ADMINISTRATION

Special Projects:
- Working with unit PM Coordinators regarding equipment inventory, PM creation and entry of these into Archibus.
- Verifying building equipment previously uploaded into Archibus.
- TNAPPA 2017 preparations.

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.

FACILITIES OPERATIONS

Building Finishes:
Sign Shop:
- Signs for Parking Services.
- Wayfinding Signs.
- Various nameplates.
- Fire alarm signs for Early Learning Center.

Paint Shop:
- Worked on common areas at Hesler Biology.
- Paint at Student Union.
- Paint at Dabney Hall.
- Graphics at TREC.

Building Finishes:
- Installed block at Vet School
- Removed tile and sheetrock for plumbing at Min Kao.
- Installed ADA sidewalk at EJ Chapman Drive.
- Installed access door at Jane & David Bailey Education Building.
- Wayfinding Signs.

Lock & Key Services:
- SMC – rekey lock.
- Auxiliary Services Building – change code combinations locks.
- 2121 Stephenson Drive – repair lock.
- Haslam Business Administration – install new lock & key.
- Eleventh Street – UT Police Department – install new lock & key.
- Ceramics – change codes on two ext. doors.
- Stokely Family Residence Hall – loading cores.
- University Housing – many recores and repairs.

UT Recycling:
Totals for the week of November 20 through 26:
- Bottles/Cans: 3,540 pounds; 1.77 tons.
- Paper: 13,180 pounds; 6.59 tons.

Join us for the annual Facilities Services Holiday Party
Tuesday, December 13
Beginning at Noon
The Tennessee Terrace
Neyland Stadium

Call Brooke for more information at 214-7662

December 5, 2016
UT RECYCLING CONTINUED ON PAGE 2
UT RECYCLING CONTINUED:
- Cardboard: 8,160 pounds; 4.08 tons.
- Manure: 10,800 pounds; 5.4 tons.
- Compost: 13,285 pounds; 6.6425 tons.
- Weekly Totals: 48,965 pounds; 24.5 tons.

Running Fiscal Year 2017 Totals:
- Bottles/Cans: 220,370 pounds; 110.19 tons.
- Paper: 269,860 pounds; 134.93 tons.
- Cardboard: 354,089 pounds; 177.04 tons.
- Manure: 225,600 pounds; 112.80 tons.
- Compost: 268,421 pounds; 134.21 tons.
- Fiscal Year Totals: 1,338,340 pounds; 669.17 tons.

ZONE MAINTENANCE

Zone 1:
- We are keeping up with work orders.
- Waiting on the holiday break to start cleaning leslies.
- We have our Christmas trees up now and light them up at night.
- Starting to get all heating issues out of the way.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- E&P lighting project.
- Dabney Hall filter replacement.
- Nielsen machine shop lights.
- Earth & Planetary Science getting ready for heating season.
- Hesler Hall cooling tower.

Zone 8:
- We will be working on heating units this week. We have a couple that are not working properly.
- Our team will be changing filters and belts to complete quarterly assignments.
- We are rebuilding heat pumps for McCord Hall.
- Plant Bio Tech has had some issues with domestic hot water. We have that repaired.
- Central Greenhouse has some leaks that we will be repairing this week.
- One Call will be working to assist with hanging towel dispensers in Humanities and responding to other calls.

Zone 9:
- Addressing roof leaks across campus.
- Cleaned outside drains.
- Changed air filters.
- Lighting upgrade project.

COMMUNICATIONS

Communications & Public Relations:
- We are working on a Vol Vision benchmark documents for the Finance & Administration Division.
- We are working on a transition document for the incoming Chancellor.
- The Building Representative List and Emergency Contact List are being updated. It is our goal to have these done by the end of November.
- We are going to work with Building Services and the Office of Sustainability to submit an entry for the American School & University Green Cleaning Award.
- Help us to nominate our next employee of the month at: fs.utk.edu/announcements/DeptAwards.html.
- We are working on several fs.utk.edu web page updates for different subunits.
- Customer Satisfaction Surveys have gone out to campus. Once all surveys are collected in mid-December the Communications & PR subunit will create a report for the department.
- We pulled images of each project completed on campus since 2008 for the Chancellor.
- Communications & PR is working with UT Video & Photography to create a five minute video showcasing the achievements of our department.
- We are reformattting and updating the department’s Emergency Response Plan.
- TNAPPA planning continues and the next scheduled meetings will be held after the first of the year.
- We are assisting a video class in getting footage of game day cleanup at and around Neyland Stadium. Once the student film is complete we will share it with the department.
- Updates were made to the TNAPPA website.
• Brooke Krempa will serve on the executive committee for the Big Orange Family Campaign again next year.
• 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.
• If you have any information you would like included in the bi-monthly newsletter, please contact Brooke at bsteve14@utk.edu.
• Holiday Party planning continues. This year’s party will be held in the TN Terrace at noon December 13. Find more details on the last page of this newsletter.
• Planning for the third shift Building Services party, and second and third shift Steam Plant party is ongoing.
• We are working on this year’s 450 question APPA FPI Survey. This survey will be completed by December 12.
• Updates are being made to the layout of our service guide.
• TNAPPA 2017 Conference planning continues. Contact Brooke with any planning questions at 214-7662 or bsteve14@utk.edu.
• We are working on rebranding our Facilities Services Department bus.
• We created an updated web map in preparation of the migration to WordPress.
• 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:**

• Respirator Fit testing will be conducted on Monday morning at the Steam Plant from 7:30 to 8:30 a.m. The last two sessions for 2016 will be held this week on Thursday from 1 to 3 p.m. and Friday 10 a.m. to noon in FSC 101.

This notification also serves as a reminder to any employee who was medically approved during 2016 but missed previous fit testing sessions this year: to be fully compliant with the respiratory protection requirement, all medically approved employees must be fit tested annually. Please bring your respirator and allow new employees to select a respirator before attending.

• Aerial Work platform training conducted last Friday was a success. All Building Services employees selected to attend passed the examination and are now qualified lift operators for the Genie AWP Super Series 30S lift.

• The Custodial Certification Program (CCP) award ceremony will be held on Thursday night at 10 p.m. (location TBA on Tuesday) for all graduates from the 2016 and 2015 programs. Light refreshments will be served along with well-deserved and long-awaited certificates! Congratulations to all of you who passed and are now certified custodial technicians!

**UTILITIES**

**Air Conditioning Services:**

• Completing installation of new air handler in room 316 in Dougherty Engineering.
• Repairing steam coil in AHU # 15 at Dabney-Buehler.
• Rebuild # 1 condenser water pump at SMC.
• Rebuild secondary chilled water pump at Pratt Pavilion.
• Re-piping Liebert Unit in server room at SMC.

**Electrical Services:**

• UTFS Security system Upgrade Contract support– Campus Wide.
• UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
• UTFS Outdoor Lighting Systems.
• UTFS HV Electrical Maintenance – Campus Wide.

**ELECTRICAL SERVICES CONTINUED ON PAGE 4**
December 5, 2016

Facilities Services Weekly

ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

ELECTRICAL SERVICES CONTINUED:

- UTFS Support – Laurel Substation Phase II.
- UTFS Support - NEW GIS 15KV Swg, Old Substation.

Plumbing & Heating Services:

- At Dougherty Engineering hooking up air handlers for Air Conditioning Services.
- Hodges Library installing new grease trap for Starbucks.
- Morrill Hall unstopped main sewer line for the kitchen.
- Min Kao repaired water leak in men’s bathroom wall.
- Unstopped catch basins campus wide.
- Clarance Brown repaired Leslie water heater.
- Replaced and repaired hand rails campus wide.
- Panda Express replaced sump pump.
- Repaired Leslie water heater at Plant Biotechnology Building.
- Unstopped roof drain at Andy Holt Tower.
- Installed new faucets at UT Conference Center Building.
- Installing new air line at Facilities Services Complex.
- Hearing and Speech unstopped sink drain.
- Replaced hot water pump at Plant Biotechnology Building.
- Replaced shock stop at Dunford Hall.
- Installed new humidifiers at Natalie Haslam Music Building.
- Repaired steam leak at Bailey Education Complex.
- UT Drive Service A Building replaced steam traps.
- Pumped steam holes campus wide.
- Repaired steam leaks in steam man holes.

CONSTRUCTION SERVICES

Campus Projects:

- Ayres Hall: Landscape furniture addition in room 327.
- Baker Center: Remove cabinets, new paint and carpet in room 209.
- Business Incubator: Renovation for Anderson Center rooms 112 and 114.
- Campus: Annual maintenance on the Torchbearer and Europa/Bull; Strong Bridge restoration (staining); Evaluate parking garages; Replace fencing C-20 Parking Lot.
- Classrooms: More classroom renovations scheduled for winter break.
- Claxton: Carpet in room 431.
- Clement Hall: New landscaping and site improvements.
- Communications: Install sign for room 460.
- Conference Center: Repair stairway walls; Restroom renovation on fourth floor; Paint, chair rail and/or blinds in room 323, suites 112 and 115, 313, 432.
- Cherokee Goat Farm: Run power to Goat Barn.
- Dougherty Engineering: Several room renovations on the second and third floors.
- Dunford Hall: New entrance canopy and corridor at east end
- Equity and Diversity; Window repair, painting and carpet in room 209.
- Early Learning Center: Replace sink (Lake Ave).
- Greve Hall: Door access controls on fifth floor; Painting sixth floor areas; Paint in room 520.
- Goodfriend Tennis; Install HVAC in lobby office.
- Haslam Business: Electric circuits and mounting monitors (several locations); Install door for room 406; Renovate room 406 into a studio; Engineering for Classroom Scheduling System; rework entrance to kitchen room 501.
- Hesler Biology: Concrete work and drains in greenhouses; Carpet in room 527; Door controls on Greenhouse doors.
- Hodges Library: Replace cabinet in POD Market; Renovate Mile Reading Room 135.
- HPER: Resurface tennis courts and light demolition.
- Intramural Fields: Install concrete in three grass circle areas.
- Jessie Harris: Painting and cleaning several rooms; Sidewalk and step repairs.
- JIAMS: Additional electrical service for several labs; Disconnect & reconnect equipment associated with moving.
- Kingston Pike: Install raceways and equipment for parallel UPS system.
- Law Complex: Renovations for faculty offices on third floor.
- Lindsey Nelson Stadium: Door controls on weight room.
- McCord Hall: Electric for several rooms; VCT flooring

CONSTRUCTION SERVICES CONTINUED ON PAGE 5
CONSTRUCTION CONTINUED:

in suite 201.
- Middlebrook: Offices and room renovations in room 119.
- Min Kao: Door holders on corridor doors in room 699H.
- Morgan Hall: Complete Fire Alarm System.
- Nielsen Physics: Renovate space to sixth floor GTA offices and Lounge Area; Replace windows in machine shop.
- Presidential Court: Outlet for coffee brewer; First floor and stairway painting.
- Senter Hall: Concrete and drains in greenhouse; Renovations to room 12 for new equipment.
- SERF: New swipe card access for room 522.
- Sigma Epsilon: Repair flooring.
- SMC: Paint and/or carpet room 252, 420, 424, 434, and 438, fifth floor, and restrooms; Electric for monitor in room 406.
- Student Health: Install ladder from second floor roof to the first floor roof.
- Student Services: New ceiling in room 105.
- Student Union: New flooring in south stairway.
- Temple Hall: Convert rooms 108 and 115 to research space; Modify room 112 restroom.
- Tickle Engineering: Ventilation for room 109C.
- TREC: Painting and flooring replacement; Raise ceiling in lower fitness area.
- Tyson House: Add receptacles and wall sconces in room 106.
- UT Police Department: Renovate communications area.
- Volunteer Hall: Controls on security gates P5.

FACILITIES SERVICES VACANCIES

Senior A/C Specialist II - Requisition ID - 16000001N0
Building Services Supervisor I - Requisition ID - 16000001ML
Accounting Assistant III - Facilities Services - Requisition ID - 16000001KC
Air Conditioning Spec I - Requisition ID - 16000000F8
Training Administrative Specialist I - Facilities Services - Requisition ID - 16000001KS
2nd Shift Custodian (Building Service Aide I) - Requisition ID - 160000018P
Landscape Serv Foreman - Requisition ID - 16000001IW
Maintenance Specialist I (9 Positions) - Requisition ID - 16000001HZ
Landscape Aide I (4 Positions) - Requisition ID - 16000001H4
Plumbing & Heating Sp I - Requisition ID - 16000000Y4
Welder II - Requisition ID - 15000000Q3
Sr Plumb & Heating Sp I - Requisition ID - 16000001CC
Line Installer I (Two Positions) - Requisition ID - 16000000M2
Asst Bldg Srvs Foreman (5 Positions) - Requisition ID - 15000000139
Painter I (Two Positions) - Requisition ID - 16000000ZY
3rd Shift Custodian (Building Services Aide I) - Requisition ID - 1600000010E
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
Seasonal Work, Three Positions, Building Services Aide I - Requisition ID - 160000007Z
Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5
Please join us at the 2016 Facilities Services HOLIDAY PARTY

Tuesday, December 13
Beginning at Noon

The Tennessee Terrace at Neyland Stadium

Lunch, Door Prizes and Holiday Cheer!

For more information please contact Brooke at 214-7662 or bsteve14@utk.edu

Bus Schedule and Route:

11:00 a.m.
Steam Plant

11:05 a.m.
Nursing on Volunteer

11:10 a.m.
Intersection of James Agee Street and White Ave.

11:15 a.m.
Conference Center

11:30 a.m.
The Hill (Nielsen Physics)

11:35 a.m.
(Intersection of Middle Way and Circle Drive)

11:40 a.m.
Ag Campus (Bus stop between Ellington and Brehm)

11:45 a.m.
Facilities Services Complex (Sutherland Avenue)
Congratulations to our October Employee of the Month Ashley Savage Gilliam!

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 service 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.