

FACILITIES SERVICES WEEKLY

July 28, 2014

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

ADMINISTRATION

Special Projects:

- **Archibus Update:** 17 days and counting until we “GO LIVE” with Archibus! Check out our countdown clock, this page contains an introduction to Archibus, the reason we are changing systems and what impact Archibus will have on our customers. Don’t forget to check out the Archibus FAQ’s at the bottom of the page 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 12:00pm on Wednesday, July 30th.

Administrative Services:

Business Services:

- **Daily and Weekly:**
 - Processing of invoices
 - Work orders
 - Transfer vouchers
 - Payroll/personnel items
 - Contract extensions/rebids.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Working on sign for Animal Sciences.
- Installed sign at elevator lobby at Communication Building.
- Working on 44 signs for Parking Services.
- Working on directional signage at Clarence Brown Theatre.

Paint Shop:

- Painting common areas at Claxton Education.
- Working on all exterior walls in suite 215 at Austin Peay.
- Painted rooms 211 & 214 at Jane & David Bailey Complex.
- Dressing up furniture for room 103A at Facilities Services.

Building Finishes:

- Installed new ceiling in plumbing office at Facilities.
- Replaced door at Perkins Hall
- Installed frames at Alpha Kappa Alpha.
- Repaired desk in Facilities.
- Work on roof leak at South Stadium.
- Work on roof leak at Vet Teaching Hospital.
- Replaced four doors and frames at Andy Holt Apt.
- Worked on roof leak at Andy Holt Apt.
- Boarded up windows at Lyons View.
- Installed access door at Communications.
- Installed white boards at Stokley Management.
- Removed several boards from wall for move at Andy Holt Tower.
- Removed several cabinet units for RRT at Hoskins Library.
- Installed directory board at Dunford Hall.
- Patching several areas on sidewalks outside of Conference Center.

UT Zero Waste:

- Working on compostable service ware for skyboxes.
- Our new logo! **UTZEROWASTE**
- Printing posters, stickers, stamps, signs, banners for residence halls and football stadium.
- Meeting with Athletics and Parking to continue to coordinate Zero Waste Neyland efforts.
- Meeting with RA’s and Housing staff to educate incoming students.
- Recycling totals for the week of July 21-July 25:
 - Bottles/Cans—5,820 pounds
 - Paper—4,960 pounds
 - Cardboard—11,080 pounds
 - Compost—3,575 pounds

Rapid Response Team:

- Moves at: Hesler Hall, Jessie Harris, Plant Science, Conference Center, Facilities Services, HPER, Bailey Education, Hoskins Library Auxiliary Service Building, A & A, Melrose Hall, SMC, Ayers Hall, Humanities, Early Learning Center, Communications, Tyson Alumni Center, McCord Hall, Fleming Warehouse Eng. Cage and Andy Holt Tower.
- Also completing work orders and they come in.

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Landscape Services:

- Storm clean-up
- Inventory equipment maintenance and repair parts for loading into Archibus.
- Precast Plant— Assist with removal and hauling of compressors removed from building.
- Stump grinding—Ag campus, Circle Park, and Ayers Hill.
- Continue prep of landscape in key areas for start of fall semester.
- Pasqua building—Continue to assist Plumbing with storm water corrections.
- Continue dead tree removal.
- On-going landscape irrigation system repairs and monitoring.

ZONE MAINTENANCE

STAR Team:

- Controls at SERF.
- Greves and Physics elevators.
- Barry Hall
- Buehler rooms 204 and 214
- Dougherty 323 B&C; and room 106.

Zone Maintenance Zones:

Zone 8:

- School is just around the corner; we are working on our classrooms.
- Renovation at the Southern Pre Cast Building is moving along nicely.
- Exterior lighting is on our to do list this week. We have a few fixtures that need attention.
- We are giving our mechanical rooms a good cleaning this week.
- We are working hard to be proactive in our maintenance. Checking our equipment and keeping it in good operating condition is our goal.

Zone 9:

- Replacing lights, checking A/C units and replacing filters as needed.
- Assisting contractors in renovation of C.B.T.
- Replaced window A/C unit at Carrousel.
- General building maintenance.

COMMUNICATIONS

Training:

- Supervisor Archibus training will be held this week. Check your emails for information.
- Stay tuned for information on the Archibus training for the rest of Facilities Services.
- You will need a valid Net ID and password to use the Archibus system and for the upcoming training.
- Over the next three weeks the computer lab (RM122) will be used for the Archibus training. Please check the schedule at the door to see when the lab will be available.
- Any questions contact Keisha 4-2510, Abby 4-2387, or Charles 4-6247.

Information Services:

- Power down printers, computers, copiers, and fax machines for power outage this week.
- Setup new employee at Central Supply and fine tune other new employee computers/software.
- Prepare for Emergency Management Planning task-force.
- Trouble shoot failed video cards and hard drives.
- Remove virus/adware from computers.
- Preparing for Archibus.
- Creating online surveys.

Communications:

- We have been adding content to, and reformatting departmental policies.
- The five portfolios for the American School & University Architectural Portfolio publication were submitted last week.
- Three customer service surveys have been created and will be distributed later this month.
- A customer service handbook has been created.
- The July Employee of the Month recipient will be named this week.
- Working on various press releases for different units in Facilities Services.
- Just a reminder—We are always accepting nominations for employee of the month! Hard copies can be found with clerks and shop heads, and electronic copies can be found on fs.utk.edu!

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Sustainability:

- Finalized the inaugural group for the Greenhouse LLC, which consists 11 students who are focused to have a more sustainable living and learning experience by living in a designated wing in Morrill Hall. These students will embark on sustainability related retreats, volunteer across campus and take certain courses to help guide them into being a more sustainable student here at UT.
- UT was recently designated a “Two Star Green Partner” as the TDEC program formally known as TP3 (Pollution Prevention Partnership) transitioned into a newly formed program titled, Tennessee Green Start Partnership.
- We are currently working to increase our two star rating to three stars.

UTILITIES

Air Conditioning Services:

- Repairing compressor at Alan Jones aquatic center.
- Repairing North chiller at Neyland Stadium west skybox.
- Repairing dormitory PTAC units in preparations for student check next month.
- Continuing repairs to No. 2 at TRECS center.
- Ordering new gearducer for cooling tower at TRECS center.

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/Power outage.
- UTFS HV - Neyland Stadium Emergency Lighting Testing.
- UTFS SV – Brenda Lawson Chiller Support.
- UTFS HV – Old Substation Emergency Repair.

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 press box

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

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

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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
- Stormwater Permit Training
- Coordinating utility trenching across Lake Loudoun Boulevard

Codes Enforcement:

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



— Students · Faculty · Staff —

Where can I find

OIT Staffed Labs?

For individuals and groups

- The Commons, in Hodges Library
- Art & Architecture, Room 345
- Humanities, Room 201/202
- Presidential Court, Room 113A
- **New!** J.D. Tickle, Room 403

We're here to help!

Where can I find other

OIT Supported Computer Areas?

When you need a quiet space

Libraries

- Ag Campus, Pendergrass Library
- Hodges Reference, Room 135
- Grad Lab Hodges, Room 642
- Haslam Music Library

Other Areas

- Career Services, 101 Dunford Hall
- Black Cultural Center, Room 203
- I-House, Room 208

For more information

<http://oit.utk.edu/labs>

**HAVE A COMMENT
OR CONCERN?**

**The Employee Comment
Box is located next to
Facilities Services Room
107.**

We look forward to hearing from you!

UT Office of Information Technology