ADMINISTRATION

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

REMINDERS:
- Please regularly check email for any notifications from Archibus (leave request approvals/rejections, work requests issued, etc.) or the Archibus Team (outage notices).
- 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:
  - Working on ADA Signs for Parking Services.
  - Working on signage for Nielsen Physics Building.
  - Various name plates.
- Paint Shop:
  - Worked on room 613 at Greve Hall.
  - Installing graphics at TREC.
  - Painting common areas at Hesler Biology.
  - Working on Haslam Business and SMC.

Building Finishes:
- Assisted plumbing on bottle filler at Jessie Harris.
- Installed bulletin board at Greve Hall.
- Replaced block at Carrick Hall.
- Installed two schedule boards at Hearing & Speech.
- Poured concrete for ADA sidewalk on Agricultural Campus.
- Replaced sheet rock at SERF Building in room 228.
- Assisted construction with concrete pour.

Landscape Services:
- Campus leaf removal (on-going).
- Winterize landscape irrigation systems throughout campus (continued).
- Finalize equipment prep for snow season.
- Agricultural Campus: Assist Building Finishes with concrete walk removal for installation of ADA ramps.
- Orange & White Dorms: Coordinating with contractor to start new landscape and irrigation installation when site is ready December 14.
- Clement Outdoor Plaza: Concrete, landscape, and irrigation installation continuing this week.
- Arboriculture: Begin planting tree replacements.
- Turf: Continue develop of proposals for needed lawn renovations due to drought and football tailgating.

LANDSCAPE SERVICES CONTINUED ON PAGE 2
LANDSCAPE SERVICES CONTINUED:

• Steam Plant Hill: Grade and remove excess soil and vegetation for reorganization of equipment/materials storage (on-going).
• Remove old building signs where new one have been installed (on-going).
• Interview candidates for vacant and seasonal positions (on-going).

Lock & Key Services:

• Science & Engineering – install three new locks stay lock function.
• Walters Life Science Building – repair or replace exit hardware.
• Food Court Cumberland – change locks.
• Henson Hall – would like thumb turn locks installed.
• Stokely Residence Hall – installing cores and loading cores.
• University Housing – many recores and repairs.

Rapid Response Team:

• Moves at Fleming Warehouse, Humes Hall, Blount Hall, McCord Hall, and Henson Hall.
• Events at West Skyboxes, SERF, Physics, and Ellington Plant Science.
• Addressing all other work requests that come in during the week.

UT Recycling:

Totals for the week of December 4 through 10:

• Bottles/Cans: 11,700 pounds.
• Paper: 9,660 pounds.
• Cardboard: 19,020 pounds.
• Manure: 18,500 pounds.
• Compost: 17,484.5 pounds.
• Weekly Totals: 76,364.5 pounds; 38.18 tons.

Running Fiscal Year 2017 Totals:

• Bottles/Cans: 232,070 pounds; 116.04 tons.
• Paper: 279,520 pounds; 139.76 tons.
• Cardboard: 373,109 pounds; 186.55 tons.
• Manure: 244,100 pounds; 122.05 tons.
• Compost: 285,905 pounds; 142.95 tons.
• Fiscal Year Totals: 1,414,704 pounds; 707.35 tons.

ZONE MAINTENANCE

Zone 1:

• Worked on HVAC issues and water issues at SERF.
• Tickle Engineering Building HVAC issues were addressed.
• Checking steam traps at Pasqua Nuclear Engineering Building.
• Worked on heaters at Estabrook Hall.
• Addressing roof leaks, finished LED light changeover, and repaired gutter at Perkins Hal.
• Changing out lights to LED in Ferris Hall, and working on building heat.
• With student gone for break we will start changing filters, changing ceiling tiles, and complete everything that we can catch up on.
• Leslie rebuilds starts in the residence halls to keep are hot water working properly.
• Any out standing workers are completed for the year.
• Reese Hall will start its close down in this period of time while students are off.
• We have a new employee Mike Welch is working with us now in the residence halls at Fred Brown Hall.

Zone 2:

Hodges Library:

• Unstopped two urinals on second floor main men’s restroom.
• Replaced rusted out p-trap in second floor women’s main restroom.
• Replaced broken door stop on second floor at Melrose entry.
• Unstopped toilet in women’s restroom on second floor.
• Installed new LED light.
• Unstopped toilet on third floor women’s restroom outside of Mary Greer Room, and tightened up loose toilet seat.
• Repaired broken door closer bracket at north ground floor entry.
• Installed new sloan flush valve in women’s main restroom on first floor.
• Calibrated thermostat in room 602.
ZONE 2 CONTINUED:

- Removed leaves from roof at north and south commons.
- Replaced broken belt on west hav-1 air-handler.
- Replaced broken toilet paper dispenser in women’s main restroom on third floor.
- Replaced five 4’ fluorescent bulbs and five can lights.
- Painting and replacing ceiling tiles that are stained and broken in the auditorium.
- General building maintenance.

Melrose Hall:
- Installed new air conditioning unit in room f-103.
- Reset breaker in room f-102.
- Hung a banner on the outside of building.
- Turned on steam to building.
- Ran emergency generator.
- Turned steam back off to replace steam valve in room 202.

International House:
- Replaced six two pin 13 watt bulbs on ground floor.

Haslam Business:
- Making sure all operations are in top order for graduation (lights, bathrooms, water fountains, heat and air).
- Assisting Construction Services.
- Assisting sprinkler service.
- Assisting painters.
- General maintenance.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- E&P lighting project.
- Nielsen machine shop lights.
- Earth & Planetary Sciences heating.
- Dabney Buehler Hall replace ahu shaft bearing.
- Nielsen Physics condensate leak.

Zone 8:
- With the end of the fall semester we will work in our classrooms and common areas.
- We continue to remove leaves from our roof tops and gutters.
- Over the next two weeks our team will clean our mechanical rooms.
- We will gather all of our recyclables and then haul them off.
- One Call will answer calls and work in custodial closets replacing lights and repairing sinks.

Zone 9:
- Cleaning up mechanical rooms.
- Changing lights.
- Repairing heat.
- Addressing many roof leaks
- Completing work orders.

Zone 11:
- At Neyland Stadium replaced ceiling tiles in locker room, and checked lighting in locker room and media room.
- At Sherri Parker Stadium started and finished winterize process.
- At Football Complex repaired feeder line on pool chlorine.
- At Allan Jones Aquatic Center we prepared for swim meet.
- Assisted contractor with boiler at Auxiliary Services.
- At Tennis assisted contractor on leaking spicket.
- Winterizing at Fleming Warehouse.
- Worked on general building maintenance throughout zone.

COMMUNICATIONS

Communications & Public Relations:
- We are working on updating our department best practices and expanded/additional services documents for the incoming Chancellor.
- 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 December.
COMMUNICATIONS & PR CONTINUED:

- 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 reformatting 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.

UTILITIES

Air Conditioning Services:

- Return building air handlers to service at Auxiliary Services Building after boiler is brought back on line.
- Repairing gas –pack heating units at 1610 University Ave Building.
- Performed repairs to air conditioning unit at the WUOT transmitter located on Sharps Ridge.
- Perform repairs to compressed air dryer at Senter Hall.
- Completing installation of new air handler in room 208 at Jessie Harris Building.

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.
- UTFS Support – Laurel Substation Phase II.
- UTFS Support - NEW GIS 15KV Swg, Old Substation.
- UTFS Electrical Services Support – Chiller Improvement Project.
- UTFS Electrical Services Support – Allan Jones Aquatic Center HVAC Modifications.
- UTFS Electrical Services Support – Residence Hall Humes Demolition Coordination.
Plumbing Services:
- Install new hot water loop for the kitchen area of the Conference Center Building.
- Hook heat lines for the Dougherty Engineering Building third floor air handler.
- Install new grease trap for Starbucks at Hodges Library.
- Replace steam regulator at Dougherty Engineering Building.
- Replace steam regulator pilot at CRC.
- Installing humidifiers at Natalie Haslam Music Building.
- Pump steam manholes campus wide.
- Repairing and replacing handrails campus wide.
- Installing new low flow plumbing fixtures campus wide.
- Completing monthly sewer rodding work orders.
- At Hearing and Speech installing new plumbing and fixtures.
- Repairing a water leak in the ceiling at Clement Hall.
- Installing new water coolers at the Vet School.
- Repaired leaks also at Carrick Hall and Morrill Hall.

Steam Plant:
- Worked on solar turbine.
- Worked on plant air compressor replacing solenoid.
- Preventative maintenance on feed water pumps and condensate pumps.
- Worked on area lighting around the steam plant.
- Worked with solar running power to huff-n-puff on turbine.
- Worked with KUB to resolve issues with scada system logic.

CONSTRUCTION SERVICES

Campus Projects:
- 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 room 522.
- Sigma Epsilon: Repair flooring.
- SMC: Paint and/or carpet room 252, 420, 424, 434, 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, and paint in room 320.
- Student Union: New flooring in south stairway.
- Temple Hall: Convert rooms 108 and 115 to research space.
- Tickle Engineering Building: Ventilation for room 109C.
- TREC: Painting and flooring replacement; Raise ceiling in lower fitness area; Power to monitor.
- Tyson House: Add receptacles and wall sconces in room 106.
- UT Police Department: Renovate communications area.
- Volunteer Hall: Controls on security gates P5.
- Walters Life Sciences: Paint rooms F221 and F335.

Important announcement regarding recycling on campus

Please DO NOT throw glass products and plastic bags into the green recycling bins located around your facility. However, you are encouraged to sort your glass and plastic bag recyclables at the UT Recycling Public Drop Off located on 2121 Stephenson Drive. If you have any questions, please e-mail recycle@tennessee.edu.
EHS SAFETY CORNER

In The Right Light - Decorate Your Home Safely During the Holidays

According to the National Fire Protection Association, 860 home fires caused by holiday decorations occur each year.

An additional 210 home fires are caused by Christmas trees per year. Follow these steps to ensure you decorate your home safely during the winter holidays.

• Make sure all extension cords and electrical decorations are marked for proper use
• Outdoor electrical lights and decorations should be plugged into circuits protected by Ground Fault Circuit Interrupters (GFCIs)
• Inspect all lights, decorations, and extension cords for damage before using
• Exercise caution when decorating near power lines. Keep yourself and your equipment at least 10 feet from power lines
• Turn off all indoor and outdoor electrical decorations before leaving home or going to sleep
• Avoid overloading electrical outlets with too many decorations or electrical devices. They can overheat and cause a fire
• Never connect more than three strings of incandescent lights together
• Water your Christmas tree daily
• Keep all decorations at least 3 feet away from heating equipment or an open flame
• Purchase electrical decorations from reputable retailers and that are approved by a national recognized testing lab such as UL, Intertek, or CSA.

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
2nd Shift Custodian (Building Service Aide I) - Requisition ID - 160000018P
Landscape Serv Foreman - Requisition ID - 160000011W
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 - 1500000139
Painter I (Two Positions) - Requisition ID - 16000000ZY
3rd Shift Custodian (Building Services Aide I) - Requisition ID - 150000010E
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.

Nominate someone today at https://tiny.utk.edu/FSEOM

2014 and 2015 Employee of the Month Award Recipients

December 12, 2016