**ADMINISTRATION**

**Special Projects:**

**Archibus Reminders:**

- The Special Projects/Archibus Team has moved to our new building on Sutherland Avenue. If you need assistance, please stop by and see us or give us a call.
- 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

**FACILITIES OPERATIONS**

**Building Finishes:**

**Sign Services:**

- Worked on parking signs.
- Created signs for Tri-APPA Conference.
- Wayfinding signs.
- Various name plates.

**Paint Services:**

- Worked at TRECS.
- Painted sixth floor at Andy Holt Tower.

**Building Finishes:**

- Installed two items at Temple Hall.
- Repaired sheetrock at Plant Biotech.
- Repaired a hole at Art & Architecture.
- Removed drop ceiling for plumbers at Conference Center Building.
- Cut a hole in ceiling for return air at 1610 University Avenue.
- Worked on move out of Facilities Services Building.

**Lock & Key Services:**

- Conference Center – Suite 120 – keying and installing locks.
- Ceramics Building – change combo on lock.
- Bailey Education – file cabinets.
- Alumni Memorial – change lock.
- Art & Architecture – repair deadbolt.
- College of Nursing – install exit devices 201.
- University Housing - many recores and repairs.

**Rapid Response Team:**

- Addressing all other work orders that come in during the week.

**ZONE MAINTENANCE**

**STAR Team:**

- Install hard piping at Tickle Engineering Building.
- TANDEC hi-bay area renovation.
- Worked on doors at Hodges Library.
- Worked on air lines and vacuum lines in room 530 SERF.
- Measured door at Morrill Hall.
- Prepared wall for concrete cutting at JIAMS.
- Repaired on door at Perkins Hall.
- Moved glass at Pratt Pavilion.
- Repaired glass at HPER.
- Repaired window at 22nd Street.
- Inspection of Hesler Biology.

**Zone 1:**

- We are starting our room-to-room in each building this week.
- It is time to start our leslie cleaning in each building.
- We have a planned steam outage at Clement Hall this Friday.
- We have 26 days until students return to get ready for the fall semester.
Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Nielsen Lighting Project.
- Alumni Memorial Building humidification repairs.
- Walters Life repair air handler NWA2 leak.
- Dabney Buehler repair Chem Store tile.
- Student Union panel alarm.
- Alumni Memorial Building humidification repairs.
- Walters Life repair air handler NWA2 leak.
- Dabney Buehler repair Chem Store tile.
- Student Union panel alarm.

Zone 7:
- Repaired HRU 2 in SERF.
- Crews replaced lights and repaired outlets in various locations throughout Min Kao.
- Routine maintenance was performed at Tickle Engineering Building.
- Routine maintenance was performed at Pasqua.
- Routine maintenance as performed at Estabrook Hall.
- Personnel will assist other subunits with repairs on Dougherty Engineering air conditioning, painting and electrical jobs.
- At Perkins Hall crews will assist with roofing repairs and mag locks on exterior doors.
- Crews will assist with a Ferris Hall construction project brought on by water damage.
- Routine maintenance is being performed at the Biology Annex.

Zone 8:
- During the next week we will change filters and inspect belts on our Air Handling Units.
- We continue to work in our classrooms and common areas to prepare for the Fall Semester.
- Many of our customers have been returning and we will continue to assist them with their needs.
- One Call will work on exterior lighting and assist in high traffic buildings to assist with hard to access areas.

Zone 11:
- We are working to prepare Neyland Stadium for the upcoming season: doing lights, going through restrooms, cleaning gutters, etc.
- At Neyland Thompson, Brenda Lawson, and Anderson Training Center we are working on general maintenance issues for recruits and visitors.
- Working on annual pool maintenance before school starts.
- At Thornton Athletic and Goodfriend Tennis we are working on general maintenance issues.
- At Sherri Lee Softball, Regal Soccer and the Volleyball facility we are working on lights and general maintenance issues.

COMMUNICATIONS

IT Support & Maintenance:
- Assist Electrical Services with Central System Troubleshooting.
- Recycle computer parts.
- Setup of new lab at Support Services Complex.
- Monitor installation at Lock & Key Services.
- Setup conference rooms for Club Car meeting.
- Port Activation for Time Clock at Support Services Complex.
- Port Activations for Lab and multiple desk locations.
- Setup Conference Room computer.
- Order parts for Conference Room TV.
- Computer setup and training with Driver 1.
- Purchase radios.
- Printer and Calendar Setups.
- Prepare user list for Adobe Update.
- Computer Setup for Zone Maintenance.
- Computer Setup for Building Services.
- Discussed construction cameras with OIT.

Communications & Public Relations:
- Last week Communications & PR attended the Tri-APPA Conference in Nashville along with 25 other representatives from our department.
- A post-conference meeting has been organized through our office to discuss our overall impressions of the Tri-APPA Conference.
- The Facilities Services Department Annual Report will be created by Communications & Public Relations. We are compiling information now and plan to publish the report for campus before the semester begins.
- Next week Communications & PR will attend an Emergency Management Workshop.

COMMUNICATIONS & PR CONTINUED ON PAGE 3
**Facilities Services Weekly**

**July 18, 2016**

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

**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.
- Brooke Krempa has been elected to the Web Master position on the TNAPPA Board. She will be responsible for updating the Web site at http://tnappa.appa.org/ and will also push out communications to members.
- Various announcements have been distributed.
- Please check your email for a map of our new building’s conference rooms and instructions on how to add these rooms to your calendar.
- We are working on the emergency contact list for campus buildings.
- The online staff directory has been updated.
- If you have any information you would like included in the bi-monthly newsletter, please contact Brooke at bsteve14@utk.edu.
- Updates to the TNAPPA Web site have been made.
- We will submit four architecture portfolios electronically this week. The hard copies will be compiled and sent out in August.
- Working on Cone Zone signs and updates for the summer.
- Updates are being made to the layout of our service guide.
- Updates have been made to the Alumni Memorial Building Web page.
- TNAPPA 2017 Conference planning continues.
- 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.

**Training:**
- Training and Development Staff attended last week’s Tri-APPA Conference in Nashville.
- A new Skillsoft Learning Program has been established for the 2 new FS Shuttle Drivers. The program focuses on defensive driving skills.
- Upcoming Training:
  - Archibus Preventive Maintenance refresher classes
  - Confined Space Entry training (authorized level)
  - Check out these upcoming classes sponsored by EOD:
    - Foundations of Customer Relations & Communication: July 27, 9:00 - 11:00 a.m. at 238 Conference Center Building
    - Respect and Civility in the Workplace (UTIA Employees Only): August 2, 8:30 - 11:30 a.m. at 156/157 Plant Biotech Building
    - Communication Styles: August 3, 8:30 - 11:30 a.m. at 238 Conference Center Building
    - Project Management: August 9, 8:30 - 11:30 a.m. at 238 Conference Center Building
    - Understanding Your Credit Report Score: August 9, 12:00 - 1:00 p.m. at 218 Conference Center Building
    - How Do We Relate? Exploring Interpersonal Styles with FIRO-B: August 11, 8:30 - 11:30 a.m. at 238 Conference Center Building.
    - CCP Module 5 testing in the next 10 days.
    - CCP Module 3 and 4 retesting.
    - The new computer lab should be functional within the next week. We are still awaiting the delivery of our furniture.

**UTILITIES**

**Air Conditioning:**
- Completing installation of temporary chiller pumps at Hoskins Library.
- Installed replacement air compressor tank at Humes Hall.
- Performed repairs and returned the chiller at Tyson Alumni House to service.
- Started installation of replacement water source heat pump at the Middlebrook Building.
- Restarted and checked various systems after afternoon thunder storms on campus several times this week.
- Performing repairs to P-Tac units for Dunford Hall and Grieve Hall.
- Performed repairs to various kitchen equipment for Aramark.

**Steam Plant:**
- Changed out gas flow meter on #2 boiler.
- Light off #2 boiler for testing of gas flow, efficiency, and stability.
STEAM PLANT CONTINUED:

- Worked on daily reports.
- Worked on monthly reports.
- Worked on annual reports.
- Repaired condensate valve solenoid.
- Installed new KVM I/O switch.
- Replaced feed water valve on #4 boiler.
- Installed 75 foot of guardrail at high pressure gas meters.
- Mowed and trimmed around steam plant.

Electrical Services:

- UTFS Security system Upgrade Contract support – Campus Wide.
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
- UTFS Sorority and Fraternity Fire Alarm Testing.
- UTFS Summer Events.
- UTFS Metering.
- UTFS HV Steam Plant Contract support.
- UTFS Outdoor Lighting Systems.
- UTFS ES Building Electrical VFD support – Campus wide.
- UTFS Move to Support Services Building.
- UTFS Support Services – Electrical Support.
- UTFS ES support for Hoskins and Senter Hall Chilled Water System.

Plumbing Services:

- Plumbing Services was busy all last week addressing all types of plumbing issues.
- Todd Curnutt’s crew has been repairing water leaks un-stopping drains, installing new low flow fixtures, and installing new water heaters all over campus.
- Jeff Miller’s crew will be working at Tandec for the STAR Team Repairing and replacing handrails campus wide.
- Wayne Stalans’ crews have been repairing condensate pumps, steam traps, and steam regulators, as well as digging and replacing broken lines over campus.

FACILITIES VACANCIES

Painter I (Two Positions) - Requisition ID - 16000000ZY
Building Services Aide I - Requisition ID - 16000000ZZ
3rd Shift Custodian (Building Services Aide I) - Requisition ID - 150000010E
2nd shift Custodian (Building Services Aide I) - Requisition ID - 15000000WO
Maintenance Specialist I (Five Positions) - Requisition ID - 16000000YY
Plumbing & Heating Spec I (Three Positions) - Requisition ID - 16000000Y3

Project Manager Engineer - Facilities Services - Requisition ID - 16000000W9
Landcape Aide I - Requisition ID - 16000000TI
Electrician I - Requisition ID - 16000000TA
Building Srvs Foreman (Day Shift) - Requisition ID - 16000000RA

Steam Plant Supervisor - 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

Asst Bldg Srvs Foreman (Three Positions) - Requisition ID - 1500000039

Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5
Congratulations to our May Employee of the Month Donnie Carden! 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 nomination 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

June: Donnie Carden

May: Jacob Capps

April: Ron Gibson

March: Mike Tackett

February: Dean Wessels

January: Bethany Morris

Nominate someone today at https://tiny.utk.edu/FSEOM