ADMINISTRATION

Special Projects:

Archibus:
• 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.
• 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/rejections, work requests issued, materials ready for pick up, etc.) And periodically, you may receive an outage notice from the Archibus Team.

FACILITIES OPERATIONS

Building Finishes:

Sign Services:
• Worked on Wayfinding signage.
• Worked on schedule holder for SMC.
• Made no smoking signs for Temple Hall.
• Worked on interior signage for Perkins Hall.
• Worked on name plates for College of Nursing.

Paint Services:
• Worked on common areas at SERF Building.
• Touched up paint at the Student Union.
• Finished drywall and painting at the Student Union.

Building Finishes:
• Installed pictures in room 504 at Andy Holt Tower.
• Installed several new Wayfinding signs on campus.
• Worked on installing a curb on the new sidewalk at the College of Nursing.
• Worked on repairing a chair for the Facilities Services Department.

Building Services:

Arena:
• Tuesday, February 2nd: Men’s Basketball Game vs. Kentucky at 7 p.m.
• Thursday, February 4th: Lady Vols Basketball Game vs. Arkansas at 7 p.m.

Recycling:
• UT Recycling spoke at the Alpha Chi Omega chapter meeting (60-75 people) regarding general recycling, and their involvement in the RecycleMania tournament. We also have arranged to speak at the Panhellenic meeting this week regarding RecycleMania.
• Representatives from UT Recycling will speak to all of the RAs regarding RecycleMania and their involvement in the competition.
• RecycleMania design update: Residence Hall posters have been designed and are scheduled to be sent out to print.
• UT Recycling has been avidly training new employees. Much of the week was spent introducing new employees to taskmakers and champions.
• Checked on locations of UT Recycling’s napkin holder educational signage. UT Recycling has signage in Presidential Court Building, Thompson Boling Arena, and the Student Union. Kiernan is currently designing a new batch of facts to add to these locations, as well as others.
• Educational installments have been placed in HSS.

Recycling Totals January 17 - 23:
• Bottles/Cans: 6,780 pounds/3.39 tons.
• Paper: 6,820 pounds/3.41 tons.
• Cardboard: 14,580 pounds/7.29 tons.
• Manure: 12,800 pounds/6.4 tons.
• Compost: 9,200 pounds/4.6 tons.
• Total: 50,180 pounds/25.09 tons.

Current fiscal year totals:
• Bottles/Cans: 319,820 pounds/159.91 tons.
• Paper: 356,380 pounds/178.19 tons.
• Cardboard: 490,230 pounds/245.12 tons.
• Manure: 365,900 pounds/182.95 tons.
• Compost: 311,715 pounds/165.86 tons.
• Total: 1,864,045 pounds/932.02 tons.
Facilities Services Weekly

FEBRUARY 1, 2016

ADMINISTRATION ● FACILITIES OPERATIONS ● ZONE MAINTENANCE ● ADMIN. & SUPPORT COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

Landscape Services:
• Blueberry Falls: Replace pump.
• Staff lot 9: Renovate walk on north end of lot to improve accessible route to Student Union.
• Bailey Complex (west entry): Minor landscape renovation (continued).
• Student Services/Communications: Start demolition of brick pavers for future landscape improvements (continued).
• Tree and landscape installation at Lake Avenue parking lots (continued).
• Mulch application throughout campus (continued).
• Remove old building signs where new one have been installed (continued).
• Inventory new irrigation system components installed during 2015.
• Progress toward completing 2015 performance reviews.
• Interview candidates for vacant and seasonal positions.

Lock & Key Services:
• Haslam Business – change lock.
• Melrose Hall- repair lock.
• HPER- weight room repair lock.
• Art & Architecture – lock broke on cabinet.
• JIAMS – installing cores.
• Student Services – rekey doors.
• University Services – many repairs & recodes.

Rapid Response Team:
• Moving SERF to the new JIAM building.
• Additional moves at Tyson Alumni House, Andy Holt Tower, HR to Student Services, and at the Vet Clinic.
• Addressing all other work requests we receive.

ZONE MAINTENANCE

Zone 1:
• We have been working on fixing several water issues.
• We have been cleaning storage areas and end rooms.
• Repairing some of the black pipe for the heat units at Massey and Hess halls.
• All personnel are getting their parts list made for end of the school year so that we are ready for our room-to-room.

Zone 2:
• Jessie Harris: unstopping main water drain line, repairing leaking steam lines in side of building, repaired night light on out side of building.
• Haslam: working with contractors on center stairway tile repair, assisted contractor with ice maker (under warranty) for dean’s suite.
• SMC: replaced electric motor and pneumatic control valves on stairwell unit, installing wall heaters in bathrooms, general maintenance.
• Hodges Library: worked on changing stained ceiling tiles throughout building, changed nine T-8 bulbs and four ballasts on 2nd floor in north commons, cut and replaced two stained ceiling tiles, replaced two belts on south three return air fan, painted and cut five ceiling tiles in women’s 6th floor restroom.

Zone 6:
• Maintaining environmental equipment.
• Addressing work order issues.
• Walters Life Sciences lighting project.
• Dabney Hall lighting project.
• Recycling.
• Earth & Planetary Sciences repair steam heaters and traps.
• Dabney Buehler Hall steam coil repair.

Zone 7:
• Min Kao: adjusted door closer in room 331, replaced door stop in 622, worked on toilet in 335, and replaced can light on 3rd floor.
• Perkins: adjusted door closer in room 204, worked on back flow preventer in room 56, worked AHU in room 9, and cleaned out pipe chase on the 3rd & 2nd floors.
• Ferris Hall: worked on control valve for heating & cooling on 2nd floor, and changed ceiling tile throughout building.
• SERF: worked on leak in room 616, assisted Electric shop on power to lights room 104, and worked on power out to AHU in room 108.
• Estabrook: worked on urinal on 1st floor and women’s restroom on 2nd floor.
• Assisted Zone 9 at McClung Tower changing T-8 bulbs & ballasts.
• General building maintenance.
Zone 8:

- We continue to work on our quarterly maintenance of our equipment. Belts and filters along with cleaning, greasing and inspecting.
- Our team will begin working on replacing all ballasts and bulbs in Biosystems Engineering Soil and Science Office Building.
- JIAMS Building is starting to open. Over the next few weeks we will have tenants moving in incrementally.
- I would like to extend thanks and appreciation to the Zone 8 Team for their hard work during the past week.
- One Call continues to answer a lot of calls. They have been working in trouble areas in their down time.
- A personal note. This University lost one of their most dedicated workers last week. Gene Llewellyn he was a friend and co-worker. He will be sadly missed.

COMMUNICATIONS

Information Services:

- Set up scan drive for Lock & Key Services.
- Laptop software updates for FS conference rooms.
- Radio updates.
- DSL network connection inventory.
- Alertus installs.
- SCUP shopping.
- DELL Hard Drive replacement for Central Alarm.
- Warranty Extension discussions for Central Alarm.
- Facilities Services Database Program updates.
- New employee computer setups.
- Power supply replacement.
- Printer toner inventory.

Communications & Public Relations:

- Communications & PR is working on gathering information for the 2016 Governor’s Environmental Stewardship Awards.
- We now have the tentative TNAPPA 2017 Conference dates set. A large group meeting will be scheduled in mid-February. If you are one of the TNAPPA volunteers, please keep an eye out for an email announcement and calendar request. If you have any questions, please contact Brooke Krempa at bsteve14@utk.edu.
- Our subunit is in the process of creating an employee handbook and will work with Training & Development to complete unit and subunit SOPs.
- A Building Representative Communication Survey will be distributed once the updated list is complete.
- We are working with EHS to create a Facilities Services Safety Award.
- We are planning the department’s next two Facilities Fundamentals workshops. The upcoming events will feature Sanitation Safety and then Building Services.
- A letter was drafted detailing our department’s best practices.
- The production of DIY videos continues. Check out all of our videos on the department’s YouTube Channel.
- Work continues on the Service Guide. We are still waiting on final information from several units.
- Thank you to those who volunteered to be a team leader during this year’s Big Orange Family Campaign. Lance Taylor will be in contact with you about the upcoming training lunch. If you have any questions about your role as a team leader during this campaign, please call Brooke at 214-7662.
- The Building Representative List is being updated.
- Web site updates are ongoing. If you see an error on our Web site, or would like to request changes to your page, please contact Brooke Krempa at bsteve14@utk.edu.
- Help us to nominate February’s Employee of the Month at fs.utk.edu.
- We have been working with various news outlets to promote campus construction updates.
- Now that the stack at the Steam Plant is demolished, our office will create a time-lapse video depicting the demolition process.
- We are interviewing candidates for the vacant student assistant position.
- The Facilitator will be released after we award the January Employee of the Month.

Sustainability:

- The Office of Sustainability worked with the EcoVols to put on their semester kick-off documentary screening last Wednesday. They were able to engage both current and new members by advertising via social media and by word of mouth.

SUSTAINABILITY CONTINUED ON PAGE 4
We’re working with Creative Communications on a number of campaigns for the upcoming semester – promoting the Student Environmental Initiatives Facilities Fee, upcoming events, and the Make Orange Green Calendar series (both digital and the 2016-2017 print edition). The Make Orange Green Digital Calendar for February is available for download now for phone, tablet, and desktop (

http://environment.utk.edu/get-involved/make-orange-green-calendar-series/)

Facilities Services now has an account within Cayuse SP. The Office of Sustainability will manage grant proposals via this new software and is in the process of putting together three proposals for submission in the near future.

**UTILITIES**

**Air Conditioning Services:**
- Repairing the chiller at Hess Hall.
- Perform repairs to #1 chiller at the Claxton chiller house and to the Trane chiller at the Music chiller house.
- Chilled water outage on south side riser at SMC Mezzanine level to repair leaking pipe nipple.

**Electrical Services:**
- UTFS Security system Upgrade - Campus.
- New Construction - Fire Alarm/Building Security support.
- UTFS Contract support - New Parking Garage.
- UTFS Contract Support - New Strong Hall.
- UTFS Thompson Boling Arena –Fire Watch.
- UTFS Contract support – 13th & Cumberland.
- UTFS Outdoor Lighting – Campus.
- UTFS Ag Campus Distribution – Ckt 7 & 8.
- UTFS – Repairs to HV Stand by Circuit.
- UTFS Steam Plant Support.
- Congratulations to Steve Bodenheimer for 5 years anniversary working at UTFS HV Electrical group.
- Congratulations to HV, Electrical Services, and Fire Alarm/Building Access groups for the successful completion of AG campus Electrical Distribution project, Ckts 7 and 8.

**Steam Plant:**
- Replaced oil flow meters on #1 & #5 boilers with a NIST certifiable meter.
- Resolved grounding issues on transformer.
- Worked with Massey Electric on VFD issues.
- Ordered spare parts for #4 boiler air pressure regulator.
- Changed out automatic blow down valves on instrument air tank.
- Did lock out tag out on #2 boiler.
- Opened up #2 boiler for inspection.
- Closed up #2 boiler after inspection filled with clean water and placed back on line.
- Cleaned up around the plant.
- TDEC did a site inspection of the steam plants storm water pollution prevention.

**Plumbing & Heating:**
- Jeff Millers crews have been running a new 3” copper hot water feed and return line from SERF to Dabney chiller building to tie the two systems together so we can serve both buildings off of two PVI steam heaters.
- We have been installing a new 4” water main at Hoskins.
- Todd Currnutts crews have been working on stopped up drains and main sewers at the Vet school at 907 Montcasel, English Language.
- Building heat lines leaking at Morrill Hall and installing new low flow fixtures campus wide.
- Wayne Stalings crews have been repairing condensate pumps at Neyland Stadium, Barry Hall, and at Joe Johnson building.
- Replacing the pilot on the steam regulator at the Vet School.
- With all the snow and rain we are keeping all the steam manholes pumped out.
- Responding to any other calls during the week.

**CONSTRUCTION**

**Projects:**
- 11th St. Pedestrian Bridge: Phase 2 design.
- Austin Peay: room 409B & C: COMPLETE.
- Building Security upgrade: whole campus.

PROJECTS CONTINUED ON PAGE 5:
Projects Continued:

- Communications/Student Services: 3rd flr patio: furnishings and lighting, room 52: video editing suite renovation, room 402: renovating kitchen, rooms 467 & 467A: refurbish and remodel.
- Conference Center: Suite room 120, ELI Classroom upgrade and renovation, suite room 209 carpet replacement.
- Dabney Buehler: rooms 432 & 432A laboratory renovation.
- HPER: room B020 large mirror replacement.
- John C. Hodges: multiple installations of ADA compliant door openers.
- John D. Tickle Engineering: room 110 rework power.
- Law Complex: George C. Taylor Wing: room 143 new director’s office.
- Morgan Hall: room 205E rebuild wall and paint; 1st floor, several rooms, entrance remodeling, and card reader relocation; room 125: add emergency power and exterior concrete pad.
- Perkins Hall: corridor renovations, access card readers installations.
- Roof replacements and repairs:
  - Art & Architecture
  - Baker Center: COMPLETE
  - Food Safety (Flat).
  - Food Safety (Tile): COMPLETE
  - Hesler Biology
  - Pratt Pavilion (Flat)
- Senter Hall: room 125 add emergency power and exterior concrete pad.
- Student Union: room G201 Phase 1 mirror installation.
- Vol Shop: slat wall installation.
- Veterinary Teaching Hospital: install glass boards.

Estimating:

- Art & Architecture: room 121 move laser cutters to room 309.
- Art & Architecture: room 457 electrical renovation for studio.
- Business Incubator: replace flooring and paint.
- Classrooms, several buildings: general interior renovations.
- Communications: rooms 21 & 42B connect generator to UPS.
- Haslam Business Building: 5th floor new glass doors to corridor.
- Hesler Biology: room 437B add temperature monitoring alarm.
- Howard H. Baker Jr.Center: Add two offices in Honors area.
- Hoskins Library: foundation waterproofing: COMPLETE.
- Jewel Building: Fab Lab upgrade conference area electrical service: COMPLETE.
- Kingston Pike Building: rooms 137 & 138 shower addition to restroom: COMPLETE.
- McCord Hall: room 299 add drinking fountain and sink: COMPLETE.
- Recycling Dept.: Construct concrete basin for compost clean-out: COMPLETE.

EHS Safety Corner

Did you know there are roughly 50 spill kits scattered in areas on campus? The kits are typically stored in maintenance room areas, which are designated with signs on the outside door. The main purpose of the spill kits is to contain spills of oil, fuel and gasoline, and to ensure these fluids do not end up flowing into storm drains, rivers and other bodies of water. The spill kits are large yellow plastic containers that have absorbent pads, spill pigs, and absorbent powder. A few locations on campus closest to creeks and rivers have spill kits containing booms to contain larger spills.

You should be familiar with the spill kit locations in your work zone. **If you do not know the location of spill kits in your work zone, please ask your supervisor or foreman for assistance.** Only use the contents of the spill kits for emergency spill situations. If you use any items on the spill kits, let your supervisor know as soon as possible so that items can be replaced promptly.

**If you move a spill kit to another location, please notify EHS at 974-5084. For questions on spill kits, ask you supervisor or contact EHS at 974-5084.**
Congratulations to Elizabeth Thomas who was named December Facilities Services Employee of the Month!

Thank you to everyone who submitted a nomination in December! 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.