

FACILITIES SERVICES WEEKLY

January 21, 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!**

ADMINISTRATION

Administration:

- The interview committee has been selected for the open Administrative/Workorder position in the Administrative Services office. There are a total of 73 applicants for this position.
- Data Entry of daily workorders
- Payroll and Personnel
- Processing and paying invoices on a daily basis.
- Contract extensions and rebids.
- Processing weekly transfer vouchers.

FACILITIES OPERATIONS

Building Services:

- Wednesday January 22nd Men's Basketball Game Arkansas 8 pm
- Thursday January 23rd Lady Vol's Basketball Game Florida 6:30 pm
- Friday January 24th Monster Jam 7:30 pm
- Saturday January 25th Monster Jam 7:30 pm

Lock & Key Services:

- Installing new cam locks on some of the glass light fixtures at main entrances to campus.
- Working in Dunford Hall with department on file cabinets and desk for keys to all that they acquired from surplus.
- Reorganizing of key blank inventory in shop.

Rapid Response Team:

- We are moving things at Perkins, Blount Hall, Andy Holt Tower, and Clarence Brown Theatre

- We are having an event at Fraternity Park.
- We will also be handling any other situations we encounter.

COMMUNICATIONS

Information Services:

- IRIS software installations
- Security Camera Support
- Ongoing Computer Registration Updates
- Ongoing Windows XP upgrades to Windows 7

Training:

- Supervisors are currently registering for and attending the Module 2—Performance Management: Link to Compensation Training provided by Human Resources
- Performance Evaluation Training is scheduled for Supervisors to go over all the details of the new evaluation form.
- ESL classes kicked off last Wednesday January 15. We will offer the classes Mondays, Wednesdays and Fridays until April 25th.
- Preparations fully on the way to have all OSHA required training for 2014 done on the computer using SkillSoft.

Communications:

- Help recognize members of our staff who go above and beyond! Submit your Employee of the Month nominations online at fs.utk.edu. Hard copies of the forms are also available in

COMMUNICATIONS CONTINUED ON PAGE 2

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COMMUNICATIONS CONTINUED:

- Facilities Room 203 and with the clerk in your shop.
- We are working on various promotional projects for our department.
- Our team has been working on the Facilities Services department's portion of the Southern Association of Colleges and Schools Accreditation standards.
- Remember—you can follow Facilities Services on Twitter @utkfacserv, you can “like” UT Facilities Services on Facebook and now you can also follow UT Facilities Services on Instagram!

- UTFS support – Chiller relocation to Hoskins Library
- UTFS Cold Weather repairs

Steam Plant:

- We have been averaging over 3,500,000 pounds per day for the past few days.
- There is another cold spell coming; our production will go up and we are prepared for it.
- We had a meeting last week for the project to convert the coal boiler over to gas and all is proceeding well with that project and they will start taking boiler 3 out on March 1.
- Solar will be replacing the Engine on the Solar turbine beginning on Feb. 4 under our maintenance contract.

UTILITIES

Air Conditioning Services:

- Continuing repairs caused by frigid weather
- Replaced shaft seal on York chiller at Hoskins Library
- Preparing to move chiller from Gibbs Hall to Hoskins Library basement
- Doing arc flash training for new employees

Electrical Services:

- UTFS FA Testing for Residence Halls on Campus
- UTFS Security systems – Campus
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus
- UTFS HV, 13.2KV underground distribution cable installation – ckt 4,6
- UTFS HV support for Stokely Athletic Center, Gibbs and Strong Hall

CONSTRUCTION

Construction:

- Art & Architecture- Relocate elevator pump to room 125A, make room fire rated to meet codes.
- Dougherty Engineering- Disconnect 14 pieces of equipment, after moving equipment to room 106M, reconnect.
- Panhellenic Building- Corrections to allow use of building during Student Union construction.
- SERF- Provide and install casework and utilities needed.
- SERF- Provide and install new fume hoods in several locations.
- Stokely Management Center- Replace building fire alarm system.
- Campus- install lighting for rugby field at Fulton Bottoms.
- Campus- Clean/polish all blue phones units.

CONSTRUCTION CONTINUED ON PAGE 3

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CONSTRUCTION CONTINUED:

- Campus- Improvements to campus entrances, refurbishing plants, lighting, and irrigation.
- Lindsey Nelson Stadium- Replace lighting damaged by hail storm.
- Music Center- provide and install technology in 9 classrooms.
- Min Kao Engineering- Replace windows in room 310, 313, and 346.
- Good friend Tennis Center- Install and setup new alarm system throughout facility.
- Middlebrook Building- Renovate room 119 to add office space.
- Morrill Hall- refurbish kitchen, server area, and dining area.
- John Hodges Library- Install a new book drop in room 299A.

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.

BIG ORANGE
FRIDAY **EVERY FRIDAY**

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, 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.

