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

UT Recycling:
Weekly Totals July 31 through August 6:
• Bottles/Cans: 4,720 pounds/2.36 tons.
• Paper: 13,780 pounds/6.89 tons.
• Cardboard: 9,480 pounds/4.74 tons.
• Manure: 7,200 pounds/3.6 tons.
• Compost: 4,050 pounds/2.03 tons.
• Weekly Total: 39,230 pounds/19.62 tons.

Recycling Totals Fiscal Year 2017:
• Bottles/Cans: 20,960 pounds/10.48 tons.
• Paper: 83,720 pounds/41.86 tons.
• Cardboard: 40,120 pounds/20.06 tons.
• Manure: 46,800 pounds/23.40 tons.
• Compost: 38,900 pounds/19.45 tons.
• FY Total: 230,500 pounds/115.25 tons.

Recycling Projects August 1 through 5:
• Servicing Requests.
• Making the Support Services Building’s ribbon cutting a zero waste event.
• Submitting the 2016 Fiscal Year Report.

Recycling Projects August 8 through 12:
• Servicing Requests.
• Working with Student Move in.
• Working Zero Waste Events such as the new Faculty reception tonight.

ZONE MAINTENANCE

STAR Team:
• Install Environmental Chamber at Tickle Engineering Building.
• Renovating 208 SERF.
• Installing autoclave in SERF room 625.
• Installed vibration isolator floor strip at JIAMS.
• Reset glass at Andy Holt Tower.
• Replaced broken glass at Marble Building.
• Hang projection screen at the Facilities Services Complex.
• Installed mirrors at Anderson Training Weight Room.
• Removed casework and cap off water lines at 212 & 318 Dougherty Engineering.
• Removed reception counter and work area at TANDEC.
• Caulk window frames at TRECS.
• Performing campus elevator inspections.

Zone 1:
• All leslies have been cleaned and rebuilt for the new academic year.
• They are finishing up on the new air conditioning unit for the elevator penthouse at Morrill Hall.
• This is our final week of room to room and getting ready for the new semester.
• Perry Longmire will be the Maint. Tech. in the new White residence hall building that will open this semester.

Zone 7:
• Crews worked on door lights and hood exhaust fans at SERF.
• At Min Kao we replaced plugs, repaired toilets and repaired lights.
• General maintenance is taking place at Pasqua, Tickle Engineering, and Estabrook Hall.
• At Dougherty Engineering crews cleaned coils on air conditioning units, cleaned up water from a ceiling leak, and assisted Construction Services with projects.
• General maintenance is taking place at Perkins Hall, Ferris Hall, and Biology Annex.
Zone 11:
- At Neyland Stadium we continue to work on preparing for opening game by assisting the contractor in the remodeling of east sky box.
- At Thornton we continue to repair the bathroom area after main line stop up of main line, and assisting contractor of repair of walls due to stop up.
- At Alan Jones we are cleaning up after swim meet, checking lights, and replacing them as needed.
- At the Football Complex we continue to check and replace lights as needed.
- At Regal Soccer we are assisting the contractor with air conditioning problems.
- At Baseball Stadium we are assisting contractor with ductwork.
- General building maintenance is taking place throughout the zone.

COMMUNICATIONS

Communications & Public Relations:
- Communications & Public Relations will now maintain the campus Cone Zone site.
- 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.
- We assisted with several aspects of the opening ceremony planning last week.
- A large TNAPPA planning committee meeting has been scheduled for today 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.
- We are 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.

Employee Training & Development:
- We welcome Laura Jo Anderson to the group as our new Training Specialist.
- Welcomed and orientated new Building Services, Construction, and Zone Maintenance employees.
- Work continues with Pellissippi State Community College on the development of a craft training curriculum designed to support the Zone Maintenance Career Path process.
- The Custodial Certification remains on-track. This 22-week program consists of 8 modules. The group is currently working on Module 6.
- Archibus refresher training for the Preventive Maintenance module is complete. Classes will be scheduled in late August.
- User manuals are being created for Archibus Capital Budgeting, Project Management, and Condition Assessment modules.
- Work continues with the EHS department on providing employee training for Confined Space Entry.
Utilities

Air Conditioning Services:
- Replace air conditioning unit in elevator control unit at Morrill Hall.
- Rebalance flows in process chilled water loop at JIAMS Building.
- Performing chemical service on geothermal loop at Alpha Delta Pi Sorority House.
- Performing service to compressed air system at CRC lab building.
- Replaced WSHP unit at Middlebrook Building.

Steam Plant:
- Installed new roof fan.
- Fabricated stand for controller for chemical injection.
- Patched holes in floor with self-leveling concrete.
- Mowed lawn.
- Ran power to new lights at condensate tanks.
- Daily logs.
- Traced conduit to roof for new power to new fan.

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 - 1500000139

Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5
Extension Cord Safety

We use extension cords almost every day both at work and at home. These are very useful devices, but they can present a fire or shock hazard when either worn out or used improperly.

Types of extension cords

Extension cords come in either two or three-wire types. Two-wire extension cords should only be used to operate one or two small appliances. Three-wire cords are used for outdoor appliances and electric power tools. The third wire on this cord is a ground and this type of cord should never be plugged into any ungrounded electrical outlet. Only grounded extension cords are to be used with power tools unless the tool is double insulated.

Care and inspection of extension cords

Extension cords must be treated with care and checked regularly for damage or deterioration. The cord itself should never be pulled to disconnect it from an electrical source; remove it by the plug. They should not be placed under rugs or furniture and should never be strung through doorways, windows, walls, ceilings, or floors. Damaged cords present a potential fire or shock hazard and should be destroyed and replaced immediately.

An extension cord should never be used as a substitute for permanent wiring. They should not be fastened to a building or structure, even though staples are sold for this purpose at many hardware stores. Avoid plugging two cords together to make a longer one. It’s best to use one cord in a continuous length from the receptacle to the appliance or tool. Extension cords that are either connected together or are too long will reduce operating voltage and operating efficiency of tools or appliances and may cause motor damage.

Extension cords are convenient devices. We often take for granted in our everyday activities, but which need proper care and attention. Use good housekeeping practices at home and at work, to keep extension cords from being a tripping hazards or becoming damaged. Inspect them regularly for wear and replace defective units.

For more information

http://oit.utk.edu/labs
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