

FACILITIES SERVICES WEEKLY

February 2, 2015

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

Congratulations to Willie Battle - The Facilities Services January Employee of the Month!

Nominate another hard-working member of our team at fs.utk.edu



See the last page of this newsletter for more details about the campaign!

ADMINISTRATION

Special Projects:

Archibus:

- We are now “LIVE” with Archibus! To login, open a browser on your computer (preferably Chrome) and navigate to <http://archibus.tennessee.edu>
- You’ll use your regular NetID and password to get into the system. Remember to click the SAVE button frequently to save your work, and to sign out of the system when you’re no longer using Archibus to free up licenses.

Reminders:

- Net IDs and passwords must be kept up-to-date. This is what you will use to login to Archibus.
- Regularly check email for any notifications from Archibus (leave request approvals/rejections, work requests issued, etc...)
- **If you currently clock in/out using a time clock or Teletime you will need to continue to do so.** The timesheet in Archibus is only for current administrative staff using a paper timesheet.
- **We are no longer using the paper leave slips.** You will need to enter **ALL** leave requests in Archibus. If you need assistance, please contact your supervisor.
- Do not forget to use the “**Clear Cache**” icon every morning and throughout the day. Our consultants are uploading the resolutions to various issues multiple times a day, and 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 Brock Ellis at bellis6@utk.edu or Jim McCarter at jvm@utk.edu.

Thank you:

- Thank you for your patience as we continue to find resolutions to issues we may be experiencing with Archibus. Problems are reported to our consultants and together we have made progress in resolving many of these issues. With your patience and support, we know Archibus will be a success for the department as well as the campus community.

FACILITIES OPERATIONS

Lock & Key Services:

- Alpha Chi Omega— installing new stay lock and lock bodies in four dining room exit doors.
- Kappa Sigma— repairing simplex lock at back patio entrance.
- Claxton Education—changing locks.

Building Services:

Arena:

- Tuesday, February 3rd: Men’s Basketball Game vs. Mississippi State 7:00 p.m.
- Wednesday, February 4th: Sophomore Step Up 5:30 p.m. on the Arena Floor.
- Wednesday, February 4th and Thursday, February 5th: Engineering Day on the concourse.

ZONE MAINTENANCE

Star Team:

- Compiling energy reports for nine buildings.
- Controls at SERF.
- SERF 603.
- Buehler rooms 602, 603 and 604.

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Zone Maintenance Zones:

Zone 5:

- Working to complete filter changes on all air handlers.
- Working to better integrate Archibus.
- General maintenance.

Zone 8:

- We as a team are working to implement Archibus. Veronica Huff has been a great asset in helping us learn parts of the program.
- Our team will be working on belts and filters this week. We will be checking for proper belt alignment. This should prevent premature belt failure.
- Weather permitting Chris Morris and Curtis Fuller will be addressing some minor roof leaks at the Kingston Pike Building.
- We will be installing new dispensers for Building Services in McCord Hall.
- Some of our folks will be working on some safety issues from Feb. 2- 6.
- During this week we will be looking for better ways to service our Customers. They are our top priority everyday.

Zone 11:

- Working to prepare various rooms at Neyland Stadium for recruits and visitors over the weekend.
- We are also working on lights and restrooms at Neyland Thompson, Brenda Lawson, and changed lights and ceiling tiles in the new barber shop in the Anderson Training Center.
- At Lindsay Nelson and Sherri Lee Softball we are preparing for baseball and softball season, preparing lights, restrooms, and checking equipment.
- In the Thornton Center and Goodfriend Tennis we are working on general maintenance issues.

COMMUNICATIONS

Training:

- Employees with birthdays in February can start their required OSHA training. A list of employees was sent out last week to all shops.
- January OSHA training is now past due. Check your email for a list of employees who did not complete their Required OSHA training.

- Mentor program to roll out soon.
- The Purchasing Office along with Facilities Administrative Services will host a series of classes. Some topics to be discussed are: Purchasing Policy, Purchasing Processes, Purchasing Ethics, and many more. Please check your email for sign-up information.

Communications:

- Congratulations Willie Battle - our January 2015 Facilities Services Employee of the Month!
- Three new Facilities Services policies were released last week—Essential Personnel, Attendance, and Theft. All three policies, along with other departmental policies, can be found on the Communications page of the Facilities Web site—fs.utk.edu.
- The Facilitator will be distributed later this week.
- Working on the Facilities Services Employee Handbook.
- Working with IT Support & Maintenance to update Web site content.
- Various media releases have been distributed.
- Working on a marketing plan for UT Recycling.
- We are updating our current Building Representative List.
- If you have specific concerns about materials needed for the new Facilities Services Logo rollout, please contact Brooke at 214-7662.
- Remember—you can always nominate a hardworking individual from our team for Employee of the Month. Electronic nomination forms can be found at fs.utk.edu.

UTILITIES

Air Conditioning Services:

- Begin installation of a new chiller at the International House.
- Install new chilled water coils in AHU#6 at Dabney-Buhler.
- Replace exhaust fan #15 at Dabney-Buhler.
- Replace busted coils in AHU#9 at SERF
- Perform repairs to chiller #3 at the SERF chiller plant.
- Complete installation of new coil in AHU serving room 131 in the Arts and Architecture building.

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Plumbing Services:

- Installed a new bottle filler at Alumni Memorial Building.
- Repaired a water leak at Hodges Library.
- Repaired a mop sink leak at Presidential Court.
- Repaired a water leak in multipurpose room at South Carrick. We also replaced a shower valve at South Carrick.
- Repaired condensate pumps at Jessie Harris.
- Replaced elevator sump pump at West skybox.
- Repaired condensate line at Dunford Hall.
- Assisted with building steam outage at Dougherty Engineering.



It is our Big Orange Family that will have the greatest impact as we continue on our journey to become a Top 25 public research university.

The hard work you do every day is what makes that difference and it takes all of us to improve the quality of education on our campus.

Now we have a chance to further support our shared vision through the Big Orange Family Campaign.

The Big Orange Family Campaign is a month long initiative to promote philanthropy among staff and faculty. Giving back is an opportunity for us to stay "I Believe" in UT.

Participation from our staff demonstrates that UT is one of the best investments for a potential donor's philanthropic support. When we give, we inspire others to give as well.

The campaign will run February 2 through 27, during which time employees are encouraged to make a personal donation to the university.

Faculty and staff have already established a strong history of giving back in many ways to the university. Last year, faculty and staff exceeded expectations and moved the employee giving percentage from 16 to 47 percent.

Last year more than 30 percent of us in the Facilities Services Department contributed to the campaign. This re-

sulted in increased gift allocations to all three funds which benefit Facilities Services directly - the John C. Parker Scholarship Fund, the Bob Evans Memorial Scholarship Fund, and the Chuck Thompson Outstanding Employee Award Fund.

Thanks to generous gift allocations from members in our department there was an increase of more than \$600 to the Chuck Thompson Fund, more than a \$250 increase to the Bob Evans Scholarship Fund, and an increase of more than \$1,100 to the John C. Parker Fund from the previous year.

This campaign focuses on our participation, not the dollar amount. Every donation, no matter the size, contributes to this campaign.

Employees have the option to donate by submitting a completed donation card to their unit team leader. Employees can also opt to donate through a one-time payroll deduction. Team leaders will distribute donation cards and submit filled-out donation cards each week to the Annual Giving Office.

To find out more about the Big Orange Family Campaign please contact one of the Facilities Services Team Leaders:

All - Keisha Gracius (Room 134)

All - Brooke Krempa (Room 203)

Air Conditioning Services - Michael Werley

Arena, Building Services Athletics - Ann Free

Building Finishes/Paint & Sign Services - Jimmy Blair

Building Services - Ashley Savage-Gilliam, Brooke Krempa

Clerical Staff - Dean Wessels

Construction - Danny Pritchard

Electrical Services - Haskell Jeter

Exempt Staff - Terry Ledford

Landscape Services, RRT, Sanitation Safety - Mark Mercier

Lock & Key Services - Ed McDaniel

Plumbing Services - Robby Huggins

Steam Plant - Crendel Wees

Zone Maintenance Sector 1, STAR Team, Housing, Athletics - David Wright

Zone Maintenance Sector 2, Dining - Cecil Woody