ADMINISTRATION

Special Projects:
Archibus:
- Training Aids for Archibus procedures can be found at https://tiny.utk.edu/fstraining (middle of the page on the right (Archibus Guides)). If you have any questions concerning any of the training aids or need additional training, please contact the Training Team or the Archibus Team.
- Make sure you are regularly checking your email for any Archibus notifications (leave request approvals/rejects, work requests issued, materials ready for pick up, etc.) And periodically, you may receive an outage notice from the Archibus Team.
- Don’t forget to use the Clear Cache icon every morning and throughout the day. When you use the “clear cache” icon, it updates Archibus with the most recent updates. If you do not have a clear cache icon, please contact Jim McCarter at jvm@utk.edu.

FACILITIES OPERATIONS

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.
- Sod repairs throughout campus to include Ayres Hall and Blueberry Falls
- 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.

ZONE MAINTENANCE

Zone 1:
- We have been here during the holidays rebuilding the leslies.
- We have also had some steam coils at Hess Hall that we found had busted and repaired them.
- We also fixed and repaired steam condensate.
- Return line that busted at Hess Hall was repaired as well.
- Several work orders have been completed and we are doing our best to close out all work orders for the past year and getting ready for the new year.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Student Union leak.
- Walters Life Sciences lighting project.
- Customer Service Training.
- Recycling.
- Earth & Planetary Sciences repair steam heaters and traps.

Zone 9:
McClung Tower:
- Cleaned out duct crew storage cage.
- Cleaned out mechanical room for contractors to start replacing HVAC for telephone services.
- Continue to replace ballast and bulbs threw out the building with the help of people from the other zones.

H.P.E.R:
- Installing sanitary boxes in restrooms.
- Started replacing floor tile in sub-basement.
- Changing out stained tiles.
- Rebuilding water fountains.

ZONE 9 CONTINUED ON PAGE 2
ZONE 9 CONTINUED:

Art & Architecture:
• Rebuilding chilled water pump.
• Replacing perimeter heat secondary motor.
• Working on classroom lights and desks.

Clarence Brown:
• Replacing garage door.
• Changing filters.

Claxton/Philander:
• Changed main entrance lights to L.E.D.
• Changing can lights to L.E.D in vending area.

Bailey Education:
• Remodeling shop.
• Setting up parts for Leslie repair.
• Working on classroom lights.

COMMUNICATIONS

Information Services:
• Happy Holidays!

Communications:
• We are planning the department’s next Facilities Fundamentals workshop.
• You can help us to nominate January’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.
• We are working with UT Media Relations on a quarterly campus project update.
• 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:
• Repaired tube bundle in heat exchanger at the Auxiliary Services Building.
• Installed two new secondary pumps at the SERF chiller house to serve Dougherty Engineering building.
• Re-positioned safety control valves in the chilled water piping serving Dougherty Engineering Building.
• Assisted contractors in moving the cooling tower from the Hoskins chiller building to the roof of Hoskins Library and installed new fan motor.
• Installed new chilled and heating water control valves for AUH’s in Neyland-Thompson Sports Center.

Steam Plant:
• After a motor break down on 50 hp. air compressor, we had to do an emergency motor replacement.
• Steam was brought back online several times after switch gear testing due to breaker failure.
• Worked on #3 boiler steam flow meter.
• Worked on #5 boiler water level alarms.
• Drained water from #3 boiler air casing after tube rupture.
• Inspected #3 boiler to find cause of tube rupture.
• Repaired oil leak on solar turbine.
• Cleaned up water from #3 boiler rupture.

Plumbing Services:
• Install heating water pumps at Dougherty Engineering.
• Repair hot water leak at Communications Building.
• Repair/replace a main sewer line in the Vet Hospital.
• Prepare for replacing a main chemical drain line at Dabney Buehler.
• Water tap on chilled water at HPER.
• Clean out wash area tank at Tickle Engineering.
• Pump manholes on campus.
• Prepare and install handrail.
• Repair broken water line in Clement Hall.
• Replaced 2-inch check valves on heating water in Auxiliary Services.
• Repaired a drain line in Andy Holt Tower.
• Installing a new water main and water station in Hoskins Library.
• Install new pump lines in SERF.
Construction Projects:
- 11th St. Pedestrian Bridge: Phase 2 design.
- Austin Peay: #409B & 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.
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