis.

**Building Finishes:**

**Paint Shop:**
- Painting common areas at Jane & David Bailey Complex.
- Working on Rocky Top Cafeteria at University Center.
- Painted cafeteria at Presidential Court.
- Painted rm. 216 at Pasqua Engineering.
- Painted rm. 102 at White Ave Daycare.
- Painted rm. 190 at Hoskins Library.
- Painted wall in rm. 53 at Communications.

**Sign Shop:**
- Working on signs for Parking Services.
- Working on signs for Recycling.
- Working on sign for UT Ag. Farm.

**Building Services:**

**Arena:**
- Volleyball practice all week at Thompson Boling Arena and Pratt.
- Allan Jones USA Dive Meet all week.
- Wednesday August 13th soccer game against Louisville at 5pm.
- Thursday August 14th, Panhellenic meeting at TBA at 7pm.
- Saturday August 16th, open football practice at Neyland at 7pm.
- Sunday August 17th TBA rain location for Torch Night.
Facilities Services Weekly

August 11, 2014

Administration • Facilities Operations • Zone Maintenance • Admin. & Support Comm. & Info Services • Utilities • Design • Construction

Lock & Key Services:
- Fred Brown Residence Hall—key building
- Vol Shop on Cumberland Ave.—keying
- Residence Halls—summer cores

Rapid Response Team:
- Doing two events at Humanities, International House, Presidential Court, Ayers Hall and at gate 21 of Neyland Stadium.
- Any other work orders that come in during the week.

ZONE MAINTENANCE

STAR Team:
- Cleaning out the engineering cage at Flemming warehouse.
- Controls at SERF.
- Greves and Physics elevators.
- Berry Hall.
- Buehler rooms 204–214.
- Dougherty rooms 323b and c and room 106m.
- SERF room 522.

Zone Maintenance Zones:

Zone 2:
- Our team is busy getting our classrooms ready for the arrival of students.
- Working on replacing steam traps at Jessie Harris.
- Updating the exterior lighting at Panhellenic.
- Replacing bad valves on AHU #10 at the Conference Center.
- Installing safety cage around ladder at the Conference Center.

Zone 3:
- Ceiling tile in room 373 at HPER building has been painted.
- Working on sororities, helping getting them ready for classes.
- Repaired AHU chill water for room 136 at HPER.
- Brighten up Flemming warehouse by replacing bad bulbs and ballast.
- Reinstalled electrical wire support to the house at 2111 Terrace.
- Repaired A/C at payroll office.
- Worked on lighting at recycling hose & dock area.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Dabney Buehler—domestic hot water leak.
- Nielsen—replaced AHU motor.
- Ayers Hall—sump pump float switch.

Zone 8:
- We are busy working in our area with staff and students arriving. Our classrooms are ready to go.
- We are checking our equipment to ensure a smooth start for our customers.
- Archibus training is in progress. We are setting aside time for training.
- Vibration testing is moving along well.
- We are looking for any problem areas that may need a final touch before school starts.

Zone 9:
- We are changing out lights in dressing rooms of C.B.T., unstopping drains, and assisting contractors in C.B.T.
- We are also going through building getting ready for the start of school.
- General building maintenance.

COMMUNICATIONS

Training:
- Training for Archibus continues in the computer lab this week. Check the schedule posted at the door for room availability.
- Shop trainers, Foremen, and Shop Supervisors should be training their shop staff. Show your staff members how to: create/edit leave request.
- Working on departmental training for the upcoming football season.
- Working on the training program for Landscape Services.
- In the process of updating Facilities Services Orientation video.
- Building an instructor course to qualify detached instructors in Facilities.

Training Continued on Page 3
TRAINING CONTINUED:
- Updating OSHA training to include Universal Waste, Spill prevention, and Control and Storm Water Pollution.
- Working with UT Recycling to facilitate Hazardous Waste training throughout the department.

Information Services:
- Removing virus from computers.
- Step up new workstations for use with Archibus.
- Assist with Skybox remodeling.
- Consult with Dell and Hewlett-Packard on Warranty Repair of computer and printers.
- Register new A/C control devices.

Communications:
- We will begin to record the audio this week for the Landscape Services video.
- The planning continues for our participation in the Student Engagement Fair later this month.
- The Facilities Services Customer Handbook has been updated.
- Several releases have been distributed to UT Media Relations.
- Reformating the Facilities Services Department Emergency Response Plan.
- Reformating Departmental Policies.
- Just a reminder - you can always nominate someone for employee of the month at fs.utk.edu.

UTILITIES

Air Conditioning Services:
- Completing repairs at Neyland Stadium.
- Preform maintenance work on the Trane chiller at the Kingston Pike building.
- Complete controls to new roof top units on Earth and Planetary building.
- Rebuild secondary chilled water pump serving the Communications building.
- Continue prepping the East and West Skyboxes for the 2014 football season.
- Preform repairs on A/C unit at the UT Welcome Center.
- Assist residence halls with student check-in next week.

Steam Plant:
- We produced 1,287,734 pounds of steam and 57,531 gallons of make-up water.
- The new boiler is slated to be delivered Wednesday.

DESIGN SERVICES

Project Management:
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 press box.
Design Development:
- The new classroom/laboratory building planned for the Strong Hall site.
Construction 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).
- 13th & Cumberland lab building.
Construction Administration:
- The Henson Hall interior renovation.
- The new classroom/laboratory building planned for the Strong Hall site.
- The bookstore and Aramark location at 17th & 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 and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites.
- Volleyball practice facility.
- JIAMS building.
Landscape Response Team:
- Supervising the Ayers Hall North Slope/West connector project, coordinating irrigation, planting, and wall construction.
- Coordinating electrical service on 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.
- Storm water Permit Training.
- Coordinating utility trenching across Lake Loudon Blvd.

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

**CONSTRUCTION SERVICES**

Construction:

Current Projects:
- Earth and Planetary—reroof and replace A/C units.
- Campus—classrooms, classrooms, classrooms.
- Campus—install 12 electronic message boards in 5 different buildings.
- Hess Hall—install 5 electronic message boards, provide power and data at each location.
- Art and Architecture—create kiosks area on each end of studio floor 3 and 4.
- Hodges Library—purchase and install video surveillance cameras and install in several locations.
- North & East Stadium—supervise construction and installation of new Distributed Antenna System (DAS) in stadium.
- Thompson-Boling Arena—supervise installation of new Distributed Antenna System (DAS).
- William Bass Building—layout and pour 8’x 10’ concrete pad behind building, add power to the area as well.
- UT Welcome Center—additional improvements including exterior repair, painting, awning, and cameras.
- Dougherty Engineering—paint wall and install carpet in room 321.

Completed Projects:
- Ferris Hall—classroom upgrade.
- Nielsen Physics—classroom upgrade.
- Austin Peay—painted in several locations in building.
- Austin Peay—installed new carpet in room 303 and 306.
- Art and Architecture—classroom upgrade.
- SERF—moved an electrical outlet in room 705.
- Middlebrook Building—relocated fence enclosure.
- SERF—installed 2 single phase 240V outlets.
- Ferris Hall—installed new 120V outlet in room 212.
- Law Complex—replaced carpet in 3rd floor hallway.
- Law Complex—painted walls around elevator at 1R entrance.
- Conference Center—painted walls and installed carpet in room 231D.
- McClung Tower—replaced blinds in MFLL main office and in department heads office 701.
- Dougherty Engineering—installed 6 plaques in several locations in the building.
Facilities Services Vacancies

Plumbing & Heating Specialist I - Requisition ID - 14000000TG

Landscape Manager - Requisition ID - 14000000S0

Custodian I (Building Services Aide I) - Requisition ID - 14000000QQ

Recycling Truck Driver I - Requisition ID - 14000000QL

Senior Electrician I - Requisition ID - 14000000PN

Electrician Assistant II - Requisition ID - 14000000OI

Building Services Foreman - Requisition ID - 14000000N6

Assistant Building Services Foreman, Building Services - Requisition ID - 13000000108

Painter I - Temporary - Requisition ID - 13000000D1

Weekly Facilities Kudos

Dear Chris Fritts,

I wanted to take this opportunity to formally thank you for the personal time you devoted to returning my lost cell phone to me. Not many people would have gone to the trouble you did and I sincerely appreciate your efforts. It’s a good feeling to know that there are such caring individuals in the UT “family.”

As you know, I was most concerned about losing the pictures and videos of my now two-year-old granddaughter, Evelyn. I had lunch with my daughter, Jessica, and Evelyn on July 30, which is the same day that I lost my phone. While we waited for our food, we were talking about Evelyn’s upcoming birthday and I showed her a video I had taken almost a year to the day earlier. The video was of the almost one-year-old Evelyn taking her first steps.

Yesterday, Evelyn and Jessica again joined me for lunch, and seeing my new cell phone, Evelyn, who we all refer to as “E”, asked to see “E walk” on my phone. Although I have not yet had an opportunity to have my pictures and videos transferred from the now deactivated recovered phone to the new one, I am forever grateful to you that the pictures can be transferred to the new phone (and to a computer and/or a CD as a back-up!) and are not lost to us. Again, thank you!

Sincerely,

Jerrilyn A. DAoust
Assistant to the Vice Chancellor (Research and Engagement)