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:
• Installed directional signage in Min Kao Building.
• Installed exterior signs on Agricultural Campus.
• Various name plates.
• Working on replacing missing letters on The Hill.
• Updated directory at NIM Bio.
• Worked on snow removal.

Paint Services:
• Working on common areas at SERF Building.
• Painted rooms in Student Services.
• Painted room 561 at Dabney Buehler Hall.
• Completed plaster repairs at Ayres Hall.
• Completed plaster repairs at Melrose Hall.
• Repairing ceilings in room 303 South College.
• Worked on snow removal.

Building Finishes:
• Worked on snow removal.
• Installed several items on wall at Henson Hall.
• Installed pictures and several different items at Tyson Alumni Building.
• Repaired plaster in breezeway at Carrick Hall.
• Installed 70-inch television at Min Kao.
• Formed and poured concrete pads in Circle Park.

Building Services:
• Continual process improvement is on going at Building Services. We estimate that by installing chemical proportioners that we can reduce our chemical costs by more than $30,000 per year vs. “ready to use” chemicals.

Arena:
• Thursday, February 25: Softball Game vs. Dayton at 3 p.m.
• Saturday, February 27: Men’s Basketball Game vs. Arkansas at 7:30 p.m.
• Sunday, February 28: Lady Vols Basketball Game vs. Georgia at 1 p.m.

Recycling:
• UT Recycling tabled on Pedestrian Walkway in honor of RecycleMania. We engaged with students — handing out cookies & taking pledges. We received several hundred pledges. We were featured on the UT Knoxville Instagram, the Haslam School of Business Instagram, and in Tennessee Today.
• We spoke at the Tri Delta chapter meeting (80+ people) regarding general recycling, and their involvement in the RecycleMania tournament.
• We spoke with RAs about events around RecycleMania. UT Recycling also spoke with hall directors to encourage their participation in the dorm competition.
• We partnered with the EcoVols to create signage for their dorms for the RecycleMania tournament. These signs are handmade, and were upcycled by the organization.
• UT Recycling maintained a constant presence at the UT Job Fair. With thousands of attendees, our staff monitored garbage cans and recycling bins on the main concourse.
• UT Recycling completed its first waste audit for RecycleMania from Hodges Library. Starbucks cups are being collected from these audits.
• UT Recycling hosted an orientation/welcome meeting for new student workers, as well as returning students.

RECYCLING CONTINUED ON PAGE 2
RECYCLING CONTINUED:

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

Landscape Services:
- Order seasonal flowers for summer.
- JIAMS: Spruce landscape for occupant move-in.
- Second Creek: Plant landscape above amphitheater.
- Volunteer Blvd. (east): Tree replacement in median.
- Nursing: Complete grade work for sidewalk replacement.
- Bailey Complex (west entry): Minor landscape renovation (continued).
- Student Services/Communications: Install bike pads and landscape improvements (continued).
- Complete tree and landscape installation at Lake Avenue parking lots (continued).
- Mulch application throughout campus (continued).
- Remove old building signs where new one have been installed (continued).
- Progress toward completing 2015 performance reviews.
- Interview candidates for vacant and seasonal positions.

Lock & Key Services:
- Estabrook Hall – repair locks.
- Early Learning Center – repair lock.
- Welcome Center – install new key operated handles exits.
- Hodges Library – repair locks.
- Student Recreation Center – pull handles broke/repair/replace.
- University Housing – many repairs and recodes.

Rapid Response Team:
- Moves at JIAMS, Blount Hall, Haslam, SERF and Walters Life Sciences.
- All other work orders that come in during the week.

ZONE MAINTENANCE

STAR Team:
- Renovating room 109A in SERF.
- Beginning TANDEC hi-bay are renovation.
- Moving researchers into JIAMS.
- Lighting upgrades at Dabney.
- Renovating Dougherty room M009.
- Lighting surveys for parking garages.
- Building inspection at Tyson Alumni House.
- Repaired doors at Hodges Library.
- Delivered glass to McCord Hall.
- Installed new handicap operators at vet school.
- Repaired handicap operator at Brehm Animal Science.
- Replaced Handicap button at Massy Hall.
- Ordered new handicap operator for Massy Hall.
- Worked on quotes for softball renovation.
- Measured broken mirror at Hodges Library.
- Ordered vandal proof mirror for Hodges Library.
- Repaired doors at Hodges Library.

Zone 7:
- Min Kao: changed the belts on AHU #2, replaced lights in rooms 699H and 622, and worked on noise in Ahs 555-623.
- Perkins Hall: worked on changing locks on electrical breaker boxes that will not lock, worked on changing hinges on front door.
- Ferris Hall: worked on changing locks on electrical breaker boxes that will not lock.
- Dougherty Engineering: assisted electric shop on third floor with the power to emergency lights, assisted plumbing shop on leak at 1¾” domestic cold water on the first floor.
- SERF: assisted Plumbing Services on leak at 3” building heating water near room 106, inventory the chemicals in the building, assisted Plumbing Services in leak at condensate pump.
ZONE 7 CONTINUED:

- Estabrook Hall: worked on leak near room 109, worked on toilet on first floor women’s room.
- Throughout zone we are still working cold weather watch as needed, assisting in snow removal in Zone 9 as needed, checking building lighting and replacing as needed, and general building maintenance.

Zone 8:

- We are working with contractors and tenants at JIAMS to help get settled in and squared away.
- Replacing windows and getting labs ready in McCord Hall for next semester.
- One Call will be working at Brehm to assist with converting exterior lights to LED.
- We will be cleaning coils to begin preparing for warmer weather.
- Our team continues to work on quarterly inspections.

Zone 9:

- Working on heat problems.
- Holding cold weather/freeze watch as needed.

COMMUNICATIONS

Communications & Public Relations:

- The Big Orange Family Campaign began last week. If you have any questions about the campaign, please contact Brooke Krempa at bsteve14@utk.edu or 214-7662. The campaign runs until March 11.
- 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 be adding to them during the next few weeks.
- We are planning the department’s next two Facilities Fundamentals workshops. The upcoming events will feature Sanitation Safety and then Building Services. For more information about the Sanitation Safety Workshop, click here.
- 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.
- 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.
- We held a committee team leader 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.
- The production of FS DIY videos continues. Check out all of our department’s videos on the Facilities Services 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.
- Help us to nominate our next employee of the month! Nomination forms can be found here on the department’s Web site.

Sustainability:

- This past week, the Office of Sustainability started the hiring process for the Data Analysis Coordinator position by interviewing an AmeriCorps candidate. We will be interviewing another candidate for the position today.
- The office’s current Data Analysis Coordinator, Carrie Gaige, worked to put the final touches on the Sustainability Tracking, Assessment & Rating System (STARS) report that we will be submitting sometime early this week.
- This past Tuesday, Preston Jacobsen (Sustainability Manager) led February’s Student Environmental Initiative Committee meeting where new and pending projects submitted to the committee for funding through the Green Fee were discussed.
- Also this past week, Sarah Cherry (Outreach Coordinator) met with the rest of the university’s Living and Learning Communities where LLC recruitment was discussed for the 2016-2017 academic year.
Training:

• We have added three Driving safety-related courses to our Skillsoft curriculum. Course descriptions are listed below.
• **Defensive Driving Fundamentals:** This course will provide advanced defensive driving techniques to reduce your chances of being involved in a motor vehicle accident. The content in this course is designed to comply with the intent of the applicable regulatory requirements – specify concerns to be addressed before and while driving, use safe driving techniques to avoid collisions, drive safely in various weather conditions, and respond to specific driving emergency situations.
• **Distracted Driving:** Each year, thousands of people are injured or killed in motor vehicle accidents involving distracted drivers. People driving while talking on their cell phones or eating put all road users at risk. With motor vehicle accidents (MVAs) now among the top causes of injury-related deaths and the number one cause of work-related deaths, all responsible drivers must be able to control distractions while at the wheel. In this course, you will learn why distractions cause accidents, and how to minimize your exposure to them.
• **Safe Vehicle Backing:** Backing a vehicle can be the most hazardous driving you do all day. Backing accidents are extremely common – one in four accidents involves backing. As a responsible driver it is important to choose the safest method to back your vehicle and to understand that your choices impact others. In this course, you will learn about the impacts of backing accidents, their common causes, and how to minimize risks of collision when backing vehicles, including company trucks or delivery vans.

**UTILITIES**

### Air Conditioning Services:

• Repairing unit heaters at TANDEC Building.
• Working with contractors to connect the temporary chiller at Hoskins Library.
• Replaced ice machine at Plant Science Building.
• Replacing air compressor at Walters Life Sciences.
• Performing service to process chilled water loop serving growth chambers at Hesler Biology Building.
• Rebuilding condenser water pump at Hodges Library that serves the new chiller.

### Plumbing & Heating:

• Jeff Miller’s crew has been repairing leaks throughout the campus.
• Dougherty Engineering: install new valves in hallway.
• Morrill Hall: hot water leak in basement machine room.
• HPER: two cold water leaks.
• Sorority Village: geothermal leak.
• We were called in at the Winterfest concert with the drains backing up almost flooding the main floor of the arena, but we were able to get it unstopped before any other damage was caused.
• Currently replacing handrails campus wide.
• Todd Currnutt’s crew has had waterlines leaking at Dougherty, Dabney Hall, Morrill Hall, and Hodges Library, and has been working on the low flow fixtures project. His crews also had the chemical tank serviced and pumped at Dabney Buehler.
• Wayne Stalans’ crew has been keeping all the steam manholes pumped with all the rain we have had over the last few weeks.
• They are also repairing condensate pumps steam traps and steam regulators campus wide.

### Steam Plant:

• Ran a back-up Acronis image on all the Operating and engineering stations.
• Fix problems on condensate control valve.
• Worked on air drier for instrument air.
• Worked on Bailey positioners.
• Replaced cooling fan motor on air compressor.
• Still working on cleaning plant from construction.
• Weekly operating logs.

### Electrical Services:

• UTFS Security system Upgrade– Campus.
• New Construction – Fire Alarm/Building Security support.
• UTFS Contract support – New Parking Garage.
• UTFS Contract Support – New Strong Hall.
• UTFS Contract Support – New Support Services Complex.
ELECTRICAL SERVICES CONTINUED:

- UTFS Thompson Boling Arena – Fire Watch.
- UTFS Contract support – 13th & Cumberland.
- UTFS Outdoor Lighting – Campus.
- UTFS Agricultural Campus Distribution – Ckt 7 and 8.
- UTFS – Repairs to HV Stand by Circuit.
- UTFS Steam Plant Support.
- UTFS Contract Support – West Campus Redevelopment (WCR) High Voltage.

CONSTRUCTION

Construction Services:

- Annual maintenance on the Torchbearer and Europa/Bull.
- Strong Bridge - Clean, seal and replace cable.
- Andy Holt Tower: Replace Guardrails, Room P265: Refurbish for new employee.
- Austin Peay – Room 301D: Paint and carpet.
- Biosystems - Office 105: Replace carpet
- Black Cultural Center - Room 114: Paint the Art Gallery.
- Clarence Brown Theater Proscenium: Upgrade fire suppression.
- Conference Center Building – Room 211: New door and carpet, Room 404: Remove wall paper and paint walls, Room 412: Install new carpet, Suite 120: Renovations, Evaluate the block wall, Replace carpet, Restroom renovation.
- Dabney Buehler – Rooms 432 and 432A: Lab renovation, Machine Room: Structural Support, Room 110: Modify electrical.
- Dougherty Engineering – Room 206: New electrical, and add compressed air and snorkel ventilation.
- Greve Hall - Rooms 316 and 317: Paint rooms.
- Henson Hall – Room 105: New lighting and millwork modifications.
- Hodges Library – Install display cabinets, 1st Floor: Install a large digital monitor, Room 650: Paint room, install two can lights, Suite 236: Install Privacy window film, Carpet rooms throughout third floor, New conduit / wiring for power / network for the OIT front desk, Replace carpet throughout first and sixth floors.
- Jessie Harris Building – Room 202: Renovations.
- Kappa Delta House - Electrical modifications.
- Kingston Pike Building – Preliminary raceways programming, Repair carpet.
- McClung Tower - Rooms 1210, 1211: Replace the carpet, Room 701: New power for cubicle install.
- Melrose Hall – Room E211: Remodel room, Building G: Replace carpeting, Convert small offices into larger ones.
- Middlebrook Building - Rooms 119 and 120: Paint rooms, Rooms 299 C and D: Refinish walls, Repave parking area.
- Min Kao – Room 355: Replace carpet.
- Morrill Hall – Cafeteria: Modify power.
- Nielsen Physics - Renovate space to GTA offices and Lounge Area.
- Perkins Hall – Rooms 324 and 5001: Install swipe card access, Classroom relocation from Estabrook Hall, Hallway renovations, Renovation for new Freshmen Engineering program.
- Plant Biotech - Install new access door.
Thousands of products and materials found in today’s workplaces contain hazardous chemicals that can cause health problems from minor skin irritations to serious injuries or diseases like cancer. The OSHA Hazard Communication standard was developed to make sure information about inherently hazardous chemicals is provided to employees so they become informed about chemical hazards found in the workplace.

The Hazard Communication Standard, also known as the Right to Know Law, is enforced by the Occupational Safety & Health Administration (OSHA) and by the Tennessee Division of Occupational Safety & Health (TOSHA). You have a right as an employee in the state of Tennessee to understand the hazards of the chemicals you work with and how to protect yourself from exposure to the chemicals. Tennessee Occupational Safety and Health Administration (TOSHA) expect employees to answer the following questions to inspectors:

1. What are the requirements of the OSHA hazard communication standard?
2. What hazardous chemical(s) are you exposed to, or may be exposed to, during normal use or in a foreseeable emergency?
3. Where is this chemical present?
4. What are the short and long term effects of the chemical exposure on the body?
5. How can you detect if you are overexposed to the chemical(s)?
6. How can you protect yourself from overexposure?
7. Where are the SDS (safety data sheets), chemical inventory, and written program located?
8. What information must be on the label on containers of hazardous chemicals?
9. What do the pictograms indicate?

If you work with hazardous chemicals, please review these questions and ensure you can answer them. If you have any questions, ask your supervisor. For a copy of the UTK Hazard Communication Written Plan, please visit ehs.utk.edu, or contact EHS at 974-5084, or safety@utk.edu.
Facilities Services Weekly

FEBRUARY 22, 2016

Cast Your Vote for Facilities Services
EMPLOYEE OF THE MONTH!

Congratulations again to Bethany Morris who was named January Facilities Services Employee of the Month!

Thank you to everyone who submitted a nomination in January! 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.

2015 Award Recipients

November: Amy Miller
October: Brooke Krempa
September: Donnie Lowery
August: Jim Hastie
June: Tracy Ridings
May: Becky Saylor
April: Garrett Ferry
March: Rick Gometz
February: Ray Van Davis
January: Willie Battle

December: Elizabeth Thomas