

# FACILITIES SERVICES WEEKLY

December 29, 2014

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

***Congratulations to Hazel Norris —The Facilities Services December Employee of the Month!***

Nominate another hard-working member of our team at [fs.utk.edu](http://fs.utk.edu)

## ADMINISTRATION

### Special Projects:

- **Archibus:** Get Ready, Get Set...GO! Archibus will be going live on Monday, January 5, 2015 at 8:00AM.
- So we can export all of our existing data into Archibus, our current Legacy system will be taken offline on Tuesday, December 30th at 5:00PM and will not be available until the launch of Archibus on Monday, January 5th. Central Supply and the shop warehouse functions will be suspended during this time as well.
- In preparation for the transition, A/C, Electric, Plumbing, Building Services and Grounds will need to complete an inventory of their warehouse. **This inventory needs to be completed and submitted to Veronica or Kevin by 3:00PM on Wednesday, December 31st.**
- REMINDER: 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.
- Thank you in advance for a successful launch of 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 signage for SMC
- Working on signage for Communications
- Working on recycle decals
- Various name plates

#### Paint Shop:

- Worked on classrooms at Jessie Harris
- Painted computer labs at Jessie Harris

#### Building Finishes:

- Working on marble floor repair at Hodges Library
- Installed V.C.T. in labs at Jessie Harris
- Worked on roof leak at Communication
- Poured concrete on Melrose Ave
- Worked on grinding of sidewalks to prevent trip hazards in Circle Park.
- Patched hole in wall at Reese Hall.

#### Recycling:

- We placed 2nd in the nation in the Game Day Recycling Challenge in the Total Recycling category, with 47,560 lbs recycled/composted/donated from the Missouri game.
- We placed 11th in the nation in the Game Day Recycling Challenge in the Diversion Rate category with a 65.44% diversion rate from the Missouri game.
- Also in the Game Day Recycling Challenge among SEC schools we placed:
  - 2nd in Per Capita Recycling.
  - 3rd in Waste Minimization.
  - 3rd in Greenhouse Gas Reduction.
  - 2nd in Organics Reduction.
  - 3rd in Diversion Rate.
- Collected 27,000 lbs of manure/bedding from Brehm Animal Science building from 2 animal shows.

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- The new manure/bedding trailer at the Vet School has already accumulated and dumped over 25,000 lbs of manure/bedding in the 30 days it has been in action.
- The Holiday Party in the skyboxes was a Zero Waste event with all materials being recycled, composted, or donated.
- We started using our new dump bed for collecting everything from compost to cardboard.

## Lock & Key Services:

- Sorority Village –Alpha Chi Omega – repair kitchen door- change function of locks (4) doors.
- Temple Hall – install exit hardware – gate to maint. area .
- Communications – change locks.

## Rapid Response Team:

- Moves at Morgan, Dougherty, Austin Pray, Perkins, Nursing, W.L.S, Conference Center, Student Services and other work orders that come in during the week.

## ZONE MAINTENANCE

### Star Team:

- Controls at SERF.
- Elevator training— Buehler rooms 602, 603 and 604.
- SERF room 213.

### Zone Maintenance Zones:

#### Zone 3:

- We want to thank Don Turney for the repairs to the ladies restrooms at HPER.
- Repaired lights around Facilities Services.
- Putting updated pressure Vessel certificates on or near the equipment in buildings around campus.
- Getting information on steam traps for repair kits.
- Made repairs at Hopecote to keep critters out.
- Replaced more lights at Black Cultural building.
- Repaired door at Steam Plant.
- Repaired leak in women's restroom at Facilities Services.
- Preparing this week for next week.

#### Zone 4:

- Hodges Library: Changed lights and ballasts, chang-

ing stained and broken ceiling tiles,changed oil in our air compressors.

#### Zone 11:

- Working on preparing all buildings for the Christmas holiday going through turning off necessary lights and checking equipment, and General Maintenance.
- During Christmas week we are doing the building checks, Checking equipment, and working on any maintenance issues.

## COMMUNICATIONS

### Information Services:

- Working on moving department folders to OIT servers.
- Starting on setup of SCUP computers.
- Shopping for AutoCAD and Revit software.
- Investigating Solar Car Charging Station network connections.
- Help setup wireless door lock demo.

### Training:

- We hope everyone had a great time off.
- We will be scheduling some make up classes for those who were out the week before the holiday break. Check your email for dates and times.

### Communications:

- Congratulations to Hazel Norris, the December 2014 Facilities Services Employee of the Month!
- You can always nomination a hard working member of our team for employee of the month at fs.utk.edu.
- We would like to give a HUGE thank you to all those who helped with this year's holiday party – Rapid Response Team, Building Services, Assembly Center & Arena, UT Recycling, Employee Training and Development, Zone Maintenance, and IT Support & Maintenance.
- Thank you to everyone who joined us for the 2014 Facilities Services Holiday Party! To view pictures of the party, like us on Facebook at – UT Facilities Services or follow us on Insagram at utk\_fac\_serv.
- We compiled an energy usage summary.
- Archibus announcements have been distributed in-

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ternally and throughout campus. You can find more information about Archibus at <http://fs.utk.edu/archibus/>.

- We have submitted six UT building and projects to the American School & University Educational Interiors publication. We will work with Interior Design to complete the project portfolios.
- Several department policies are in the final editing and approval phases.
- We've been working on several internal announcements.
- **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.

## UTILITIES

### Air Conditioning Services:

- Installing new air compressor for control air at Blount Hall.
- Continue work on growth chambers at Hesler Biology.
- Rebuild secondary chilled water pump at Plant Biotech.
- Replace heating water control valve on air handler unit #6 at plant biotech.

### Steam Plant:

- We produced 3,276,499 pounds of steam yesterday and had 85,957 gallons of make-up water.
- The contractor is working on installing the piping for our new gas/oil boiler has final approval from the state boiler inspector on Dec.15.
- We have our Christmas schedule and will have people working all next week while most people at UT is off.

## DESIGN SERVICES

### Project Management:

### Master Planning:

- Utilities Master Plan

- Hill Master Plan

### Programming:

- Engineering Services Building.

### Schematic Design:

- University Ave. buildings
- Austin Peay handicap ramp
- Baseball Stadium press box
- West Campus Redevelopment

### Construction Documents:

- The 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

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- Coordinating planting at Thornton Center with in-house crews
- Punch list on planting at corner of Lake Loudoun and Chamique Holdsclaw
- Researching and proposing a standard for bus shelters.

## Facilities Services Vacancies

Turf Manager– Requisition ID 14000001B5

Exterminator II– Requisition ID 140000019Q

Geographical Information Systems Coordinator (Project Coordinator)- Requisition ID 140000015T

Custodian I (Building Service Aide I)- Requisition ID 140000011W

Heavy Equip Supervisor– Requisition ID 140000011

Asst. Gen. Mnt. Skill Craft Wkr (Steam Plant)- Requisition ID 140000010W

Painter I (Three Positions)- Requisition ID 14000000YW

Line Installer I– Requisition ID 14000000XI

Asst. Bldg. Services Foreman– Requisition ID 1300000108

## Submit Your Nomination for Employee of the Month!

We have now awarded our first 12 Employee of the Month honorees and would like to thank those who submitted nominations.

The program's purpose is to recognize a hard working and dedicated member of our team each month of the year.

We invite everyone to nominate an individual of their choice for the award.

With so many dedicated team members in our department we are excited to continue this initiative.

Nominations are currently being accepted for the January award.

Forms can be found online at [fs.utk.edu](http://fs.utk.edu), with the clerk in your shop, or from Facilities Room 203.

For more information, please contact Brooke Krempa at 974-7782 or [bsteve14@utk.edu](mailto:bsteve14@utk.edu).

**BIG ORANGE**  
**FRIDAY**



**EVERY FRIDAY**

Check out our new Employee of the Month Web page at

**[fs.utk.edu](http://fs.utk.edu)**

**HAVE A COMMENT OR CONCERN?**

**The Employee Comment Box is located next to Facilities Services Room 107.**

**We look forward to hearing from you!**