**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.

  **Reminders:** Net IDs and passwords must be kept up-to-date. This is what you will use to login to Archibus. Regularly check 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. 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.

- **Thank you:** Thank you for your patience as we continue to find resolutions to issues we may be experiencing with Archibus. With your patience and support, we know Archibus will be a success for the department as well as the campus community.

**FACILITIES OPERATIONS**

- **Recycling:**
  
  Recycling totals for Jan. 5—Jan. 11, 2015:
  - Bottles/Cans = 3040 lbs.; Paper = 17,540 lbs.; Cardboard = 15,200 lbs.
  - Searching for two (2) full-time recycling truck drivers to work 2nd shift. Pay grade 32. Class B or A CDL required. Please apply if interested. All internal applicants get interviewed.
  - Open public recycling drop off outside dock 25 at Facilities Warehouse on Stephenson Drive. Faculty/staff/students can drop off recyclables from home or from campus such as paper, cardboard, glass and plastic, aluminum cans, batteries, printer cartridges, and electronica can all be dropped off.
  - Adding 15 recycling dumpsters to Housing this week to increase capacity and improve aesthetics and service.
  - Changing recycling dumpsters at Sorority Village to cardboard only and adding individualized 95-gal bins to improve recycling and allow for house to house competitions and increased revenue from cardboard collection.

- **Lock & Key Services:**
  
  - Mortise and install lock in Haslam building.
  - Key broke in lock at Haslam Music.
  - Archibus training for all in shop.
  - Recores and lock repairs in dorms.

**ZONE MAINTENANCE**

- **Star Team:**
  
  - The Star Team has been working on freeze watch.
  - Controls at SERF.
  - Dougherty room 108.
  - Auxiliary services.
  - Buelher rooms 602-604.

- **Zone Maintenance Zones:**
  
  **Zone 5:**
  - Still trying to figure out Archibus.
  - Working over for cold snap.
  - General maintenance.

  **Zone 8:**
  - With the roll out of Archibus we will be working hard to implement the program.
  - With the semester underway we will be focusing on tidying up our mechanical rooms.
  - At JJARTU a big thanks to Mike Raper for repairing the exterior lighting.
  - Work continues on the new Sutherland Ave. Facilities Services building, University Avenue building and JIAMS building.
  - I would like to thank my team for their work last week for coverage during the frigid temperatures.
Moving department files to OIT servers.
Office 2013 upgrades.
Participating on GIS Coordinator Hiring Committee.
Troubleshoot computer issues.

Please welcome Ashley Savage-Gilliam, our new Training Specialist in the Employee Training and Development office.
The Landscape Academy Program is scheduled to begin on January 22nd, 2015.
Just a friendly reminder that if your birthday is in January, it is your turn to complete your OSHA required training online using SkillSoft. Your training must be completed by the end of January.
The Employee Training and Development office has posted SkillSoft trouble shooting instructions at every computer station in the computer lab.
We are scheduling some classes for Performance Review training. There will be classes for new Supervisors and classes for those who just need a refresher course. Emails will be sent out with class date and times.
Updated PDQs are available in PPShare—PDQ—PDQ (2014).

The new logo implementation planning process for our department kicked off today. New materials featuring the new Facilities Services wordmark will be rolled out February 23. Our office will serve as liaison during the implementation process. If you have any questions or concerns regarding the new logo please contact Brooke Krempa at bstever14@utk.edu or 865-214-7662.

January 2015 Merit Raise guidelines were distributed via email today. Hard copies of the guidelines are also available with your unit’s administrative assistant and with Brooke in Room 203. If you have any questions about the guidelines, please contact your supervisor.
The Facilitator will be distributed later this month. If you would like to see a specific item addressed in the newsletter, please contact Brooke in Room 203.
Several Department policies are in the final editing and approval phases.

We are working on several departmental press releases.
We are beginning to put together our portfolios for the American School & University 2015 Educational Interiors publication.
Providing updates to external Web sites.
REMINDER: You can always nominate a hard working member of our team for employee of the month at fs.utk.edu!

The Facilitator will be distributed later this month. If you would like to see a specific item addressed in the newsletter, please contact Brooke in Room 203.

Several Department policies are in the final editing and approval phases.
**PLUMBING SERVICES CONTINUED:**

- Repair High pressure steam leak at Bailey.
- Check and pump manhole across on campus.
- Service on mainline pumps.
- Install second water feed at Baseball.
- Replace mixing valve for shower at Allan Jones.
- Repaired cattle Gates at Vet School.
- Fabricate handrails at Greve Hall.
- Fabricate handrails at Tyson House.
- Replace 2 PRV’s and popoff at South Greenhouse.
- Repair water leak at Morrill Hall.
- Repair sink water leak at Dunford Hall.
- Unstop sink drains at North Carrick.
- Repair drains at Morrill Hall.
- Replace section of water line between floors at Carrick.
- Unstop drain on 2nd, 4th and 5th floors at Carrick.

**CONSTRUCTION SERVICES**

**Construction:**

- Racheff Research- New sidewalk needs to connect to new building entry.
- Austin Peay- Make improvements for ADA route.
- Art and Architecture- Studio electrical renovations all 3rd and 4th floor studios.
- Art and Architecture- Replacement or upgrade of card swipes on 2nd floor, 1st floor, and add to administrative office, room 224.
- Art and Architecture- New electrical panel and add several drop down outlets from ceiling.
- Humanities- Replace steps and ADA ramp for lot 9 at South end of building.
- Blount Hall- Install glass doors on ground floor.
- Hodges Library- Purchase and install cameras in other areas in Library.
- HPER- Renovations to room 135 to accommodate teaching and laboratory.
- Haslam Business- Construct wall from floor to ceiling in room 607.
- South and East Stadium- Assist with construction of new AT&T shelter.
- Communications- WUOT wants to remove equipment in auxiliary broadcast site at channel 10, this is to install new transmitter equipment.
- Conference Center- Soundproof room 208 for Psychological Clinic.
- Andy Holt Apartments- Install 3 swings in front of building.
- Vol-Shop at the Commons- Install security system.
- Dabney hall add automatic door opener 4th floor.
- Stokely Management 7th floor lounge renovation.
- Stokely Management 2nd floor lounge renovation.
- Haslam College Of Business etching over Volunteer Entrance and pedestrian walkway.
- Austin Peay Systems Improvements (Second Floor Renovations) bid awarded to GEM Technologies, had pre-construction meeting.
- Cumberland and seventeenth- working on punch list.
- Austin Peay ADA route working on ADA railing
- 525 Gay ST- Completing renovations for Architecture Dept.
- 607 Haslam- Constructing new conference room with kiosk.

**Construction Management:**

- Henson Hall- Renovations to building.
- Neyland Stadium- DAS installation throughout stadium.
- Thompson- Boling arena- DAS installation throughout arena.
- 11th Street Garage- Installation of solar panel, charging stations, connect to Min Koa building for experiments.
- Dougherty Engineering- Unit Ops on 1st floor.
- Dougherty Engineering- Unit Ops on entire 6th floor.
- Dougherty Engineering- Lab renovation on 3rd floor.
- Campus Roofs- 16 roofs either working or scheduling to start.

**Estimating:**

- Estabrook: classroom upgrade.

*CONSTRUCTION MANAGEMENT CONTINUED ON PAGE 3*
CONSTRUCTION MANAGEMENT CONTINUED:

- Burchfield Geography Bldg. 206-209.: Create more office space by dividing the rooms into equal space. Thornton Athletics Center-Door changes per Fire Marshal Report.
- Dunford Hall- renovations to first floor for Disability Services.
- Dunford Hall- Painting, lighting, furniture for corridors and other areas on the 6th floor.
- James A Haslam Business Building-Replacing LED lighting under shelving in the Anderson Center.
- HPER-Card reader installation for rooms 120/124.
- Hodges Library-renovations to One Stop office area for VA Services.
- HPER-painting and tile floor replacement for room 361.

Facilities Services Vacancies

Building Services Supv. I - Requisition ID - 1500000000G
Recycling Truck Driver I (Two Positions) - Requisition ID - 14000001B7
Exterminator II - Requisition ID - 140000019Q
Custodian I (Bldg. Serv. Aide I) - Requisition ID - 140000011W
Heavy Equip Supervisor - Requisition ID 140000011J
Asst. Gen. Mnt. Skill Craft Wkr. (Steam Plant) - Requisition ID - 140000010W
Painter I (Three Positions) - Requisition ID - 14000000YW
Line Installer I - Requisition ID - 14000000XI
Assistant Bldg. Serv. Foreman - Requisition ID - 13000000108

OIT Computer Labs

Where can I find OIT Staffed Labs?

For individuals and groups
- The Commons, in Hodges Library
- Art & Architecture, Room 345
- Humanities, Room 201/202
- Presidential Court, Room 113A
- New! J.D. Tickle, Room 403

Where can I find other OIT Supported Computer Areas?

When you need a quiet space

Libraries
- Ag Campus, Pendergrass Library
- Hodges Reference, Room 135
- Grad Lab Hodges, Room 642
- Haslam Music Library

Other Areas
- Career Services, 101 Dunford Hall
- Black Cultural Center, Room 203
- I-House, Room 208

http://oit.utk.edu/labs

Office of Information Technology
**Facilities Services Weekly**

January 12, 2015

<table>
<thead>
<tr>
<th>Month</th>
<th>Employee</th>
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<tbody>
<tr>
<td>January</td>
<td>GARY ROBERTSON</td>
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<tr>
<td>March</td>
<td>MIKE MANLEY</td>
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<tr>
<td>May</td>
<td>JACK HAMMOCK</td>
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<td>July</td>
<td>MARTY FRENCH</td>
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<td>September</td>
<td>CHARLES FARLEY</td>
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<td>November</td>
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<td>February</td>
<td>RON COUCH</td>
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<td>April</td>
<td>TIM FAULKNER</td>
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<td>June</td>
<td>JUSTIN DOTHARD</td>
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<td>August</td>
<td>ARLENE WILLIAMS</td>
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<td>October</td>
<td>TOMMY OAKLEY</td>
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<tr>
<td>December</td>
<td>HAZEL NORRIS</td>
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Congratulations to our 2014 Facilities Services Employee of the Month Recipients!

We would like to thank everyone who submitted nominations to the Facilities Services Employee of the Month program in 2014.

This program has been a great success and we owe it to those who have taken the time to nominate one of the many deserving individuals in our department. You can always nominate someone for employee of the month - forms can be found online at fs.utk.edu and with Brooke in Room 203. The online nomination form can be accessed by clicking [here](#).

We look forward to continuing this program into its second year, and would like to again extend our congratulations to the recipients of 2014!