

# FACILITIES SERVICES WEEKLY

January 5, 2015

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

## ADMINISTRATION

### Special Projects:

- **Archibus:** We are now “LIVE” with Archibus! To login, open a browser on your computer (preferably Chrome) and navigate to:  
<http://archibus.tennessee.edu>  
You’ll use your regular NetID 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.

### Archibus Reminders:

- Make sure you are keeping your Net ID and password up-to-date. This is what you will use to login to Archibus.
- Regularly check your email for any notifications from Archibus (leave request approvals/rejections, work requests issued, etc...)
- If you currently clock in/out using a time clock or Teletime you will need to **continue to do so**. The timesheet in Archibus is only for current administrative staff using a paper timesheet.
- As of today, 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.

## FACILITIES OPERATIONS

### Building Services:

#### Arena:

- Thursday, January 8th: Lady Vols Basketball Game vs. Texas A&M at 7 p.m.
- Saturday, January 10th: Men’s Basketball Game vs. Alabama at 2 p.m.

## ZONE MAINTENANCE

### Star Team:

- Dabney room 485.
- SERF controls.

- Elevator training.
- Buehler room 602, 603 and 604.

### Zone Maintenance Zones:

#### Zone 1:

- Cleaning all Leslie water heaters in all dorms.
- Changing filters in all dorms.
- Getting dorms ready for students return.

#### Zone 4:

- Hodges Library: changed stained ceiling tiles, repaired broken air line at air compressors also repaired broken grease line at south for return air handler.
- Dunford Hall: replaced broken window panes, also repaired steam radiator in room 2409.
- Melrose Hall: replaced broken window panes.
- Baker Center: cleaned tanks to humidifiers.
- International House: worked on lighting in the great room.

#### Zone 8:

- With the New Year under way our students and facility will be back and ready to begin the new semester.
- Our team will spend the upcoming week making sure that all their needs are met.
- The New Facilities building is looking a lot different. The frame work is almost complete.
- We will be working on various projects over the next week.
- Our team will be working at the radiological facility addressing some safety issues.
- Archibus is here we will be learning how this new system will be implemented.

#### Zone 11:

- Preparing for the temperature drop this week—we are double checking all equipment in all athletic buildings.
- We are also working on lights and restrooms in each skybox for any upcoming events.
- We are also working in Neyland-Thompson, Brenda Lawson, and Anderson Training Center - checking all lights and restrooms, and for any maintenance issues for recruits and visitors.
- General maintenance issues are also being worked on in all Athletic Buildings.

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## COMMUNICATIONS

### Information Services:

- Moving department files to OIT server and mapping user drives to match the new locations.
- Investigating camera systems around campus.
- Purchasing SCUP computers for this year.

### Training:

- OSHA required training for 2015 has begun. Those with birthdates in January will be the first to complete their training. You and/or your supervisor have been notified of this and the training should be completed in SkillSoft unless prior arrangements have been made.
- Supervisors, please ensure that you are giving your employees the time to get the training done. Employees can use the computer lab in Facilities main building room 122, or any OIT computer lab located closest to you. Each employee has 30 days to complete the training.

### Communications:

- Several department policies are in the final editing and approval phases.
- We are working on several departmental press releases.
- Working on internal announcements.
- We are beginning to put together our portfolios for the American School & University 2015 Educational Interiors publication.
- We would like to congratulate all of the 2014 recipients of the Employee of the Month Award – Gary Robertson, Ron Couch, Mike Manley, Tim Faulkner, Jack Hammock, Justin Dothard, Marty French, Arlene Williams, Charles Farley, Tommy Oakley, Daniel Mace, Hazel Norris.

*REMINDER:* You can always nominate a hard working member of our team for employee of the month at [fs.utk.edu](http://fs.utk.edu)!

### Sustainability:

- It's a new year and with it comes new year resolutions. So why not pick a resolution that is easy and benefits not only you, but your coworkers, the students, our environment and UT overall!?!?  
If an easy resolution that contributes a larger impact is right up your alley, then try recycling, carpooling, using

a reusable mug or simply flip the switch when leaving a room. It may seem small but if we each assist then the impact is substantial.

If you want to take your green resolution even further then stop on by the Office of Sustainability (208-C), so we can design you a personalized green resolution for 2015!

## UTILITIES

### Air Conditioning Services:

- Working on Archibus.
- Started chiller at Conference Center.
- Restart chillers at Reese Hall.
- Begin installation of new chiller at International House.

## Facilities Services Vacancies

**Turf Manager** - Requisition ID - 14000001B5

**Exterminator II** - Requisition ID - 140000019Q

**Geographical Information Systems Coordinator (Project Coordinator)** - Requisition ID - 140000015T

**Custodian I (Building Service Aide I)** - Requisition ID - 140000011W

**Heavy Equip Supervisor** - Requisition ID - 140000011J

**Asst Gen Mnt Skill Craft Wkr** - Steam Plant - Requisition ID - 140000010W

**Line Installer I** - Requisition ID - 14000000XI

**Assistant Building Services Foreman, Building Services** - Requisition ID - 1300000108

