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## **FACILITIES SERVICES HOLIDAY PARTY!** **Beginning at Noon Wednesday, Dec. 18** **TN Terrace at Neyland Stadium**

### [ADMINISTRATION](#)

#### [Administration:](#)

- Mark your calendars! When we return from Christmas break on Monday, December 30<sup>th</sup>, it will be an early payroll day. Please make sure all time sheets and payroll documents are completed and given to the payroll office ASAP.
- Until further notice, the processing of invoices has been divided between Mitzi and Amy. Mitzi will be processing vendor invoices starting with A-D and R-Z, Amy will be processing E-Q and Amanda will be processing all PP74 invoices, Elliott's, Hosford's and Cintas.
- Due to Christmas Break, Cintas will alter their pick up and drop off schedule next week for the FR uniforms. They will pick up and drop off on Monday, December 16<sup>th</sup> and Friday, December 20<sup>th</sup>. They will start the regular Monday schedule back on Monday, December 30<sup>th</sup>.
- We would like to wish everyone a Merry Christmas and we hope everyone has a happy and safe Christmas Break.

### [FACILITIES OPERATIONS](#)

#### [Building Services:](#)

- Schedule for TBA next two weeks:
- 12-17-13 Lady Vols Basketball Game vs. Tennessee State 7pm.
- 12-18-13 Men's Basketball Game vs. NC State 7pm.
- 12-21-13 Living Christmas tree Performance 3 pm & 7pm.
- 12-22-13 Living Christmas tree Performance 3pm & 7pm.
- 12-23-13 Men's Basketball Game vs. Morehead State 7:00 pm.

#### [Lock & Key Services:](#)

- Dunford Hall lock changes
- Volunteer condos lock installation and rekeying

#### [Landscape Services:](#)

- Detailed leaf removal from landscape beds, parking lots and curbs
- TREC – Assist with steam line repair
- Irrigation systems – Winterization continued
- Fulton Rugby Field - Assist Construction with welding of steel footers
- McClung Museum – Order landscape plant material to surround the Edmontosaurus sculpture

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### [Landscape Services \(continued\):](#)

- Campus trees – Order trees for campus wide replacement
- Team to begin self-evaluations
- Andy Holt Tower – Remove trees and landscape plants from planter on pedestrian crossover for brick repairs on bldg.

### [Rapid Response:](#)

- Moving work station from Estabrook to Tickle
- Setting up new classrooms at HSS
- Moving offices from Bailey Education to Dunford Hall
- Moving offices around in Dunford from one floor to other floors
- Picking up tables from Haslam Building
- Picking up tables from Law Complex
- Picking up commencement supplies from Arena and take to Student Services Building
- Delivering tables to Skybox for an event
- Moving the Clinic Dept. from Austin Peay to the new space in Conference Center Building ( 2 days)
- Delivering and setting up tables and chairs for event in Blount Hall
- Delivering and setting up tables and chairs for event in Philander P. Claxton

### [ZONE MAINTENANCE](#)

#### [Star Team:](#)

- Cap stone projects
- Controls at SERF
- Room 204 Morgan
- Labs at Buehler

#### [Zone Maintenance:](#)

- Installing new shower pans and tile in a total of 26 showers, in Massey, south Carrick, Humes, Reese, and Clement.
- Cleaning and doing maintenance on a total of 14 Leslie water heaters in all the dorms.
- Assisting the plumbing and a/c shop with changing out circulating pumps at Humes and Reese hall.
- Going room to room changing filters and fixing any problems while the students are on Christmas break.

### [COMMUNICATIONS & INFORMATION SERVICES](#)

#### [Information Services:](#)

- We will be having our first Mobile Communications Device meeting Wednesday.
- Website updates
- Testing tablets

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## Training:

- We have dates for the ESL class. Starting January 13<sup>th</sup> or 15<sup>th</sup> from 3-4pm M,W, F, and the classes would go through May.
- Preparations on the way for the Spring online training.
- If you have already had your Net ID training, please keep your account active because you will need it for the spring training and for the ongoing checking of your pay statements.

## Communications:

- The Facilities Services Holiday Party will begin at 12 p.m. this Wednesday (Dec. 18) at the Tennessee Terrace—this is on the third floor of Neyland Stadium. Please enter the party through Gate 19. The bus schedule has been released. If you have any questions please contact Brooke Stevenson at 974-7782 or [bsteve14@utk.edu](mailto:bsteve14@utk.edu)
- We would like to welcome our new student assistants: Loren Coleman, Elizabeth Geier, and Katie Woodby. All three will begin this week.
- Our Department's APPA Facilities Performance Indicators Survey has been completed and submitted.
- Remember—you can follow Facilities Service on Twitter @utkfacserv and can “like” UT Facilities Service on Facebook.

## Sustainability:

- With the holiday season upon us and fewer visitors on campus, we have an opportunity for additional energy and costs savings. Please join the Office of Sustainability in support of campus energy conservation efforts by adopting the following practices:
  - Cook and reheat food with microwaves instead of conventional ovens.
  - Keep outside doors and windows closed to conserve heat.
  - When possible, take the stairs and limit your use of elevators.
  - When you leave campus for extended periods, please turn off any lights and electronics (including laboratory equipment) that are not absolutely necessary.
  - Set computers to sleep mode when not in use for ten minutes or more. For more information on energy settings, visit the ENERGY STAR [website](#).

## UTILITIES

### Air Conditioning Services:

- Replace fan coil cut-off valves at Blount Hall.
- Replace evaporator coil in walk-in at Food Safety.
- Replace dehumidifier in cold room 145 at Hesler Biology.
- Replace heat-pump condenser unit in house at 2106 Terrace Ave.
- Begin working on heating water pump replacement project at Reese and Humes residence halls.

### Electrical Services:

- UTFS FA Testing for Residence Halls on Campus
- 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

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## *Electrical Services (continued):*

- UTFS LV, Weekly and Weekend events
- UTFS support for Stokely Athletic Center, Gibbs and Strong Hall
- Parking Garage G7, G11 energy saving schedule – Christmas
- UTFS Vehicle Task Force Meeting

## *Steam Plant:*

- We are producing approximately 3,800,000 pounds of steam per day with the colder temps.
- Our make-up water is approximately 103,000 gallons per day.
- We are producing the majority of steam with natural gas and are producing the minimum load on boiler 3 with coal.
- We have our coal stockpile at the level we want to be at before the Christmas holidays.
- We have our Christmas work schedule made out as the steam plant operates 24 hours a day 7 days a week and we will have people hard at work during the Christmas holidays

## *Plumbing Services:*

- Install bottle filler/water fountain in Hoskins
- Fix leak in DI system at Dougherty
- Unclog roof drains at Thornton
- Install bottle filler/water fountain at McClung
- Repair pump at Kingston Building
- Install DI system in Lab at Perkins
- Repair water leak at Dougherty
- Repair leak in Humes
- Repair water line leak in BioTech
- Check and pump manholes
- Repair pump at Carrick
- Assist in installation of heat at Music Chiller building
- Repair leak on main condensate line at TREC
- Rod out sewer drain at A&A
- Clean out drain at ceramics

## CONSTRUCTION

### *Construction:*

- This is the first full year of the Construction Services shop, we have an awesome team that works together to get the job done.
- Over 600- Projects completed since January 2013. We could not have done this without the support of the whole Facilities Team.
- 75- projects that may be worked on during holiday break Dec. 13<sup>th</sup> thru Jan. 7<sup>th</sup>.
- We have a number of projects that will be started and completed during this holiday break.
- 15- Flat roofs that have been completed and 17 are scheduled.
- "Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishment toward organizational objectives. It is the fuel that allows common people to attain uncommon results."

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*Construction (continued):*

**Completed Projects-**

- Plant Biotechnology- Install card swipe system to departmental off room 370 from monitoring activities after hours.
- Min Kao Engineering- Add power, networking and other amenities to the CURENT conference room.
- Morgan Hall- Doorway between office suites 225 and 224.
- Stokely Management Center- Enclose SOMS common area with modular panels and extend power to them.
- Dabney-Buehler hall- Install soil trap on front lab sink in room 573.
- Communications- Revitalize lobby area with bench work and paint.
- Dougherty Engineering- Curb changes on mezzanine roof.
- Dunford Hall- Remove egg crate sound proofing material from walls patch and paint as necessary in rooms 2531, 2532, and 2533.
- McClung Tower- Replace carpet and paint walls in room 318.
- McClung Tower- Replace carpet in room 408.
- Brehm Animal Science- Install power for new roll up door.
- Early Learning Center- Add power outlets in two rooms.
- Ayres Hall- Order and install transom blinds for rooms 308D and 308E.
- Art and Architecture- Patch and paint walls in room 360.