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.
- Made sign for East Tennessee Research & Education Center.
- Worked on directory boards for NIMBioS.
- Various name plates.

Paint Services:
- Worked on common areas at SERF Building.
- Painted doors at Hodges Library.
- Finished painting at Student Services for Human Resources.
- Repaired ceiling at Biosystems, Engineering & Environmental Science.

Building Finishes:
- Worked on new Wayfinding building signs.
- Worked on Cone Zone signs.
- Worked on snow removal.

Building Services:
- Building Services will test Robotic Equipment this week.
- Spring Custodial Certification Brochures are available.
- University Avenue is up and running.
- The JIAMS move-in and cleaning is underway.

Recycling:
- Educational installments have been refilled in HSS.
- UT Recycling spoke at the Alpha Delta Pi chapter meeting (100+ people) regarding general recycling, and their involvement in the RecycleMania tournament.
- UT Recycling spoke at the S.P.E.A.K. meeting. We spoke about general recycling, volunteer involvement, and the RecycleMania tournament.
- UT Recycling spoke at a Panhellenic meeting (30 members) about RecycleMania, recycling on campus and recycling at sorority village.
- UT Recycling spoke to the EcoVols (11 people) about their involvement in RecycleMania, and their role on campus. They are currently restructuring to become more of a force on campus.
- UT Recycling met with the inaugural ‘Greeks Go Green’ committee regarding RecycleMania.
- UT Recycling is working with Sustainability, Arbor, and Stormwater on the 1st annual ‘Make Orange Green’ scavenger hunt. Meetings take place weekly, and the event is scheduled for April 15.
- UT Recycling has been prepping for a tabling event on Thursday, on pedestrian walkway as well as other upcoming events.
- Brandon has been trained on how to edit the website, and has been making necessary updates.
- UT Recycling has been avidly training new employees. Much of the week was spent introducing new employees to taskmaster and champions.

Recycling Totals February 7 - 13:
- Bottles/Cans: 7,180 pounds/3.59 tons.
- Paper: 11,420 pounds/5.71 tons.
- Cardboard: 16,420 pounds/8.21 tons.
- Manure: 12,800 pounds/6.4 tons.
- Compost: 12,600 pounds/6.3 tons.
- Total: 60,420 pounds/30.21 tons.
Current fiscal year totals:

- Bottles/Cans: 343,680 pounds/171.84 tons.
- Paper: 391,940 pounds/195.97 tons.
- Cardboard: 538,010 pounds/269.01 tons.
- Manure: 404,300 pounds/202.15 tons.
- Compost: 373,115 pounds/186.56 tons.
- Total: 2,051,045 pounds/1,025.52 tons.

Lock & Key Services:

- Pi Beta Phi Sorority – repair or replace hardware.
- 2106 Terrace – side door entry broken.
- Perkins Hall – repair lock.
- Bailey Education – change lock.
- Stokely Management Center – change lock.
- University Housing – many repairs and recores.

ZONE MAINTENANCE

Zone 1:

- Performing weather cleanup in all dorms so classes can start on time.
- Massey Hall: working on rooftop exhaust fan.
- Hess Hall: working on roof leak in J-section.
- Clement Hall: working with different contractors for remodeling.
- Working on daily work orders as they come in.

Zone 2:

- Hodges Library: replaced broken stall door latch on women’s main third floor restroom; rebuilt leaking actuator valve in room 648 and replaced two stained ceiling tiles; removed track lighting at entrance to special collections on first floor; cleaned up mess that was left around new chiller in south machine room; changed bulb in desk light in room 306, repaired stall door latch in women’s restroom first floor.
- SMC: replaced bearing on AHU on seventh floor, rebuilt pneumatic valve on seventh and third floors AHUs; worked on bathrooms.
- Haslam Business: replaced filters on chiller control box, built furniture in office on sixth floor, hung big glass whiteboard on fifth floor.
- Dunford Hall: shut steam off building and replaced steam trap.
- General building maintenance.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Walters Life Sciences lighting project.
- Dabney Hall lighting project.
- Student Union lighting.
- Earth & Planetary Sciences repair steam heaters and traps.
- Dabney Buehler Steam coil repair on AHU 6.
- Snow removal and freeze watch.

Zone 7:

- SERF: worked on three inch building heating water leak, worked on replacing floor tile as needed, replaced water filter in room 329, worked on water leak on floor drain in penthouse.
- Min Kao: worked on air conditioning units in rooms 106 and 555, worked on leak in bathroom in room 624, replaced lighting as needed.
- Dougherty Engineering: worked on noise on fan in room M009, worked on emergency light in room 324, checked lighting and replaced as needed.
- Estabrook Hall: worked on securing door in room 109, checked lighting in building and replaced as needed.
- General building maintenance.
- Cold weather watches: checking equipment to prevent freezing up of coils.

Zone 8:

- We will be working to clean and organize our mechanical areas this week.
- Our team continues to work on inspection issues.
- We continue to inspect our equipment and make adjustments to accommodate the cold weather.
- One Call has been busy addressing calls and assisting in cold weather coverage.
- Many thanks to my team for working outside their regular shifts to provide coverage. That’s the side of customer service that is not seen but is appreciated.

Zone 11:

- Sherri Lee Softball: we are preparing for their upcoming season by going through and working on lights and restrooms and other maintenance issues.
Facilities Services Weekly

FEBRUARY 15, 2016

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

ZONE 11 CONTINUED:

• Allan Jones Aquatic Center: we are working on general maintenance issues and working the various swim meets.
• Goodfriend Tennis Center: we are working on general maintenance issues for the remainder of the season and working on environmental health and safety list.
• Neyland Thompson, Brenda Lawson, and Anderson Training Center: we are working on maintenance issues for recruits and visitors.
• Neyland Stadium we are putting restrooms back together to prepare for the Orange and White Game in April.
• We worked in all buildings for the cold weather watch to make sure no pipes burst.

COMMUNICATIONS

Communications & Public Relations:

• We have been working on several Departmental Practices pages to the Facilities Services Web site. All of these pages are now live and we will add more content to them during the next few weeks.
• An updated Service Guide has been posted to the Web site. This is a work in progress and will be finished once all information is in from every subunit.
• 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 for 1:30 p.m. February 24 at the Ray Mears Room. If you have any questions, please contact Brooke Krempa at bsteve14@utk.edu.
• A committee team leader meeting has been schedule this week for TNAPPA.
• 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.
• 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.
• We have been working with various news outlets to promote department programs and events.
• Our office has created a time lapse video of the Steam Plant stack demolition. You can find the video on our YouTube page.
• We have hired a new student assistant for the Communications & PR office.
• Help us to nominate our next employee of the month! Nomination forms can be found on the department’s Employee Recognition Web page.

UTILITIES

Steam Plant:

• Worked on updating the 475 handheld with the field devices.
• Had to troubleshoot instrument air compressor.
• Replaced cooling fan motor on air compressor.
• Daily reports.
• Worked on DA tank and condensate level valves.
• Worked on field device back-ups.
• Replaced condensate line in tunnel.
• Put automatic blow down valve on air line header.
• Replaced oil line on air compressor.
• Repaired leak on recirculation pump.

CONSTRUCTION

Construction Services:

• 11th Street Pedestrian Bridge: Phase 2 design.
• Alumni Memorial: adding benches and power stations to corridor NEW.
• Austin Peay Fire Safety upgrade to start summer 2016 NEW.

CONSTRUCTION CONTINUED ON PAGE 4
CONSTRUCTION CONTINUED:

- Building Security upgrade: whole campus.
- Clarence Brown: update Fire protection at proscenium NEW.
- College of Nursing: Fire Safety upgrade to start summer 2016 NEW.
- Communications/Student Services: third floor patio: lighting COMPLETE, third floor patio: furnishings, room 52: video editing suite renovation, room 402: renovating kitchen, rooms 467 and 467A: refurbish and remodel.
- Conference Center: Suite room 120, ELI Classroom upgrade and renovation, Suite room 209 carpet replacement, Men’s restrooms: replacing stalls to match urinals NEW.
- Dabney Buehler Hall: rooms 432 and 432A laboratory renovation, Fire Safety upgrade to start summer 2016 NEW.
- Dougherty: 110 install power, water and drain; relocate equipment from 316 NEW.
- Earth & Planetary Sciences: Fire Safety upgrade to start summer 2016 NEW.
- HPER: room B020 large mirror replacement COMPLETE.
- Jessie Harris: Fire Safety upgrade to start summer 2016.
- John C. Hodges: Multiple installations of ADA compliant door openers COMPLETE.
- John D. Tickle Engineering: room 110 rework power COMPLETE, adding plywood to wall in concrete lab NEW.
- Lake Ave. parking lots: improvements, continuing.
- Law Complex: George C. Taylor Wing: room 143 new director’s office.
- Morgan Hall: room 205E Rebuild wall and paint, first floor, several rooms, entrance remodeling, and card reader relocation, room 125: Add emergency power and exterior concrete pad, Fire Safety upgrade to start summer 2016 NEW.
- Nielsen Physics: Fire Safety upgrade to start summer 2016 NEW, renovate for GTA offices and lounge NEW.
- Perkins Hall: Corridor renovations, Access card readers installations, Fire Safety upgrade to start summer 2016 NEW.
- Roof replacements and repairs: Art & Architecture, Food Safety (Flat), Hesler Biology, Pratt Pavilion (Flat), Jessie Harris (flat) NEW
- Senter Hall: room 125 add emergency power and exterior concrete pad.
- SERF: room 109A renovations NEW.
- Strong Bridge: clean and repair NEW.
- Student Union: room G201 Phase 1 mirror installation.
- Vol Shop: slat wall installation.
- Veterinary Teaching Hospital: install glass boards COMPLETE.

Estimating:

- Art & Architecture: room 121 move laser cutters to room 309 COMPLETE, room 457 electrical renovation for studio COMPLETE, room 101 (Vol Shop) renovation COMPLETE.
- Ayers Hall room 313: Blinds NEW.
- Business Incubator: replace flooring and paint.
- Classrooms, several buildings: general interior renovations.
- Communications: rooms 21 and 42B connect generator to UPS, room 420 renovate and paint COMPLETE.
- Haslam Business Building: fifth floor new glass doors to corridor.
- McClung Museum, loading dock: add lifting crane NEW.
- Min Kao: NEW: add floor receptacles in six conference rooms COMPLETE, rooms 554 and 555 add in-sink-erator COMPLETE, room 119 add exhaust fan COMPLETE, corridor 69H add door hold-open devices NEW.
- Senter Hall: room 119 greenhouse add concrete and trench drains NEW.

HAVE A COMMENT OR CONCERN?

The Employee Comment Box is located next to Facilities Services Room 107.

We look forward to hearing from you!
Carbon monoxide (CO) is a colorless, odorless, toxic gas which interferes with the oxygen-carrying capacity of blood. CO is non-irritating and can overcome persons without warning. Many people die from CO poisoning, usually while using gasoline powered tools and generators in buildings or semi-enclosed spaces without adequate ventilation. Severe carbon monoxide poisoning causes nerve damage, illness, coma and death.

Symptoms of CO exposure include:
- Headaches, dizziness and drowsiness.
- Nausea, vomiting, tightness across the chest.

Examples of Sources of CO Exposure include:
- Portable generators/generators in buildings.
- Concrete cutting saws, compressors.
- Power trowels, floor buffers, space heaters.
- Welding, gasoline powered pumps.

Employees can prevent CO exposure by:
- Reporting any situation to your employer that might cause CO to accumulate.
- Being alert to ventilation problems—especially in enclosed areas where gases of burning fuel may be released.
- Reporting promptly complaints of dizziness, drowsiness, or nausea.
- Avoiding overexertion if you suspect CO poisoning and leave the contaminated area.
- Telling your doctor that you may have been exposed to CO if you get sick.
- Avoiding the use of gas-powered engines, such as those in powered washers as well as heaters and forklifts, while working in enclosed spaces.

If you need CO readings taken in your work area, or if you have any questions about CO, please contact EHS at 974-5084. More information on CO exposure can be found on the OSHA web-site: www.osha.gov.
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.