

FACILITIES SERVICES WEEKLY

February 17, 2014

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

**Only one week left to nominate a member of our team
for February Employee of the Month!**

For more info go to fs.utk.edu

ADMINISTRATION

Administration:

- Did you know...In FY 2013 the Facilities Services Administrative Services office processed over 26,389 invoices! This equates to 517 invoices per week and 103 invoices per day!
- Initial interviews for the Administrative/Workorder position will be held this week on Wednesday & Thursday.
- The annual verification of the departmental inventory is now out to your shop. Inventory is due to be returned to Rick Johnson on or before Friday, March 7, 2014. If you have any questions concerning the inventory, please don't hesitate to contact Rick.
- Daily processing and paying of invoices
- Data Entry of daily workorders
- Payroll and Personnel
- Contract extensions and rebids
- Processing weekly transfer vouchers

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Working on signage for Temple Hall and Panhellenic
- Making Recycle Decals
- Making pedestrian signs for Univ. Center

Paint Shop:

- Working on Communications and Student Services
- Repairing ceiling at White Ave. Daycare

- Working on ceiling and walls at Jessie Harris Carpenter Shop:
- Installed bulletin boards at Greve Hall
- Access door at Law Complex
- Installing toilet paper dispensers at Blount Hall
- Installed panic button at Andy Holt Tower
- Replacing tile at Jane and David Bailey Complex
- Replaced door and frame at Andy Holt Apt.

Building Services:

- CCP awards next week, the 25th.
- 20 employees have passed the certification program.
- The next certification program begins mid March.
- 16 CCP Graduates will teach the next session.
- Transition of buildings on the Ag Campus begins March 10, 2014.

Recycling:

- Recycling totals for this week are as follows:
Bottles Plastic and Cans 7560 lbs; Cardboard 12660 lbs; Mixed Paper 25680 lbs

Lock & Key Services:

- Repairing hardware Philander P. Bldg.
- Changing repairing locks Tickle Bldg.
- Installing combination locks 20th Street Fraternity

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Landscape Services:

- Campus wide snow/ice treatment on February 12-13 and clean/repair equipment for next storm
- Edge and mulch of landscape beds
- Unload and place turbine at Steam Plant
- Apply pre-emergent herbicide to landscape beds and lawn areas

Rapid Response Team:

- Picking up materials at Music, Black Cultural and Arena
- Hanging banners at Haslam Building
- Moving 2 offices from Greve to Dunford
- Putting out sandwich boards for Tyson House
- Setting up for event at Stadium West Skybox, Animal Science, McClung Museum and Pedestrian Walkway
- Delivering bleachers to warehouse
- Moving equipment from Dougherty Eng. to surplus and fireproof storage
- Plus other work orders that come in.

ZONE MAINTENANCE

Star Team:

- Controls at SERF
- Emergency lighting at Berry Hall
- Labs 204-214 at Buehler Hall
- Rm 202 Morgan Hall

Zone Maintenance:

- Zone 4 assisting roofers at Hodges
- Zone 4 Marty French and Wayne Limbaugh covered zone for the weather
- Zone 5 changed air filters in college of nursing
- Zone 5 Red Gibson and Kyle Delong covered zone for weather

- Zone 9 shoveled snow and put ice melt down
- Zone 9 replaced emergency heaters at Clarence Brown

COMMUNICATIONS

Information Services:

- Assist Electrical Services with Security Camera repair at Stadium
- Setup laptop computer for Conference Room 110 at Construction Services
- Assist users with Employee Evaluations
- Move furniture from Strong Hall to Fleming WH
- Install new printers for custodians and Maintenance
- Work with OIT to get new network ports installed
- Working on updating computers for upcoming Online Training

Training:

- Conducting a series of training on Diversity, Inclusion and Professionalism in the Workplace for Facilities non-supervisory staff.
- Fire stop training for Construction Services was canceled last week due to bad weather. We are working on scheduling a new date.
- Working on career ladders for Construction Services and Steam Plant.
- Remember to sign into your email often to keep your Net ID and password current. If you are having issues please see Keisha, Charles, or Abby in Facilities RMs 132, 133, 134.

Communications:

- We are assisting in the organization of our department's portion of the Big Orange Family Campaign.

COMMUNICATIONS CONTINUED ON PAGE 3

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COMMUNICATIONS CONTINUED:

- We have also been working with outside publications to promote our department's projects on campus.
- We have begun the organization of upcoming departmental ceremonies.
- Our team has been working on the Facilities Services department's portion of the Southern Association of Colleges and Schools Accreditation standards.
- 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!

Sustainability:

- Do you know a student, staff or faculty member that demonstrates environmental stewardship and actively works to Make Orange Green here at UT? The 2014 Environmental Leadership Awards are now accepting nominations for individuals that embody UT's environmental mission. The winners will be selected by the Campus Committee on the Environment and announced at a special ceremony during Earth Month. To nominate someone please go to: <http://environment.utk.edu/office-of-sustainability/leadership-awards/>.

UTILITIES

Air Conditioning Services:

- Preparing to begin employee evaluations.
- Continued coverage for inclement weather.
- Performing repairs to Chiller #3
- Starting on repairs to Reese Hall Cooling Towers with assistance from Zone Maintenance.
- Ordering parts and making preparations for the beginning of cooling season

- Replacing air dryer on control air system at Presidential Court

Steam Plant:

- As you know the University was closed Thursday but the steam plant never closes, just like the majority of Facilities Services. I am extremely proud of the guys who work at the steam plant as everyone except 3 people made it in during the bad weather.
- We produced 3,814,431 pounds of steam Thursday and used 70,914 gallons of make-up water. We burned approximately 174 tons of coal.
- The steam plant conversion project is scheduled to begin on March 3 and they will begin tearing down boiler 3 at that time.
- We will be doing a lot of work on boiler 3 before they start on it keeping some things off of it as spare parts.
- We are producing the majority of our steam right now with coal because natural gas prices have gone up and we can produce steam cheaper with coal.
- We are in the process of replacing the engine on our Solar Turbine and hope to be done with that On Monday

Plumbing Services:

- Help with water main leak on KUB main at Steam Plant
- Check and repair hot water at Conference Center
- Replace drain in elevator pit at Stokley Management
- Repair drain line at Law college
- Install water Fountain at Communication
- Repair drain at Humanities
- Replace broken pipe at Claxton
- Repair drain at Morrill

PLUMBING SERVICES CONTINUED ON PAGE 4

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PLUMBING SERVICES CONTINUED:

- Repair water leak at Reese Hall
- Check meter and line for leak at Football Complex
- Repair leak in Heating water at HPER
- Repair traps in Arena
- Repair steam leak at waters life
- Repair condensate pumps
- Check main line steam pumps
- Fabricate and install hand rails

DESIGN & CONSTRUCTION

Landscape Design:

- Ted Murphy and Bethany Morris (as well as members of Grounds) attended the annual Grounds Maintenance Short Courses hosted at the UT Conference Center.
- Overseeing planting at Fraternity Park entrances and along Volunteer Blvd.

Construction:

- Stokely Management Center- Re placing the fire alarm system for the entire building.
- Temple Hall- Renovate the building for Nursing and the Herbarium.
- SERF- Remove tank in chemical waste storage room.
- SERF- Sky light repair at 4th floor entrance.
- SERF- Add hoods in several labs.
- SERF- Install casework in several labs and associated utilities.
- Hodges Library- Renovations for converting Library to 24/7 operation, adding emergency phones, cameras and lighting.
- Hodges Library- Install a book drop in 299A.

- Law Complex- Install door to create storage in old phone alcove.
- Law Complex- Install 3x5 back lit board on first floor near room 132.
- Nielsen Physics- Renovate lab space in 506 and 507.
- Art & Architecture- Renovations to the McCarty Auditorium.
- Art & Architecture- Provide and install cameras in wood shop area.
- Communications building- Install mag locks and card readers and all associated equipment needed for rooms 21, 26, and 30.
- Greve Hall- Install door hold system so occupants can legally prop their doors.
- UT Welcome Center- Renovate the visitors Center.
- Haslam Business Building- Purchase and install modular furniture in room 343.
- HPER- renovate room 113.
- Clement Hall- Convert rooms 14, 15, and 16 from conference rooms to tutoring rooms.
- Jessie Harris- Install digital signage with the required utilities outside of room 115.

Facilities Services Vacancies

AsstGenMntSkillCraftWkr—Steam Plant: Requisition ID 140000004H
Senior Plumbing and Heating Specialist: Requisition ID 1400000033
Custodian I (Building Srvs Aide I): Requisition ID 140000002D
Heavy Equipment Mechanic: Requisition ID 1300000183
Line Installer I: Requisition ID 130000016B
Assistant Building Services Foreman: Requisition ID 1300000108
Painter I – Term: Requisition ID 13000000D1
Line Installer I: Requisition ID 120000017R