Facilities Services Weekly

February 9, 2015

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

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.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Completed stickers for Recycling dumpsters.
- Making stickers for other Recycling projects.
- Working on signage for Spring Cleanup.
- Working on directory board updates.

Paint Shop:

- Painting all common areas at Jessie Harris.
- Finished 1st and 2nd floor at Dougherty Engineering.
- Painting block repair at Vet Teaching.
- Working on painting column repair at HPER.

Building Finishes:

- Repaired cracks in block at LACS building.
- Repaired block at Carrick Hall.
- Repaired doors at Student Center due to break in.
- Working on sidewalks for ADA from EHS report.
- Installed white board at Facilities Services Administration.
- Replaced doors at Massey Hall.
- Repaired roof at Andy Holt Apt.
- Repaired roof at Student Services.
- Installed closet rod at Temple Hall.

ZONE MAINTENANCE

Star Team:

- Controls at SERF.
- Buehler rooms 602, 603 and 604.
- Auxiliary Service.
- Building energy projects.

Zone Maintenance Zones:

Zone 2:

- Replacing tissue dispensers in Taylor Law Complex.
- Assisting contractors as needed at 11th Street Parking Garage (U.T.P.D.), Hoskins Library, and Panhellenic.
- General maintenance.
- Replacing steam trap at Blount Hall.
- Replaced steam regulator in Jessie Harris.

Zone 3:

- HPER — finished installing tile and baseboard in room 361.
- HPER — replacing loose & broken ceramic tile in steam room.
- TREC — replacing ceiling tile and repairing lights.
- Facilities Services — repairing water leaks and repairing lights.
- Student Health Clinic — replacing filters in AHU's and greasing bearings.

ZONE MAINTENANCE CONTINUED ON PAGE 2:

ZONE MAINTENANCE CONTINUED:

- Auxiliary Services — replacing filters in AHU's and greasing.
- Continuing to work with and learn Archibus.
- Replace filters in AHU's and grease bearings at equity & diversity.

Zone 4:

- Hodges Library: replaced burnt-out motor to steam heater at shipping & receiving.
- Changed lights & ballasts in stacks area also replaced broken and stained ceiling tiles.
- Second floor entrance west side door, dragging at the bottom, had to take down and adjust pivot.
- Cleaned leaves from all dry wells.
- Baker center: light & ballasts.
- Dunford Hall: replaced stem on faucet also replaced bellows on two steam radiators.
- Replaced u-tube bulb fourth floor hall way.
- Tyson House: replaced two light bulbs on second floor.

Zone 5:

- General maintenance.
- Worked cold weather shift.
- Three truckloads of filters hauled to hill for disposal.

Zone 8:

- We will be working on a punch list in our Greenhouses.
- We had a meeting with Steve Glafenhein and Lorie Osborne and will be addressing concerns that were brought up during the meeting.
- Our team continues to integrate Archibus into our work day. We see progress being made in the upgrades to the system.
- During our cold weather coverage we discovered a few exterior lights that need to be repaired. We will be addressing them next week.
- Some of our team members will be completing their filter changes this week and assist others as well.
- We will be welcoming a new team member on Monday — Jerry Carr. We look forward to sharing knowledge and incorporating him into our group.

Zone 9:

- Changing filters in zone as needed.
- Training on Archibus.
- Restocking supplies in different buildings.
- General building maintenance and repairs.

Zone 11:

- Still working on Neyland Stadium for the orange and white game, as in the restrooms and concession stands.
- We are also working on Sherri Lee Softball Stadium for the upcoming softball season, working on restrooms and lights.
- Also working to prepare Lindsay Nelson Stadium for baseball season.
- Working general maintenance issues at Goodfriend Tennis Center, Thornton Athletic Center, and Joan Cronan Volleyball Practice Facility.
- At Neyland Thompson, Brenda Lawson, and Anderson Training center where we are working on general maintenance issues for recruits and visitors.

COMMUNICATIONS

Information Services:

- Moving files and folders to OIT servers and adjusting drive pointers on user machines.
- Updating Adobe Acrobat Licenses for some users.

Training:

- If your birth month is February it is time for you to complete your OSHSA required training. You will need a valid Net ID and password to get into the training. You have until February 28th to complete your training.
- The Training office has completed several Archibus job aides. Look for them on the Training page of the Facilities Services Web site soon— fs.utk.edu.
- Planning a series of Facilities Services workshops starting with Landscape Services. Stay tuned for more information.
- The Purchasing Office along with Facilities Administrative & Support 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.
- If you have not already done so, please take the time to show each of your staff members how to request time off using Archibus. It is the new process and supervisors are responsible for covering this with each employee.

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Communications:

- We are working with Interior Design to complete five portfolios for the American School & University Educational Interiors magazine.
- We are working with Employee Training & Development to organize a series of Facilities Services workshops, the first to be held in March.
- The Big Orange Family Campaign has now been underway for a week. Thank you to everyone who has already turned in their cards. If you have any questions about the campaign, please contact Brooke at 214-7662.
- Working on the Facilities Services Employee Handbook.
- Working with IT Support & Maintenance to update Web site content.
- Framing various awards for display in our building.
- Working with UT Creative Communications on various marketing campaigns for Facilities units.
- We are updating our Building Representative list.
- An update has been made to the Facilities Services Perfect Attendance Award. Changes can be found on the Facilities Web site – fs.utk.edu.
- If you have any questions or concerns about the Facilities Services new logo rollout on February 23, please contact Brooke at bsteve14@utk.edu.
- The Facilitator was distributed last week. The bimonthly department newsletter can be found online at fs.utk.edu.
- Remember – you can always nominate a hardworking member of our team for Employee of the Month. Electronic nomination forms can be found at fs.utk.edu.

Sustainability:

- We are currently accepting nominations for the 2015 Environmental Leadership Award.

  This year the University of Tennessee's Office of Sustainability will recognize one student, faculty, staff, community member or organization that promotes area sustainability efforts. Nominations may be submitted online.

  The deadline to submit is at **5 p.m. Tuesday, March 31st.** The awards will be presented at the University of Tennessee's Sustainability Social on Wednesday, April 22nd.

UTILITIES

Air Conditioning Services:

- Repaired heating water boiler at the Business Incubator Building on the AG campus
- Rebuilt heating water pump #1 at the Haslam Building.
- Continued repair modifications to the growth chambers located at Hesler Biology Building.
- Repaired Dectron dry cooler unit at Allan Jones Aquatic Center.
- Completed installation or new coil in AHU in room 131 at A&A Building.

DESIGN SERVICES

Project Management:

Master Planning:
- Utilities Master Plan.
- Hill Master Plan.

Programming:
- Engineering Services Building.
- West Campus Dining Facility.

Schematic Design:
- Austin Peay handicap ramp.
- Baseball Stadium press box.

Design Development:
- West Campus Redevelopment, Building 1.

Construction Documents:
- University Ave. buildings' tenant fit-outs.
- 13th & Cumberland lab building.
- Cowan Cottage renovation.
- Humanities south wing renovation.

Construction Administration:
- Henson Hall interior renovation.
- New Strong Hall.
- New University Center (Phase 1).
- Support Services Building on Sutherland Ave.
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites.
- Volleyball practice facility.
- JIAMS Building.
- SERF controls.

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Landscape Response Team:

- Ayres Hall North Slope/West Connector project: opening sidewalk to pedestrian traffic this week.
- Engineering Quad construction documents.
- 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: construction documents.
- Proposed site for grant-funded silva cell research.
- Coordinating planting at Thornton Center with in-house crews.
- Researching and proposing a standard for bus shelters.
- Rain garden locations proposed to the Campus Planning & Design Committee.

CONSTRUCTION SERVICES

Construction:

Current Projects (In-House):

- Dougherty 228 and 229 lab renovations.
- Brehm Animal science room 149 renovation.
- Put up wall and double doors and made conference room at Haslam complete.
- Supply power for outlet and air curtain for Cumberland and Seventeenth is complete.

Construction Management:

Current Projects (Bid Projects):

- Repair and clad over existing eyebrows at Plant Bio-Tech.
- Dougherty Engineering- Unit Ops on 1st floor.
- Dougherty Engineering- Unit Ops on entire 6th floor.
- Dougherty Engineering- Lab renovation on 3rd floor.
- Austin Peay was bid and GEM Technologies, Inc. was low bidder and has started work.
- Summer classroom renovations designs are being reviewed.
- HSS Family style Restroom and Clarence Brown ADA ramp is being designed by COPE.

Estimating:

- Comm. 420B: Sound proof walls.
- John Hodges Library: Refinish 187 oak tabletops.
- Grieve Hall: Add 6-7 outlets.
- C.B.T/Carousel Theatre: Add outlets (4) to outside area.
- Stokely Management Center: Accessibility renovations for new staff member.
- SERF: Alterations to duct in room 551 and 531A for sampling.
- Hodges Library: Additions to One Stop for VA Services.
- Thornton Athletics: Repairs/changes to doors for Fire Marshal.
- ETREC Johnson Animal Research: Install pathways from existing SER to outdoor milking parlor for wireless access points.
- Early Learning Center: Add a maglock to the back door of ELC@ 2016 Lake Avenue.
- Conference Center Building: Add a door and new carpet for suite 211F.
- McClung Tower and Plaza: New carpet for four offices on the eighth floor.

Facilities Services Vacancies

Maintenance Specialist (three positions) - Requisition ID - 150000003U

Arborist - Requisition ID - 150000000T

Building Services Supervisor I - Requisition ID - 150000000G

Recycling Truck Driver I (Two Positions) - Requisition ID - 14000001B7

Exterminator II – Requisition ID - 140000019Q

Custodian I (Bldg. Serv. Aide I) - Requisition ID - 140000011W

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

Painter I (Three Positions) - Requisition ID - 14000000YW

Line Installer I – Requisition ID - 14000000XI

Assistant Bldg. Serv. Foreman – Requisition ID - 1300000108