

FACILITIES SERVICES WEEKLY

July 6, 2015

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

Congratulations to Tracy Ridings - The Facilities Services June Employee of the Month!

Nominate another hard-working member of our team at fs.utk.edu

ADMINISTRATION

Special Projects:

Archibus:

TRAINING AIDS:

- Training Aids for Archibus are now available on our website. You can access them at: <https://tiny.utk.edu/fstraining>
They are located on the bottom right of the page under "Archibus Guides."
- Archibus training aids are available for the following:
 - Logging in to Archibus
 - Submitting a Leave Request
 - Submitting a Work Request
 - Processing a Work Request (Craftsperson & Supervisor Roles)
 - Submitting a Warehouse Issue
 - Submitting a Purchasing Document
- If you have any questions concerning the training aids or need additional training, please contact the Training Team or the Archibus Team.
- **REMINDER:** Don't forget to check your email on a regular basis 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.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Working on elevator signage;
- Making signs for Student Life;
- Working on various name plates.

Paint Shop:

- Finishing up on Henson Hall;
- Working on several classrooms at Humanities;

- Painting room 103 in Facilities Services.

Building Finishes:

- Installed bulletin board at Lake Ave Early Learning Center;
- Removed cabinets at Science and Engineering;
- Repaired sheetrock at Morrill Hall;
- Installed pictures in many offices at Student Union building;
- Installed white boards at Greve Hall;
- Repair concrete steps at Humes Hall;
- Installed pictures at Dunford Hall.

Recycling:

Recycling Totals the Week of June 28—July 4:

- Bottles/Cans: 5,280
- Mixed Paper: 8,800
- Cardboard: 9,460
- Manure: 7,200
- Compost: 4,640
- Total in Pounds: 35,380; Total in Tons: 17.69

Lock & Key Services:

- Perkins Hall—Swap locks—Combo lock 211B to S001.
- Perkins Hall—208 install hardware.
- Thompson Boling Arena—Rekey file cabinets.
- Plant Biotech—install cabinet locks.
- Oak Ridge/New Auditorium—set up—install cores.

Rapid Response Team:

- Spring cleanup;
- Moves at Baker Center, Veterinary Teaching Hospital, Nursing, Student Health, and Bailey Education Complex.
- Set up for an event at Nielsen Physics.

ZONE MAINTENANCE

Zone Maintenance Zones:

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Zone 4:

- Hodges Library: checked our roof drains on all 37 roofs; also replaced four ceiling tiles in room 150.
- Cleaning our west machine room, replaced paper towel dispenser in room 646.
- Replaced broken brass floor receptacle cover in North Commons. Added humidifier treatment to the liebert A/C unit.
- Replaced nine broken and stained ceiling tiles on third floor, stacks area.
- Six floor, changed 16 burnt-out t-8 bulbs and 4 ballasts. Also assisted Steam Plant guys in locating cpu pumps to check for hard water.
- Six floor (systems) we have several roof leaks, we took out ceiling tiles and placed containers to catch the rain water. Roofers have been notified.

Zone 7:

- This week we enjoyed a Training session while at the picnic.
- At Min Kao we worked on a water leak.
- In SERF we replaced belts and filters and worked on an Air Sepertor.
- In Dougherty we worked on replacing broken windows and worked on outside lights and AC units.
- In Perkins we worked on addressing problems found during building inspections.
- General building maintenance.

Zone 8:

- Our team just completed all of their quarterly inspections. We changed our filters and adjusted/replaced belts on our equipment .
- Over the next week we will begin working on our exterior lighting and getting ready for school to start.
- With the large amount of rain we received last week, our team will be working to identify and correct any issues pertaining to drainage.
- One Call still continues to respond to around 70 calls per week. They are working on exterior lighting during any down time they have.

Zone 11:

- We are working on lights and the rest room in Neyland Stadium and all Athletics buildings.

- Work with Electric Shop and OIT to troubleshoot BLINK Car Charging Stations.
- Troubleshoot ArcGIS 10.2.2 upgrade problems.
- Power down equipment for Tuesday's power outage at Facilities Services.
- Setup folders for 2016 Accounts Payables.
- Assist with first group of 425 users to new VolMail email system.
- Provide KGIS data files for Agriculture Campus Professor and UT Police Department.

Communications:

- Work on the Facilities Services 2015 Showcase continues.
- Coordinating the creation and placement of several Cone Zone signs on campus.
- We are working with other Facilities Units to create How-To Videos for campus. Paint Shop videos are complete and we are now working on Landscape How-To Videos. You can find out first round of videos on our YouTube Channel [here](#).
- We worked with UT Photography to capture pictures of some of our buildings last week.
- An updated version of our Facilities Services Under Construction page is in the works—we plan to launch it before school starts this fall.
- We are working on archiving pictures of nationalized classroom spaces on campus.
- Planning for departmental awards is ongoing.
- Work continues on the content of the new Facilities Services Web site. The new templates have been released and work continues on the design phase of the site.
- We are assisting with the logo transition for UT Recycling.
- You can always nominate someone for employee of the month at fs.utk.edu.
- We, along with Training, are in the beginning phases of forming planning committees for the 2017 TNAP-

COMMUNICATIONS

Information Services:



COMMUNICATIONS CONTINUED ON PAGE 3:

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COMMUNICATIONS CONTINUED:

- PA Conference at UT Knoxville. If you are interested in serving on a committee, please contact Brooke Krempa and Charles Farley.
- Work continues on the five entries we will submit to American School & University's Architectural Portfolio. All six of our Educational Interiors submissions were chosen for publication. The magazine will be published this August.

UTILITIES

Air Conditioning Services:

- Complete installation of new refrigerant system in room 410 of Walters Life Sciences.
- Continue work on installing new A/C units in room 104 of Jessie Harris building.
- Completed repair to Airtek desiccant dryer in SERF chiller house and returned to service for compressed air loop serving the hill area buildings.
- Repaired coupling on #1 primary pump at Thompson Boling Arena.
- Rebuild condenser water pump at Humanities building.
- Clean air cooled chiller at Brenda Lawson Center.

Electrical Services:

- UTFS Security system upgrade—Campus.
- UTFS Fire Alarm systems—FA system minor repairs/testing various buildings on campus.
- New construction—Fire Alarm/Building Security support.
- UTFS Metering/Wireless.
- UTFS HV installation of new Vista—Parking Garage 10.
- UTFS Support Steam Plant—gas line.
- UTFS Contract Support—New Gibbs.
- UTFS Contract Support—New Parking Garage.
- UTFS Contract Support—New Strong Hall.
- Old University Center—power shut down.

CONSTRUCTION

Construction Project and Estimates:

11th Street:

- Pedestrian bridge: Capital project. Sandblasting and painting.
- Continuing solar panel installation
- Anderson Training Center: Estimating adding a card reader to an elevator
- Art & Architecture: Roof replacement ongoing.
- Baker Center: Roof replacement ongoing.
- Biosystems Eng & Soil Science Bldg.: Continuing tile roof system replacement.
- Black Cultural Center: Reception: Estimating installing a panic button at desk

Burchfiel Building:

- Rm 206: Adding wall to create new office at the end of the room; installing door to hallway.
- Rm 207: Adding electrical outlets as part of conversion to convert this space to a large office.
- Room 208: Install door leading to hall.
- Room 209: Add a wall to separate and create a small office space at one end of the room, install door out to hallway.

College of Nursing:

- Room 240: Converting classroom 240 into three new offices for faculty / staff.
- Room 107: Converting meeting space into offices for faculty and staff.
- Roof replacement ongoing.

Communications / Student Services:

- Roofs: Continuing replacement
- 3rd Level Patio: Continuing roofing / walking surface installation;
- 3rd Level Patio: Prepping for constructions of new, secondary emergency exit from patio.
- Room 402I: Estimating modifying kitchen area layout

Crops Genetics Lab:

- Continuing tile roof system replacement.

Dougherty Engineering:

- 3rd floor: Lab renovation

Loading dock:

- Installing campus standard fencing and metal roofing for fork lift enclosure.
- Roof replacement ongoing.

CONSTRUCTION CONTINUED ON PAGE 4:

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CONSTRUCTION CONTINUED :

Dunford Hall, 1st floor:

- Renovating space for Disability Services. Includes new conference room, family style restrooms and painting entire floor.

Estabrook:

- Renovating 8 classrooms to become Nationalized Classrooms for campus.
- ETREC Johnson Animal Research: Estimating cooling Tower renovation
- Ferris Hal, 5th floor: Estimating adding a receptacle for a monitor in corridor.

Fidelity Building - Architecture Studio:

- Installing ventilation fan for the Laser cutter at the Fab Lab.
- Preparing to install electric roller shades
- Relocating electrical service and sprinkler heads

Food Safety Building:

- Continuing tile roof system replacement.

Henson Hall:

- Nearing completion of renovation.

Hodges Library:

- Estimating door operators on restroom doors

HPER, Court B:

- Extending electrical service to a desk and a closet; installing large, customized fan unit.

Humanities and Social Sciences:

- Suite 211: constructing new office for the Writing Lab
- Classrooms (11) renovation: Demolition complete; construction beginning.
- New Family restroom and Mothers' Room: Demolition on going.
- Kingston Pike Building: Estimating enclosing an office in warehouse room 142

McClung Tower:

- Replacing roof, ongoing.

McCord Hall.:

- Continuing tile roof system replacement.

Morgan Hall:

- Suite 212: Renovating and updating finishes and furniture.
- Estimating new entrances for five office suites

PanHellenic Building:

- Front entrance: Providing guardrails to limit access to noncompliant areas of front porch.

- South and West entrances: Providing power-assisted openers.

Perkins Hall:

- Preparing to receive Engineering occupants from Estabrook.
- Sub-basement: Furniture and flooring to be complete before Fall semester.

SERF:

- Replacing roof, ongoing.

South & East Stadium, Gate 21, Team Shop:

- Renovating to include additional electrical outlets, lighting, paint and stained concrete floor.

**HAVE A COMMENT
OR CONCERN?**

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

We look forward to hearing from you!

**BIG ORANGE
FRIDAY** 
EVERY FRIDAY