

FACILITIES SERVICES WEEKLY

July 20, 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.
- Arlene Williams (Payroll) has moved from room 107 to room 103 in the Facilities Services and Operations Building.
- Tax Holiday is quickly approaching. On August 7th, all computers under \$1500 will be tax free. Reserve your next system at VolTech and they will process the sale for you on tax holiday. Pre-orders are being accepted NOW until August 6.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Completed signage for Vol Shop at Student Union.
- Working on signage for Dunford Hall.
- Working on signage for Communications.

Paint Shop:

- Working on classrooms for Humanities.
- Working on common areas at Alumni Memorial.
- Working on Painting at Henson Hall.
- Painted rm. 309 at Conference Center.

Building Finishes:

- Poured concrete piers at Jessie Harris for AC.
- Working on vista pad forms at G-10 Parking Garage.
- Installed Cone Zone Signs.
- Removed and cleaned plaques at the entrance of Perkins Hall.
- Installed shelving at McClung Tower.
- Worked on removal of pavers at gate 21 Neyland Stadium.
- Installed shelves and desk at Lake Ave Daycare.
- Repaired sheetrock at Vet School for plumbers.

Building Services:

- Completed our 4th CCP Class
- New University Center and Panhellenic are now maintained by Building Services personnel
- Building Service has developed a work hardening program which allows employees injured on the job to return to light duty work while their injuries get better.
- The search committee is formed for recruiting 2 supervisors. 1 for second shift and 1 for the University Center.

Recycling:

Recycling Totals the Week of July 12 - July 18:

- Bottles/Cans: 6,320 lbs.
- Mixed Paper: 11,440 lbs.
- Cardboard: 11,880 lbs.
- Manure: 10,800 lbs.
- Compost: 9,470 lbs.
- Total in Pounds: 49,910; Total in Tons: 24.955.

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Lock & Key Services:

- North & South Carrick rekey Hall Director's Apartment & Office areas.
- Burchfiel Building – install locks and key.
- Henson Hall – install cores.
- Haslam Music – change lock for temporary instrument storage.
- Housing – many recores and repairs.

Rapid Response Team:

- Moves: Student Services, Perkins, Estabrook, Ferris, Conference Center, Daycare, and SMC.
- Work orders as they come in during the week.

ZONE MAINTENANCE

STAR Team:

- TVA rebate projects
- TANDEC
- Buehler
- JIAMS

Zone Maintenance Zones:

Zone 2:

- Don Turney and Rob Frick are working to replace a broken mirror in a women's restroom here at the College of Law and they have checked all the others to be sure that there are no others that have broken their bond with the wall.
- Repairs to an important air conditioning unit at the 11th Street parking garage have been finished by the A/C Shop and our men have reinstalled the unit and returned the temporary unit to the A/C shop.
- Replaced exhaust fan motor at Senter Hall with and improved version that should last longer.
- Repairing leaking roof, repaired lights in hallways of Jesse Harris.
- Replaced old high out put lights in breezeway and installed new energy efficient LED lights at Jesse Harris.
- Working overtime to replace more lexan windows at Henson Hall.
- Wired six new cubicles in Haslam Business.
- Cleaning SMC stock room.
- Repairing lights on 1st floor of Haslam, ready for classes to start.

- General maintenance.
- Hodges Library: replaced two broken brass floor receptacle covers one in north commons one in south.
- Replaced four T-8 bulbs and one ballast in room 306 also calibrated two thermostats in same room (acquisitions).
- Installed new hot water stem on sink in women's restroom on fourth floor.
- Changed air filters in our elevator room also changed 2-b116 belts on our penthouse air intake.
- Changed 2-b116 belts on our restroom exhaust fan also greased the squirrel cage.
- We are in the process of changing all pre-filters and varicel filters in Hodges also cleaning on b118 air-shaft room.
- Replaced broken paper towel dispenser, fifth floor men's restroom.
- Changed three burnt-out light bulbs on the outside of building also checked lovejoy coupling on chill water pump number seven.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Walters filter replacement.
- Dabney Buehler filter replacement.
- Stocking University Center.
- Checking for hard water.

Zone 7:

- Changing filters in SERF.
- Cleaning up roof leaks in Dougherty, Ferris and Min Kao after storms.
- Working on fan coil unit in Dougherty.
- Working on doors that are tight closing in Perkins and insulated a sweating fan coil unit.
- Installed oven in Tickle Engineering.
- General Building Maintenance.

Zone 8:

- Our Zone will be working on the install of LED Wall Packs this week. This is part of the campus lighting project to reduce energy costs.
- Temperatures in the 90s this week will keep our team members busy working on our AC equipment.

ZONE 8 CONTINUED ON PAGE 3:

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ZONE 8 CONTINUED:

- Some of our team members will be attending Customer Service at the end of this week.
- Our students will be back soon. We continue to finish projects in our common areas. We like doing this it makes for a smoother start for the school year.
- One Call continues to field an average of seventy calls per week. They have been working on lighting in their spare time. They have been working in high traffic restrooms that are hard to access during the day time hours.

Zone 11:

- We continue to work in Neyland Stadium to prepare for football season.
- At Anderson Training Center we are washing coils on the chiller unit and working on general maintenance issues for recruits and visitors at the campus.
- At Lee Stadium, Regal Soccer and Cronan Volleyball we are working on lights and general maintenance issues.
- Changed filters at AHU in the zone.

COMMUNICATIONS

Training:

- Half way through the month, only 21% have actually completed their OSHA training. This is a very slow start and indicates we could possibly be close to 50% non-compliant on this mandatory training by the end of the month. Directors, Foremen and Supervisors, please engage your employees and have them do this training.
- Remember, our online training currently works best with Internet Explorer. It is best to not even attempt the training using Chrome. There are also troubleshooting instructions at each of the lab computers.
- Facilities Services is well-represented at the Supervisor Toolkit held at UT Martin this week. We have 11 there.
- Keisha conducted a Behavior Based Interviewing class last week. Anyone assigned to a search committee needs to sit through this training.
- Safetyfest registration is currently open. Go to www.safetyfesttn.org to see the schedule and register. These classes are free, please take advantage of them.
- We are currently working on the Landscape Career Path.
- Charles will be acting as interim Training Coordinator until the position is filled. Feel free to approach him with any issues formerly addressed by Kei-

sha. Charles' number is 974-6247 and his e-mail is cfarley5@utk.edu

- Charles and Ashley would like to wish Keisha a fond farewell and thank her for all she has done for the Training Team, Facilities Services and the University of Tennessee. She will be missed.

Communications:

- The first draft of the Facilities Services Showcase is nearing completion. Thank you to everyone who helped to provide information for this annual review document.
- We are assisting with a quarterly construction "Back to School" report with Communications.
- A video featuring the Steam Plant's new boiler has been placed on our YouTube Channel.
- 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](#).
- 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 have worked with the News Sentinel and WBIR on two stories featuring Facilities Services.
- We are working on archiving pictures of nationalized classroom spaces on campus.
- 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.
- You can always nominate someone for employee of the month at fs.utk.edu.
- We have completed all five entries to this year's American School & University's Architectural Portfolio.

Sustainability:

- The Office of Sustainability is excited to announce the 1st ever Make Orange Green Print Calendar series! The calendar features important athletic and academic dates with each month highlighting sustainable opportunities and green tips here at UT. To get a calendar for the 2015 – 2016 year (July – June) then simply email sustainability@utk.edu for a copy and we will deliver! Or you can visit <http://environment.utk.edu/> and click the Order Calendar link on the main page; you can also download each month to your desktop or phone.

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UTILITIES

Air Conditioning Services:

- Completed chilled water piping in Perkins Hall room 219 for installation of new air handler to serve the area
- Continue working on controls for the environmental chambers in the basement of Plant Biotech
- Assist construction with moving fan coil unit at communications
- Assist Zone Maintenance with chilled water outage at the Communications Building on Saturday so they can replace some non-working control valves
- Begin planning on new chiller installation at Hodges Library
- Complete piping installation of desiccant air dryer at the Tickle Building

Steam Plant:

- Plumbed in both heaters in room below #5 boiler.
- Replaced sump pump in condensate pump area.
- Cleaned and prepared for new boiler.
- Mowed and trimmed around steam plant.
- Continue cleaning in the steam plant.
- Regular maintenance in the plant.
- Tuned Boiler # 5 on oil.
- Repaired alarms on # 5 boiler.
- Changed gas flow meters on # 1 and # 4 boilers.
- Tested and ran # 1 boiler on oil and gas.
- Repairs & Calibration Check of Boiler 5 Oil Flow Meter.
- Made Corrections to Oil Flow Use on Boiler 5.
- Worked with Boiler Equipment Rep on Testing Boiler 5 Oil Efficiency.
- Evaluated Boiler 1 Steam Flow Transmitter Scaling for Efficiency Calculations.
- Examined & made Scale changes to Boiler 1 Gas Flow measurements over past 2 years.

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; locating first batch of signs
- TREC landscape: currently being installed
- Torchbearer Plaza and Circle Park: site prep for sod
- Researching and proposing a standard for bus shelters
- Sorority Village steep slope: irrigation installation
- Campus Master Plan: update
- Lake Avenue Parking Lots: asphalt installation