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 signage for Human Resources.
- Worked on Wayfinding signage.
- Worked on various name plates.
- Worked on snow removal.

Paint Shop:

- Repaired walls in rooms 242 and 542 at North Carrick Hall.
- Painted corridor wall at Perkins Hall.
- Worked on common areas at the SERF Building.
- Helped with snow removal.

Building Finishes:

- Installed file racks at Nursing Building.
- Repaired block at North Carrick Hall.
- Helped with snow removal.
- Worked on Wayfinding signs.

Recycling:

Recycling Totals January 11 - 17:
- Bottles/Cans: 5,960 pounds/2.98 tons
- Paper: 13,000 pounds/6.5 tons
- Cardboard: 17,700 pounds/8.85 tons
- Manure: 12,800 pounds/6.4 tons
- Compost: 12,500 pounds/6.25 tons
- Total: 61,960 pounds/30.98 tons

Current fiscal year totals:
- Bottles/Cans: 313,040 pounds/156.52 tons
- Paper: 349,560 pounds/174.78 tons
- Cardboard: 480,470 pounds/240.24 tons
- Manure: 353,100 pounds/176.55 tons
- Compost: 322,515 pounds/161.26 tons
- Total: 1,818,685 pounds/909.34 tons

Landscape Services:

- Post-snow event debrief with team.
- Equipment clean-up from snow events (week of 1/18).
- Bailey Complex (west entry): Minor landscape renovation.
- Student Services/Communications: Start demolition of brick pavers for future landscape improvements.
- Tree and landscape installation at Lake Avenue parking lots.
- Gutter cleaning from one story buildings.
- Mulch application throughout campus (cont.)
- Remove old building signs where new one have been installed (cont.)
- Inventory new irrigation system components installed during 2015.
- Progress toward completing 2015 performance reviews
- Interview candidates for vacant and seasonal positions.

Lock & Key Services:

- Estabrook – Install key pad, rekey doors, repairs.
- Hesler Biology – repair lock.
- Alpha Omicron Pi – Door knobs broken off/repair or replace.
- Hodges Library – key core out of lock.
- Hopecote – rekey garage door.
- 2121 Stephenson Drive – open safe.
- University Housing – many recores and repairs.
Facilities Services Weekly

JANUARY 25, 2016

Rapid Response Team:
• Moves at Tyson House, Andy Holt Tower, Perkins Hall, and Melrose.
• Events at Student Union, Arena, Tickle Building, Baker Center, and Hodges Library.
• Addressing any other work requests that come in during the week.

ZONE MAINTENANCE

STAR Team:
• Snow removal.
• Completed renovation of 602-604 Buehler.
• Started renovation of SERF 109A.
• Finishing design for TANDEC hi-bay are renovation.
• Preparing for the move into JIAMS.
• Lighting upgrades at Dabney.
• Repaired ADA door operators at Thompson Boling Arena and Dougherty Engineering.
• Repaired door at Panda Express.
• Building Inspection at Student Health.

Zone 6:
• Maintaining environmental equipment.
• Addressing work order issues.
• Student Union lighting.
• Walters Life Sciences lighting project.
• Customer Service training.
• Recycling.
• Earth & Planetary repair steam heaters and traps.
• Dabney Buehler steam coil repair and lighting project.
• Snow removal.
• Freeze watch.
• Walters unstop heat coils.
• Maze Magic Show Setup and tear down Alumni Memorial.

Zone 8:
• This week we will be cleaning up our machine rooms and work areas.
• We continue to work on lighting projects to help conserve energy.
• One Call continues to answer a wide variety of calls.
• I would like to thank the Zone 8 Team and One Call for their hard work and dedication during the snow. They did a wonderful job.

Zone 9:
• Shoveled snow and treated sidewalks for ice.
• General building maintenance.

Zone 11:
• We are working with the cold and winter weather, spreading ice melt and clearing off sidewalks and walkways in all buildings in Athletics.
• We are also working on general maintenance issues for recruits and visitors at Neyland Thompson, Brenda Lawson, and Anderson Training center.
• At Allan Jones they are working to prepare for the swim meet all weekend.
• In Thornton Athletics, Sherri Lee Softball, and Regal Soccer, we are working on general maintenance issues and making sure the AHUs are staying on and the heat is on.
• At Graphic Arts we are working on general maintenance issues.
• At Goodfriend Tennis we are working on general maintenance issues and any issues for the tennis match.
• At Lindsay Nelson Stadium we are preparing for baseball season by working on maintenance issues and bathrooms.

COMMUNICATIONS

Information Services:
• Troubleshoot KRONOS timeclock on UT Agricultural Campus.
• Replace power supply, order four power supplies for stock.
• Facilities Services Database updates.
• Support Services planning/purchases.
• Power outage notifications.
• SCUP computer investigations.
• Security camera investigation.
• Radio repair.
• AutoCAD and Revit Shopping.
Communications & Public Relations:
• We are working on gathering information for the 2016 Governor’s Environmental Stewardship Awards.
• Our subunit is in the process of creating an employee handbook and will work with Training & Development to complete unit and subunit SOPs.
• We are planning the department’s next Facilities Fundamentals workshop.
• We are drafting a letter detailing our department’s best practices.
• The fall/spring project catalog is complete and posted to the Facilities Services Web site.
• Work continues on the Service Guide. We are still waiting on final information from several units.
• Thank you to those who volunteered to be a team leader during this year’s Big Orange Family Campaign. Lance Taylor will be in contact with you about the upcoming training lunch. If you have any questions about your role as a team leader during this campaign, please call Brooke at 214-7662.
• The Building Representative List is being updated.
• Web site updates have been taking place.
• We are still waiting on approval of our TNAPPA 2017 Conference date. Once we have approval the committees will meet again to begin the planning process.
• Help us to nominate January’s Employee of the Month at fs.utk.edu.
• We have also been working with various news outlets to promote campus construction updates.

Training:
• Presented overview of “5S” course to Directors.
• 5S is a technique that results in a workplace that is clean, uncluttered, safe, and well organized.
• The 5S pillars provide a methodology for organizing, cleaning, developing, and sustaining a productive work environment. A 5S environment has a “place for everything and everything is in its place,” with all tools and materials ready where and when they are needed. Learn how 5S can help reduce waste and optimize productivity within your unit.
• Working with EHS and EOD to expand the Facilities Services training catalog to include selected Spanish language courses.

Sustainability:
• The Office of Sustainability submitted its annual Greenhouse Gas Emission report to Second Nature, as part of Climate Action Plan progress updates. Carrie Gaige (Data Analysis Coordinator) pointed out that our GHG emission levels continue to decline year over year from FY 08 baseline, and that we have an impressive 31% reduction from FY 08 when factoring in total square footage of buildings (especially considering that construction on campus is taking place at an unprecedented rate). The Office of Sustainability will release a more concise report to campus during the month of March and to date, we are on track to meet our overall GHG emission reductions of 20% by FY 2020.
• Preston Jacobsen (Sustainability Manager) and Carrie Gaige presented to Dr. Chris Cherry’s Planning and Transportation class to solicit students to assist with the revision of the transportation data collection process and overall transportation plan of action to be included in the Climate Action Plan update this spring.
• The Office of Sustainability has begun to meet weekly on Thursdays at 11 a.m. to plan for Earth Month festivities. For more information, contact Sarah Cherry (Outreach Coordinator) at secherry@utk.edu.

UTILITIES

Air Conditioning Services:
• Repaired busted water line to fan coil unit on 2nd floor of Carrick Hall.
• Installing new gas heaters in Fleming Warehouse.
• Repaired heating water pump serving Ayres Hall.
• Assist Zone Maintenance with stopped-up heating water line at College of Nursing.
• Worked through the night to support campus through the winter weather events on Tuesday and Friday.

Electrical Services:
• UTFS cold Weather Support, high voltage.
• Electrical Services and Building Access/Fire Alarm
• UTFS Security system Upgrade – Campus.
Facilities Services Weekly

JANUARY 25, 2016

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

ELECTRICAL SERVICES CONTINUED:

- New Construction – Fire Alarm/Building Security support.
- UTFS Contract Support – New Strong Hall.
- 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.
- UTFS Steam Plant Support.

Steam Plant:

- Disconnect switch for turbine generator was repaired by Electrical Services.
- The turbine generator was put back on line and with the cold weather and was able to make about 5MW of power.
- Continued working on plant lighting.
- Due to air regulator problems, we had to take the #4 boiler offline.
- Ordered parts Friday afternoon, did an emergency repair on air pressure regulator on #4 boiler Saturday morning, and brought the #4 boiler back online.
- Worked on plant records.
- Worked on boiler #3 and washed out all boiler tubes. Replaced all the main way gaskets, filled and checked for leaks.
- Worked on boiler #1 gas flow meter.
- Repaired leaks on #1 boiler induced draft fan.
- Shoveled snow around steam plant.

Plumbing & Heating:

- Last week was a busy time for Plumbing Services.
- Due to the cold weather and snow last week, Plumbing & Heating had men working 24/7 to take care of all the calls for leaks, frozen pipes, steam leaks, pumps, snow and ice.

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.
- John C. Hodges: multiple installations of ADA compliant door openers.
- John D. Tickle Engineering: room 110 rework power.
- 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.

ESTIMATING CONTINUED ON PAGE 5:
ESTIMATING CONTINUED:

- 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.

FACILITIES VACANCIES

<table>
<thead>
<tr>
<th>Position</th>
<th>Requisition ID</th>
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<tr>
<td>STAR Team Member</td>
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<td>General Superintendent</td>
<td>Steam Plant - Requisition ID - 160000000Y</td>
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<td>3rd Shift Custodian</td>
<td>(Building Services Aide I) - Requisition ID - 150000010E</td>
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<tr>
<td>Landscape Aide I</td>
<td>(Three Positions) - Requisition ID - 150000011Q</td>
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<td>Electrician I</td>
<td>FS Construction - Requisition ID - 15000001F9</td>
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<td>Truck Driver I</td>
<td>Landscape Services - Requisition ID - 15000001F8</td>
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<td>IT Technologist II</td>
<td>Facilities Services - Requisition ID - 15000001F5</td>
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<td>Custodian (Building Services Aide I)</td>
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EHS SAFETY CORNER

• It is time to update chemical inventories at UT. If you use or store hazardous materials and have never submitted an inventory please follow the link below for more information and guidance. If you have submitted an inventory in the past please watch your email for instructions for reporting your 2016 inventory.

Maintaining up-to-date chemical inventories is required for regulatory compliance and emergency response. This may apply to laboratories or non-laboratory spaces. To accomplish this, each location that uses or stores hazardous materials must submit an updated chemical inventory by Tuesday, March 1, 2016.

For more information please see: http://ehs.utk.edu/chemicalinventory.html
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.

Cast Your Vote for Facilities Services EMPLOYEE OF THE MONTH!

2015 Award Recipients

December: Elizabeth Thomas
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