Facilities Services Weekly

JULY 6, 2016

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

Congratulations to Donnie Carden - Facilities Services June Employee of the Month!
Nominate another hard-working member of our team at fs.utk.edu

ADMINISTRATION

Special Projects:

Archibus:
- We’ve moved!!! The Special Projects/Archibus Team has officially moved to our new building. If you need assistance, please stop by and see us or give us a call (our numbers are the same).
- Blackout dates are still in effect through July 11th. No system updates will be pushed out to the Archibus production server due to fiscal year end.
- Phase II: We will begin the roll-out of Phase II of Archibus at the end of July. Phase II includes the following modules:
  - Project Management
  - Condition Assessment
  - Capital Budgeting
  - Commissioning
  - Environmental Health and Safety
  - Material Safety Data Sheets (MSDS)
  - Energy Management
  - Sustainability
  - Waste Management
  - Clean Building
- Group Meetings: Phase II group meetings will be held in June. Information concerning these meetings will be announced at a later date.

FACILITIES OPERATIONS

Lock & Key Services:
- Alumni Memorial – repair lock.
- Dabney-Buehler – repair locks.
- 1525 University Avenue – install cores and cut keys.
- 1525 University Avenue – install combination locks.
- Delta Zeta Sorority – repair locks and make keys for mailboxes.
- International House – rekey lock.
- University Housing – recores and repairs.

Rapid Response Team:
- Moves at Perkins Hall, Support Services Complex, Facilities Services building on Volunteer, Hesler Biology, Burchfiel Geography Building, Melrose Hall, Student Services and Stokely Management Center.

ZONE MAINTENANCE

STAR Team:
- Install hard piping at Tickle Engineering Building.
- TANDEC hi-bay area renovation.
- Repaired handicap door at Hodges Library.
- Replaced handicap operator at Student Recreation Center.
- Replaced handicap operator at 1525 University Ave.
- Delivered glass to Humes Hall.
- Delivered glass to Reese Hall.
- Delivered glass to North and South Carrick Hall.
- Installed icemaker at JIAMS.

Zone 1:
- We have had Air Conditioning Services in South Carrick replacing two drives and a motor on our air conditioning system.
ZONE 1 CONTINUED:
- We have Humes Hall back on line after we had a minor problem with the air conditioning.
- Staying caught up on work orders.
- Getting ready for the summer cleaning of all leslies in the dorms.

Zone 2:
- Crews are replacing podium lights in Haslam Business.
- Furniture and packed boxes are being moved in Haslam Business room 308 to storage.
- Classroom lighting in Haslam Business is being repaired.
- Personnel removed a 4x8 white board from Haslam Business room 407.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- AMB auditorium lighting.
- Nielsen Lighting Project.
- AMB Humidification repairs.
- Dabney condensate leak.
- Check for condensate hardness.

Zone 7:
- Crews are still updating to new LED replacements in SERF.
- The SERF hot water system is being repaired.
- Hard water testing is taking place in SERF.
- Crews changed lights as needed in Min Kao and performed hard water testing in the building.
- Steam issues were repaired in Tickle Engineering.
- Personnel assisted contractors with the start of of a new unit on the first floor of Tickle Engineering.
- Hard water testing was performed throughout Tickle Engineering.
- Year end inspections of Dougherty Engineering unit ops labs 103 and 324 are taking place.
- Hard water testing is taking place throughout Dougherty Engineering.
- Personnel assisted contractors with the Perkins Hall roofing project.
- Lights are being repaired as needed throughout Perkins Hall.
- Crews are handling water damage from a roof leak at Ferris Hall.

COMMUNICATIONS

Employee Training & Development:
- Custodial Certification Program (CCP) continues. Module 4 testing was completed last week. Module 5 begins this week.
- Having trouble finding your Skillsoft training? Having trouble navigating your annual OSHA training classes? Check out our new video tutorials. Click on the “Employee Training Videos” tab on the FS Home page.
- Conducted New Employee Orientation for new Building Services and Zone Maintenance employees.
- Finalizing Job Aide development for working with “Zoom” and “Lynda”
- Met with representatives from our uniform provider, Cintas, to explore adding hi-visibility clothing to selected units.
- Completed installation of pedestrian safety barriers in new Warehouse.

Communications & Public Relations:
- Congratulations to Donnie Carden, our June Facilities Services Employee of the Month!
- Please help us to nominate our next employee of the month. The success of this program depends on the nominations we receive each month. Award nomination forms can be found at https://tiny.utk.edu/FSEOM.
- Thank you to everyone who helped to make this year’s Fourth of July Picnic a success!
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COMMUNICATIONS & PR CONTINUED:

• We are creating a new master list of all Cone Zone signs on campus, including detour signs. This list will include a visual reference.
• Communications and Public Relations is currently working on various releases.
• The building representative list has been updated and is now online.
• Communications and Public Relations is working to update the Emergency Contact List.
• We are updating the Alumni Memorial Building Page.
• We created our TNAPPA 2017 Conference Web page. It is now live and can be found at tnappa2017.utk.edu. Updates will be added to the page this week.
• We are working on our department’s Architectural Portfolio submissions and will submit five project portfolios this summer.
• An outline is in the works for a new video series featuring fallen tree limb and fallen tree removal.
• Working on Cone Zone signs and updates for the summer.
• Updates are being made to the layout of our service guide.
• The Additional Services Guide will be updated again this week.
• We will begin putting together the department’s annual report in the next few weeks. This document will be released before the fall semester starts.
• TNAPPA 2017 Conference planning continues.
• If you are interested in attending this year’s Tri-APPA Conference in Nashville, you can find more information on the APPA Web site here: http://appra.org/.
• Directors and supervisors must approve the attendance of all conference registrants. If you have any questions about the upcoming conference in July, please contact Brooke Krempa at bsteve14@utk.edu.
• Business cards and polo shirts have been provid-ed to all employees who plan to attend this summer’s Tri-APPA conference.
• We are putting together our save the dates for the Tri-APPA conference.
• More updates will be made to the AMB Web page this week.
• Updates will be made to the Master Plan Web page this week.
• We are working on an updated open projects document for the Web site.
• Updates to the department Web site are ongoing. Please contact Brooke Krempa at bsteve14@utk.edu if you would like to request any changes or updates to pages.

IT Support & Maintenance:

• Several individuals have asked if an email titled “UTK Security Awareness Training” is really from OIT.
• This is a legitimate email from OIT and was received on Tuesday, July 5.
• Your login information for the training is your net-id and password. The training can be found at the following link: https://security.utk.edu/awareness.
• I recommend everyone watch it and get their families at home to watch it.
• If you have any questions regarding the above email please contact Jim McCarter at jvm@utk.edu or Tim Baker at tbaker41@utk.edu.

UTILITIES

Air Conditioning Services:

• Changing compressor in air conditioning unit #1 at the 11th Street Garage.
• Working on 786 cold room in Hesler.
• Installing VFD at Hoskins Library.
• Changing out a unit in room 205 Perkins Hall.
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COMMUNICATIONS & PR CONTINUED:

- Replacing motor in an air compressor at Hoskins Library.
- Repairing cooling tower at Hesler for EGC chambers.

Steam Plant:

- Worked on boiler 1 steam flow transmitter.
- Worked with gas analyzer for boiler testing.
- Pressure washed walls in basement.
- Painted walls in basement.
- Finished putting bearings in condensate pump.
- Continue to restock shelves after cleaning and painting.
- Closed up #1 boiler and filled with water, tested for leaks.
- Lit off #1 boiler.

FACILITIES SERVICES POSITION VACANCIES

Project Manager Engineer - Facilities Services - Requisition ID - 16000000W9
Landscape Aide I - Requisition ID - 16000000TI
Electrician I - Requisition ID - 16000000TA
Building Srvs Foreman (Day Shift) - Requisition ID - 16000000RA
Steam Plant Supevisor - Requisition ID - 16000000R9
Heavy Equipment Operator (Two Positions) - Requisition ID - 16000000PN
Line Installer I (Two Positions) - Requisition ID - 16000000M2
Line Installer Foreman II, Electrical Services - Requisition ID - 16000000KP
Landscape Serv Foreman - Requisition ID - 16000000JZ
Heavy Duty Mechanic I - AC Services - Requisition ID - 16000000HF
Air Conditioning Spec I (Two Positions) - Requisition ID - 16000000EB

Temporary Assistant Carpenter (Carpenter Assistant II) - Requisition ID - 16000000DT
Part-time Temporary Custodian (Building Services Aide I) - Requisition ID - 16000000DU
Two Temporary Assistant Painters - Requisition ID - 16000000CR
Senior Steam Plant Mechanic - Requisition ID - 160000009G
Seasonal Work, Three Positions, Building Services Aide I - Requisition ID - 160000007Z
3rd Shift Custodian (Building Services Aide I) - Requisition ID - 1500000010E
2nd shift Custodian (Building Services Aide I) - Requisition ID - 15000000WO
Asst Bldg Srvs Foreman (Three Positions) - Requisition ID - 15000000139
Welder II - Requisition ID - 15000000Q3
Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5
Painter I - Requisition ID - 14000000YW
Congratulations to our May Employee of the Month Jacob Capps!
Please help us to nominate our next Facilities Services Employee of the Month.
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 nomi-
ination 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 with Brooke Krempa.
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 Krempa at
214-7662 or bsteve14@utk.edu.

2016 Employee of the Month Award Recipients

May: Jacob Capps

April: Ron Gibson
March: Mike Tackett
February: Dean Wessels
January: Bethany Morris

Nominate someone today at https://tiny.utk.edu/FSEOM
July is UV Safety Month

The skin is the body’s largest organ. It protects against heat, sunlight, injury, and infection. Yet, some of us don’t consider the necessity of protecting our skin. The need to protect your skin from the sun has become very clear over the years, supported by several studies linking overexposure to the sun with skin cancer. The harmful ultraviolet rays from both the sun and indoor tanning “sunlamps” can cause many other complications besides skin cancer - such as eye problems, a weakened immune system, age spots, wrinkles, and leathery skin.

There are simple, everyday steps you can take to safeguard your skin from the harmful effects of UV radiation from the sun.

• Wear proper clothing. Wearing clothing that will protect your skin from the harmful ultraviolet (UV) rays is very important. Protective clothing are long-sleeved shirts and pants are good examples. Also, remember to protect your head and eyes with a hat and UV-resistant sunglasses. You can fall victim to sun damage on a cloudy day as well as in the winter, so dress accordingly all year round.

• Avoid the burn. Sunburns significantly increase one’s lifetime risk of developing skin cancer. It is especially important that children be kept from sunburns as well.

• Go for the shade. Stay out of the sun, if possible, between the peak burning hours, which, according to the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO), are between 10 a.m. and 4 p.m. You can head for the shade, or make your own shade with protective clothing - including a broad-brimmed hat, for example.

• Use extra caution when near reflective surfaces, like water, snow, and sand. Water, snow, sand, even the windows of a building can reflect the damaging rays of the sun. That can increase your chance of sunburn, even if you’re in what you consider a shady spot.

• Use extra caution when at higher altitudes. You can experience more UV exposure at higher altitudes, because there is less atmosphere to absorb UV radiation.

• Apply broad-spectrum sunscreen. Generously apply broad-spectrum sunscreen to cover all exposed skin. The “broad spectrum” variety protects against overexposure to ultraviolet A (UVA) and ultraviolet B (UVB) rays. The FDA recommends using sunscreens that are not only broad spectrum, but that also have a sun protection factor (SPF) value of at least 15 for protection against sun-induced skin problems.

• Re-apply broad-spectrum sunscreen throughout the day. Even if a sunscreen is labeled as “water-resistant,” it must be reapplied throughout the day, especially after sweating or swimming. To be safe, apply sunscreen at a rate of one ounce every two hours. Depending on how much of the body needs coverage, a full-day (six-hour) outing could require one whole tube of sunscreen.

UV rays are their strongest from 10 am to 4 pm. Seek shade during those times to ensure the least amount of harmful UV radiation exposure. When applying sunscreen be sure to reapply to all exposed skin at least 20 minutes before going outside. Reapply sunscreen every two hours, even on cloudy days, and after swimming or sweating.

When planning your outdoor activities, you can decide how much sun protection you need by checking the Environmental Protection Agency’s (EPA) UV index. This index measures the daily intensity of UV rays from the sun on a scale of 1 to 11. A low UV index requires minimal protection, whereas a high UV index requires maximum protection.