

# FACILITIES SERVICES WEEKLY

January 13, 2014

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

**Submit your nominations for Employee of the Month at  
[fs.utk.edu](http://fs.utk.edu)!**

## **ADMINISTRATION**

### Administration:

- Did you know... In calendar year 2013, the Administrative Services Office processed approximately 62 workorders per day! This works out to approximately 310 per week and over 16,000 for the calendar year!
- Selection of the interview committee is currently underway for the open Administrative/Workorder position in the Administrative Services office.
- Data entry of daily workorders.
- Processing of Payroll and Personnel items.
- Paying invoices.
- Contract extensions and rebids.
- Processing weekly transfer vouchers.
- Due to the MLK Holiday this coming Monday 1/20/14, Cintas will be picking up/dropping off FR uniforms on Friday, 1/17/14, instead of Monday 1/20. Cintas will resume their regular pickup/drop off schedule on Monday 1/27/14.

## **FACILITIES OPERATIONS**

### Building Finishes/Sign Shop:

- Paint Shop– fabricating desk name plates, room signs, parking signs and other work orders; painted classrooms at Burchfield and classrooms in Communications during break and worked on Communications Building.
- Carpenter Shop– Proceeded on repairs to classrooms during break and other work orders and assisted RRT.

### Building Services:

- With the growth of Building Services we are adding additional ERC Representatives: 1 on 1st shift, 1 more on 2nd shift, and 1 on 3rd shift.
- The new CCP (Cleaning Certification Program) will begin in late February.
- The transfer list for shift transfers is open to all Building Service employees who would like a shift change for the month of January.
- 1-15-14 Men's Basketball game.
- 1-18-14 Sold out Luke Bryan Concert
- 1-17 to 1-19 Swim Meet

### Landscape Services:

- Wrapping up leaf removal from landscape beds, parking lots and curbs
- Detailing and mulching landscape beds
- Installing metal landscape bed edging
- 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:

- Dabney 514B—repairing core
- Melrose– rekeying file cabinet.
- Student services—outside door

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## ZONE MAINTENANCE

### Star Team:

- Controls at SERF
- Behler 204 lab
- Morgan Hall Room 202

## COMMUNICATIONS

### Communications:

- We have been working with Media Relations to notify the community about weather-related issues on campus.
- Help recognize one of our staff who goes above and beyond. Submit your Employee of the Month 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.

### Sustainability:

- The Office of Sustainability is in the midst of widespread data collection in areas of operations, outreach, and student behavior.
- Over the next few weeks, a member of our office may reach out to your division to contribute to this data collection process. Thank you in advance for your cooperation.

### Training:

- There is a new evaluation form in Facilities. To maintain consistency throughout the department there will be several training sessions to cover key points and changes on the

form. Stay tuned for these training dates and times.

- English as a Second Language (ESL) classes begin this Wednesday, January 15, 2014. We have 13 participants and the class will run until May 2014.
- The training Department has issued 89 IDs since October 2013, saving Facilities Services \$1716 in payouts.

## UTILITIES

### Air Conditioning Services:

- Major repairs underway in multiple areas of campus after extreme cold temperatures
- Completed new heating water pump installation in Humes and Reese Halls with assistance from the plumbing shop.

### Electrical Services:

- FA Testing for Residence Halls on campus
- Security Systems—campus
- Fire Alarm Systems—minor repairs & testing in various buildings on campus
- HV, 13.2 KV underground distribution cable installation—Pat Head Summit
- Support for Stokely Athletic Center, Gibbs and Strong Hall
- Follow up cold weather repairs

### Steam Plant:

- On Monday Jan 6 we set a record by producing 4,421,725 pounds of steam and that averages out to 184,238 pounds per hour.
- We burned 162 tons of coal and 22042 therms of natural gas. Our make-up water was 111,790 gallons.
- On Tuesday Jan 7 we produced 4,352,700 pounds of steam, which averages 181,362.5 pounds per hour.

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## CONSTRUCTION

### Construction:

- Presidential Court—Paint and repair ceilings in several locations throughout the building
- Sherri Parker Lee Stadium—Install new electrical panel with breakers
- Haslam Business—Purchase and install new modular office furniture
- Claxton Education—Reposition or redesign landscape furniture in room 342
- McClung Museum—Install an Edmontosaurus sculpture at front entrance.
- Greve Hall—Provide and install door holds and tie into fire alarm system to abide by codes
- Conference Center—Demo existing buffet, cabinets, wall coverings and flooring and replace with new.
- Stokely Management Center—Replace flooring in the four elevators.
- Panhellenic Building—Corrections in building to allow use by the Student Union during construction.
- 11th street garage—install new emergency phones by elevator entrances on all levels

### Construction: completed projects

- Brenda Lawson—Provided and installed proxy readers and door operators.
- Art & Architecture - Installed counter, power and data, removed current counter and infill floor were removed in room 101.
- Art & Architecture—Patched and painted office 360.
- Presidential Court—Removed ceiling and repaired grease duct over holiday break
- Hodges Library—Installed tamper-resistant non-freeze outdoor faucet.
- Greve Hall—Installed carpet in rooms 540 and 544 to match existing.
- Haslam Business Complex—Installed conduit from the back east side to comm. room on ground floor.

- Student Rec and Fitness—Removed wall and installed new flooring.
- Andy Holt Tower—Patched and painted walls, replaced old light lens, installed new carpet, replaced ceiling tiles, did sound proofing; Painted office P226.
- Early Learning Center—Removed old stove and installed new stove with any power needed.

## Submit Your Nomination for Employee of the Month!

Earlier this month Facilities Services launched its new Employee of the Month Program.

The purpose of the program is to recognize a hard working and dedicated member of our team each month of the year.

We invite everyone to nominate an individual of their choice for the award.

With so many dedicated team members in our department we are excited to begin this initiative.

Nominations are currently being accepted for the January award.

Forms can be found online at [fs.utk.edu](http://fs.utk.edu), with the clerk in your shop, or from Facilities Room 203.

For more information, please contact Brooke Stevenson at 974-7782 or [bsteve14@utk.edu](mailto:bsteve14@utk.edu).

**BIG ORANGE**  
**FRIDAY**  Show us  
your  
orange!  
**EVERY FRIDAY**