

# FACILITIES SERVICES WEEKLY

February 03, 2014

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

**Congratulations to January Employee of the Month, Gary Robertson!**

Nominations are now being accepted for February. For more info go to [fs.utk.edu](http://fs.utk.edu)

## ADMINISTRATION

### Administration:

- Just a reminder: Amanda Ruelle is handling uniforms and safety shoes (processing orders & vouchers, ordering, data entry, problem resolution, etc...)
- The annual verification of the departmental inventory is about to begin. Rick is in the process of getting the inventory sheets printed and out to you for verification.
- Contract extensions and rebids
- Processing weekly transfer vouchers
- Daily processing of: Workorders, Payroll/Personnel and Accounts Payable

## FACILITIES OPERATIONS

### Landscape Services:

- Campus wide snow/ice treatment on January 28 -29 and clean/repair equipment for next storm
- Edging and mulching of landscape beds
- Jesse Harris bldg. - Assist Plumbing with steam line repair
- Remove excess ice melt products from walks and building entrances
- 909 Twenty-second Street – Prep house for demolition on February 7
- Fulton Rugby Field - Assist Construction with welding of steel footers

### Lock & Key Services:

- Installing a combination lock in Conference Center basement.

- Setting up cores for the College of Nursing building change.
- Installing combination lock in Ferris Hall.

## ZONE MAINTENANCE

### Star Team:

- Controls at SERF
- SERF rm 523
- Buehler rm 204 and 218
- Around the clock Freeze watch

## COMMUNICATIONS

### Training:

- Performance Review Training is complete and supervisors are now equipped with the information needed to complete 2013 performance review.
- Working on Blueprint Training for Construction Services and to include other shops that may need this training.
- We are encouraging all employees to continue to log onto your UT email and check your pay statements often, as continued use of the computer will improve your computer skills.

### Communications:

- Congratulations to January Employee of the Month Gary Robertson! To submit your nominations for February go to [fs.utk.edu](http://fs.utk.edu) or contact Brooke Stevenson at 4-7782.
- The December/January issue of the Facilitator was released last week.

COMMUNICATIONS CONTINUED ON PAGE 2

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## COMMUNICATIONS CONTINUED:

- Our team has been working on the Facilities Services department's portion of the Southern Association of Colleges and Schools Accreditation standards.
- We would like to extend best wishes to Bill Fox on his retirement after 37 years of dedicated service to UT.
- Remember—you can follow Facilities Services on Twitter @utkfacserv, you can “like” UT Facilities Services on Facebook and now you can also follow UT Facilities Services on Instagram!

## **UTILITIES**

### Air Conditioning Services:

- Still working on repairs caused by cold weather
- Awaiting replacement coils we have on order for multiple air handling units on campus
- Repaired heat in package unit serving room 407 of Dougherty Engineering
- Working on design to install additional A/C in room 213 of the Business Incubator Building
- Replace heat coil in VAV box at room 106 in SERF
- Rebuild secondary chilled water pump at Taylor Law School

### Electrical Services:

- 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 4,6
- UTFS HV support for Stokely Athletic Center, Gibbs and Strong Hall
- UTFS HV Parking Lot Ag campus – Outdoor lighting Repairs

### Steam Plant:

- We have set a new record for steam production : 5,272,928 and make-up water at 95,021 gallons.
- KUB curtailed our gas supply on Monday and did not lift the curtailment until Thursday afternoon. We were able to get a limited amount of gas on Monday and Tuesday but were not able to get any gas on Wednesday and we had to shut down our solar gas turbine.
- Natural gas prices have increased to the point that it is cheaper for us to burn coal and right now we have all three coal boilers on line.
- We have faced a number of problems due to the cold weather and the snow but the guys at the steam plant have come up with solutions for them all and have been able to supply all the steam needed for the campus. Natural gas prices are going to be more expensive for Feb. and we will be burning coal.
- 202 tons of coal were burned on February 2.
- We are extremely proud of everyone at the steam plant for their hard work.

### Plumbing Services:

- Repaired steam leak at Jesse Harris
- Repaired leak on Hot water line at Plant Biotech
- Repaired, fabricated and replaced hand rail
- Checking steam man holes
- Repaired steam valve
- Checked and adjusted steam pressure for buildings during the recent cold weather
- Unclogged drains at resident hall
- Unclogged drain at library
- Installed water fountain
- The Plumbing Shop would like to thank Bill Fox for his 37 years of service and wish him well during his retirement.

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## CONSTRUCTION

### Construction:

- Art & Architecture- Relocate elevator pump to room 125A, make room fire rated to meet codes.
- Construction Services has over 170 projects on our project log.
- Racheff Research- Install back-up generator for non-life safety process use and HVAC controls.
- SERF- Repair 4th floor entrance sky light.
- SERF- In room 232, remove all contents, paint all walls, clean carpet for new occupancy.
- Fraternity park- Provide exterior lighting and security cameras for exterior coverage.
- Student Services Building- Renovate rooms 407 – 412A.
- Greve Hall- Install a door hold system that will allow occupants to legally prop doors open, connect of fire alarm system.
- Stokely Management Center- replace doors from basement to vestibule.
- Taylor Law- Install 3x5 back lit board under stairway on first floor near room 132.
- Frank Clement Hall- Remove old post office boxes and install new, remove old roll up window and replace with French doors.
- Sherri Parker Stadium- Add electrical panel for future electrical work.
- Temple Hall- Renovate the entire building to house the Herbarium and Nursing's simulation labs.
- UT Welcome Center- Upgrades to the front desk welcome area.
- Claxton Education- Room 342, repositioning and/or reordering new furniture to add a standing work station.
- Presidential Court- provide ventilation in CO2 tank room.
- Clement Hall- Convert rooms 14, 15, and 16 from conference rooms to tutoring rooms.
- Jessie Harris- CFS will be replacing a digital signage monitor on the outside of office 115, install utilities power and data.
- Haslam Business- Replace carpet tiles with broadloom in room 501.
- 2121 Stephenson Dr.- Provide and install new wall mount filtered water system in several locations.
- Food Science- Remove old sink and install new sink and faucets in room 215, install dishwasher in room 127.
- Campus- 20 roofs are at 98% to 100% complete, due to the cold weather we are currently working on only 3 roofs at this time.

## Submit Your Nomination for Employee of the Month!

We have now awarded the first Employee of the Month honoree and we are accepting nominations for February!

The purpose of the program 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 begin this initiative.

Nominations are currently being accepted for the February 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 Stevenson at 974-7782 or [bsteve14@utk.edu](mailto:bsteve14@utk.edu).