

FACILITIES SERVICES WEEKLY

July 13, 2015

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

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.

ADMIN & SUPPORT SERVICES

Admin & Support Services:

- [Parking Permit Renewal Begins July 13.](#)
- Staff and faculty will receive an email on Monday, July 13, with instructions to renew their parking permit online. Permits will be mailed beginning July 20 to addresses faculty and staff designate. Transactions must be completed by July 24 to receive permits by mail before August 1.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Working on signage for Vol Shop at Student Union.
- Installed wall mounted sign at Dean of Students in Communication.

- Working on elevator permit signage.
- Working on various name plates.

Paint Shop:

- Working on classrooms at Humanities.
- Painting at Henson Hall.
- Removing graffiti around the rock.

Building Finishes:

- Working on concrete piers at Jessie Harris.
- Replaced damaged VCT tiles at Haslam Music Building.
- Installed pictures and white boards and removed a displace case at Dunford Hall.
- Repaired door at Walters Life.
- Installed white boards and pictures at Greve Hall.

Recycling:

Recycling Totals the Week of June 28—July 4:

- Bottles/Cans: 3,140 lbs.
- Mixed Paper: 29,420 lbs.
- Cardboard: 16,200 lbs.
- Manure: 11,300 lbs.
- Compost: 4,860 lbs.
- Total in Pounds: 64,920; Total in Tons: 32.46

Lock & Key Services:

- Perkins Hall – 3rd floor rekey for move and remove combination lock.
- Perkins Hall – 1st floor rekey for move.
- Clement Hall – install cores/adjust locks as needed.
- Conference Center – 3rd floor swap combination locks.
- Oak Ridge – Aboretum key building.

Rapid Response Team:

- Last week of spring clean-up.
- Moves at Nursing, Early Learning Center, Austin Peay, Student Services, Dunford, Henson, Perkins, Ferris, Estabrook, and Bailey Education.

ZONE MAINTENANCE

STAR Team:

- TVA rebate projects
- Lab safety signs
- TANDEC
- Buehler
- JIAMS

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Zone Maintenance Zones:

Zone 7:

Hodges Library:

- Repaired broken hot water line in women's restroom on the fifth floor.
- Replaced five ceiling tiles on the third floor, stacks area also painted ceiling tiles to be installed throughout the building.
- Replaced leaking water stop on toilet and installed new vacuum breaker in men's restroom, third floor.
- Rebuilt actuator valve also repaired leaking 1/2 " copper water line on third floor.
- Replaced hot water stem on sink in women's restroom on the third floor.
- Unstopped sink in women restroom on the fifth floor.
- South commons, changed five burnt-out t-8 bulbs and three ballasts.
- Six floor men's restroom unstopped toilet also replaced broken coat hook.
- Met with roofers to repair new roof on Haslam Business.
- Changed all pre filters in Haslam air handlers.
- Repaired different lighting issues at SMC because of power outage.
- Had to replace fuses in g2 air handler and one control solenoid on 7th floor .
- Of SMC because of power outage.
- General maintenance.
- We are repairing an air conditioning unit for the 11th street parking garage with the help of the A/C shop.
- We are working to repair roof leaks at Jessie Harris.
- We are working to get parts and repair a large air handler at Hoskins Library.
- We are repairing sheetrock ceiling from a water leak and dings in walls around in the College of Law.

Zone 11:

- We are working on the preseason maintenance issues at Neyland Stadium to prepare for football season.
- Neyland Thompson, Brenda Lawson, Anderson Training we are working on cleaning the chillers and working on general maintenance issues for recruits, and visitors.
- Goodfriend Tennis we cleaned a/c units and did general maintenance work.

- Soccer, Softball, and Volleyball we cleaned a/c units and general maintenance issues, Thornton Athletics, and Baseball.
- We worked on General maintenance issues.

COMMUNICATIONS

Information Services:

- More email account migrations.

Training:

- Zone Maintenance Customer Service training continues. Group 2 training will go through July and August.
- Group 1 ended with a certificate and cake cutting ceremony.
- Working with Landscape Services to update their career path.
- Other career paths have been sent to the compensation office for review.
- Behavioral interviewing class coming up on Wednesday July 15, 9 – 11am in conference room 108. If you currently conduct interviews and would like to attend please contact Keisha at 4-2510.
- The next round of Respirator fit tests will be on Thursday July 16, 9-11am and 3-4:30pm
- A group of 11 Facilities Services staff members will attend the APPA Supervisor's Toolkit at UT Martin, July 20-24.
- *July 17 – this Friday – will be my last day with Facilities Services. Thank you to everyone for making my two years here one of the greatest experiences of my life. The warmth and understanding that I got from the group was immeasurable. I will miss this place. - Keisha*

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](#).

COMMUNICATIONS CONTINUED ON PAGE 3:

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COMMUNICATIONS CONTINUED:

- We've been working with WBIR and The News Sentinel to highlight some of our current Facilities Services projects.
- 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-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:

- Reclaiming refrigerant from discarded window a/c units and refrigerators at Fleming Warehouse so they can be recycled.
- Rebuilding heating water pumps at South Greenhouse.
- Replacing bad condensing unit for server room at Plant Biotech.
- Installing new controls on VAV boxes in the first floor remodel project at Humanities.
- Replaced defective VFD at Auxiliary Services Building; performed repairs on York chiller at the UTPD at the 11th street garage.

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.
- UTFS Contract Support – Campus Wide Building Access Project.
- UTFS Support Steam Plant- Boiler.

Steam Plant:

- Working on replacing steam traps on 4 heaters.
- In process of tuning # 1 and # 5 boiler for burning oil and natural gas and # 4 boiler on natural gas.
- Working on unclogging #4 boiler water level control lines.
- Turbine and # 4 boiler back on line.
- Replaced gas flow meter on # 1 boiler.
- Calibrated oil flow meter on # 5 boiler.
- Getting ready for setting new # 2 boiler on Monday.
- Steam Plant produced 8,645,164 lbs. of steam.

Plumbing & Heating Services:

- Replace Steam regulator in Humanities.
- Repair Steam Leak in Greenhouse 10.
- Replace steam Regulator in Serf.
- Weekly manhole maintenance.
- Inspect and repair condensate pumps.
- Repair hot water leak at Humes.
- Repair Main drain at Vet School.
- Install water bottle filling station Green Project.
- Replace drinking fountain at Burchfield Building.
- Repair urinal at McCord Hall.
- Remove concrete floor to repair leak in Farris.
- Repair leak in basement at Reese Hall .
- Rebuild storm drain at Henson Hall.
- Replaced pressure reducing valve at Henson Hall.
- Cleaned out storm drain on campus.
- Repaired commodes and sinks at Henson Hall.

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DESIGN

Capital Project Management:

Master Planning:

- Campus Master Plan.

Programming:

- Engineering Services Building.
- West Campus Dining Facility.

Schematic Design:

- Alpha Gamma Rho Renovation and Addition.

Design Development:

- Lake Avenue Parking Garage Expansion.
- Haslam Practice Fields Expansion.

Construction Documents:

- Cowan Cottage renovation.

Construction Administration:

- 13th & Cumberland lab building.
- University Ave. buildings' tenant fit-outs.
- Henson Hall interior renovation.
- West Campus Redevelopment, Building 1.
- New Strong Hall.
- New University Center (Phase 2).
- Support Services Building on Sutherland Ave.
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively.
- JIAMS Building Phase 2.
- SERF controls.
- Humanities south wing renovation.
- Tom Black Track and LaPorte Stadium Improvements.

Landscape Response Team:

- Engineering Quad and Second Creek: construction.
- Supervising the new Strong Hall's site development and tree protection.
- Updating the Campus Landscape Vision and Site Standards.
- Wayfinding Master Plan: building ID signs in production.
- TREC landscape: currently being installed.

- Torchbearer Plaza and Circle Park: pavers and irrigation in Circle Park.
- Researching and proposing a standard for bus shelters.
- Sorority Village steep slope: prepping site.
- Campus Master Plan: update.
- Lake Avenue Parking Lots: preparing drawings.

Facilities Services Vacancies

Carpenter I - Requisition ID - 15000000S2

Building Services Foreman (Two Positions) - Requisition ID - 15000000S4

Accounting Specialist I - Requisition ID - 15000000RW

Recycling Truck Driver - Requisition ID - 15000000RU

Welder II - Requisition ID - 15000000Q3

Custodian (Building Services Aide I) - Requisition ID - 15000000PB

Landscape Aide I (Two Positions) - Requisition ID - 15000000LF

Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5

Assistant Building Services Foreman (Five Positions) - Requisition ID - 15000000AI

Painter - Requisition ID - 14000000YW

Line Installer I - Requisition ID - 14000000XI

