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 missing letters on the wall at entrance to the hill.
- Repaired sign for Melrose Hall.
- Installed sign at Perkins Hall.
- Installed wall letters for Tenn. Research at Conference center.
- Worked on various name plates.

Paint Services:
- Working on common areas at SERF Building.
- Painted office room 107G at Communications Building.
- Painted office room E211 at Melrose Hall.
- Painted column in hallway at Ayres Hall.
- Assembled furniture at Haslam Business Building.
- Installed carpet transition at Dunford Hall.
- Installed many items in two locations at Henson Hall.
- Removed blocks for maintenance at Andy Holt Tower.
- Installed sheetrock at Biosystem Engineering.
- Installed paper towel dispenser at Estabrook Hall.

Recycling:
- UT Recycling performed a waste audit on Hodges Library in the HSS Amphitheater. Staff engaged with students, faculty and staff about common recyclable materials found in landfill bins.
- UT Recycling spoke at the Kappa Delta chapter meeting (90+ people) regarding general recycling, and their involvement in the RecycleMania tournament.
- UT Recycling screened the documentary “Just Eat It” in Hodges Auditorium with 55 students in attendance. Staff facilitated conversation after the film regarding food waste. A representative from UT’s Food Recovery Network was also present for input.
- UT Recycling partnered with UT Dining to perform a food waste audit in PCB. Staff interacted with students regarding food waste, as they weighed their waste prior to scraping them into a compost bin.
- UT Recycling held an educational event within the Hodges Starbucks location. Staff interacted with students, faculty & staff regarding the MUG Project, and other ways to reduce their environmental impact when purchasing coffee and other POD market goods.
- UT Recycling worked a zero waste event this past weekend on the Ag Campus. There were 650 people present. Staff manned zero waste stations to divert food waste and recyclables from the landfill.

RECYCLING CONTINUED ON PAGE 2
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RECYCLING CONTINUED:
• UT Recycling submitted a proposal to AASHE for repurposing food waste in a hierarchical fashion.
• UT Recycling has begun trainings for housing staff.
• UT Recycling attended the EcoVols meetings to inform the members on upcoming events and volunteer opportunities.

Recycling Totals February 14 - 20:
• Bottles/Cans: 8,620 pounds/4.31 tons.
• Paper: 10,400 pounds/5.2 tons.
• Cardboard: 14,880 pounds/7.44 tons.
• Manure: 22,000 pounds/11 tons.
• Compost: 11,700 pounds/5.85 tons.
• Total: 67,600 pounds/33.8 tons.

Lock & Key Services:
• Student Services – repair lock.
• Henson Hall – repair lock.
• Dougherty Engineering – repair lock & adjust door.
• McClung Tower – repair locks.
• Hodges Library – repair keypads-combination locks.
• Lambda Chi – repair locks.
• University Housing – many recovers and repairs.

ZONE MAINTENANCE

STAR Team:
• Renovating room 109A in SERF.
• TANDEC hi-bay renovation.
• Moving researchers into JIAMS.
• Lighting upgrades at Dabney Hall.
• Renovating Dougherty Room M009.
• Lighting surveys for parking garages.
• Building inspection at Jessie Harris.
• Building inspection at Dunford Hall.
• Installed new handicap operator at Veterinary Medical Center.
• Ordered glass for College of Nursing.
• Programmed handicap operators at Hodges Library.
• Repaired Massey Hall handicap operator.
• Ordered windows for Clement Hall.

Zone 2:
• SMC: Caulked seventh floor bathrooms, replaced three bathroom faucets on fourth floor, replaced one bathroom faucet on third floor, and interior door repair on second floor.
• Haslam: Cleaning machine rooms on first and second floor, pressure washed chiller room, repaired lights in hallway and some team rooms, stopped drain at fifth floor kitchen, installing new paper towel holders on first and second floor restrooms.
• Hodges Library: We installed threshold plates in south commons recording studios 235g, 235f, and 235e to help hold sound in, installed door closer on ground floor south entrance also screwed down panic bars on six doors at Melrose entrance, cleaning in our penthouse, removing dust from tops of transformers, disconnected eight ballasts in reference office as the glare on computer screen was too bright, removed 14 wet ceiling tiles from the sixth floor, repairing roof leak, disconnected three ballasts in room 630 business services office, continuing to paint ceiling tiles, and also assisted Air Conditioning Services in draining our cooling tower.
• Working on steam radiators at Jessie Harris.
• Repairing lights ELC on White Ave.
• General building maintenance.

Zone 7:
• Dougherty Engineering: Replaced lights in rooms Moo8 and 429, also checked outside and replaced as needed.
• Min Kao: Replaced towel boxes as needed in all bathrooms and replaced lights in room 334
• Perkins Hall: Replaced clock in room B058, checked hall lighting and replaced as needed.
• SERF: Removed and replaced floor tile as needed in several rooms.
• Pasqua: Replaced ceiling tile as needed and replaced eight foot lights in room 109.
• Throughout zone we have been changing AH filters as needed.
• General building maintenance.

Zone 8:
• We continue to work with contractors and customers at JIAMS to provide a smooth transition.
• We will be working in McCord Hall to make repairs to labs and office space in the building.
• We have completed the lighting project in BESS Office Building.
• We will be hauling ballasts and bulbs to recycle.
• In North, Central, and South Greenhouses we will be cleaning vent screening to get ready for spring.
• One Call will answer calls and work on LED lighting at Brehm Animal Science and Food Science when time permits.

COMMUNICATIONS

Communications & Public Relations:
• Our annual Employee Satisfaction Survey will be distributed tomorrow, March 1. This anonymous survey will run through Friday, April 1 at 5 p.m. Please keep an eye out for the official announcement tomorrow. The survey will be distributed in three versions: hard copy, interactive PDF, and online. All surveys are collected by Brooke Krempa in room 203. If you have any questions about this year’s survey, please contact Brooke at 214-7662.
• The Big Orange Family Campaign is now in its third week. If you have any questions about the campaign, please contact Brooke Krempa at bsteve14@utk.edu or 214-7662.
• We are working on a document that lists all of the non-chargeable services the department performs. Once all of the information is gathered from the different units we will compile a formatted document. If you have any questions about this project, please contact Brooke at 214-7662.
• 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.
• A Wellness/Lactation Room page was created on the Web site.
• 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.

Training:
• We are currently setting up individual Skillsoft profiles for every Facilities Services employee. Once complete, email reminders will be sent letting you know that your annual EHS training is approaching. Overdue messages will also be sent if the training was not completed.

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ZONE 8 CONTINUED:

• 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.
• A large TNAPPA group meeting was held last week. If you are on a TNAPPA planning committee and missed the meeting, please contact your group leader. If you are unsure who your group leader is, please contact Brooke at bsteve14@utk.edu.
• Our subunit is in the process of creating an employee handbook and will work with Training & Development to complete unit and subunit SOPs.
• We are working with EHS to create a Facilities Services Safety Award. Check back in the next few weeks for more details.
• The production of DIY videos continues. Check out all of our videos on the department’s YouTube Channel.
• The Building Representative List has now been completely updated. The up-to-date version will be posted on the Web site in the next few days.
• A communication survey will go out to all Building Representatives in late March. Once the results have been compiled we will begin to adjust our communication plan as necessary. Results will be distributed to all Building Representatives.
• Web site updates and additions 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.

Training:
• We are currently setting up individual Skillsoft profiles for every Facilities Services employee. Once complete, email reminders will be sent letting you know that your annual EHS training is approaching. Overdue messages will also be sent if the training was not completed.

Our intent is to continue increasing the percentage of Facilities Services personnel receiving their annual training.
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**UTILITIES**

**Air Conditioning Services:**
- Worked power outage at SERF chiller house to tie in new secondary pump serving Dougherty Engineering Building.
- Turned power on to new chiller located in Hodges Library.
- Performed repairs on heat pump at Lindsey Nelson Stadium.
- Working with contractors at Hoskins Library to perform start-up on temporary chiller.
- Restored electrical power to repaired chiller #1 at SERF chiller house.

**Steam Plant:**
- Completed Acronis Imaging back up of all operating stations.
- Worked on water flow meters for softeners.
- Load Acronis image into new engineering station.
- Daily reports.
- Worked on remote steam pressure transmitter display.
- Worked on roof fans.
- Condensate tank level control.
- Removed last remaining coal chute from #1 boiler and cut up for scrap.
- Replaced fan on air drier for instrument air compressor.
- Worked on trend reports.
- Continue to clean up plant.

**Electrical Services:**
- UTFS Security system Upgrade– Campus.
- UTFS Contract Support: New Strong Hall.
- UTFS UT Events: Weekly.
- UTFS Thompson Boling Arena –Fire Watch.
- UTFS Contract support: 13th & Cumberland.
- UTFS Outdoor Lighting: Campus.
- UTFS Repairs to HV Stand by Circuit.
- UTFS Steam Plant Support.
- UTFS Contract Support: West Campus Redevelopment (WCR) High Voltage.

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**CONSTRUCTION**

**Construction Services:**
- Annual maintenance on the Torchbearer and Europa/Bull.
- KUB and Fire Alarms for re-transmission system.
- General classroom renovations.
- Strong Bridge restoration.
- Thermal roof scans at HPER, Conference Center, and Alumni Memorial.
- Andy Holt Tower: Replace guardrails.
- Biosystems: Office 105 - Replace carpet
- Black Cultural Center: Room 114 - Paint the Art Gallery.
- Clarence Brown Theater Proscenium: Upgrade fire suppression.
- Conference Center Building: Stairwells, evaluate masonry spalling, restroom renovation, room 412, new carpet, suite 120, renovations.
- Dabney Buehler: Labs 432, 432A, renovations; Machine Room, structural reinforcement.
- Dougherty Engineering: Room 206 - New electrical, and add compressed air and snorkel ventilation.
- Haslam Business Building: New electrical for display; Room 256, new electrical and data for IT; Room 310, new wall with door; Room 407, new door and lite; Room 446, new counter space; Room 617, divide office in two; Room 630, electrical modifications.
- Henson Hall: Room 105 - New lighting and millwork modifications.
- Hesler Biology: Room 234 - New Electrical, Room 326 - Install bench fixtures for gases, Room 327 - Refurbish finishes, add electrical.
- Hodges Library: Install display cabinets; first and sixth

**CONSTRUCTION CONTINUED ON PAGE 5**

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PAGE 4
CONSTRUCTION CONTINUED:

- Floors, replace carpet; first floor, install a large digital monitor; third floor, carpet rooms; new conduit/wiring for power/network for the OIT front desk; Room 650, paint room, install can lights; Suite 236, install privacy window film.
- Jessie Harris Building: Room 202 - Renovations.
- JIAMS: Disconnect & reconnect Equipment, additional electrical service for labs.
- Kingston Pike Building: Preliminary raceways programming.
- McClung Tower: Rooms 1210, 1211 - Replace the carpet.
- Melrose Hall: Room E211 - Remodel room, Building G - Replace carpeting, Convert small offices into larger ones.
- Middlebrook Building: repave parking area, paint rooms 119 and 120, refinish walls in rooms 290 C-D.
- Min Kao: Room 355 - Replace carpet in room 355.
- Morrill Hall: Cafeteria - Modify power.
- Nielsen Physics - Renovate space to GTA offices and Lounge Area.
- Perkins Hall: Rooms 324 and S001 - Install swipe card access, Classroom relocation from Estabrook Hall, Hallway renovations, Renovation for new Freshmen Engineering program.
- Plant Biotech: Install new access door.
- Pratt Pavilion: Install new card-x proxy readers.
- Radiological Safety: Room 101 - Install shower/eye wash station.
- Reese Hall: Room B027 - New electrical and fans.
- Roof repairs: Allan Jones Aquatic Center, Andy Holt Tower, Art & Architecture, Food Safety, Hesler Biology, HPER, Jessie Harris, Morgan Hall, Pratt Pavilion, TRECS, Vet Hospital, Volunteer Hall, and Walters Life Sciences.
- Senter Hall: room 125 electrical modification.
- SERF: Room 101A - New swipe card access, Room 312 - New swipe card access.
- SMC: Rooms 427 and 428 - New paint, Rooms 620 and 641 - Refurbish finishes.
- Stadium Drive Garage: G-10 Concrete repairs.
- Stadium: Gate 23 New electrical.
- Student Union: 201 Install new panic button, Student Union G201 Install mirrors to columns, Student Union Mount EMV credit card Brackets on sales counters.
- Temple Hall: UTAB balancing.
- Thompson-Boling Arena: Room 208J - Add lighting.
- Vet Teaching Hospital: install power assisted door opener in room A114.
- Volunteer Hall: replace all study room doors with a half glass metal doors.

EHS SAFETY CORNER

A worker received an electric shock on a piece of equipment he was using. He was not injured, and he did not report the incident. A few days later another worker also received a shock from the same defective equipment, and again did not report the problem. Within days a third worker also received an electrical shock which killed him.

This true story illustrates what can happen when we ignore close calls in the work place. A close call is a chance to identify a hazard and correct it before someone is seriously injured or killed.

We have all had many experiences with close calls or near misses in our everyday lives. The best thing we can do is to pay attention to them and learn from them. For example, most of us have slipped while rushing down a stairway. We may have caught ourselves before falling, and then resolve to slow down in the future. Another example is pulling out to pass when driving and being faced with an oncoming car. We quickly pull back into our own lane, and tell ourselves next time we will make sure it is safe before we try to pass.

In both instances, there was the potential for a serious accident but we were lucky. We have learned something by the close call, and will probably be more aware in the future.

Close calls in the workplace serve the same function. They give us an opportunity to recognize that something is wrong and to do something about it before someone gets hurt.

Be sure to report near misses to your supervisor. You have the opportunity to help a coworker.
HOW YOU CAN MAKE A DIFFERENCE:

- Bring recyclables from home to the Public Recycling Drop-off outside dock 25 of Facilities Warehouse at 2121 Stephenson Drive

- Clean out your office—find a big blue bin on wheels, or email recycle@utk.edu to request some. Paper Purge Party coming up on March 7th-11th.

- Have UT Recycling staff come give a “Recycle Talk” at your next meeting—email us at recycle@utk.edu.

- Use a reusable mug/bottle

- Recycle all your cans and bottles—tin and aluminum cans go in the green bin with plastics #1-7 and glass bottles.

Contact us at 974-3480 or recycle@utk.edu if you’re unsure something is recyclable or compostable.
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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