ADMINISTRATION

Special Projects:
• Preparing for Phase II implementation of Archibus.
• Providing assistance to Employee Training in the development of job aids and training for equipment and PM data entry.

REMINDERS:
• Please clear cache every morning. OIT is pushing out updates and when you use the clear cache icon, it updates Archibus with the most recent updates.
• If you do not have a clear cache icon for Chrome, please contact Jim McCarter at jvm@utk.edu or Veronica Huff at vhuff@utk.edu.
• Please regularly check email for any notifications from Archibus (leave request approvals/rejections, work requests issued, etc.) or the Archibus Team (outage notices).

FACILITIES OPERATIONS

Building Finishes:

Sign Services:
• Working on parking signs.
• Working on signs for TREC.
• Working on wall signs for Student Union.
• Room signs for Facilities Services Complex.
• Various name plates.

Paint Services:
• Painting at TREC.

Building Finishes:
• Installed portrait holders at Greve Hall.
• Installed cork boards at Stokely Management Center.
• Installed several keyboard trays at Facilities Services Complex.
• Repaired block at Andy Holt Tower.
• Installed cork board at Ayres Hall.
• Installed sheetrock at Equity and Diversity.
• Worked on new wayfinding building signs.
• Poured concrete at Presidential Bakery.

Building Services:
• Toni Adams has been appointed permanent First Shift Building Services Supervisor for the entire campus.

Landscape Services:
• Lawson Sports Complex: Install planters and landscape as temporary solution to steam line heat near main entrance.
• 4848 Lyons View: Prepare property for luncheon event (Sept 2).
• App State Game (Sept. 1): Pre and post-game support of game day tailgating.
• Orange & White Dorms: Working with UT Purchasing on landscape and irrigation bid.
• Andy Holt Tower garage: Remove dead Ginkgo tree.
• Humanities Plaza: Install sod in area heavily worn due to events.
• Humanities: Backfill behind new game day restroom trailer pad and curb-wall with topsoil and sod.
• Humanities: Prune several trees for lawn clearance and removal of dead willow oak on west side.
• Visitors’ Center: Prune several oaks for clearance of the lawn.
• Circle Park: Install three structural cables in a Little Leaf Linden tree.
• Circle Park: Remove dead maple before first football home game.
• White Ave ELC: Complete install of safe surface material on playground.
• Steam Plant Hill: Grade and remove excess soil for reorganization of equipment/materials storage.
• Blueberry Falls: Sod installation following steam line repair.
• Provide supplemental water to newly planted trees and landscapes (on-going).
• Monitor, adjust, repair landscape irrigation systems throughout campus (on-going).
• Remove old building signs where new ones have been installed (on-going).
• Interview candidates for vacant and seasonal positions (on-going).

Lock & Key Services:
• Morrill Hall – install new exit hardware.
• Dougherty Engineering – install new exit hardware.
• Communications Building – install new exit hardware.
• Science & Engineering – install lock.
• Front Office – filling and distributing key requests.
• University Housing – many recores and repairs.
Rapid Response Team:
- Moves at Early Learning Center, Communications Building, Student Services, Facilities Services Complex, Dougherty Engineering, Art & Architecture, Haslam Business Building, Stokely Management Center, and South & East Stadium.
- Events at Ferris Hall, Science & Engineering Building, Clarence Brown Theatre, and football events around campus.
- All other work requests that we receive during the week.

ZONE MAINTENANCE

STAR Team:
- Renovating room 208 in SERF.
- Installing autoclave in SERF room 625.
- Renovating room G024 in JIAMS.
- Installed cylinder straps at JIAMS.
- Repaired handicap operator at JIAMS.
- Replaced handicap operators at Clarence Brown Theatre.
- Installed door and frame at Dougherty Engineering Building.
- Replaced door at Morrill Hall.
- Replaced handicap operator at HPER.
- Checked handicap operator at White Hall.
- Inspected at Student Aquatic Center.

Zone 1:
- We are full ahead on doing the work orders for each dorm.
- We have started to get all air conditioning rotated for Hess Hall and Massey Hall.
- We are getting ready for this week’s long day for the first football game of the year.
- Looking forward to the long weekend that is coming up.

Zone 2:
SMC:
- Finished bathroom repairs.
- Repaired induction unit on second floor.
- Hung 4x8 wall sign in hallway of fourth floor.
- Hung six whiteboards on fourth floor.
- General maintenance in building.

Haslam Business:
- Repaired lights in classrooms and hallways.
- Removed toilet on first floor to clear obstruction.
- Repaired women’s shower controls on fourth floor.
- General maintenance in building.

Hodges Library:
- Replaced belts on exhaust fans #7 and #9 on top of penthouse, and also replaced two belts a-76 on exhaust fan #1 in south machine room.
- Installed new light switch in room 135e, installed new light bulbs in handicap elevator, and also rehung stall door in women’s restroom on fifth floor and installed new hinges.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Burchfiel lighting project.
- Dabney Buehler AHU15 leak.
- Nielsen room 400 air conditioning repair.
- Nielsen safety repair.
- Earth & Planetary Science safety repairs.

Zone 7:
- Crews hot tapped heating water pipes for new filter system being installed at SERF.
- Eyewashes and lights at SERF were repaired as needed.
- We assisted the STAR Team with vibration analysis at Min Kao.
- Lights in Min Kao were replaced and furniture was moved in the building.
- Routine maintenance was performed on labret HVAC units in Min Kao.
- Repaired air conditioning units in Pasqua and Estabrook Hall.
- Crews repaired leaky or condensing air conditioning units and assisted Construction Services with ongoing projects at Dougherty Engineering.
- Assisting Construction Services with projects at Perkins Hall.
- Repaired lights and switches at Ferris Hall and worked on air conditioning units in the building’s offices.
- Routine maintenance at Biology Annex.
Zone 8:
- We will work on routine maintenance. Most of our buildings will have the filters and belts changed this week.
- McCord Hall exterior doors will be painted. We are also replacing some isolation valves on HVAC units.
- In our Greenhouses we will repair lights and louver motors. We are working with our Greenhouse Manager to upgrade some existing lights.
- One Call will answer calls. They will work on exterior lighting across campus.

Zone 11:
- At Neyland Stadium we continue to prepare for the first football game on September 1, and also continue to assist contractors with last minutes issues.
- At Thornton Athletics checking and repairing lights as needed, and repairing leaking toilets.
- At Alan Jones checking and maintaining pools, and checking and repairing lights as needed.
- At Football complex checking and maintaining pools, and replacing lights as needed.
- At baseball assisted contractor with ductwork, and worked on toilet.
- Throughout zone general building maintenance.

COMMUNICATIONS

Communications & Public Relations:
- The official Chuck Thompson Award letter will be distributed next week. We are currently forming the committee and finalizing event details.
- Communications & Public Relations will now maintain the campus Cone Zone site.
- The Facilities Services Department Annual Report has been created by Communications & Public Relations. The report has been approved and will be distributed to campus this week.
- The communications coordinator had several meetings related to TNAPPA 2017 planning last week. We have an updated contract and are currently finalizing pricing.
- We are reformatting and updating the department’s Emergency Response Plan.

IT Support & Maintenance:
- Move equipment from conference room 108 and 110 at old location to Facilities Services Complex.
- Finish computer equipment move from 22nd Street to Facilities Services Complex.
- Prepare computers for Game Day.
- Help users with Self Classification of UT Computers.
- Help with Landscape Foreman Interviews.
- Remove computers from Training Lab to prepare for New Furniture!

Training & Development:
- Completed our annual Football Training sessions for all FS personnel assigned to football game activity.
- Upcoming training:
  - Archibus Preventive Maintenance (PM) refresher training: September 15 – 9:00am
  - Archibus Preventive Maintenance (PM) refresher training: September 15 – 1:30pm
  - Archibus Preventive Maintenance (PM) refresher training: September 16 – 9:00am
  - Classes will be held in the Computer Lab (Sutherland Ave.)
Air Conditioning Services:
- Replaced DX coil in WSHP serving the lobby area of the Fred Brown Residence Hall.
- Removed leaking tube bundle from heat exchanger at Fred Brown Residence. Have new bundle on order.
- Installing replacement strainer screen in Reese Hall chiller building.
- Repaired primary chilled water pump at Humanities.
- Performed repairs on multiple P-tac units for Massey Hall.
- Repaired secondary chilled pump serving the North End Zone area of Neyland Stadium.
- Completed installation of replacement compressor in air cooled chiller serving the North End Zone of Neyland Stadium.
- Installed new replacement freezer in kitchen area of Mabel’s in McCord Hall.
- Performed repairs on ice machines in the Welcome Center and Plant Biotech Building.
- Performed repairs to air compressor in the Print & Publication building on the Agricultural Campus.

Electrical Services:
- UTFS Security system Upgrade Contract support—Campus Wide.
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
- UTFS Summer Events.
- UTFS Metering.
- UTFS Outdoor Lighting Systems.
- UTFS HV Electrical support – Laurel Substation Phase II.
- UTFS HV Electrical support – New Stokely Family Residence Hall.
- UTFS ES support Neyland Stadium Football Lights.
- UTFS ES support Neyland Stadium Fire Alarm System.
- UTFS ES support Neyland Stadium Lighting System – Lutron.
- UTFS 11st Parking Garage – Solar Panels Phase II.
- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS Support – Laurel Substation Phase II.
- UTFS Support Thompson Boling Arena Roof Replacement.

Steam Plant:
- We did a final cleaning of basement floors prior to waxing.
- Cut out old fuel oil line from old generator.
- Cut out old conduit from old generator.
- Cleaned up around Steam Plant to get ready for Thursday night football game. (GO VOLS!)
- Mowed and trimmed lawn.
- Had to drain #2 boiler to repair float switch, after repairs tested low water trips.
- Tested low water trips on #3 boiler.
- Filled in cracks and holes behind Steam Plant.
- Test ran 2 MW generator.
- Continue to work on Endress Hauser gas flow meters.
- Downloaded data to all operating stations.

FACILITIES VACANCIES

Senior Electrician I - Requisition ID - 160000017N
Transfer & Hauling Service Assistant II (Two Positions) - Requisition ID - 160000014A
Painter I (Two Positions) - Requisition ID - 16000000ZY
3rd Shift Custodian (Building Services Aide I) - Requisition ID - 15000000Z
2nd shift Custodian (Building Services Aide I) - Requisition ID - 15000000WO
Maintenance Specialist I (Five Positions) - Requisition ID - 160000000Y
Plumbing & Heating Spec I (Three Positions) - Requisition ID - 16000000Y3
Steam Plant Supervisor - Requisition ID - 16000000R9
Line Installer Foreman II, Electrical Services - Requisition ID - 16000000KP
Landscape Serv Foreman - Requisition ID - 16000000JZ
Air Conditioning Spec I (Two Positions) - Requisition ID - 16000000EB
Temporary Assistant Carpenter (Carpenter Assistant II) - Requisition ID - 160000000DT
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 - 150000005B
Congratulations to our July Employee of the Month Emma Jean Allred! 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

July: Emma Jean Allred
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