

FACILITIES SERVICES WEEKLY

January 26, 2014

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

ADMINISTRATION

Special Projects:

- **Archibus:** we are now “LIVE” with Archibus! To log-in, 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 for your patience as we continue to find resolutions to issues we may be experiencing with Archibus. Problems are reported to our consultants and together we have made progress in resolving many of these issues. With your patience and support, we know Archibus will be a success for the department as well as the campus community.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Printing stickers for recycling.
- Plotting vinyl letter for recycling dumpsters.
- Working on various name plates.

Paint Shop:

- Painting common areas at Jessie Harris.
- Painting 1st floor and mezzanine level at Dougherty Engineering.

Building Finishes:

- Installed white boards at Halsam Business Building.
- Worked on carpet tiles at Andy Holt Tower.
- Installed pictures at SMC.
- Repaired hole in wall at English Language Institute.
- Installed directory boards at Communication.
- Worked on correcting trip hazards on campus sidewalks.
- Worked on column repair at HPER.
- Repaired locks on gates at Early Learning Center.
- Installed splashguard in room 716 at Stokely Management Center.
- Repaired door at Morrill Hall.
- Worked on roof leak at Holt Ave. Apts.
- Repaired steps at Humanities.

Building Services:

Custodial:

- The 4th Cleaning Certification Course will start in February.

Landscape Services:

- Final leaf detail.
- Bed edging and mulching continued.
- Assist Building Finishes with ADA concrete walk installation at the Panhellenic Building.
- 2014 annual performance reviews in progress.
- Install landscape at S-28.
- Correct various campus erosion issues.
- Landscape Manager: Interviews in progress.
- Heavy Equipment Supervisor: Interviews in progress.
- Landscape Academy: Kick-off of training program and continued development.

Lock & Key Services:

- Ellington Plant Science- 2nd floor stairwell- replace mortise exit device.
- Housing – lock changes and repairs.
- Dougherty Engineering – change lock and repair.
- Vol Hall – supply padlocks and rekey maintenance area.

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ZONE MAINTENANCE

STAR Team:

- Energy report on nine buildings.
- Controls at SERF.
- Buehler 602, 603 and 604.
- Dabney 485.
- SERF 603.

Zone Maintenance Zones:

Zone 2:

- Replacing tissue dispensers in Taylor Law Complex.
- Assisting contractors as needed at 11th Street Parking (U.T.P.D.) and Hoskins Library.
- Repairing roof leak at Senter Hall.
- Replacing steam trap at Blount hall.

Zone 3:

- Continuing to work with Archibus.
- Working to reduce amount of pool chemicals and relocate some of the equipment at HPER.
- Replacing ceiling tile at Parking Services.
- Replacing ballast and bulbs at student health clinic.
- Repairing ladies toilets at Black Cultural.
- Replacing bearing on unit at student aquatic.
- Repaired showers at TREC.
- Repaired leaking urinal at TREC.

Zone 8:

- Our team continues to implement Archibus into our work day. We are processing work requests. This process is getting easier.
- We have been busy working on exterior lighting. Exterior lighting is a challenge. Some of our lighting requires the 80 foot lift to service them.
- Jonathan Hutsell and Curtis Fuller also used the lift to complete cleaning our gutters.
- Filters and belts are on the agenda for next week.
- Our team will be working to prevent any unscheduled repairs.
- Work continues on The JIAMS Facility. Phase one will be completed some time in February. Phase two starts soon.

Zone 9:

- Working on steam leak in Clarence Brown Theatre.
- Working on heating problems throughout the zone.
- Changing filters in Art & Architecture and also in Humanities.
- Working on leaks and stop up in Art & Architecture.
- Working on air balancing problems in Music along with replacing thermostats in Music and Art & Architecture.

Zone 11:

- Working on lights and restrooms, and maintenance issues for recruiting at Neyland Stadium.
- We are also working on lights, restrooms and maintenance issues at Neyland Thompson, Brenda Lawson, and Anderson Training Center, for recruiting and visitors.
- We are also working on new lights and ceiling tile for the barber shop in Anderson Training.
- At Sherri Lee Softball, and Lindsey Nelson Stadium we are assisting with the work on the SEC network booth.
- Thornton Athletic and Goodfriend Tennis, Allan Jones, Volleyball Facility we are working on general maintenance issues.

COMMUNICATIONS

Training:

- This past week Landscape group had their first round of Facilities Services University classes and there is more to come. The outcome has been great and the Team Building exercises were well received.
- Remember, if your birth month is January your OSHA training is due to be completed by January 31st.
- We have had more and more employees coming to the lab and to the training group to ask how to complete a leave request because their supervisors did not go over the process with them. If you have not already done so, please take the time to show each of your staff members how to request time off using Archibus. It is the new process and supervisors are responsible for covering this with each employee.

TRAINING CONTINUED ON PAGE 3

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TRAINING CONTINUED:

- February OSHA training list will go out by this Friday. Supervisors please check the list of names and notify your employees immediately. They will have until the end of the month to get the training done.
- Working with Environmental Health and Safety to arrange a refresher EPA Lead RRP class for specific Facilities Services employees.
- We are working with the Facilities Services Communications & Public Relations Department to host a series of workshops. These workshops are designed to help the campus community and to showcase the skills, knowledge, and expertise of our Facilities Services employees.

Communications:

- Congratulations to the first recipient of the Facilities Services Exceptional Team Award – the Steam Plant Team!
Look for more information about the award and the team in the upcoming Facilitator. The next Exceptional Team Award will be announced by mid-February.
- If you have any specific concerns about materials needed for the new Facilities Services Logo rollout, please contact Brooke at 214-7662. Our department's rollout date is February 23.
- A new Facilities Services Staff Directory will be posted on the Department Web site this week. If you see any errors in your contact information, please let us know.
- The December/January issue Facilitator will be distributed next week.
- We're working with Training to host a new series of campus workshops that will feature our different departmental units.
- Working on various media releases for several units in our department.
- Organizing Facilities Services awards, announcements and corresponding receptions.
- Gathering information for news outlets.
- Working with IT Support & Maintenance on updating Web site content.
- Updating construction pictures on our social media sites.
- Providing updates for Cone Zone.

- Working on the Facilities Services Employee Handbook.
- Reminder – nominations are always being accepted for employee of the month. You can submit nominations online at fs.utk.edu.

UTILITIES

Air Conditioning Services:

- Work on air flow alarms at the Student Health Building.
- Repair hot water circulating pump at Cherokee Farms.
- Complete pump repairs to secondary chilled water pump at Plant Biotech.
- Replace faulty expansion valve in walk-in cooler at Plant Biotech.
- Repairing busted chilled water coil at HPER.

Electrical Services:

- UTFS security system upgrade— campus.
- UTFS Fire Alarm System— FA System minor repairs/ Testing various buildings on Campus.
- UTFS SV Events.
- New Construction— Fire Alarm/ Building Security support.
- UTFS Metering/Wireless.
- UTFS HV Strong Hall Temporary Power.
- UTFS West Campus Support.
- Henson Hall support.
- 11th St. Parking Garage— Solar Project Support.
- UTFS HV 15KV cable maintenance.

Steam Plant:

- We produced 2,976,586 pounds of steam on January 21 and had 75,787 gallons of make-up water.
- We are in the process of reducing our coal stockpile with the intent of having all our coal burned up by March 1 when the contractor starts removing boiler 2 and replacing it with a gas boiler.
- This will be the last heating season that we burn coal.
- The contractor is close to having the new tanks for our fuel oil back up fuel done and we should be filling them up within the next two weeks.

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DESIGN SERVICES

Project Management:

Master Planning:

- Utilities Master Plan.
- Hill Master Plan.

Programming:

- Engineering Services Building.
- West Campus Dining Facility.

Schematic Design:

- Austin Peay handicap ramp.
- Baseball Stadium pressbox.

Design Development:

- West Campus Redevelopment, Building 1.

Construction Documents:

- University Ave. buildings' tenant fit-outs.
- 13th & Cumberland lab building.
- Cowan Cottage renovation.
- Humanities south wing renovation.

Construction Administration:

- Henson Hall interior renovation.
- New Strong Hall.
- New University Center (Phase 1).
- Support Services Building on Sutherland Ave.
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively.
- Volleyball Practice Facility.
- JIAMS Building.
- SERF controls.

Landscape Response Team:

- Ayres Hall North Slope / West Connector project: tree planting and site wrap-up.
- Engineering Quad schematic design approval.
- Supervising the new Strong Hall's site development and tree protection.
- Updating the Campus Landscape Vision and Site Standards.
- Wayfinding Master Plan: mocking up building signs; developing assembly and installation documents.

- TREC landscape installation: coordination with in-house crew.
- Torchbearer Plaza and Circle Park. Researching sod options for Circle Park.
- Proposed site for grant-funded silva cell research.
- Coordinating planting at Thornton Center with in-house crews.
- Researching and proposing a standard for bus shelters.
- Locating potential sites for rain gardens as part of the Green Infrastructure Grant.

CONSTRUCTION SERVICES

Construction:

In house projects:

- Dougherty 228 and 229 lab renovation.
- Brehm Animal science room 149 renovation.
- Completed putting up wall and double doors and make conference room at Haslam.
- Completed supplying power for outlet and air curtain for Cumberland and 17th.

Construction Management

Bid Projects:

- Dougherty Engineering– Unit Ops on 1st floor.
- Dougherty Engineering– Unit Ops on entire 6th floor.
- Dougherty Engineering– Lab renovation on 3rd floor.
- Austin Peay was bid and GEM technologies, Inc. was low bidder and has started work.
- Summer classroom renovation designs are being reviewed.
- HSS family style restroom and Clarence Brown ADA ramp is being designed by COPE.

Estimating:

- Dunford Hall- Painting, lighting, furniture for corridors and other areas on the 6th floor
- Hodges Library-renovations to One Stop office area for VA Services
- SERF-additions to lab ductwork in 531 and 531A
- Haslam Business Building- Electric work for hand dryers on 5th and 6th floors
- Art and Architecture- patch and paint room 219.