ADMINISTRATION

Special Projects:

REMINDER:

• With the upcoming holiday season, please remember we are not allowed to accept gifts from our vendors. Accepting gifts from our vendors is prohibited by the University and the State of Tennessee.

• We are prohibited from accepting any item that has any monetary value. This includes but is not limited to any gift, lunch or meals, food (including “Lunch & Learn”), gratuities or “promotional items.”

• If you receive any gifts from a vendor, you will be required to return it. We trust all of you will respect this policy and abide by it this Holiday season and in the future.

• We have notified all vendors who do business with Facilities Services of this policy and that we must abide by this requirement.

• Thank you for all you do for our department and the University.

FACILITIES OPERATIONS

Building Finishes:

• Repaired sheetrock at SERF Building.
• Repaired floor at McCord Hall.
• Worked on new Wayfinding building signs.
• Installed bulletin boards at Greve Hall.
• Repaired a hole in wall at Hoskins Library.

Building Services:

Custodial:

• Assisted Art & Architecture in a major end of the semester clean out that resulted in eight dump truck loads.
• Began servicing the facility on University Avenue.
• We have begun testing robotic floor machines.
• We are prepared for inclement weather conditions!

Recycling:

Totals for week of November 22 - 28:

• Bottles/Cans: 2,960 pounds/1.48 tons
• Paper: 11,800 pounds/5.9 tons
• Cardboard: 17,840 pounds/8.92 tons
• Manure: 7,200 pounds/3.6 tons
• Compost: 17,000 pounds/8.5 tons
• Total: 56,800 pounds/28.4 tons

Current fiscal year totals:

• Bottles/Cans: 281,400 pounds/140.70 tons
• Paper: 294,660 pounds/147.33 tons
• Cardboard: 422,910 pounds/211.46 tons
• Manure: 231,800 pounds/115.90 tons
• Compost: 282,940 pounds/141.47 tons
• Total: 1,513,710 pounds/756.86 tons

Landscape Services:

• Finalize revisions to Snow Removal Plan.
• Circle Park: Turf brush turf surface and slit-seed.
• Hopecote: Removal of privet hedge, prep and install for fescue sod.

LANDSCAPE SERVICES CONTINUED ON PAGE 2
Facilities Services Weekly

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LANDSCAPE SERVICES CONTINUED:

• Sod repairs throughout campus to include Ayres Hall and Blueberry Falls
• UTIA (lot S66/65): Removal of tree stumps and soil restoration in parking lot islands for tree planting week of Dec. 28.
• Final leaf cleanout in landscape beds and begin mulch application.
• Cherokee Farm: Prep area for City of Knoxville Greenway ribbon cutting ceremony.
• Spot treatment of broadleaf weeds in turf areas.
• Pre-winter fertilizer application to lawn areas.
• Remove old building signs where new one have been installed.
• Install new bike pads (Nursing, Pendergrass Library, Sorority Village).
• Min Kao: Finish landscape repair after conduit installation along Cumberland Ave. between Estabrook Rd. to pedestrian bridge tie-in.
• Winterize irrigation systems.
• Landscape Academy: Conduct two training sessions per week with existing staff.

Lock & Key Services:

• Rapid Re Philander P. – repair lock.
• Dunford Hall – repair or replace exit hardware.
• University Ave. – exit hardware.
• SERF – repair exit hardware.
• Walters Life Science Building – Replace hardware/corridor door.
• Ceramics Building – change code.
• University Housing – many recrees and repairs.

ZONE MAINTENANCE CONTINUED ON PAGE 3

ZONE MAINTENANCE

Zone 6:

• Maintaining environmental equipment.
• Addressing work order issues.
• University Center leak.
• Walters Life Lighting Project.
• Customer Service Training.
• Recycling.
• Earth & Planetary repair steam heaters and traps.
• Dabney Buehler control valve.

Zone 7:

• In Min Kao worked replacing lights in 124, worked on cleaning penhouse, cleaned the pits of leaves, replaced ceiling tile as needed.
• In Perkins replaced handicap door opener, sealed pavement between building & parking lot, trouble shoot noise in AC unit in room P118.
• In Ferris replaced Air Handel belt in 209, check & replaced light as needed.
• In Pesqua repair heating unit in penthouse, check lights & replaced as needed.
• In Eastbrook check light replaced as needed.
• In zone general building maintenance.
• Sssisting in changing steam traps in east & south stadium.

Zone 8:

• With the end of the semester we will be working in classrooms and common areas.
• Plant BioTech is getting some much needed paint.
• Our Team continues to make repairs from the building inspection list.
• One Call will be working on LED lighting. With the semester ending the work load slows for them.
• We look forward to the Holiday Break to spend time with our families and friends.
Zone 11:

- In zone 11, we are finishing up winterizing Neyland Stadium for the season and we are also checking different areas in both East and West skyboxes, Lettermans club, and Wolf Kaplen center for upcoming events.
- Neyland Thompson, Brenda Lawson, and Anderson Training center; we are working on general maintenance issues for recruits and visitors, and upkeep and the hydro works pools. We are also preparing to change out the lights that are out on the indoor field.
- Sherri Parker; Softball, Regal Soccer, Joan Cronan Volleyball; we are working on general maintenance issues.
- Parking Services and Graphic Arts; we are working on lights and restrooms, and the boiler at graphic arts just got serviced and repaired.
- Goodfriend Tennis and Thornton Athletics; we are working on general maintenance issues.
- Alan Jones; they are providing maintenance for the upcoming swim meet.
- Lindsay Nelson; we are preparing to winterize the restrooms for the winter season.

Please see Page Five of this newsletter for more information and bus schedule.

- Thank you to everyone who helped make this year’s holiday parties a success!
- Congratulations to December’s Exceptional Team: Ray Davis, Beverley Johnson, Roxy Lyons, Tiona Hickman, and Carissa Mitchell.
- You can help us to nominate December’s Employee of the Month at fs.utk.edu.
- We are working on a list of submissions for the 2016 American School & University Educational Interiors Magazine.
- Notice went out to campus concerning the Campus Master Plan update public meeting tonight.
- We are working with UT Media Relations on a quarterly campus project update.
- Various releases were distributed last week through campus media relations.
- We are currently working on the fall/spring projects catalog.
- Work continues on the Service Guide. We are still waiting on final information from several units.
- We compiled the customer satisfaction survey results and distributed the report to administration. Once approved, we plan to publish the report on our department’s Web site.
- New DIY videos featuring plumbing are in the works. Please check out our YouTube Channel to find the latest videos.

Utilities

Air Conditioning Services:

- Assist electrical services with power outage on the north side of Cumberland Ave on Sat morning 12-12-15.
- Perform repairs to a/c unit in elevator equipment room at office building on University Ave.
- Begin re-assembly of chiller #1 at the SERF chiller building.
- Repair steam coil in ahu #6 at Dabney-Buehler.
- Install new electric heaters in room 324 of the Jessie Harris building.
- Completed repairs to gas fired unit heaters at the welding shop located at Fleming Warehouse.
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ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

Electrical Services:
• UTFS Security system Upgrade – Campus.
• New Construction – Fire Alarm/Building Security support.
• UTFS Contract support – New Parking Garage.
• UTFS Contract Support – New Strong Hall.
• UTFS Contract Support – New Support Services Complex.
• UTFS UT Events – Weekly.
• UTFS Thompson Boling Arena – Fire Watch.
• UTFS Contract support – 13th & Cumberland.
• UTFS Contract Support – Landscape Estabrook Rd.
• UTFS Student Health Annual Electrical Certification.
• UTFS Annual Fire Alarm System Testing – Residence Halls.
• UTFS Outdoor Lighting – Campus.
• UTFS Ag Campus Distribution – Ckt 7 & 8.
• UTFS – Repairs to HV Stand by Circuit.

Steam Plant:
• Calibrate oil meter #1 boiler.
• Continue working on removing coal equipment.
• Calibrate #4 boiler level transmitter.
• Worked on descaling #4 boiler.
• Worked on logs for new permits.

Plumbing Services:
• Last week in the plumbing shop where the work never slows down Jeff Miller’s crews have been working on a new water line and water station at Hoskins Library.
• Repairing handrails and building frames for air handlers.
• Todd Currnutt’s crews have been installing new low flow fixtures at SERF new bottle fillers at Plant Biotec.
• Digging up the floor at the Vet. School to replace rotten drain lines.
• Wayne Stalans’ crews have been repairing sump pumps at Hess Hall, repairing steam condensate pumps at TVA green house and Dougherty Engineering.
• Repaired steam regulator, steam leak at South Stadium, and installing a new PVI steam water heater at SERF chiller building.

Construction Projects:
• 11th St. Pedestrian Bridge: Phase 2 design.
• Austin Peay: #400B & C wall removal, reconfiguration.
• Building Security upgrade: whole campus, ongoing.

Communications/Student Services: 3rd floor patio: furnishings and lighting, #52 video editing suite renovation, #402 renovating kitchen to include new stove, #467 & 467A: wall removal, reconfiguration.
• Conference Center: Suite #120, ELI Classroom upgrade and renovation, Suite #209 carpet replacement.
• Dabney Buehler: #432 & 432A laboratory renovation.
• HPER: #B020 large mirror replacement.
• John C. Hodges: multiple installations of ADA compliant door openers.
• Lake Ave. parking lots: improvements, continuing.
• Morgan Hall: #205E rebuild wall and paint, 1st floor, several rooms, entrance remodeling, and card reader relocation, #125 add emergency power and exterior concrete pad.
• Perkins Hall: corridor renovations. access card readers installation.
• Roof replacements and repairs:
  • Baker Center 96%
  • Food Safety (Tile) 90%
  • Art & Architecture 90%
• Senter Hall: #125 add emergency power and exterior concrete pad.
• Student Union: #G201 Phase 1 mirror installation.
• Vol Shop: slat wall installation.

Estimating:
• Art & Architecture: #121 move laser cutters to #457.
• Business Incubator: replace flooring and paint.
• Classrooms, several buildings: general interior renovations.
• Communications: #21 & 42B connect generator to UPS.
• Haslam Business Building: 5th floor new glass doors to corridor.
• Hoskins Library: foundation waterproofing.
• Jewel Building: Fab Lab upgrade conference area electrical service.
• Johnson Animal Research: cooling tower renovation.
• Kingston Pike Building: #137 & 138 shower addition to restroom.
• McCord Hall: #299 add drinking fountain and sink.
• Recycling Dept.: construct concrete basin for compost clean-out.
TO: All Facilities Services Employees  
FROM: Facilities Services Administration  
DATE: December 11, 2015  
SUBJECT: Department-wide Meetings

Two department-wide meetings to discuss the current events involving the Facilities Services Department will be held Thursday, December 17. The first meeting will be for first shift personnel, the second meeting will be for third shift. A third meeting is scheduled for Steam Plant on Friday, December 18 at 3:30 p.m.

The first meeting will be held at 8:30 a.m. at the east-end of Thompson Boling Arena (closest to G-10 Parking), the second meeting will be held at 10:30 p.m. in Cox Auditorium at Alumni Memorial.

Dave Irvin will present updates and answer questions during this meeting. All Facilities Services employees are welcomed and encouraged to attend.

To ensure that everyone’s concerns are addressed, we ask that those who have specific questions list them on the form we have created. There are two versions of this form, the hard copy attached to this announcement and the online form found here.

We ask that all question forms are submitted no later than 5 p.m. Tuesday, December 15. The hard copy of the form can be submitted to Brooke Krempa in Facilities Room 203 or in the Employee Comment Box located next to Facilities Room 107. Those who cannot make it to the Facilities Building are asked to submit their form to their foreman.

The bus schedule for the 8:30 a.m. is as follows:

8:05 a.m. - The Hill (Nielsen Physics)  
8:15 a.m. - Ag Campus (Bus stop between Ellington and Brehm)  
8:25 a.m. - Facilities Services Building (front of building on Volunteer)
Congratulations to Amy Miller who was named November Facilities Services Employee of the Month!

Thank you to everyone who submitted a nomination in November! 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 in Facilities room 203. These hard copies can be dropped off in the Employee Comment Box next to room 107 or in room 203.

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 at 214-7662 or bsteve14@utk.edu.

2015 Award Recipients

November: Amy Miller
October: Brooke Krempa
September: Donnie Lowery
August: Jim Hastie
June: Tracy Ridings
May: Becky Saylor
April: Garrett Ferry
March: Rick Gometz
February: Ray Van Davis
January: Willie Battle