**ADMINISTRATION**

Special Projects:

Archibus:
- Training Aids for Archibus procedures can be found at [https://tiny.utk.edu/fstraining](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:

- Poured concrete sidewalk at Nursing.
- Installed cork boards at Perkins Hall.
- Repaired block at N. Carrick.
- Installed several plaques at Facilities Services.

Building Services:
- All zones have used break period to concentrate on floor care! If you look around you will see some real world class results in our buildings which leads to great first impression.
- Building Services received a National Green Cleaning Honorable Mention from American College and Universities for Chemical Reduction.
- On January 20, 2016 we will be demonstrating our first robotic scrubber for cleaning of hallways and classrooms.
- The Cleaning Management Institute will be holding a national “Train the Trainer” Class on campus in March. Registration is half price for Facilities employees.

**Arena:**
- Friday, January 15th: Monster Jam at 7:30 p.m.
- Saturday, January 16th: Monster Jam at 7:30 p.m.

**Lock & Key:**
- Arena Dining – change safe combination.
- Dabney/Buehler – repair lock.
- Brown Residence Hall Dining – change safe combination.
- Bailey Education – Install lock on desk.
- Clarence Brown Theatre – Change safe combination.
- Dabney/Buehlar – install locks on 36 drawers.

**Rapid Response Team:**
- Moves at Dunford, 1525 University Ave., and Conference Center.
- Events at Stadium, SERF, and AMB.
- We are also addressing all other work orders that come in during the week.

**Congratulations to Elizabeth Thomas - Facilities Services December Employee of the Month!**

Nominate another hard-working member of our team at fs.utk.edu
Recycling:
• We have a tabling event on Wednesday at Hodges Library. We will be engaging students, staff & faculty about the MUG Project, and will be giving away goodies.

**ZONE MAINTENANCE**

Zone 1:
• We have finished up on the leslies completing all 14 rebuilds and cleanings.
• We have also got all outstanding work orders for the year caught up.
• All the showers have been done and pans replaced at Reese Hall.
• Doors for the dorms opened Sunday at 1:00 p.m.
• We had five men on campus to cover the return of the students from the break.

Zone 2:
• Cleaning leaves out of gutters.
• Installing new energy efficient lighting outside of Jessie Harris.
• Changing filters on air handlers.
• Haslam Business: working on lights and chairs in classrooms, moving furniture and hanging wall boards.
• SMC: moving furniture and hanging wall boards; rebuilding valves on induction units.

Zone 7:
• In Min Kao: replaced lights in rooms 299, 499C, 635C; worked on tripped Freeze Sat on AH 3 and vibration noise in room 622.
• In Dougherty: worked on room 21 (too cold), and in rooms 509B and M105 (too hot); worked on AA on unit on 6th floor roof.
• In Perkins: worked on room 110 (too hot) and in room 120 moved white board.
• In Ferris: work on hallway lights on 2nd-4th floor, repaired base board in 405.
• In SERF: changed DI tanks in tunnel, worked on leak in penthouse, got motor ready to install on HR unit #1, performed walk through and health safety check in hoods in preparation for servicing HR units.
• In Pasqua: worked on heater in room 210.
• In Estabrook: worked several leaking toilets.
• Throughout zone general building maintenance.

Zone 8:
• Our team will be busy working to ready our classrooms and common areas for the start of the semester.
• We will be cleaning our gutters and checking roof tops for existing leaves.
• JIAMS will have tenants moving in at the end of the month we will be working with the STAR Team to make that transition smooth.
• One Call continues to answer a wide variety of calls. We anticipate a spike in calls with the beginning of the semester.
• A big thanks to all that assisted with the AHU Unit in Plant Biotech. Job well done.

**COMMUNICATIONS**

Information Services:
• Printer security.
• Setup new notepads.
• Radio updates.
• FS database installations/updates.
• Support Services planning-discussions.
• HOBO wireless testing.
• Tennessee IT Policy it0110 reminders.
• Assist with Network Switch upgrade for A/C Controls and OIT.
• Seibold Server Reboot Coordination with police department.
• File recovery for Building Services.

Communications:
• Congratulations to Elizabeth Thomas, the December recipient of the Facilities Services Employee of the Month Award. You can help us to nominate January’s Employee of the Month at fs.utk.edu.
• We are planning the department’s next Facilities Fundamentals workshop.
• We are currently working on the fall/spring projects catalog.

**COMMUNICATIONS CONTINUED ON PAGE 3**
• 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.
• Work continues on the Facilities Services Department 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.
• The Building Representative List is being updated.
• We are in the process of updating the Staff Directory.
• Several Web site updates have been made. If you have changes you would like made to your specific unit page, please contact Brooke at bsteve14@utk.edu.
• We are working on several releases.
• 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.
  If you have any questions about serving on a TNAPPA Conference Committee, please contact Brooke Krempa, Ashley Savage Gilliam, or Charles Farley for more information.
• An updated social media calendar has been made for all of our department accounts.
• New construction project pages are in development, as well as updates to existing pages.
• We will begin the initial phases of developing a SOP template for the department this week.
• New DIY videos featuring plumbing are in the works. Please check out our YouTube Channel to find the latest videos.

Sustainability:
• The Office of Sustainability is currently working on building content for the 2016-2017 Make Orange Green Print Calendar with Creative Communications.
• We are also completing our GHG report for Second Nature to be sent out at the end of this week, and are headlong into planning upcoming programs for the Spring semester.

UTILITIES

Air Conditioning Services:
• Completing installation of new AHU’s in basement of HPER Building.
• Repair heat-pump unit at Middlebrook Building.
• Performed compressor change-out and major repairs to the central food freezer at Presidential Court Building.
• Rebuilt heating water pumps serving Dabney-Buehler located in the SERF chiller house.
• Rebuild secondary chilled water pump serving Dabney-Buehler located in the SERF chiller house.

Plumbing & Heating Services:
• This time of year is always a busy time for Plumbing Services.
• Todd Currnutt’s crew has been digging up the concrete floor at the Vet school replacing all the cast iron drains with PVC piping.
• In one section of the basement, they have been replacing acid waste drains at Buehler Hall and are taking care of calls that come in.
• Jeff Miller’s crews have been running a new 300’ 3” copper hot water line from SERF to Buehler chiller building machine room to tie both systems together to provide hot water with one hot water system.
• Has been replacing cast iron drains with PVC on the third floor at Plant Science and working on a new water station at Hoskins Library.
• Wayne Stalans’ crews have been repairing steam leaks all over the campus working on steam regulators, steam condensate pumps main line pumps steam traps.
• Heating season is a busy time for the steam crews.

Steam Plant:
• #3 boiler tubes were repaired.
• Filled #3 boiler and checked for leaks after tube repair.
• Continue to clean during construction phase.
• Frame supports were fabricated and installed for new isolation transformer.
• Handrails installed around landing at #3 boiler.
• Worked on position actuators on #3 boiler.

COMMUNICATIONS CONTINUED:
Facilities Services Weekly

JANUARY 11, 2016

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

STEAM PLANT CONTINUED:

• Worked on log for EPA reporting.
• Rebuild blow down valves.
• Replaced forward and reverse switch on electric car.
• Cleaned electric car.

CONSTRUCTION

Projects:

• 11th St. Pedestrian Bridge: Phase 2 design.
• Austin Peay: room 409B & C: COMPLETE.
• Building Security upgrade: whole campus.
• Communications/Student Services: 3rd flr patio: furnishings and lighting, room 52: video editing suite renovation, room 402: renovating kitchen, rooms 467 & 467A: refurbish and remodel.
• Conference Center: Suite room 120, ELI Classroom upgrade and renovation, suite room 209 carpet replacement.
• Dabney Buehler: rooms 432 & 432A laboratory renovation.
• HPER: room B020 large mirror replacement.
• John C. Hodges: multiple installations of ADA compliant door openers.
• John D. Tickle Engineering: room 109 rework power.
• Lake Ave. parking lots: improvements, continuing.
• Law Complex: George C. Taylor Wing: room 143 new director’s office.
• Morgan Hall: room 205E rebuild wall and paint; 1st floor, several rooms, entrance remodeling, and card reader relocation; room 125: add emergency power and exterior concrete pad.
• Perkins Hall: corridor renovations, access card readers installations.
• Roof replacements and repairs:
  • Art & Architecture
  • Baker Center: COMPLETE
  • Food Safety (Flat).
  • Food Safety (Tile): COMPLETE
  • Hesler Biology
  • Pratt Pavilion (Flat)
• Senter Hall: room 125 add emergency power and exterior concrete pad.
• Student Union: room G201 Phase 1 mirror installation.
• Vol Shop: slat wall installation.
• Veterinary Teaching Hospital: install glass boards.

Estimating:

• Art & Architecture: room 121 move laser cutters to room 309.
• Art & Architecture: room 457 electrical renovation for studio.
• Business Incubator: replace flooring and paint.
• Classrooms, several buildings: general interior renovations.
• Communications: rooms 21 & 42B connect generator to UPS.
• Haslam Business Building: 5th floor new glass doors to corridor.
• Hesler Biology: room 437B add temperature monitoring alarm.
• Howard H. Baker Jr. Center: add two offices in Honors area.
• Hoskins Library: foundation waterproofing: COMPLETE.
• Jewel Building: Fab Lab upgrade conference area electrical service: COMPLETE.
• Kingston Pike Building: rooms 137 & 138 shower addition to restroom: COMPLETE.
•McCord Hall: room 299 add drinking fountain and sink: COMPLETE.
• Recycling Dept.: construct concrete basin for compost clean-out: COMPLETE.

HAVE A COMMENT OR CONCERN?

The Employee Comment Box is located next to Facilities Services Room 107.

We look forward to hearing from you!
According to the American Industrial Hygiene Association, the most critical and crucial time with respect to cold weather and related disorders are the very first cold days of winter or an unexpected drastic change in temperature. In these cases, the body still may not have adjusted to the new environmental conditions or workers may not be properly attired for unexpected temperature drops. Cold stress occurs by driving down the skin temperature and eventually the internal body temperature (core temperature). This may lead to serious health problems, and may cause tissue damage, and possibly death.

Some ways that you can protect yourself against cold stress include:

• Wear appropriate clothing.
• Wear several layers of loose clothing. Layering provides better insulation.
• Tight clothing reduces blood circulation. Warm blood needs to be circulated to the extremities.
• When choosing clothing, be aware that some clothing may restrict movement resulting in a hazardous situation.
• Make sure to protect the ears, face, hands and feet in extremely cold weather.
• Boots should be waterproof and insulated.
• Wear a hat; it will keep your whole body warmer. (Hats reduce the amount of body heat that escapes from your head.)
• Move into warm locations during work breaks; limit the amount of time outside on extremely cold days.
• Carry cold weather gear, such as: extra socks, gloves, hats, jacket, blankets, a change of clothes and a thermos of hot liquid.
• Avoid touching cold metal surfaces with bare skin.
• Monitor your physical condition and that of your coworkers.
• Drink plenty of fluids, preferably warm, sweet beverages. Thirst is suppressed in a cold environment and dehydration may occur when fluid intake is reduced.

For more information, please visit the OSHA website (https://www.osha.gov/SLTC/emergencypreparedness/guides/cold. html) and the Center for Disease Control (http://www.cdc.gov/niosh/topics/coldstress/)
Cast Your Vote for Facilities Services EMPLOYEE OF THE MONTH!

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.

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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