

# FACILITIES SERVICES WEEKLY

February 23, 2015

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

## ADMINISTRATION

### Special Projects:

#### Special Thanks:

- We would like to say **THANK YOU** to all the employees who so tirelessly worked last week during the ice/snow storm. We greatly appreciate you and all your hard work!

#### Archibus:

- To login to Archibus, open an internet browser on your computer (preferably Chrome) and navigate to <http://archibus.tennessee.edu>. You'll use your regular Net ID 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.)
- 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](mailto:bellis6@utk.edu) or Jim McCarter at [jvm@utk.edu](mailto:jvm@utk.edu).
- **Thank you:** Thank you for your patience as we continue to find resolutions to issues we may be experiencing with Archibus.

## FACILITIES OPERATIONS

### Building Finishes:

#### Sign Shop:

- Made stickers for recycling.
- Completed Spring Cleanup signage.
- Worked on various name plates.

#### Paint Shop:

- Painting common areas at Jessie Harris.
- Block filled and painted room for grounds.
- Painting men's and women's restrooms at East Stadium.

#### Building Finishes:

- Rearranged work space in Facilities Payroll.
- Installed white board and bulletin at Communication.
- Installed white boards at Austin Peay.
- Poured sidewalk at Panhellenic on February 18.
- Poured concrete at Vet School.
- Installed door at Sigma Alpha Epsilon.
- Hung bulletin board at Min Kao.

#### Recycling:

- Weekly totals for February 15 through 21— Bottles/Cans: 10,020 lbs., Paper: 5,200 lbs., Cardboard: 7,340 lbs., Manure: 5,400 lbs., Compost: 3,600 lbs., **Total diverted: 15.78 tons.**
- On Thursday, February 19, UT Recycling had the opportunity to do a recycling game during the media timeout at the Lady Vols game. We got the crowd involved in the game, while informing them of our initiatives, including the RecycleMania tournament. We were able to reach a large, community-based crowd who seemed very receptive.
- UT Recycling also did a screen printing event for RecycleMania on Thursday in the University Center. We gave away free canvas tote bags with a limited edition design. We spent the day speaking to students about the 5Rs (Reduce, Reuse, Recycle, Refuse, & Rot), encouraging them to become more aware of their waste.

#### Lock and Key:

- 1808 F.P. – replace door exit hardware stairwell.
- Min Kao – replace door handles.
- S & E – repair exit hardware.
- Residence Halls - recores and repairs.

#### Rapid Response Team:

- Moves at Art & Architecture, Perkins, Claxton, SERF, Dunford, and Nursing.
- Events at West Skybox and SERF.

# FACILITIES SERVICES WEEKLY

February 23, 2015

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

## ZONE MAINTENANCE

### Star Team:

- The Star Team has been on cold weather watch all week.

### Zone Maintenance Zones:

#### Zone 2:

- Special thanks to the men in Zone Two for the long hours and hard work they put in keeping our buildings up and running during the frigid temperatures.
- Installing tissue dispensers in Taylor Law Complex.
- Replacing heat actuators in Blount Hall.
- Removing snow and ice from steps and sidewalks to make it safe for our students and faculty.
- Repairing condensate drain at the Conference Center.
- Working on VAV Control at the UTPD Building.
- Replacing some ceiling tiles at Blount Hall.

#### Zone 4:

##### Hodges Library:

- Repaired broken air line at compressors in south machine room, changed belts on air handler # four in west machine room.
- Replaced two paper towel dispensers, took down Melrose side door to adjust pivot, worked on panic bar to emergency door.
- Shoveled side walks around the building also put out sand and rock salt. Replaced thermostat in room 258.
- Replaced flush valve in women's restroom on 6th floor, second floor women's restroom removed toilet from wall snaked out clogged line.

##### Dunford Hall:

- Repaired six steam radiators also shoveled side walks around the building also put out rock salt.

##### Melrose & I-house; Baker Center, Greve hall & Tyson House:

- Shoveled side walks around all buildings and put out rock salt.

#### Zone 5:

- Spreading salt and sand.
- Around the clock checking of equipment.
- Breaking up and shoveling ice.
- General maintenance.

#### Zone 8:

- Zone Maintenance Foreman Johnny Waggoner would like to thank his team for their dedication and hard work during recent, harsh weather conditions.
- Zone 8 is happy to welcome a new team member, Louie Armstrong.
- At ETREC JARTU Zone 8 will be making repairs due to weather related damage. Johnny Waggoner would like to extend thanks to David Ridings and his team for their assistance.
- Zone 8 continues to learn more about the different programs in Archibus. The process is getting easier to work with.
- Performance Reviews and Purchasing Document training.
- Focusing on problem areas within the zone.

#### Zone 9:

- Working extended hours due to freeze schedule checking equipment.
- Working around the clock due to admin. closing checking equipment.
- Clearing walk way and salting.
- Working on AH that have go down too freeze, and building maintenance.

## COMMUNICATIONS

### Training:

- Purchasing training this week Tuesday, Wednesday, and Thursday 9-11am in the TRECS.
- February OSHA training is due to be completed by the end of this week.
- Facilities Fundamentals workshop coming soon.

### Communications:

- *Congratulations to the Landscape Services Team for being named the February recipients of the Facilities Services Exceptional Team Award! Look for more information in upcoming newsletters and TN Today!*
- **Reminder:** This is the last week of the Big Orange Family Campaign. If have not yet turned in your donation card, but would like to do so, please turn it in to your team leader, Brooke Krempa, or Keisha Gracius by February 27.

COMMUNICATIONS CONTINUED ON PAGE 3:

# FACILITIES SERVICES WEEKLY

February 23, 2015

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

## COMMUNICATIONS CONTINUED:

- We're currently working to update the content for the Facilities Services Web site – specifically, Admin & Support Services pages.
- Our department will receive its new UT Logo toolkit this week. If you have any questions about the rollout of the new logo within our department, please contact Brooke at 214-7662.
- We are working to create 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 Building Representative List is nearly updated. Once it is complete, we will update the Web site and internal mailing list.
- Work continues on the Facilities Services Employee Handbook.
- In collaboration with Zone Maintenance, Sustainability, and UT Marketing & Media Relations, we are in the beginning stages of creating a campus-wide energy campaign.
- Work on marketing campaigns for department units continues.
- We have been planning department events/award ceremonies.
- February's Employee of the Month will be announced this week.
- Just a reminder, you can always nominate someone for Employee of the Month! Nomination forms can be found at fs.utk.edu or with Brooke in Facilities Room 203.

## **UTILITIES**

### Air Conditioning Services:

- Worked many extra hours this week for weather coverage/temperature damage on campus.
- Assisted Zone Maintenance with the boilers repair at JARTU.
- Repaired busted coils in VAV boxes at JARTU.
- Repaired central food walk-in cooler.
- Repaired frozen/busted coils in AHU's in several building on campus.

- Begin rebuilding heating water pumps at Morrill Hall.
- Worked on heat problem at fourth floor Buehler Hall.
- Made temporary repairs to boiler at 2019 Terrace Ave.
- Found a hole in pipe feeding boiler, plumbing shop assisted by installing a patch clamp on pipe for now. Will replace pipe when warmer weather gets here.
- Checking heat in Pratt Pavilion, complaints of not enough heat.

### Electrical Services:

- UTFS cold weather support.
- UTFS security system upgrade for campus.
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
- UTFS Metering/Wireless.
- UTFS HV Maintenance on HV Standby Circuit.
- UTFS HV Installation of new Vista – Parking Garage 10.
- UTFS ES Brenda Lawson – Lutron Programming Support.
- UTFS ES – AA – VFD Emergency Installation.
- UTFS ES Steam Plant Contractor Support for VFD.
- UTFS HV Steam Plant Contractor Support HV switchgear Installation.
- UTFS HV Steam Plant Cold Weather Support.

### Steam Plant:

- On February 19 the Steam Plant produced 4,679,008 pounds of steam and had 85,626 gallons of makeup water.
- Working extremely long hours because of the snow, ice and cold temperatures, but we fully expect to have a record setting week.

## **DESIGN SERVICES**

### Project Management:

#### Master Planning:

- Utilities Master Plan.
- Hill Master Plan.

#### Programming:

- Engineering Services Building.
- West Campus Dining Facility.

# FACILITIES SERVICES WEEKLY

February 23, 2015

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

## Schematic Design:

- Austin Peay handicap ramp.
- Baseball Stadium pressbox.

## Design Development:

- West Campus Redevelopment, Building 1.

## Construction Documents:

- University Ave. buildings' tenant fit-outs.
- 13th & Cumberland lab building.
- Cowan Cottage renovation.
- Humanities south wing renovation.

## Construction Administration:

- Henson Hall interior renovation.
- New Strong Hall.
- New University Center (Phase 1).
- Support Services Building on Sutherland Ave.
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively.
- Volleyball Practice Facility.
- JIAMS Building.
- SERF controls.

## Landscape Response Team:

- Ayres Hall North Slope / West Connector project: opening sidewalk to pedestrian traffic this week.
- Engineering Quad construction documents.
- Supervising the new Strong Hall's site development and tree protection.
- Updating the Campus Landscape Vision and Site Standards.

## Wayfinding Master Plan:

- Writing signage contractor RFP.
- TREC landscape installation: coordination with in-house crew.
- Torchbearer Plaza and Circle Park: construction documents.
- Proposed site for grant-funded silva cell research.
- Coordinating planting at Thornton Center with in-house crews.
- Researching and proposing a standard for bus shelters.
- Rain garden: Tennessee 'One Call' to mark utilities. Begin garden layouts.

## **CONSTRUCTION SERVICES**

### Construction:

#### Current Projects (In-House):

- Dougherty 103 C&D renovation.
- Dougherty 228 and 229 lab renovation.
- South College renovations room 310A.
- Morgan Hall add LED lighting at new monitors.

### Construction Management:

#### Current Projects (Bid Projects):

- 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.
- Summer classroom renovations designs are being reviewed.
- HSS Family style Restroom and Clarence Brown ADA ramp is being designed by COPE.

### 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.
- Neilsen Physics-renovations to sixth floor for graduate teaching assistants.
- Hodges Library-renovations to former map area on ground floor.

**HAVE A COMMENT  
OR CONCERN?**

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

**We look forward to hearing from you!**

# FACILITIES SERVICES WEEKLY

February 23, 2015

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



This is the last week of the 2015 Big Orange Family campaign.

We would like to thank everyone who has already turned in their

donation envelopes and remind those who wish to donate, but haven't yet, that the month long initiative to promote philanthropy among staff and faculty will end Friday, February 27.

Participation from our staff demonstrates that UT is one of the best investments for a potential donor's philanthropic support. When we give, we inspire others to give as well.

Faculty and staff have already established a strong history of giving back in many ways to the university. Last year, faculty and staff exceeded expectations and moved the employee giving percentage from 16 to 47 percent.

Last year more than 30 percent of us in the Facilities Services Department contributed to the campaign. This resulted in increased gift allocations to all three funds which benefit Facilities Services directly – the John C. Parker Scholarship Fund, the Bob Evans Memorial Scholarship Fund, and the Chuck Thompson Outstanding Employee Award Fund.

Thanks to generous gift allocations from members in our department there was an increase of more than \$600 to the Chuck Thompson Fund, more than a \$250 increase to the Bob Evans Scholarship Fund, and an increase of more than \$1,100 to the John C. Parker Fund from the previous year.

This campaign focuses on our participation, not the dollar amount. Every donation, no matter the size, contributes to this campaign.

Employees have the option to donate by submitting a completed donation card to their unit team leader. Employees can also opt to donate through a one-time payroll deduction. Team leaders will distribute donation cards and submit filled-out donation cards each week to the Annual Giving Office.

If you have any questions about the Big Orange Family Campaign, please contact Brooke Krempa in Room 203 at 214-7662 orbsteve14@utk.edu.

## Facilities Services Vacancies

- Accountant II** - Requisition ID - 150000006A
- Accounting Assistant III** - Requisition ID - 1500000065
- Quality Control Inspector (two positions)** - Requisition ID - 150000005N
- Maintenance Specialist I (three positions)** - Requisition ID - 150000003U
- Arborist** - Requisition ID - 150000000T
- Building Services Supervisor I** - Requisition ID - 150000000G
- Recycling Truck Driver I (Two Positions)** - Requisition ID - 14000001B7
- Exterminator II** - Requisition ID - 140000019Q
- Custodian I (Bldg. Serv. Aide I)** - Requisition ID - 140000011W
- Asst. Gen. Mnt. Skill Craft Wkr. (Steam Plant)** - Requisition ID - 140000010W
- Painter I (Three Positions)** - Requisition ID - 14000000YW
- Line Installer I** - Requisition ID - 14000000XI
- Assistant Bldg. Serv. Foreman** - Requisition ID - 1300000108