

FACILITIES SERVICES WEEKLY

February 16, 2015

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

ADMINISTRATION

ZONE MAINTENANCE

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

Lock and Key:

- Alpha Kappa Pi— installed locks on two doors in the upstairs kitchen.
- SMC— Installed lock on credenza.
- Installing maintenance cores.
- Residence Halls— recores and repairs.

Star Team:

- The STAR team has been working on doors at Min Kao.
- Controls at SERF.
- Buehler rooms 602-03-04.
- SERF room 315.
- Energy projects.
- Building scoping.

Zone Maintenance Zones:

Zone 2:

- Replacing tissue dispensers in Taylor Law Complex.
- Assisting contractors as needed at 11th Street Parking Garage and Hoskins Library.
- Repairing steam regulator at Jessie Harris.
- I want to thank my men for the long hours there putting in and for keeping our Facilities Operational during the bad weather.
- Replacing some broken window glass at Jessie Harris.
- Repairing some copper piping for the cooling tower at the Conference Center.
- General Maintenance.

Zone 3:

- Continuing the work in the steam room at HPER.
- Making repairs at fraternity houses, doors, toilets, emergency lights etc.
- Working on floor drain at HPER.
- Working to minimize issues to the buildings piping etc. because of coming temperatures.
- Continuing to work with Archibus and learn.
- Continuing to replace ceiling tile and lights at Auxiliary Services.
- Worked on heat issues at Auxiliary Services.
- Working on lights and ceiling tile at Glazer building.

Zone 9:

- We are changing filters as needed through out the zone, getting C.B.T ready for upcoming play (checking lighting, checking seats in theater).

ZONE MAINTENANCE CONTINUED ON PAGE 2:

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ZONE MAINTENANCE CONTINUED:

- Checking outside lighting on buildings in zone.
- Working on perimeter in A&A.
- Preparing for cold weather snap with around the clock coverage checking equipment.
- General building maintenance.

Zone 11:

- Working on the stadium in preparation for the Orange and White game.
- At Neyland Thompson, Brenda Lawson, and Anderson Training we are working on general maintenance issues, and putting the final touches on the barber shop.
- At Allen Jones we are preparing for the TSSAA swim meet this weekend.
- At Lindsay Nelson and Sherri Lee stadiums we are working on the facilities for the upcoming seasons.
- At Good Friend Tennis we are checking the facility for a tennis match this weekend.
- At Joan Cronan Volleyball and Thornton Athletic we are working on general maintenance issues.

COMMUNICATIONS

Information Services:

- Getting Warranty repairs from HP and DELL.
- Setting up Berry Hall training lab.
- Moving computers around for Admin. Services remodel.
- Investigating AutoCAD/REVIT needs and options.
- Sitting in on GIS coordinator interviews.
- Adding network ports and computers for Pest Control and Rapid Response Team.
- Adding computer screens and workstations for Archibus users.

Communications:

- Updating content for Facilities Services Web site - Admin & Support Services pages specifically.
- Helping to organize the Big Orange Family Campaign within our department. The campaign runs until February 27. Thank you to everyone who has already returned their card! If you have any questions about this campaign, please contact Brooke in room

203 at bsteve14@utk.edu.

- We are putting together six portfolios highlighting UT projects for the American School & University 2015 Educational Interiors magazine.
- Working with Training & Employee Development to plan the first Facilities Services workshop.
- Our office is acting as the liaison for the Facilities Services Department during the Block 2 Logo Implementation rollout. If you have any specific concerns about the rollout, please contact Brooke at 214-7662.
- Work continues on the Facilities Services Employee Handbook.
- We released various announcements campus-wide for units within Facilities Services.
- Our Building Representative List is nearly updated. Once it is complete, we will update the Web site and internal mailing list.
- We have been updating several construction pictures on all of our social media sites – visit our Facebook, Flickr, Instagram, Google+, or Pinterest pages to see the progress!
- We have been working on marketing campaigns for two of our units with the help of Creative Communications and Marketing.
- Just a reminder, you can always nominate someone for Employee of the Month! Nomination forms can be found at fs.utk.edu.

UTILITIES

Air Conditioning Services:

- Set new chiller on pad at the International House, will begin making connections in the next 2 weeks (weather allowing).
- Installing new steam coil in AHU at Pasqua Nuclear Engineering building.
- Continuing modifications to environmental growth chambers at Hesler Biology building.
- Replacing heating water pump at Thompson-Boling Arena.
- Working on boilers serving JARTU, also working on cooling towers at JARTU across the river.
- installing new VFD's on pumps serving SMC building.
- Striving to get Archibus operating as intended.

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Electrical Services:

- UTFS Cold Weather Support.
- UTFS Security system Upgrade– Campus.
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
- New Construction – Fire Alarm/Building Security support.
- UTFS Metering/Wireless.
- UTFS HV Maintenance on HV Standby Circuit (2).
- UTFS HV Installation of new Vista – Parking Garage 10.
- 11th Parking Garage – Solar Project Support.
- UTFS HV Neyland Stadium South – Chain Link Fence for Transformer.
- UTFS ES Brenda Lawson – Lutron Programming Support.
- UTFS ES – Student Health Center – VFD Emergency Installation.

Steam Plant:

- We produced 3,701,711 pounds of steam Thursday, February 11, and had 72,692 gallons of make-up water.
- Temps are predicted to be very cold the weekend of 2/13, and I am sure our steam production will go up.
- We burned 123 tons of coal Thursday, February 11.
- We are required to give the contract the boiler number 2 coal boiler to start demolition on March 1.
- We have filled up our oil storage tanks and have approximately 130,000 gallons of oil because it will be our back up fuel after the coal boilers are gone.
- We are in the process of replacing the fresh air fan on boiler 5.

CONSTRUCTION SERVICES

Construction:

Current Projects (In-House):

- Dougherty 228 and 229 lab renovation.
- Put up wall and double doors and make conference room at Haslam is complete.
- Supply power for outlet and air curtain for Cumberland and Seventeenth is complete.
- Perkins renovation to move the ENGAGE program from Estabrook to Perkins has started.

- Second Floor Austin Peay renovation has started and demolition is near completion.

Construction Management:

Current Projects (Bid Projects):

- Repair and clad over existing eye brows 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.
- HSS Family style Restroom and Clarence Brown ADA ramp is being designed by COPE.
- HSS Classroom renovation. Drawings for the 11 classrooms and corridors being renovated have been sent to FM.

Estimating:

- Stokely Management Center-Accessibility renovations for new staff member.
- SERF-alterations to duct in room 551 and 531A for sampling.
- Thornton Athletics-repairs/changes to doors for Fire Marshal.
- 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.
- Dunford Hall-build a wall to divide rooms 2325 and 2336.
- Neilsen Physics-renovations to sixth floor for graduate teaching assistant.



Campaign takes place through February 27th. For more info, contact Brooke in Room 203 at 214-7662.