

[Administration](#) [Facilities Operations](#) [Zone Maintenance](#) [Admin & Support](#) [Comm & Info Services](#) [Utilities](#) [Design & Construction](#)

FACILITIES OPERATIONS

- ***Administration***

Travel, billing, planning, meetings

- ***Building Services***

Cleaning, hiring, training, and recycling

- ***Landscape Services***

- * Two new Foreman promotions: Congratulations Jacob Capps and Nathan Ownby
- * Continue leaf removal
- * Prep key areas for graduation ceremonies
- * Bush hog Cherokee Farm Campus and behind Fleming Warehouse
- * Winterizing irrigation systems
- * Inspect and test snow removal equipment

- ***Lock & Key Services***

Key Shop will be prepping for changing locks at A & A- all of Architecture part. Continuing loading cores for new maintenance key changeover

- ***RRT***

RRT is assisting in the moving of ROTC from Stokely Athletics Center to Hoskins Library this week and next week

ZONE MAINTENANCE

- ***Zones 1-7***

Zone 2 - Cleaning & painting machine rooms – Routine maintenance activities

Zone 3 - Replacing Steam heater in motor pool - Repairing roof leaks at Facilities complex – Finishing outside caulking at HPER

Zone 7 - Working on hot water delivery issues at Ferris – Saying good bye to Jess Perrin who is retiring in December, Thanks Jess for a job well done!

- ***Zones 8-15***

Zone 8 - Floor repairs in Plant Biotech - Preparing Middlebrook Bldg. for exterior painting – Continue to work on Greenhouse lighting systems

James York retired Friday with 15 years of service, Thank you for your work and best wishes!

- ***STAR***

Renovations of 409/411 SERF

ADMINISTRATIVE & SUPPORT SERVICES

- ***Administrative Services***

Shoe bid, radios, keeping people paid

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

- ***Facilities Stores***

Making sure everyone has what they need

COMMUNICATIONS & INFORMATION SERVICES

- ***Information Services***

Tallying Uniform Ballots, Making changes to the account numbers

- ***Communications / Sustainability***

Uniform Policy, Recovery Rate Charges, Plan for Holiday Party/ Energy saving information to campus for Holidays

UTILITIES

- ***Air Conditioning Services***

Repairing Air Handler at SERF, Repairing Conference Center and SMC Chillers, tower pump at Plant Biotech

- ***Electrical Services***

Laurel Substation

- ***Plumbing & Heating Services***

The storm lines at Hoskins form Jessie Harris were turned on by David Tye.

Fixing heat at Clement Hall

Started move across the parking lot

Repaired drain behind College of Nursing

Repairing steam leak at Hodges Library

Hand rails on overpass at Thompson Boling

- ***Steam Plant***

Busy producing steam for Campus

DESIGN & CONSTRUCTION

- ***Design Projects***

Design Plans for the newly purchased commercial building @ Cumberland Ave.

- ***Coordination Projects***

Replace Hesler Biology Greenhouse, fume hoods in SERF, replacing carpet, prepare for ROTC move into Hoskins