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ADMINISTRATION:

Administration:

- Welcome back! We hope everyone had a wonderful Christmas Break!
- Just a reminder...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.
- Processing of Payroll and Personnel items.
- Paying invoices.
- Contract extensions and rebids.
- Processing weekly transfer vouchers.
- Happy New Year!!!

FACILITIES OPERATIONS:

Building Finishes:

- Sign shop: fabricating and installing building signs, making signs for Parking Services, and other work orders.
- Paint Shop: painting classrooms at Burchfield, painting Comm. /Stud. Serv. patching and painting Morgan, and covering graffiti on wall at old tennis courts.
- Carpenter Shop: Repairing concrete at Torchbearer, replacing glass and repairing doors at fraternities, working project at Presidential Ct. and other work orders.

ZONE MAINTENANCE

Star Team:

- Controls at SERF
- Room 204 Morgan
- Labs at Buehler

Zone Maintenance:

- Congratulations to Luke Hanley—our new Zone 6 Foreman.

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COMMUNICATIONS & INFORMATION SERVICES

Information Services:

- Assist Police Department with Security Camera Server Upgrades
- Completed security video downloads for 2013 football season
- Download video from Pat Summit Plaza construction
- Send out Power Outage Notices
- Setup Network connections for Fire Alarm installations
- Computer upgrades to Windows 7 (update any older Windows XP machines at home soon also)
- Help Amanda with department email list updates
- Printer Installations

Training:

- We have just now installed shortcuts on all computer lab desktops, which can be used to reset an expiring netID password.
- Just a reminder, there are also shortcuts to paystub and T-Mail login screens on all computer lab desktops.

Communications:

- Look for the updated Facilities Weekly and Facilitator in 2014.
- Thank you to everyone who helped with the Holiday Party December 18! You can find all of the photos from the party on the Facilities Services Facebook and Flickr pages.
- Remember—you can follow Facilities Service on Twitter @utkfacserv and can “like” UT Facilities Service on Facebook.
- We wish everyone a happy and healthy New Year!

UTILITIES

Air Conditioning Services:

- Install new supply pumps in Humes and Reese Halls
- Complete repairs to air compressor at auxiliary services building
- Begin prep work for cooling tower swap-out at Clement Hall

Steam Plant:

- Special thanks to all the Steam Plant people who worked through the holidays keeps the campus warm by providing steam.
- We are still producing well over 3 million pounds of steam per day.
- At the current rate we will produce over 9 million pounds more steam this December compared to last.

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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, 13.2KV underground distribution cable installation - Ckt 1, 3, 9
- UTFS support for Stokely Athletic Center, Gibbs and Strong Hall

Plumbing Services:

- Check water fountain at Presidential Court
- Rod drain line at Reese Hall
- Rod drain line at Humes Hall
- Repair Tub Faucet at Carrick Hall
- Change Valve at Morgan Hall
- Repair Water leak at Science and Engineering
- Repair leak in in Main Water line at Humes Hall
- Repair Faucet at Hoskins
- Check and repair low pressure at Morgan Hall
- Install Bottle Filler in Hoskins
- Rod roof drain at Thornton
- Repair DI water leak at Dougherty
- Pump manholes
- Repair condensate leak on main line steam
- Install new steam regulator
- Repair trap at Allen Jones Aquatic
- Install new Hot water pumps and piping at Humes
- We would like to announce that Todd Curnutt is the new Plumbing Foreman taking the place of the now retired Guy Bayless.