

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

ADMINISTRATION

Administration:

- In addition to uniforms, Amanda is also taking care of safety shoes (processing vouchers, data entry, problem resolution, etc.)
- Processing of Payroll and Personnel items.
- Paying invoices.
- Contract extensions and rebids.
- Processing weekly transfer vouchers.

FACILITIES OPERATIONS

Building Services:

- Thursday Dec. 12th UT Commencement, Graduate Hooding Ceremony at 4:30 pm.
- Friday Dec. 13th UT Commencement at 9 am and Pellissippi Commencement at 7 pm.
- Saturday Dec. 14th Lady Vols Basketball Game, Troy at 2 pm.

Landscape Services:

- Leaf removal continued...
- TREC – Assist with steam line repair.
- Irrigation systems – Winterization continued.
- Fulton Rugby Field - Assist Construction with unloading/transport poles for field light installation.
- Presidential Bldg. – Pave loading dock area disturbed by sewer line upgrade.
- McClung Museum – Order landscape plant material to surround the Edmontosaurus sculpture.
- Campus trees – Order trees for campus wide replacement.
- Equity & Diversity Training for Supervisors.
- Team to begin self-evaluations.
- Welcome – David Mashburn (Student worker)

Lock & Key Services:

- Veterinary Hospital Addition – keying.
- Maintenance keying.
- We will be saying bye to Amy Rovane, our student worker, she will be leaving to work more in her chosen field with autism children, she has been wonderful and we wish her well.

Rapid Response:

- Setting up classrooms at HSS.
- Moving material from Student Services to Arena.
- Moving railing from Gibbs to SMC.
- Moving A/C's from Shelbourne Tower to A/C shop.
- Wiring up equipment at Tickle Building.
- Taking furniture from surplus to Estabrook.
- Taking furniture apart at Andy Holt Tower and moving it to other rooms.
- Setting up event at McClung Museum.
- Setting up event at Law Complex.

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Rapid Response (continued) :

- Moving cabinets from Book Store at Middlebrook to A&A.
- Setting up event at Haslam Building.

ZONE MAINTENANCE

Star Team:

- Capstone projects.
- Controls at SERF.
- Room 204 Morgan.
- Labs at Buehler.

Zone Maintenance:

- Zone 6- Alumni Memorial: Serviced generator.
- Zone 6- Working to improve environmental equipment.
- Zone 6- Walters Life Science: Working to improve lighting.
- Zone 6- Ayres Hall: Gutter repair.
- Zone 9- Assisting contractors.
- Zone 9- Unclogging sink drains.
- Zone 9- Unclogging roof drains changing filters.
- Zone 9- General building maintenance.
- Zone Wide- Working on steam startup related issues on Generators at Communications, SERF Building, Massey Hall, Perkins Hall, and Humes Hall.

COMMUNICATIONS & INFORMATION SERVICES

Information Services:

- Troubleshooting Network problems at Allen Jones Aquatic Center during the swim meet today.
- Assisting Electric Services with Security Cameras Installations.
- Managing Backups.
- Working on Department SharePoint Site.
- Helping users with Paystub viewing (may have to use Internet Explorer this week.)

Training:

- Last week we completed our Diversity and Professionalism in the Workplace Training. Thanks to everyone who attended, participated and made it a great learning environment, you guys ROCK and thanks to The Office of Equity and Diversity and our Training Specialists for facilitating the training.
- The Training Office is currently working on Career Ladders for the Steam Plant and Construction Services.
- We are 95% done with Net ID training.
- We are encouraging employees to visit the Computer Lab at least once a week to access your pay statements or for general use of the computer. This helps to increase confidence and ease of using the computer.
- We have had very good reviews regarding the scissor, boom, and fork lift classes.
- We are now able to complete jobs that were on hold because we did not have trained employees to do it. We will schedule another class in January. Stay tuned for the dates and times.

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Communications:

- This week we will be saying goodbye to Jon-Michael Craze, our student assistant. He is graduating with a degree in Communications Studies and is perusing a career in sales.
- Congratulations to Sherrill Cox on completing her Communication Certification!
- The 2013 Facilities Services Holiday Party will be held at 12 p.m. Wednesday, December 18 at the Tennessee Terrace on the third floor of Neyland Stadium. Everyone is asked to enter the party through Gate 19. The bus schedule to the event will be released this week.
- Our Department's APPA Facilities Performance Indicators Survey is now 97 percent complete.
- Employee Satisfaction Survey data has been compiled and compared to previous years.
- Releases have been published through TN Today.
- Remember—you can follow Facilities Service on Twitter @utkfacserv and can “like” UT Facilities Service on Facebook.

Sustainability:

- Apartment Residence Hall (ARH) will soon host UT's first free bike rental program funded by the Office of Sustainability as their prize for winning the 9th annual POWER Challenge.
- ARH won the title of the 'greenest' hall thanks to their energy and water conservation, recycling efforts and educational programs.

UTILITIES

Electrical Services:

- UTFS HV James Rose and Preston Cooper on training for AVO's Medium Voltage Cable technician certification.
- UTFS Security systems – Campus.
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
- UTFS HV, UTRH support.
- UTFS – Campus Wireless Metering Installation.
- UTFS LV, Weekly and Weekend events.
- UTFS Battle of Fort Sanders celebration – Ayres Hall.
- UTFS Vehicle Task Force Meeting.

Steam Plant:

- We produced 3,430,000 pounds of steam yesterday.
- We had 96,662 gallons of make- up water.
- We produced most of the steam with natural gas and have boiler 3 producing steam using coal at minimum load.

Plumbing Services:

- Installed water fountain.
- Repaired leak in Clement.
- Cleared drain in Thompson Boling.
- Rod drains in Stadium.
- Repair leak in DI system at Dabney.

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Plumbing Services (continued):

- Repair leak in Carrick Hall.
- Repair gas leak at Bubble.
- Repair drain in Communications.
- Rod sewer at University Center.
- Rod drain at A&A.
- Rod outside drain at University Center.
- Fabricate bracket for air dryer in Humes.
- Search for condensate leak on main line at TREC.
- Repair steam valves.
- Repair and inspect pumps.

FACILITIES SERVICES VACANCIES AS OF 12-9-13

Position Advertised:

Line Installer I
Heavy Equipment Operator
Service Aide I
Exterminator II

Position #:

20010666
20009861
(3 Positions)
20024332

Position Advertised:

Line Installer I
Electrician I
Heavy Equipment Mechanic
Lawn Aide I

Position #:

50034662
20013041
20012775
20022933