Facilities Services Weekly

JANUARY 19, 2016

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

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 signs for Parking Services.
• Worked on signs at Student Union.
• Made elevator signs.
• Worked on various name plates.

Paint Shop:

• Worked on common areas at SERF Building.
• Finished and painted sheetrock at TANDEC.
• Repaired plaster at North Carrick Hall.
• Worked G-1 stairwell at Student Union.
• Repaired wall at Melrose Hall.
• Painted room 3021 at Student Union.

Building Finishes:

• Installed glass marker boards at SMC.
• Repaired sheetrock at Carrick Hall.
• Repaired restroom items at Tickle Engineering Building.
• Installed white boards at Andy Holt Tower and Perkins Hall.

Building Services:

Custodial:

• 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.
• The Robotic demonstration for this week has been postponed due to the weather forecast.
• The Cleaning Management Institute will be hold a national “Train the Trainer” class on campus in March. Registration is half price for Facilities employees.
• Certified Cleaning Professional class enrollment for the spring is open. Supervisors have registration information.
• January is an open month for the transfer list. Please sign up if you wish to change shifts.

Arena:

• Wednesday, January 20: Men’s Basketball Game vs. Vanderbilt at 9 p.m.
• Thursday, January 21: Lady Vols Basketball Game vs. Vanderbilt at 7 p.m.
• Saturday, January 23: Men’s Basketball Game vs. South Carolina at 12 p.m.

Recycling:

Recycling Totals December 6 through January 9:

• Bottles/Cans: 25,680 pounds/12.84 tons
• Paper: 41,900 pounds/20.95 tons
• Cardboard: 35,080 pounds/17.54 tons
• Manure: 108,500 pounds/54.25 tons
• Compost: 27,075 pounds/13.5375 tons
• Total: 238,235 pounds/119.1175 tons

Current fiscal year totals:

• Bottles/Cans: 307,980 pounds/153.54 tons
• Paper: 336,560 pounds/168.28 tons
• Cardboard: 457,990 pounds/229.00 tons
• Manure: 340,300 pounds/170.15 tons
• Compost: 310,015 pounds/155.01 tons
• Total: 1,751,945 pounds/875.97 tons
Landscape Services:
• Bailey Complex (west entry): minor landscape renovation.
• Student Services/Communications: start demolition of brick pavers for future landscape improvements.
• Roll out Snow Plan to key Facilities Services units and subunits.
• Tree and landscape installation at Lake Avenue parking lots.
• Select area mowing.
• Gutter cleaning from one story buildings.
• Vet Med: assist Building Finishes with interior concrete repairs.
• Mulch application throughout campus continues.
• Continuing to remove old building signs where new ones have been installed.
• Nursing: finish grade work on adjacent sidewalk replacement.
• Inventory new irrigation system components installed during 2015.
• Salt spreader install on rotary snow brush units.
• Interview candidates for vacant and seasonal positions.
• Preparation for two forecasted snow events this week.

Lock & Key Services:
• McCord Hall – repair or replace lock.
• Clarence Brown Theatre - change lock.
• Veterinary Teaching Hospital – change out a couple of locks/different functions.
• Lab Animal Facility – Install new hardware.
• Student Health Clinic – repair hardware.
• University Housing – many recovers and repairs.

ZONE MAINTENANCE

STAR Team:
• Completed renovation of rooms 602-604 in Buehler Hall.
• Started renovation of SERF room 109A.
• Finishing design for TANDEDC hi-bay renovation.
• Preparing for the move into JIAMS Building.
• Lighting upgrades at Dabney Hall.

Zone 2:
• Jessie Harris: finished hanging energy efficient lighting on outside of building, repairing lighting inside of building.
• Hodges Library: changed 18 t-8 bulbs in reference office room 145, replaced locked up motor on steam heater at emergency stairwell #8; changed 7 t-8 bulbs on the 5th floor at marketing & communications room 552 also changed 12 t-8 bulbs and three ballasts on third floor (acquisitions); changed electronic actuator in digital media services room 170.
• Haslam and SMC: finished all classroom chair & light repairs; installed two electric wall heaters in SMC bathrooms.

Zone 6:
• Maintaining environmental equipment.
• Addressing work order issues.
• Student Union lighting.
• Walters Life lighting project
• Customer service training.
• Recycling.
• Earth & Planetary Sciences: repair steam heaters and traps.
• Dabney-Buehler: steam coil repair.

Zone 7:
• SERF: assisted in service of all the HR units (changing filters, changed belts, greased) involving locking out all hood in SERF, then putting on chemical suits and air masks.
• Assisted Air Conditioning Services with coil leak in AH #14.
• Pasqua: assisted Air Conditioning Services with coil leak in AH #3 on 3rd floor.
• Min Kao: replaced AH #4 bearings.
• A crew from Zone 7 has been assisting Zone 9 at McClung Tower in changing t-8 bulbs & ballasts.
• General building maintenance.

Zone 8:
• We have started working on our quarterly inspections and maintenance.
• With the semester underway, we will be assisting lab users and students making sure they have what they need to complete their projects.
ZONE 8 CONTINUED:
• We continue to work on items on our inspection lists.
• During the winter months our greenhouse lights are used to maintain proper conditions for our customers. We will repair any that may be out.
• One Call has been working on exterior lighting. They are busy answering after hour calls and repairing issues.

Zone 9:
• McClung Tower: On 3rd floor changing bulbs & ballast. With the help of other zones we have changed 1,200 ballast and 2,400 bulbs so far.
• Student Services: Getting suite 109 ready for Human Resources. Changing ceiling tile and looking for roof leaks.
• Checking for hard water throughout the zone.
• Repairing many different heating problems.

Zone 11:
• We are working on East and West Skyboxes for the upcoming events for different groups and activities at Neyland Stadium.
• Keeping machine rooms clean and tidy.
• At Sherri Lee Softball and Regal Soccer we are working on general building maintenance and preparing for softball season.
• At Neyland Thompson, Brenda Lawson, and Anderson Training center we are working on general maintenance issues for recruits and visitors.
• At Thornton Athletics, Lindsay Nelson, and Goodfriend Tennis we are working on maintenance issues and keeping machine rooms clean and tidy.
• At Allan Jones we are working on general maintenance and preparing for upcoming swim meets.

COMMUNICATIONS

Information Services:
• ArcGIS Desktop installations.
• IT Technologist interviews.
• Radio Updates.
• HOBO Wireless Testing.
• Computer Setups for new Students.
• Facilities Services Database Upgrades.
• Hard Drive management on Web Server.
• Begin Staff Computer Upgrade Program process.
• Troubleshoot Server error messages with DELL Warranty Technicians.
• Assist contractor with Printer Access on campus.
• Work with Video for Building Services.
• Move computers for office relocations at Building Services.

Communications & Public Relations:
• Several department policies have been redistributed. You can find all Facilities Services policies at https://tiny.utk.edu/FS-Policies.
• Our subunit is in the process of creating an employee handbook and will work with Training & Development to complete unit and subunit SOPs.
• IT Technologist interviews took place last week.
• We are planning the department’s next Facilities Fundamentals workshop.
• 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.
• The Building Representative List is being updated.
• Planning for the 2017 TNAPPA Conference continues – if you are on a committee, we hope to have the next meeting date soon. Right now we are waiting on approval of our event date from the TNAPPA Board before we move forward. An announcement and calendar invitation for the date/location will be sent out for the next meeting by Brooke Krempa.
• The top five TNAPPA themes have been chosen by the steering committee and have been sent off to administration for approval.
• New DIY videos featuring plumbing are in the works. Please check out our YouTube Channel to find the latest videos.
• Help us to nominate January’s Employee of the Month at fs.utk.edu.
Training:
• Training and Development is offering a short class if you need to brush up on the Performance Evaluation process. This course is intended for supervisory personnel who administer the annual employee review process.

Sustainability:
• The student-led Bike Rack Project is complete, which now brings our current bike rack total across campus to 133. Led by Dr. Chris Cherry, students from Civil Engineering assessed the needs of bike racks across campus during the spring and summer of 2015 and presented their results to the Campus Planning and Design Committee back in the fall of 2015. Funding for the project was provided by the Student Environmental Initiatives Committee, and this project has led to additional bike racks and upgraded bike parking area, which allow for more ease of use and safety for those who ride bikes daily.
• The Office of Sustainability will be submitting the annual Greenhouse Gas Emissions report for campus next week. To date, we have seen a gradual decline in GHG emissions compared to the baseline year of 2007–2008.
• The Office of Sustainability has recently become a member of the Green Sports Alliance, in a direct move to assist the ever growing UT Recycling, Zero Waste Game Day Program, which has garnered national attention through various successes during football season.

Utilities

Air Conditioning Services:
• Replace control air compressor at Burchfiel Building.
• Replaced air compressor for sprinkler system at Lake Ave Parking Garage.
• Performed repairs to environmental growth chamber at Hesler Biology Building.
• Repaired busted steam coil at Pasqua Nuclear Engineering.
• Repaired busted steam coil at Blount Hall.
• Repaired hot water heating coil in AHU # 12 at the SERF Building.
• Repaired gas unit heater in mechanical room at Middlebrook Building.

Electrical Services:
• UTFS cold Weather Support, High voltage, Electrical Services and Building Access/Fire Alarm.
• UTFS Security system Upgrade– Campus.
• New Construction – Fire Alarm/Building Security support.
• UTFS Contract support – New Parking Garage.
• UTFS Contract Support – New Strong Hall.
• UTFS Contract Support – New Support Services Complex.
• UTFS UT Events – Weekly.
• 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 low voltage panel back plane and breakers.
• Worked on #3 boiler.
• Replaced more lighting removed during demolition.
• Finished hand rails around boiler landing.
• Weekly logs for Steam Plant.
• The #3 boiler isolation transformer was installed by electric shop and steam plant personnel.

Plumbing & Heating:
• Jeff Miller’s crews have been installing a new 3-inch copper line for hot water at SERF.
• We have been repairing a 2-inch water main at Blount Farm and unstopped the sewer at the Vol Card Office.
• Taking out temperature water meters at Haslam field.
• Repairing handrails all over campus.
• Todd Currnutt’s crews have been working at the Vet School replacing sewer lines.
• Dabney Hall had a DI leak, North Carrick had a water leak, and a Radiation Safety sewer line broke down near the street.
• Wayne Stalans’ crews have been repairing steam leaks on the steam regulator and condensate pumps and keeping all the steam manholes pumped with the rain we have been receiving.
Did you know there are a growing number of people who can become ill from simply running an errand in a store, going to work or attending a gathering? Simple tasks that most of us take for granted can cause this group to have mild to severe medical reactions.

Fragrance sensitivity is either an irritation or an allergic reaction to some chemical, or combination of chemicals, in a product. It is estimated that as many as 20% of the U.S. population have fragrance sensitivities. Fragrance sensitivities can cause serious health problems, including: headache, runny nose, sinus congestion, dizziness, nausea, and asthma and other breathing difficulties. Please be sensitive to others and limit your use of scented personal care products in the workplace (examples include: perfume, cologne, aftershave, deodorant, lotion).

EHS (Environmental Health and Safety) has a flyer reminding people about fragrance sensitivity you can post and share with others, as well as a brochure on fragrance sensitivity awareness. For more information, please visit the EHS web-site at ehs.utk.edu.
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Cast Your Vote for Facilities Services EMPLOYEE OF THE MONTH!

2015 Award Recipients

Congratulations to Elizabeth Thomas who was named December Facilities Services Employee of the Month!

Thank you to everyone who submitted a nomination in December! 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.