

# FACILITIES SERVICES WEEKLY

January 6, 2014

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

## ADMINISTRATION

### Administration:

- Just a reminder...the processing of invoices has been divided between Mitzi and Amy. Mitzi will be processing vendor invoices starting with A-D and R-Z, Amy will be processing E-Q and Amanda will be processing all PP74 invoices, Elliott's, Hosford's and Cintas.
- Processing of Payroll and Personnel items.
- Paying invoices.
- Contract extensions and rebids.
- Processing weekly transfer vouchers.

## FACILITIES OPERATIONS

### Building Services:

- January 27<sup>th</sup> transition of the remaining buildings on the main campus: Carousel Theater, Clarence Brown Theater, Ceramics and Tandec.
- We should complete all in-house transitions by July 2014!!!!
- New Custodial Certification Program to begin in February.

### Landscape Services:

- Campus wide snow/ice treatment and clean/repair equipment for next storm
- Detailed leaf removal from landscape beds, parking lots and curbs
- TREC – Assist with steam line repair
- Irrigation systems – Winterization continued
- Fulton Rugby Field - Assist Construction with welding of steel footers
- McClung Museum – Order landscape plant material to surround the Edmontosaurus sculpture
- Campus trees – Order trees for campus wide replacement

### Lock & Key Services:

- Veterinary Hospital ongoing project.
- Student Health Clinic lock changes.
- New student worker Chelsea Cate will be joining us Monday in the front office.

## ZONE MAINTENANCE

### Star Team:

- Controls at SERF
- Behler 204 lab
- Morgan Hall Room 201

### Zone Maintenance:

- Zone 9: Assisting contractors, and general building maintenance.
- Zone 4: I House replaced exhaust fan on roof
- Zones 4 & 5: Working in classrooms and offices while students are out

## COMMUNICATIONS

### Information Services:

- Troubleshooting Desktop problems.
- Assisting with holiday power outages.
- Assisting with security camera installations.

### Communications:

- Our department's new Employee of the Month program launched last week. You can submit your nominations online at fs.utk.edu. Hard copies of the forms are also available in Facilities Room 203 and with the clerk in your Division.
- Our team has been working on our department's portion of the Southern Association of Colleges and Schools Accreditation standards.
- Remember—you can follow Facilities Services on Twitter @utkfacserv and can "like" UT Facilities Services on Facebook.

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## Training:

- Except for one employee we are through with the Net ID and email training. We have trained over 600 employees on how to access their pay statement online. Please take note of password expiration date. Notices are sent out by OIT reminding of password expiration so please use those notices to reset password.
- We are organizing a training class surrounding the new performance evaluation form. This is to ensure that all Supervisors handle the performance review in the same way which encourages uniformity and fairness across the department.

## UTILITIES

### Air Conditioning Services:

- Repair central food freezer at Presidential Court
- Repair York chiller at S.E.R.F.
- Complete installation of new pumps at Reese and Humes Halls
- Repair busted steam coil in AHU # SW-A2 at Walters Life Sciences
- Repair busted hot water coil in rooftop AAON unit at the Conference Center

### Steam Plant:

- Natural Gas prices have increased to the point that we have increased the amount of steam we are producing using coal because it is more cost effective to do so but we are still producing the majority of steam using natural gas.
- We produced 3,471,000 pounds of steam on Jan. 1 even though it was a holiday.
- They are predicting colder temps and I am sure our steam production will go up much higher.
- Special thanks to everyone who had to work at the steam plant on Jan. 1 .We used 78,606 gallons of make-up water on Jan.1.

## Plumbing Services:

- Replace piping for heating water pumps in Reese and Humes
- Repair leak in Student Services
- Repair leak in Walters Life science
- Repair water leak in Earth Sciences
- Unclog drain at Vet School
- Repair steam leaks
- Check Steam valves at Gibbs
- Fabricate handrail
- Weld pipe for Reese and Humes
- Repair leak in Conference center

## CONSTRUCTION

### Construction:

- A&A classroom 109
- A&A bookstore
- Law College light panels
- TRECS flooring
- Clement Post Office
- SMC paint and carpet elevators
- Middlebrook - Facilities Planning upgrades
- Conference Building 404 upgrades
- Presidential Court – paint stairwell
- SERF hoods and casework
- Presidential Court grease duct repairs
- Campus roofs

**Go to [fs.utk.edu](http://fs.utk.edu) to  
nominate a deserving  
member of our team for  
Facilities Services  
Employee of the Month!**