

FACILITIES SERVICES WEEKLY

February 24, 2014

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

ADMINISTRATION

Administration:

- **Reminder:** Annual verification of the departmental inventory is due to be returned to Rick Johnson on or before Friday, March 7, 2014. If you have any questions about the inventory, please don't hesitate to contact Rick.
- The interview committee has completed the first round of interviews for the Administrative/Workorder position and has given their list of final candidates to the Administrative Services office. Second interviews are in the process of being scheduled.
- 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 Panhellenic
- Working on signage for Temple Hall
- Outdoor signage repair

Paint Shop:

- Working on Communication & Student Service
- Food Science ceiling repair
- Doors at Hesler Biology
- Staining trim for Law College

Carpenter Shop:

- Hanging maps at SERF
- Repairing block walls at Reese Hall
- Pouring concrete at TREC
- Repaired pavers at Pedestrian Walkway
- Repaired floor at Ayers Hall
- Installed threshold at Bailey Complex
- Inspection and repair of roofs

Recycling:

Totals for the week 2/17-2/21:

- Bottles, cans, plastic: 22,360
- Paper: 4,460
- Cardboard: 15,340

Lock & Key Services:

- Dining Services has requested 4 safe changes in their facilities.
- Apt. Residence Hall install a couple of bathroom locks w/ keys.
- White Ave. Day Care install a different function lock on new door in kitchen.
- Melrose Hall install new exit device to replace old alarm panic

Rapid Response Team:

- Picking up materials at Music, Black Cultural, and Arena.
- Moving offices from Greve to Dunford.
- Moving offices at Tyson House.
- Moving offices at Dunford.
- Moving offices at 625 Gay Street to different location on campus.
- Moving partition out of HPER.
- Doing event at Blount Hall, Communications and other work orders that come in.

ZONE MAINTENANCE

Star Team:

- Controls at SERF
- 204-214 Buehler
- Exit Lights at Berry Hall
- Rm 104 Morgan

Zone Maintenance:

- Zone 9 worked on humidifiers at Music, working on door closers, assisting contractors and general building maintenance.

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COMMUNICATIONS

Information Services:

- Setup computer lab at Berry Hall
- Work with A/C controls and OIT to resolve network issues
- Increasing size of department File Storage servers
- Recycling

Training:

- Continuing with Diversity, Inclusion and Professionalism in the Workplace training. This is a great opportunity for us to interact with all the Units and we are getting some positive feedback from the employees.
- Fire stop training is now scheduled for March 20th.
- All Supervisors have completed Module 2: Performance Management: Link to Compensation Training. Module 3 dates will be announced soon so stay tuned.
- The Training Office is working on the final arrangements for the OSHA online training starting in March.
- 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 have partnered with Interior Design to submit several of the new buildings on campus to the Educational Interiors Showcase.
- The recipient of February's Employee of the Month Award will be announced this Friday. You can submit nominations for March's award at fs.utk.edu.
- Assisting in the organization of our department's portion of the Big Orange Family Campaign.

- 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:

- The 2014 Environmental Leadership Awards is now accepting nominations for students, faculty, and staff that embody UT's environmental mission. The winners of Outstanding Student, Staff, and Faculty member will be announced at the 2014 Environmental Leadership Award Ceremony, which will take place Monday, April 21st (time and location TBD).
- For more information or to nominate an individual, please visit our website: <http://environment.utk.edu/office-of-sustainability/leadership-awards/>

UTILITIES

Air Conditioning Services:

- In process of replacing multiple busted coils that resulted from freeze damage.
- Replaced oil pump on chiller #2 at S.E.R.F. Chiller House.
- Repairing coils to Neyland-Thompson Sports Center.
- Checking equipment at Allan Jones Swim Facility in preparation of swim meet.
- Installing replacement water source heat pump at Middlebrook building.

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Electrical Services:

- UTFS Security Systems – Campus
- UTFS Stadium Lighting – Neyland Stadium
- UTFS Fire Alarm Systems – FA System minor repairs/testing various buildings on Campus
- UTFS HV, 13.2KV underground distribution cable installation
- UTFS HV support for Stokely Athletic Center, Gibbs and Strong Hall
- UTFS HV support for new University Center
- UTFS HV support for new residence hall – Fred Brown
- UTFS HV Parking Lot Ag campus – Outdoor lighting Repairs

Steam Plant:

- They have completed the engine change in the Solar Turbine.
- Our steam load has gone down because of the warmer temps and the last 2 days we have produced a little less than 3,000,000 pounds of steam per day.
- We are producing the majority of steam with coal now because the price of natural gas is so high.
- We have been burning approximately 145 tons of coal per day and our make-up water is approximately 64,000.
- The contractor has already started doing some work on the project to convert the steam plant from coal to gas and they will start tearing out Boiler 3 on March 3.

DESIGN & CONSTRUCTION

Construction:

- Summer projects- We are currently compiling and preparing for our summer projects.
- Art & Architecture- Replacement or upgrade current card swipe system.

- Art & Architecture- Renovation for McCarty Auditorium room 109.
- Stokely Management Center- Replace door from basement to vestibule and replace doors from plaza to G2.
- Clarence Brown Theatre- Installing a new roof.
- Clarence Brown Theatre- Provide and install shunt trip for sound system to activate when fire alarm goes into alarm.
- Campus- Improvements to campus entrances, refurbishing plantings, lighting and irrigation.
- HPER- Renovations to room 113 for theatre.
- Early Learning Center- Remove carpet and replace with tile or laminate.

Completed Projects:

- We would like to thank our construction crews for the hard work they do, we could not complete these projects without them. THANKS!
- Middlebrook Building- Renovate room 119 to add office space.
- Communications Building- Install Magnetic locks on rooms 21, 26, and 30.
- Clement Hall- Remove old post office boxes and replace with new, remove old roll-up door and replace with double doors.
- Lee stadium- Add electrical panels for future electrical add-ons.
- Haslam Building- Purchase and install new modular walls and hook up all necessary utilities.
- McClung Museum- Install an Edmontosaurus sculpture at front entrance.
- Jessie Harris Building- Install digital signage monitor outside of office 115, install any utilities necessary.
- Haslam Building- Replace loose carpet tile with broadloom carpet in room 501.
- Food Science and Tech.- Remove old sink and install new sink and faucets in room 215.
- Blount Hall- Install outlets, patch and paint walls.
- Conference Center- Patch and paint walls in 400A.