Facilities Services Weekly
JANUARY 4, 2016

ADMINISTRATION ● FACILITIES OPERATIONS ● ZONE MAINTENANCE ● ADMIN. & SUPPORT COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

Happy New Year!

ADMINISTRATION

Special Projects:
Archibus:
- 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.
- 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.

FACILITIES OPERATIONS

Building Finishes:
Sign Shop:
- Worked on Wayfinding new building signage.
- Made and installed new signs at gas pumps.
- Worked on various signage for campus departments.

Paint Shop:
- Painted auditorium at SERF Building.
- Patched and painted many areas in Hodges Library.
- Worked on plaster repair in various locations at McCord Hall.

Building Finishes:
- Worked on new building signs.
- Installed access door at McCord Hall.
- Poured concrete in sink hole on Volunteer Blvd.
- Installed paper towel dispenser at Min Kao.
- Installed curtain rods at Greve Hall.
- Installed white boards at Claxton Education.
- Repaired hole in wall at Hoskins Library.

Building Services:

Arena:
- Wednesday, January 6th: Men’s Basketball Game vs. Florida at 7:00 p.m.
- Thursday, January 7th: Lady Vols Basketball Game vs. Florida at 7:00 p.m.
- Saturday, January 9th: Men’s Basketball Game vs. Texas A&M at 1:00 p.m.
- Sunday, January 10th: Lady Vols Basketball Game vs. Auburn at 2:00 p.m.

Lock & Key:
- Min Kao – change supply closets.
- Stokely Management Center - change lock.
- Presidential Court – change lock & provide padlocks.
- VTH – key new POD Store.
- Biosystems Engineering – repair door latch.
- Estabrook – repair lock.
- South Stadium – provide key box.
- Hodges Library – repair lock.

Rapid Response Team:
- Moves at the Conference Center, Jessie Harris, Hodges Library, and Haslam Business.
- Events at SERF and West Skybox.
- Addressing all other work requests that come in during the week.

ZONE MAINTENANCE

Zone 1:
- Have had some issues with a few steam leaks at Hess.
- Having the four shower pans replaced at Reese.
- Closing out all outstanding work orders for the year.
- Getting ready for the return of students for the new semester.

Happy New Year!
Zone 4:

- Hodges Library:
  - We installed new belts on the penthouse restroom exhaust fan, also air-handlers P3 & P4.
  - Changed three lights in Lindsay Young auditorium and tightened all desk tops.
  - In Paul & Marion Miles reading room we changed 13 t-8 bulbs.
  - With students on break, we have all t-8 bulbs burning in North & South Commons: 41 bulbs total.
  - Rebuilt actuator valve in Mary Greer room and installed & calibrated thermostat in room 220E in North Commons.
  - We have all fluorescent bulbs burning in west, south and penthouse machine rooms.
  - Replaced door trim in room G021.
  - Worked on two doors at Melrose entrance and replaced burnt out ballasts on 6th floor administration offices.
  - Changed 3 t-8 bulbs in Mary Greer room.
  - All lights burning in our classrooms.
  - On air handlers West 2 and South 3 we cannot get to the back bearings, so we installed hinges to the back panels in order to visually inspect these bearings.
  - General building maintenance.

Zone 11:

- At Neyland Stadium we are checking the equipment and machine rooms and east and west skyboxes for events.
- At Neyland Thompson, Brenda Lawson, and Anderson Training Center, we are working on general maintenance issues for recruits and visitors.
- At Sherri Lee Softball Stadium, Regal Soccer, and Joan Cronan Volleyball we are working on general maintenance issues and preparing for softball season in the next few weeks.
- At Lindsay Nelson we are preparing for baseball season as well.
- At Goodfriend Tennis, Allan Jones Aquatic Center and Thornton Athletics, we are working on general maintenance issues.

**Communications**

**Information Services:**

- Update printer firmware.
- Troubleshoot printer errors.
- Working with laptop wireless.
- Look at big screen monitor locations for Support Services.

**Training:**

- The Training subunit now has a complete set of Flame Retardant (FR) sizing jackets.
- Those that are authorized to wear FR clothing should stop by the Training Office and get fitted for the winter jacket.

**Communications:**

- We are planning the department’s next Facilities Fundamentals workshop.
- You can help us to nominate January’s Employee of the Month at fs.utk.edu.
- We have submitted four UT projects for the 2016 American School & University Educational Interiors Magazine. We will work with Interior Design to complete the submissions.
- We are working with UT Media Relations on a quarterly campus project update.
- We are currently working on the fall/spring projects catalog.
- Work continues on the Service Guide. We are still waiting on final information from several units.
- We are currently seeking out volunteers for team leaders in the upcoming Big Orange Family Campaign. If you were contacted about being a team leader, please contact Brooke at 214-7662 or bsteve14@utk.edu.
- Planning for the 2017 TNAPPA Conference continues. If you are on a committee, we should have the next meeting date set by the end of the week. We will send out an announcement and calendar invitation for the date & location.
- New DIY videos featuring plumbing are in the works. Please check out our YouTube Channel to find the latest videos.
UTILITIES

Air Conditioning:
- Completing piping in new AC units in basement of HPER Building.
- Replacing defective sensors on reach in cooler at the Student Union Building.
- Replacing defective defrost control board in mini-split unit at 1610 University Ave Building.
- Repairing heating water pumps serving Buehler Hall.
- Performing service on OAU at the CRC Lab Building.

Electrical Services:
- UTFS Security system upgrade – Campus.
- New Construction – Fire Alarm/Building Security support.
- UTFS Contract Support – New Strong Hall.
- UTFS Thompson Boling Arena – Fire Watch.
- UTFS Contract support – 13th & Cumberland.
- UTFS Outdoor Lighting – Campus.
- UTFS Ag Campus Distribution – Ckt 7 & 8.
- UTFS – Repairs to HV Stand by Circuit.

Steam Plant:
- Replaced duct burner and turbine gas flow meters on #4 boiler.
- Replaced feed water valve on #4 boiler.
- Removed level float switch and cut & welded new union, then replaced and tested.
- Worked on level control on #4 boiler.
- Worked on steam flow transmitter on #3 boiler.

EHS SAFETY CORNER

Slips and falls accounted for the most OSHA reportable injuries in 2015 for both Facilities Services and UT campus.

Falls cause 15% of all accidental deaths, and are second only to motor vehicles as a cause of fatalities. Falls on campus either occurred from an elevated level or from a level walking surfaces, and especially during icy conditions.

The most frequent complaints related to falls are shoulder, back, elbow, wrist and knee injuries.

Make sure you use handrails, beware of changes in walking surfaces, and use special care when entering and exiting vehicles.

For more information, please review the Slips, Trips and Fall Prevention guidelines and the Fall Prevention guidelines on the EHS web-site.

FACILITIES VACANCIES

Landscape Aide I - Requisition ID - 15000001IQ
Locksmith Specialist I - Requisition ID - 15000001IR
Electrician I - FS Construction - Requisition ID - 15000001F9
Truck Driver I - Landscape Services - Requisition ID - 15000001F8
IT Technologist II - Facilities Services - Requisition ID - 15000001F5
Custodian (Building Services Aide I) - Requisition ID - 15000000WO
Asst Bldg Srvs Foreman (Four Positions) - Requisition ID - 1500000139
Building Services Foreman - Requisition ID - 1500000138
Maintenance Specialist (Three Positions) - Requisition ID - 1500000134
Congratulations to Amy Miller who was named November Facilities Services Employee of the Month!

Thank you to everyone who submitted a nomination in November! 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