

FACILITIES SERVICES WEEKLY

July 21, 2014

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

ADMINISTRATION

Special Projects:

- **Archibus Update:** 24 days and counting until we “GO LIVE” with Archibus! Check out our countdown clock at <http://fs.utk.edu/archibus/>.
- **Facilities Services Showcase:** Any updates or information your unit wants included in the Facilities Services Showcase needs to be submitted electronically to Veronica or Leo by Thursday, July 24th.

Administration Services:

Business Services:

- **Parking Permit Renewal:** Parking permit renewal notifications have been sent out **via email**. To renew your parking permit, you will need your NetID and password. If your NetID and password are not up to date, please go to Hodges Library to the Help Desk and update your information. All parking permit renewals will be completed via the computer, so when you receive the email from Parking Services, please follow the instructions in the email to renew your permit. **NOTE: Your parking permit renewal must be completed by July 25th to receive your permit by mail for use by August 1st.** If you have any questions or concerns about your parking permit renewal, please contact Amanda Ruelle at #974-2802 or aruelle@utk.edu.
- **Daily and Weekly:** Processing of invoices, workorders, transfer vouchers, payroll/personnel items and contract extensions/rebids.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Installed decal on entrance wall in Design Office.
- Repaired & reinstalled ext. Building sign at Food Science Building.
- Fabricated 12 marquee signs for football parking.
- Working on 44 18” x 24” signs for Parking Services.
- Updated occupancy signs for Greve Hall.

Paint Shop:

- Painting common areas at Claxton.
- Painting rm. 1002 at McClung Tower.
- Painted basement ice room at Presidential Court.

- Painted Ladies Restroom tunnel level at Conference Center.
- Started painting rooms 511 & 514 at Jane & David Bailey Complex.
- Refinished one of two tables at Veterinary Hospital.

Building Finishes:

- Repaired Broken Sheetrock at Stokley Management.
- Installed dry erase and cork board at 1817 Melrose.
- Repaired boards on walkway east of Tickle Building.
- Repaired concrete at Carrick Hall South.
- Patching concrete at Conference Center.
- Installed access panel at Greve Hall.
- Installed dry erase board at Ayres Hall.
- Replaced threshold at Conference Center Building.
- Replaced door at UT Welcome Center.
- Installed shelves in Facilities.
- Working roof leak at Holt Ave Apt.

Building Services:

- Congratulations to Building Services Aide Charlotte Clabough on the award she received from the Army ROTC for her outstanding work in the Hoskins Library building. The building is in great condition thanks to Charlotte and the crew!

Recycling:

- UT Recycling is changing their name, logo, website etc. to reflect our more inclusive goals. An official roll-out will begin shortly with UT Zero Waste.
- Tallying recycling, composting, and solid waste totals for Fiscal Year 2014 in our new Quickbooks system.
- Hiring replacement for 46-year-employee, David Brown, set to retire August 29th.
- Helped Housing donate 490 used mattresses to Angelic Ministries, over 150 more to Helen Ross McNabb, and several others, totaling about 700 mattresses that were kept out of the landfill and given to people who really needed them
- Meeting with various stakeholders and preparing bins for 2014 football season as we work our way to Zero Waste in Neyland by 2015 season.
- Recycling Totals for the Week of 7-14 through 7-18: Bottles/Cans—1,720 pounds; Paper—7,860 pounds; Cardboard—7,820 pounds; Compost—3,210 pounds.

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Lock & Key Services:

- McLeod Food Tech – install cabinet locks.
- Sorority Village – Installing cores.
- Fraternity Park- change locks- repairs.
- Fred Brown- dormitory – install as needed.

ZONE MAINTENANCE

STAR Team:

- Controls at SERF.
- Greves and Physics elevators.
- Berry Hall.
- Buehler rooms 204 and 214.
- SERF 522 glove box.
- Dougherty 323 B & C.
- Dougherty 106 M.

Zone Maintenance Zones:

Zone 1 (Dorms):

- Cleaning Leslie water heaters in all dorms.
- Getting ready to do our room to room maintenance for fall semester.
- Working on the new Fred Brown Residence Hall.
- Interviewing this week for 3 new positions in the dorms.

Zone 2:

- Repairing floor tiles at the White Ave. Daycare.
- Repairing steam traps at Jessie Harris .
- Cleaning all fresh air intakes and Cleaning AHU's at Taylor Law. Repairing roof leak at Senter Hall.
- Cleaning AHU's at UTPD.
- General Building maintenance.

Zone 3:

- The other air filters came in for Early Learning and were installed.
- Nails in auxiliary services parking lot after roofing repairs were made, contractors were notified.
- We are continuing to make repairs to several of the buildings around campus after issues are found during inspections.
- Sign repaired at Glazer building.
- Removed leaves from roof of Glazer, to keep leaves out of drains.

- Continuing to change filters in air units at Facilities Services.
- Air unit for room 103 is working well.
- Repaired air conditioning at Parking Services in room 115.

Zone 4:

- Replacing broken windows at Greve Hall.
- Replacing window crank handles at Greve Hall.
- Still changing ceiling tile at Hodges.
- Changing lights as needed in Hodges.
- Changed pre filters in south machine room of Hodges.
- Still checking air conditioning units and changing filters at Melrose.
- Fixing guttering and broken windows at Melrose.
- Cleaning pits.
- General building maintenance.

Zone 5:

- Still cleaning drain pans on all air handlers at Nursing.
- General building maintenance.

Zone 6:

- Dabney Buehler repair fume hoods 608.
- Nielsen Physics replace air dryer electronics shop.
- Alumni Memorial Maintain Stage lighting.
- Maintaining environmental equipment.
- Addressing work order issues.

Zone 8:

- We are repairing lights in North, Central and South Greenhouses . The summer heat takes a toll on capacitors.
- The Middlebrook Pike location is receiving some much needed tree trimming from our Grounds Department.
- At Joe Johnson Animal Research and Teaching Unit our team members are assisting with Fishery Research. That work is really interesting.
- Plant Bio Tech has all new pre filters this week. We are saving money by using V- Max filters these filters have a two year life span. The previous filters were only rated for one year.
- We are working in our classrooms so they will be in great shape for the Fall Semester.

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Zone 14:

- Going through all of the foodservice equipment in buildings getting ready for school in August.
- Put new water filtering system in Hodges Library Starbucks.
- Repair pump on dish machine at Welcome Center.
- Met with contractors on new foodservice equipment in Anderson Training Center.
- Replaced pavers at PCB courtyard.

COMMUNICATIONS

Training:

- Information will go out this week with the schedule for the ARCHIBUS supervisor training.
- TMS Flushometer training for Zone Maintenance and Plumbing Services continues this week.
- Work continues on the Landscape Services training program.
- This week the Training Office will send out a final report with the online training updates. If you have not completed your online training please do so before the end of this week.

Communications:

- We have been adding content to, and reformatting departmental policies.
- The five portfolios for the American School & University Architectural Portfolio publication will be submitted this week.
- Announcement for the upcoming “Go Live” date for Archibus has been distributed.
- Three customer service surveys have been created and will be distributed later this month.
- Working on various press releases for different units in Facilities Services.
- The Facilitator will be distributed on August 1. If you would like to include something specific in the bi-monthly department newsletter, please contact Brooke Stevenson in Room 203.
- Just a reminder—We are always accepting nominations for employee of the month! There is one more week to submit nominations for the July Employee of the Month! Hard copies can be found with clerks and shop heads, and electronic copies can be found on fs.utk.edu!

UTILITIES

Air Conditioning Services:

- Reese Hall - repair chilled water leak.
- Alan Jones aquatic center – Repair screw compressor on building chiller.
- Communications – continuing preparations for replacing building hot water pumps.
- Hess Hall – refurbishing PTAC A/C units in preparation for student check in next month.
- Neyland stadium west skybox – repairing north chiller.

Electrical Services:

- UTFS Security systems – Campus.
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
- UTFS HV support for New University Center.
- UTFS HV Steam Plant’s Low voltage distribution (208/120V) .
- UTFS SV Events.
- New Construction – Fire Alarm/Building Security support.
- Strong Hall – Cameras.
- Hodges Library – UTFS SV support for new Water Service.
- UTFS HV - Neyland Stadium Emergency Lighting Testing.
- UTFS SV – Brenda Lawson Chiller Support.
- UTFS HV – Old Substation Emergency Repair.

Steam Plant:

- We produced 1,406,144 pounds of steam on Thursday and had 55,484 gallons of water.
- The new boiler will be shipped July 31 and should be here on August 12.

Check out our new Employee
of the Month Web page at
fs.utk.edu 

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DESIGN SERVICES

Project Management:

Master Planning

- Utilities Master Plan.
- Hill Master Plan.

Programming

- The new Engineering Services Building.
- The West Campus Redevelopment.

Schematic Design

- University Ave. buildings.
- Austin Peay handicap ramp.
- Baseball Stadium pressbox.

Design Development

- The new classroom/laboratory building planned for the Strong Hall site.

Contract Documents

- The new residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively.
- The new Facilities Services Sutherland building (ER4).

Construction Administration

- The Henson Hall interior renovation.
- The new classroom/laboratory building planned for the Strong Hall site.
- The bookstore and Aramark location at 17th & Cumberland.
- The new University Center (Phase 1).
- The new Facilities Services Sutherland building (ER1).
- The Fred Brown Residence Hall.
- The new TV studio in the Anderson Training Center.
- The new residence hall planned for the former Gibbs Hall site.

Landscape Response Team:

- Supervising the Fraternity Park entry punch list.
- Supervising the Ayres Hall North Slope / West Connector project, coordinating irrigation, planting, and wall construction.
- Reviewing the schematic design of the East Edge Campus Improvement Project (Second Creek).
- Supervising the design of additional improvements to the Lake Loudoun Blvd. corridor, to include a green space and traffic signalization.

- Supervising the new Strong Hall's site development.
- Updating the Campus Landscape Vision and Site Standards.
- Coordinating irrigation and landscape tie-ins at the new University Center.
- Managing the Wayfinding Master Plan.
- Designing landscaping for TRECS and Thornton Athletic Center.

Codes Enforcement:

- Campus building fire protection systems testing.
- Hood suppression inspecting, and hood and ductwork cleaning.
- Various inspections and code consults.

Facilities Services Vacancies

Senior Electrician I - Requisition ID - 14000000PN

Zone Maintenance Foreman - Requisition ID - 14000000PV

Plumbing Foreman I - Requisition ID - 14000000P3

Electrician Assistant II - Requisition ID - 14000000O1

Landscape Services Foreman - Requisition ID - 14000000N5

Building Services Foreman - Requisition ID - 14000000N6

Custodial Foreman, Building Services - Requisition ID - 14000000JT

Carpenter I, Facilities Services - Requisition ID - 14000000GC

Custodian I (Building Services Aide I) - Requisition ID - 140000002D

Assistant Building Services Foreman, Building Services - Requisition ID - 1300000108

Painter I - Temporary - Requisition ID - 13000000D1