Archibus: Get Ready, Get Set…GO! Archibus will be going live on Monday, January 5, 2015. Please make sure you are working on the scripts you were given in Archibus and are training those employees who report to you.

In preparation for the transition, A/C, Electric, Plumbing, Building Services and Grounds will need to prepare their warehouse areas for inventory. In addition to the inventory, if you have not spent time with Ed and the Central Supply team learning how to complete the daily warehouse reconciliation and stock adjustments, you will need to utilize the next four days to learn how to complete this task. The reconciliation will need to be completed daily for all warehouses beginning on January 5, 2015.

Shops: The equipment spreadsheets you have been working on should be submitted to Kevin no later than 12:00PM on Wednesday, December 17th for upload into Archibus.

Special Projects:

- **Archibus**: Get Ready, Get Set…GO! Archibus will be going live on Monday, January 5, 2015. Please make sure you are working on the scripts you were given in Archibus and are training those employees who report to you.

- **In preparation for the transition, A/C, Electric, Plumbing, Building Services and Grounds will need to prepare their warehouse areas for inventory. In addition to the inventory, if you have not spent time with Ed and the Central Supply team learning how to complete the daily warehouse reconciliation and stock adjustments, you will need to utilize the next four days to learn how to complete this task. The reconciliation will need to be completed daily for all warehouses beginning on January 5, 2015.**

- **Shops**: The equipment spreadsheets you have been working on should be submitted to Kevin no later than 12:00PM on Wednesday, December 17th for upload into Archibus.

**ADMIN. & SUPPORT SERVICES**

Admin. & Support Services:

- REMINDER: Monthly employees now need to turn in a time sheet at the first of each month. These approved time sheets will need to be submitted starting Jan. 1, 2015 (turn them in anytime within the first week of the month). Time sheets must reflect any leave, holidays, administrative closures, etc.

- Non-exempt employees that are paid monthly need to record all time worked and all leave taken.

**FACILITIES OPERATIONS**

Building Finishes:

- **Sign Shop**: Working on 7th floor signage at SMC. Working on signage for Communications. Working on signage for Jessie Harris. Making various name plates.

- **Paint Shop**: Painting rooms 24 & 24A at Jessie Harris. Painting common areas at Jessie Harris.

- **Building Finishes**: Repaired brick at Dunford Hall. Reset pavers at entrance at McClung Museum. Repaired brick at Brehm Animal Science. Working on epoxy injection at HPER. Replaced door at Ceramics Building. Installed tile at Jessie Harris. Worked on marble floor at Hodges Library.

**Building Services**

 Arena:

- Tuesday, December 16th: Lady Vols Basketball Game vs. Wichita State at 7 p.m.
- Friday, December 19th: Men’s Basketball Game vs. Tennessee Tech. at 7 p.m.
- Saturday, December 20th: Lady Vols Basketball Game vs. Stanford at 1 p.m.
- Monday, December 22nd: Men’s Basketball Game vs. Mercer at 7 p.m.
- Saturday, December 27th: Men’s Basketball Game vs. Texas at 8:30 p.m.
- Sunday, December 28th: Lady Vols Basketball Game vs. Oregon State at 1 p.m.
- Wednesday, December 31st: Men’s Basketball Game vs. ETSU at 1:00 p.m.
- Friday, January 2nd: Lady Vols Basketball Game vs. Missouri at 9 p.m.
Recycling:
- UT Recycling is in the process of planning for RecyclingMania, a recycling competition for residence halls and Greek life, which will be held during the month of February. This event will be promoted alongside general recycling educational posters, that will include recycling facts and tips that show students and faculty how they can be more environmentally friendly.
- Installments, educational posters have been placed in Dunford and will be placed in Massey and Hess before students return from break. They will also make an appearance in TRECS in an abbreviated fashion.

Lock & Key Services:
- Dougherty Engineering – install locks.
- Perkins Hall – install locks/repair doors.
- Delta Zeta sorority – rekey kitchen/dining room.
- Sign Shop – replace lock.

Landscape Services:
- Leaf removal on-going throughout campus.
- Begin detailing bed edges.
- Irrigation system winterization on-going.
- Removal of old light bases in Fraternity Park.
- Assist Building Finishes with concrete repairs at SV, Hodges, and other campus areas.
- Asphalt repair near Graphic Arts Services.
- Begin Pre-Evaluations for 2014 annual performance reviews.
- Pick up plant material for landscape installation at Thorton Athletics.

Zone Maintenance Zones:
Zone 3:
- Working on doors at Auxiliary Services.
- Working on lighting at parking services & auxiliary services.
- Working on women’s restroom at HPER.
- Continuing to finish the equipment information list.
- Replaced several door closers this week in Zone 3.
- Changing filters in units as scheduled.

Zone 4:
- At Hodges Library we’re changing lights and ballasts, cleaned west and south machine rooms.
- Installed new rotor hinge on second floor north entry door.
- Also, took down floor entry door to replace pivot.

Zone 5:
- Replacing broken marble benches in Haslam.
- Still replacing CFL lighting to led in SMC lobbies.
- Unlogging drain in kitchen of Haslam.
- Finished all repairs on 4th floor of Haslam for event this weekend.
- Serviced all Liebert units in SMIC, M floor.
- General maintenance.

Zone 8:
- With the holidays rapidly approaching our team is ready for some needed time with our families.
- The past year has been productive. We as a team have worked hard to achieve a high level of customer satisfaction.
- Two of our team members received their career ladder promotions to Maintenance Specialists 2. Johnathan Fuller and Chris Morris worked hard and I am very proud of them.
- We will be making sure that all of our buildings are ready to go after the break over the next week.
- John Patton will be retiring over the holidays. John has been with the University for 23 years. He is a valuable team member. John will be missed. He worked at Joe Johnson Animal Research and Teaching Unit (JJARTU). We wish John the best in his retirement!
Zone 11:

- Working at Neyland Stadium on both the East and West Skyboxes for different campus events, and working on the players’ locker room and Wolf Kaplan with lights and restrooms for recruits.
- At Anderson Training we are working on drain lines for some new sinks, also we are working on general maintenance issues at Brenda Lawson, and Neyland Thompson for football recruits, and visitors.

COMMUNICATIONS

Information Services:

- Purchased new TeleTime Server.

Training:

- Happy Holidays from the Training Team. We wish you and yours a safe and blessed holiday season.
- Archibus training continues this week. Please check your emails and register for a class.
- Supervisors please remember to start training your staff on how to request time off. It is important that they know how to do this before we start using the new Archibus system.
- 2015 OSHA online training will begin in January. Employees will have their entire birth month to complete their training. We will send out a notice no later than the beginning of each month stating which employees have training due.
- Training is set to begin in January for Landscape Academy which is a part of Facilities Services University.
- Instructor training for Facilities Services University continues this week.
- As the new semester roles in please be reminded that student employees are also required to go through the orientation and training process. So if you hire a student, the Training Office must be notified and the student must go through orientation with us. This is important because in some instances they are exposed to the same dangers as our full time staff so they are entitled to the same training and protection.

Sustainability:

- With campus closing soon, UT has the potential save a lot of energy and money over break with the help of the campus community. To reduce energy consumption, faculty, staff and students are asked to POWER DOWN and do the following before leaving for the winter holiday:
  - Turn off all lights and shut down electronics/appliances.
  - Shutdown electronics/appliances and unplug power cords from the outlets (computers, faxes, printers, coffee makers, mini-refrigerators, etc.) Even when electronics are off, energy is consumed when they are plugged. Learn more about ‘Phantom Energy’ on our website! (Link: http://environment.utk.edu/2014/06/25/eliminate-vampire-power/).
  - Shut interior and exterior doors and remember to close and lock all windows. If possible, close blinds to reduce the impact of leaching windows. Report windows and doors that are left open or unable to be closed to Facilities Service’s ‘One Call’ at 865-946-777.
- For more winter energy saving tips as well as ways you can make your holiday season green, visit our website: environment.utk.edu.
** UTILITIES  

**Electrical Services:**
- UTFS Security system upgrade—campus
- UTFS Fire Alarm Systems– FA System minor repairs/testing various buildings on campus.
- UTFS SV Events.
- New Construction— fire alarm/ building security support.
- UTFS Metering/Wireless.
- UTFS HV Strong Hall temporary power.
- UTFS West Campus support.
- UTFS Christmas Break electrical work
- UTFS UC power outage.
- UTFS HV Steam Plant contract support.
- UTFS Vol Hall plumbing support.
- UTFS SERF Emergency power/fire alarm testing.
- UTFS Clarence Brown theater support.

**Steam Plant:**
- We produced 3,453,529 pounds of steam last Wednesday and had 85,410 gallons of make-up water.
- The price of natural gas is higher than coal this month so we are burning more coal.
- The contractor continues to work hooking up the piping for the new storage tanks for oil which will be our only backup fuel after Mach 1 of 2015.
- We have our schedule done for the Christmas holidays and the steam plant people continue to work because the steam plant operators 24/7 365.

**Plumbing Services:**
- Install valves at Brehm.
- Repair hot water leak at HPER.
- Install a bottle filler at Dunford
- Replace water valves at Humanities.
- Unstop drain line at Steam Plant.
- Unstop drain at Vet school.
- Clean out storm line at Baseball.
- Prep to install waterline at baseball.
- Repair steam leak at student health.
- Repair steam leak at English Language Institute.
- Install new pipe for heat converter in McCord Hall.
- Repair condensate pump at UC.
- Repair condensate pump at Greve Hall.
- Prepare chilled water lines to install gauges and thermometers at Presidential.
- Fabricate and install gates and fencing around units at Greve Hall.

**DESIGN SERVICES  

**Project Management:**
- Master Planning:
  - Utilities Master Plan
  - Hill Master Plan
- Programming:
  - Engineering Services Building
  - University Ave. buildings
  - Austin Peay handicap ramp
  - Baseball Stadium pressbox
  - West Campus Redevelopment

**Construction Documents:**
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively
- New Support Services Building on Sutherland (ER4)
- 13th & Cumberland lab building
- New classroom/laboratory building planned for the Strong Hall site

**Construction Administration:**
- Henson Hall interior renovation
- New classroom/laboratory building planned for the Strong Hall site
- New University Center (Phase 1)
- New Support Services Building on Sutherland (ER1)
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively
- Volleyball Practice Facility
- JIAMS Building
Landscape Response Team:
- Ayres Hall North Slope / West Connector project: begin fall tree planting
- East Edge Campus Improvement Project (Second Creek): merging with Engineering Quad project
- Supervising the new Strong Hall’s site development and tree protection
- Updating the Campus Landscape Vision and Site Standards
- Wayfinding Master Plan: mocking up building signs; developing assembly and installation documents
- TREC landscape installation: coordination with in-house crew
- Torchbearer Plaza and Circle Park. Moving into CD’s
- Proposed site for grant-funded silva cell research.
- Mapping existing ADA/unisex restrooms.
- Coordinating planting at Thornton Center with in-house crews
- Overseeing planting at corner of Lake Loudoun and Chamique Holdsclaw.

CONSTRUCTION SERVICES

Construction:

Current Projects (In-House):
- Stokely Management 720 conference room electrical to be added, paint, carpet.
- Morgan Hall install cooling/heating, ceiling and painting.
- Nielsen Physics install Projector mount & projector screen and wiring that is needed for OTI.
- Carpeting 2nd floor SMC.
- Painting 7th floor SM.
- Henson Hall.
- Completed ADA route through Austin Peay to top of hill.
- Finishing up converting Haslam 607 to a conference room.
- Dougherty room 110 welding lab renovation.
- Dougherty 102 machine shop reconfiguration.
- Brehm Animal Science room 149 create new office space.
- Perkins Hall room 51 renovation of room to make space for new student work area.

- University Commons bookstore install security system.

Construction Management:

Current Projects (Bid Projects):
- Henson Hall- Renovations to building.
- Neyland Stadium- DAS installation throughout stadium.
- Thompson-Boling arena- DAS installation throughout arena.
- 11th Street Garage- Installation of solar panel, charging stations, connect to Min Koa building for experiments.
- Dougherty Engineering- Unit Ops on 1st floor.
- Dougherty Engineering- Unit Ops on entire 6th floor.
- Dougherty Engineering- Lab renovation on 3rd floor.
- Campus Roofs- 16 roofs either working or scheduling to start.
- Austin Peay second floor renovation—finalizing construction.
- Contract with GEM technologies, Inc.
- Classroom 2015 summer projects.
- Working with Sanders and Pace on design projects.

Estimating:
- Thornton Athletics Center-Door changes per Fire Marshal Report
- Dunford Hall- Painting, lighting, furniture for corridors and other areas on the 6th floor
- Food Safety and Processing Building-Adding a wall and door to room 127
- James A Haslam Business Building-Replacing LED lighting under shelving in the Anderson Center
- PAVING AREA lots around Terrace, Lake Avenue, Chi Phi Ave.; Renovation of Perkins; Glass doors for Howard Baker Ctr.

Check out our new Employee of the Month Web page at fs.utk.edu
2014 FACILITIES SERVICES

HOLIDAY PARTY

WEDNESDAY
DECEMBER 17TH
Beginning at NOON

The Tennessee Terrace at Neyland Stadium

Lunch, Door Prizes & Holiday Cheer!

Bus Schedule & Route:
11:00 am: Steam Plant
11:10 am: Facilities Office
11:15 am: Ag Campus
11:30 am: Ayres Hall
11:35 am: Hodges Library

For more information, please contact Brooke in Room 203 at 214-7662 or bstev14@utk.edu

December 15, 2014

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