

Facilities Services Weekly

February 12, 2018

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

THE BIG ORANGE Family CAMPAIGN

Campaign runs February 5 - March 2.

See the last page of this newsletter for more information about the campaign, our department team leads & available funds.

ADMINISTRATION

Special Projects:

- Thank you to everyone who purchased Valentine's Day flower to benefit the Facilities Services Student Assistant Scholarship Fund! The support of this scholarship from within our department has been amazing!

Find more information about the new scholarship at tiny.utk.edu/FacilitiesFunds.

FACILITIES OPERATIONS

Landscape Services:

- Steam upgrades: Assist Plumbing with excavation and installation of steam line upgrades between Hodges Library and Blueberry Falls Park.
- Facilities Services Complex: Install new landscape improvements.
- Campus Wide: Swap/installation of new outdoor trash/recycle units.
- Continue performance reviews.
- Interview candidates for vacant and seasonal positions (on-going).
- Landscape Academy: Conduct training sessions and continue development of upper level curriculum.

Turf:

- Leaf removal from gutters on one level buildings.
- Pre-emergent herbicide application to all turf areas.

Arboriculture:

- Campus wide: Install new trees.
- Facilities Services Complex: Install new trees.
- Campus wide: Update tree inventory data (continued).

UT Recycling:

Recycling Totals for February 4 through 10:

- Bottles/Cans: 6,660 pounds.
- Paper: 9,940 pounds.
- Cardboard: 20,340 pounds.

- Glass: 2,220 pounds.
- Manure: 13,000 pounds.
- Compost: 20,133.7 pounds.
- Weekly Totals: 72,293.7 pounds.

Recycling Totals for Fiscal Year 2018:

- Bottles/Cans: 267,010 pounds; 133.51 tons.
- Paper: 294,160 pounds; 147.08 tons.
- Cardboard: 488,510 pounds; 244.26 tons.
- Glass: 103,600 pounds; 51.80 tons.
- Manure: 488,700 pounds; 244.35 tons.
- Compost: 487,174 pounds; 243.59 tons.
- Fiscal Year Totals: 2,129,154 pounds; 1,064.58 tons; 3,545 pallets.

ZONE MAINTENANCE

Zone 1:

- Work orders have started to slow down as residents get back to classes.
- Had some issues with rain in the Orange & White halls over the weekend.
- Have a few men pulled from buildings and placed in Reese Hall to get it ready for conferences this summer.
- We are still dealing with ceiling tile vandalism in North Carrick.

Zone 2:

Jessie Harris:

- Changed filters on all air handlers.
- Hung three marker wall boards, 12 mount mail boxes and two wall racks.
- Repaired lights outside.
- Updating lighting throughout building.

ZONE 2 CONTINUED ON PAGE 2

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ZONE 2 CONTINUED:

- Working on equipment information sheets.

SMC:

- Repaired induction unit in room 331.
- General maintenance.

Haslam:

- Thank you to Plumbing Services for the quick installation of a water heater.
- Changed all filters in air handlers.
- Greased all air handlers and return fans.
- Starting on equipment sheet information.
- General maintenance.

Strong Hall:

- Hung clocks in all labs on third floor.
- Cooling tower meetings.
- Organized owner operating manuals.
- General maintenance.

Zone 3:

- We will work to seal the block on the Radiological Storage Building.
- We have some maintenance issues to address at Lake Avenue Daycare.
- Our team will complete equipment data inventory to enter into Archibus.
- Our team continues to work on quarterly inspections. We are changing belts where needed.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building lighting.
- Zone-wide LED lighting.
- Repaired light at Burchfiel.
- Flushing coils at Alumni Memorial Building.
- Addressing heat issue at Burchfiel.
- Repair stops at Walters Life Science.
- Repair motor at Dabney Hall.

Zone 7:

- Repaired lights, cleaned machine rooms, and worked on floor tiles at SERF.

- Cleaned gutters, trimmed trees, and worked on water leaks at Ferris Hall.
- General maintenance in all areas.

Zone 9:

- Freeze watch breakfast.
- Answering calls.
- Repairing lights.
- Repairing toilets.
- Replacing ceiling tiles.
- Repairing HVAC.
- Cleaning light lens covers.
- Changing air filters.

Zone 8:

- Our team will work on lighting and quarterly inspections.
- We have some rooms that are being renovated at Morgan Hall. Our team will upgrade the lighting to LED fixtures.
- We continue to gather equipment data to enter into Archibus. Our focus this week will be to complete this task.
- One Call will respond to calls and make repairs in restrooms across campus.

Zone 11:

- Started major lighting project at Fleming Warehouse. We have all hands on deck.
- Checked and adjusted the chemicals in the Football Complex pools.
- Adjusted chemicals in the pools and prepared for swim meet at Allen Jones Aquatic Center.
- Began to prepare for the Orange & White game at Neyland Stadium.
- General maintenance throughout zone.

COMMUNICATIONS

IT Support & Maintenance:

- New computer setup and installations.
- Employee office relocations.
- Recycle electronics and cardboard.

IT SUPPORT & MAINTENANCE CONTINUED ON PAGE 3

Facilities Services Weekly

February 12, 2018

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

IT SUPPORT & MAINTENANCE CONTINUED:

- SCADA training.
- New employee setup.
- Printer maintenance.
- Conference room maintenance.
- NetReg registrations for new devices.
- Assist other departments with computer purchases.
- SharePoint site maintenance.

Communications & Public Relations:

- The Big Orange Family Campaign kicked off last week and Facilities Services currently has a 16.64% participation rate.
- Please see the last page of this newsletter for more information about the Big Orange Family Campaign. If you have any questions about the campaign or your team lead, please contact Brooke Krempa at krempa@utk.edu.
- A thank you breakfast was held this morning for several members of our team.
- Thank you to Austin and Bill from Paint Services for all of their hard work getting The Rock Ready for Friday's event.
- A thank you breakfast will be held for several members of our team this Thursday night.
- The Facilities Services Student Assistant Scholarship has been created. Work continues on the web pages and promotional materials for these scholarships.
- Thank you to everyone who bought Valentine's Day flowers to support our new Student Assistant Scholarship!
- We are updating the Building Representative list.
- We created training badges for Employee Training & Development. Check out the next Facilitator for more information about how we are rolling them out and other training opportunities.
- Last week we held a media availability for Gordon Nelson and Building Services for Volunteer TV.
- We are collaborating with SLAM to create a Strong Hall promotional video.
- Educational Interiors applications have been submitted. We will enter three projects to the magazine.
- We are working with UT Alumni to increase our social media presence.

- Updates are being made to the TNAPPA website. The registration pages should be up and running this week for the conference to be held at UTC in May.
- We are working on the upcoming Employee Satisfaction Survey that will be distributed in March.
- Our department will participate in Torchbearer Tuesday in April. Brooke is seeking volunteers from each unit to participate in the event. Look for more information soon.
- We will participate in construction walkthroughs this week and next week. Look for updated pictures on our social media pages.
- An update to the Winter Projects Catalog will be completed.
- Safety Walk web pages will be created.
- We will meet with the Facilities Services Support department for the University of Texas at Austin next week to discuss our social media tools and strategies.
- We are assisting UT Chattanooga with their plans for next year's TNAPPA Conference held at the UTC campus. More details will be available soon.
- We are working to update the Facilities Services Emergency Response Plan.
- We are working on several releases for different units throughout the department.
- If you have any items, including department thank you notes, that you would like included in the next Facilitator please contact Brooke at krempa@utk.edu.
- The Facilitator will be distributed this month.
- Updates are being made to the Cone Zone website.
- Updates are being made to the Facilities Services Department website.
- We have been updating staff photos. If you would like your photo updated, please email Brooke Krempa at krempa@utk.edu.
- Old Cone Zone signs are being removed.
- Cone Zone signs are being created and updated.
- We will hire a new student assistant for the subunit in the coming weeks.
- We will begin to update the Facilities Services staff directory this month. Brooke will email everyone on the directory to confirm contact information and title.

COMMUNICATIONS & PR ON PAGE 4

Facilities Services Weekly

February 12, 2018

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

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- We will work with Training to plan a week long APPA Toolkit in March. The dates have been set and we will begin the planning process in the coming weeks. Look for more information soon.
- Updating organizational charts for all department units and subunits.
- A portion of the Facilities Services Scholarship Fund committee will meet this week to discuss our upcoming scholarship golf tournament. Check you emails soon for more details about the event.
- We are working to launch new social media content. Thank you to everyone who has helped us with photos so far.
- We will frame awards our Facilities Services Complex building received.
- A new employee suggestion box will be installed in the Facilities Services Complex. More details coming soon.
- Help us to nominate our next Facilities Services Employee of the Month at tiny.utk.edu/fseom.
- Help us to nominate our next Facilities Services Exceptional Team at tiny.utk.edu/exceptional.

Employee Training & Development:

Upcoming Training:

- 2018 CCP Course begins Tuesday, 2/13 at 9:00 p.m. The program runs through May 31.
- Arc Flash Training Wednesday, 2/14 at 8:30 in FS 102.
- Landscape Academy Training, 2/14 at 10:00 and 1:00.
- PSTCC Foremen Kick-Off Meeting Thursday, 2/15 at 8:30.
- PSTCC March Cohort Kick-Off Tuesday, 2/20 at 3:00.

Training News:

- Look for information to be released about how to earn digital training badges in the upcoming Facilitator.

UTILITIES SERVICES

Air Conditioning Services:

- JIAMS - Repair primary pump for boiler No. 1.
- Student Services - Replace chilled water and steam coils in penthouse AHU.
- Business Incubator - Repair booster pump on hot water heater for building heat.

- Dabney Buehler Hall - repair steam coils in AHU 6 and AHU 15.
- Hearing and Speech - Repair building heat.
- Panda Express - repair cooling table.
- Hess Hall - repaired under counter ice machine.
- SMC - Liebert cooling unit replaced blower bearing.
- CHI Omega - Replaced thermostat in house mother's room.

Plumbing Services:

- Replaced 1" circulating pump for hot water at Large Animal Clinic.
- Installed new hot water heater in Law School.
- Repaired leak on heating water system at HPER.
- Repaired hot water leak at Laurel Apartments.
- Repaired stopped up drain at Morrill Hall.
- Unstopped drain in women's restroom at Vet School.
- Replaced sink in men's restroom at Hoskins Library.
- Replaced water heater at Haslam.
- Replaced water fountain chiller at Law School.
- Repaired water fountain in Hodges Library.
- Installed steam lines from Hodges Library to Blueberry Falls, all lines have been placed and started work in vaults for connecting to mains. Clean up and restoration to sidewalks and pavers has now started.
- Completed process chilled water loop at SERF.

Steam Plant:

- Changed out #3 condensate pump.
- Changed out #4 condensate pump motor.
- Replaced bearings on condensate motor.
- Continue to replace old lighting with new LEDs.
- Work on receptacles in basement area.
- Ordered spare replacement motors.
- Worked on level transmitter on #4 boiler.
- Worked on condensate lines going to DA tanks.

CONSTRUCTION SERVICES

Campus Projects:

- Admin Parking Garage: replace expansion joint.

CONSTRUCTION CONTINUED ON PAGE 5

Facilities Services Weekly

February 12, 2018

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

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- Alumni Memorial Building: Add tunnel ventilation; Add door control hardware in room 210 and Auditorium.
- Anderson Training Center: Additional card readers.
- Andy Holt Tower: Polish concrete floors on P2 level; Signage on P2, 7, and 8.
- Bailey Education Complex: Paint and carpet rooms A304 and A305; Make three offices in room 502.
- Baker Center: New flooring for third floor patio.
- Biosystems Engineering Labs: 480 volt power to equipment in room 163; Install power poles for data in room 278.
- Campus: Evaluate parking garages; Parking Garage lighting improvements; Sidewalk and ADA work; Outside lighting improvements; Window replacements Hoskins, Jessie Harris, Ferris Hall, and Perkins Hall; Eyewash replacements in several labs.
- Classrooms: Summer classroom renovations (18), Update Technology (7), Carpet replacements (3), Cloud Ceilings (2).
- College of Nursing: Paint rooms 244, 301A, 309, 367; Shelving in room 207.
- Communications: Paint room 440; Move display case and paint.
- Concord Campus: Move from Fleming warehouse; Demo and construction.
- Conference Center Building: Build-back to basement; Paint rooms 212 and 239.
- Dunford Hall: New blinds for six rooms on the fourth floor.
- Early Learning Center: Add mag lock to back door, main lobby; Blue light room 205; Power for workstation room 205.
- Engineering Sciences Building: Renovate for Nuclear Engineering.
- 11th Street Garage: Remove 2 UPS and add emergency lighting.
- Facilities Services Complex: Install glass break detectors; Install wind turbine; Install new lights; Install fire alarm devices; Changes to rooms 107, 110 and 111 for new occupants; Install bollards; Install two car chargers.
- Food Safety: New flooring in room 200.
- Food Science: Add door between rooms 113 and 114.
- Golf Facility Building: Automatic gate for entrance; Move storage building; Pad for fuel tanks.
- Haslam Business Building: Add Store front framing and doors in three areas on fifth floor; Add family restroom on fourth floor; Wall repairs in room 430; Repair mirror film for room 216; Divide room 632 into two workspaces and extend a wall in room 601; Three glass rooms on sixth floor; Divide room 624 into two offices; Divide room 450 into two offices.
- Haslam Music: Add corner protectors; Paint band room doors and install plexiglass.
- Hess Hall: Add card access to 2K laundry room doors.
- Hodges Library: Assist with office renovations and Graduate Commons renovation; Install ADA operators on restroom doors; Clean all windows; Replace transition strips in front of elevators on second, third and fourth floor.
- Hoskins Library: Light switches for rooms G015 and 219.
- HPER: New flooring in weight room.
- Humanities and Social Sciences Building: Upgrade fire alarm system to speaker devices; Add sensors in new vault.
- Jewel Building (COAD FAB Lab): Electric, lighting, and painting in basement.
- JIAM: Helium recovery piping system; Utility piping in room 272; Eyewash installation in room G015.
- Kingston Pike: Install raceways and equipment for parallel UPS system.
- Min Kao: Add access controls to rooms 338, 538, and 540; Antennas on roof for radios.
- Morgan Hall: Renovations per POCA Phase 2 in room 226; Replace wood floors and paint in rooms 121C and 123; Tuck pointing north, east and west; install ground and bus bar for telecommunications.
- Nielson Physics: Add window in room 217A.
- North Carrick, South Carrick and Reese Halls: Inspect exterior walls and remove loose concrete.
- Perkins Hall: Installation of control gate on Middle Drive; Paint room 73E.
- Plant Biotech: Paint room 371.
- Polk Avenue Building: Painting, carpet, and baseboards.

CONSTRUCTION CONTINUED ON PAGE 6

Facilities Services Weekly

February 12, 2018

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

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- Pratt Pavilion: Door controls for parking area entry door.
- Presidential Court: Repair ceiling in pizza area.
- SERF: Renovate room 309; Renovate rooms 109, 210, 202, and 205 for Nuclear Engineering; Paint and flooring in room 414.
- SMC: Paint and/or carpet rooms 309 and 330.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Conduit for compactor; receptacle in second floor corridor; New location for projector screen in room 212.
- Student Union: Add capacity for voice transmitting through fire alarm system; Panic alarms G2 and G3.
- Taylor Law: Paint third floor Faculty Hallways and third floor Conference Room.
- TBA: Paint corridor behind dining kitchen; Door repairs; Add panic hardware to stairway door; Paint and graphics in dining.
- Tom Black Track: Repair damaged ceiling above restrooms.
- TRECS: Refinish courts.
- UT Drive Building A: Renovations for Radiation Safety.
- UT Gardens: Install boardwalk.
- Veterinary Medical Center: Door controls on 12 doors in Vet Teaching Hospital.
- Vol Hall: Add fire alarm devices to make two apartments for hearing impaired.
- Vol Shops: Add card readers at University Commons, Cumberland Avenue, and Art & Architecture locations.
- 1610 University Ave.: Paint room 210.
- 1817 Melrose Ave.: Add storm door to front entry.

FACILITIES SERVICES VACANCIES

Electrician I - FS Construction - Requisition ID - 1800000046

Landscape Aide I - Requisition ID - 17000001QK

Electrician I - Requisition ID - 17000001PN

Building Technician - Requisition ID - 17000001LK

Painter I - Requisition ID - 17000001LD

Air Conditioning Spec I (5 Positions) - Requisition ID - 1700000185

Welder I - Requisition ID - 17000001IR

Irrigation Technician II - Requisition ID - 17000001GC

Senior Electrician I - Requisition ID - 17000001BC

2nd & 3rd Shift Custodian (Building Services Aide I) - Requisition ID - 170000011S

Asst Bldg Srvs Foreman (3 Positions) - Requisition ID - 160000018S

Sr Steam Plant Operator - Requisition ID - 170000010Y

Landscape Serv Foreman - Requisition ID - 17000000JP

Maintenance Specialist I (8 Positions) - Requisition ID - 16000001MH

Plumbing & Heating Spec I (2nd shift) - Requisition ID - 17000000G4

Sr Line Installer I - Requisition ID - 17000000AO

Senior A/C Specialist II - Requisition ID - 16000001NO

Line Installer I - Requisition ID - 16000000M2

Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5

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This year's Big Orange Family Campaign will run from February 5 to March 2.

The campaign will push to enhance a culture of philanthropy and family among faculty and staff through increasing participation as donors. As staff there is a solid history of giving back in many ways, including financial support. The university's collective support is essential to show corporations, foundations and individuals that faculty and staff believe in the mission and vision of this university. Gifts and pledges will make a strong statement to the region and our alumni that the university is worthy of support.

If you have made a gift to any fund at UT since July 1, 2017, THANK YOU! You have already participated in the Big Orange Family Campaign and will receive a special thank you postcard through campus mail.

If you have not contributed, a team leader for your unit will be coming by to talk to you about the Big Orange Family Campaign in the coming weeks. You can also give online or change your payroll deduction anytime at giving.utk.edu/family.

Facilities Services Team Leaders

Campus Executive Committee: Brooke Krempa

Building Finishes, Paint & Sign Services: Bill Mills

Arena, Building Services Custodial Athletics: Ann Free & Sandra Britt

Plumbing Services: Chip Pennoyer

Electrical Services: Austin Stoner

Lock & Key Services: Ed McDaniel

Construction Services: Rick Gometz

Administrative & Support Services: Dean Wessels

Steam Plant: Frank Wyrick

Air Conditioning Services: Wally Beets

Zone Maintenance Section A: Paul Hash

Zone Maintenance Section B: Red Gibson

Landscape Services, Sanitation Safety, Rapid Response Team: Jason Cottrell

Building Services: Ashley Savage Gilliam & Ian Miller

Exempt Staff: Rebecca Alcorn

Facilities Services Specific Funds

Our department has four funds that you can give to through this campaign:

The Facilities Services Student Assistant Scholarship Fund - The newly formed Facilities Services Student Assistant Scholarship Fund benefits current student assistants working within our department. The fund is meant to provide a scholarship opportunity for students who are receiving real world experience at Facilities Services in their chosen field of study. The first scholarship will be awarded for the 2018-2019 academic year.

The Chuck Thompson Outstanding Employee Award - Mr. and Mrs. Richard C. Thompson, son and daughter-in-law of a former Assistant Director of the Facilities Services Department, have established a \$15,000 endowment with the University. The income from this endowment will be used to make two (2) annual cash incentive awards for non-exempt employees of the Facilities Services Department in the name of Charles F. (Chuck) Thompson.

The Bob Evans Memorial Scholarship Fund - This scholarship is open to candidates who are children, grandchildren, step-children or step-grandchildren of individuals who are currently employed or retired from the UT Knoxville Facilities Services Department.

The John Parker Scholarship Endowment - Mrs. Martha Parker has established the John C. Parker, Sr. Memorial Scholarship Endowment in memory of Mr. Parker. The scholarship is given to a student who is a legal dependent of a Facilities Services employee (current, retired, or deceased).

You can designate your donation to one of these funds by writing the fund's name on your donation card or by entering the fund's name online at the payroll deduction website. Please remember that if you do not specify a fund with your donation card then your gift will go to a general UT fund.

If you have any questions about the campaign please contact Brooke Krempa at 214-7662 or krempa@utk.edu. More information can also be found at the Big Orange Family Campaign website at giving.utk.edu/family.