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 Shop:

• Wayfinding building signs.
• Signage at University Avenue.
• Signage for Parking Services.
• Stickers for Tri-APPA Conference booth.
• Various name plates.

Paint Shop:

• Painting at TREC.
• Painting at Andy Holt Tower.

Building Finishes:

• Installed bulletin boards at Henson Hall.
• Installed several picture frames at Student Services.
• Worked on moving Cabinet Shop out of Facilities Building on Volunteer Blvd.

Building Services:

• All Building Services personnel will work September 1, 2016 and cover all three shifts.

• Building Services now cleans both facilities located on University Avenue.

Lock & Key Services:

• Andy Holt Tower – repair lock.
• Walter’s Life Science – change locks.
• McClung Tower – change lock.
• Hesler Biology – change locks.
• Conference Center Building – install locks and key.
• University Housing – many recores and repairs.

Rapid Response Team:

• Moves at the Facilities Services Building on Volunteer Blvd., Melrose Hall, English Language Institute to the Conference Center, Andy Holt Tower, Dunford Hall, and McClung Tower.
• Events at Natalie Haslam Music Building and Presidential Court.

UT Recycling:

Weekly Totals July 17 through 23:

• Bottles/Cans: 5,040 pounds/2.52 tons.
• Cardboard: 12,320 pounds/6.16 tons.
• Manure: 10,800 pounds/5.4 tons.
• Compost: 10,100 pounds/5.05 tons.
• Weekly Total: 55,420 pounds/27.71 tons.

Recycling Totals Starting July 1:

• Bottles/Cans: 11,000 pounds.
• Paper: 54,820 pounds.
• Cardboard: 28,160 pounds.
• Manure: 28,800 pounds.
• Compost: 25,900 pounds.
• Total: 148,680 pounds/74.34 tons.

UT Recycling Projects:

• Finished Archibus billing for waste disposal by Auxiliaries, billing out nearly $200,000 for the year.
• Had goalies and made each of the main lunches for New Student Orientation a Zero Waste event.
• Donated leftover food from Orientation lunches to Second Harvest and Smokey’s Pantry.
Facilities Services Weekly

July 25, 2016

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

UT RECYCLING CONTINUED:

• Completed dumpster audit and refurbishment plan for campus.
• Donated 25,000 boxes featuring Box Tops for Education to West View Elementary School.
• Preparing fiscal year recycling totals and expenditures report.
• Audit of Housing containers and signage.
• Audit of cardboard containers on campus.
• Audit of 95-gal bins on campus.
• Turning windrow #6 at compost site.
• Screening compost.

ZONE MAINTENANCE

STAR Team:
• Install hard piping at Tickle Engineering Building.
• TANDEC hi-bay area renovation.
• Adjusted handicap door at Perkins Hall.
• Adjusted handicap door at Jesse Harris.
• Assist with concrete cutting at JIAMS.
• Repaired handicap door at Ferris Hall.
• Repaired handicap door at Hodges Library.

Zone 1:
• This week begins our two weeks of room-to-room.
• Leslie on the west side of campus in the dorms are going to be complete and we will be moving to the east to start.
• The steam leak in the Massey lobby has been repaired.
• In addition to our room-to-room maintenance, we have building checks that are being done so that we are prepared for the up and coming semester.

Zone 2:
Hodges Library:
• Filters changed on air-handlers #p-3, p-7, elevator room and penthouse exhaust also changed filters on air-handlers 1,2,3, and 4 west.
• Filters changed on air-handlers 1,2,3,4 and 5 in south machine room, repaired 1” copper supply line in women’s restroom on the sixth floor.
• Installed new sloan flush valve and vacuum breaker in women’s main restroom on the second floor and also replaced broken toilet in women’s restroom.
• On the second floor we replaced and rewired two more LED lights, repaired two broken cord plug-ends and one brass receptacle plate.
• In north commons we also replaced two wet ceiling tiles in room 171 as there was a water leak from Starbucks, changed 18-t8 bulbs and 7 ballasts.
• Throughout the building also cleaned leaves from south machine room drywell, and general building maintenance.

Haslam Business Building:
• Changed all podium lights to LED on all floors.
• Changed filters on air handlers.
• Greased all bearing on air handlers and return fans.
• Greased all pumps in chiller rooms.

SMC:
• Replaced wax seal and rebuilt urinal on plaza bathroom.
• Repairing walls and tiles in all bathroom.
• Replacing a few carpet squares in room 633.
• Rebuilt induction valves on a few units.

Zone 6:
• Maintaining environmental equipment.
• Addressing work order issues.
• Alumni Memorial Building auditorium lighting.
• Nielsen Physics lighting project.
• Alumni Memorial Building humidification repairs.
• Walters Life Sciences schedule contractor for NWA2 leak.

Zone 7:
• Several floor drains have been cleaned out at SERF.
• Crews are handling water issues at SERF cause by condensation.
• Lights and office furniture has been repaired at Min Kao.
• Crews repaired an exhaust hood at Tickle Engineering Building.
• Personnel repaired sinks at Pasqua and handled other water issues throughout the building.
• Sinks and urinals have been repaired at Estabrook Hall.
• At Dougherty Engineering crews cleaned out several condensate drains for fan coil units.

ZONE 7 CONTINUED ON PAGE 3
• Personnel worked on air conditioning units that were not functioning at Dougherty Engineering.
• At Perkins Hall crews are assisting with roof repairs.
• Office furniture is being moved at Perkins Hall.
• Noisy air conditioning units are being addressed at Ferris Hall.
• At Ferris Hall crews are managing construction due to roof leaks.
• Routine maintenance is being performed at the Biology Annex.

Zone 8:
• We will be working in classrooms and common areas. Repairing and replacing lights and making sure we have everything ready for the start of the new semester.
• Our team continues to work on our HVAC equipment to keep our customers comfortable. With the extreme heat that we have been experiencing our air conditioning systems have been working at maximum capacity.
• This week we will clean our mechanical rooms and shop areas.
• One Call will answer incoming calls and work on exterior lighting.

Zone 9:
• Art & Architecture replacing high pressure sodium bulbs with LED bulbs in all the public area can lights. Augured out the roof drains.
• At Natalie Haslam Music we cleaned strainers for chilled water system.
• Clarence Brown crews cleaned fountain.
• McClung Tower cleaned Bull Pond and changed air filters.
• Claxton changed air filters and repairing lights.
• Bailey Education repairing class room lights and changing air filters.
• Andy Holt Tower put all new ceiling tile in the Radio station. Repairing lights.
• Nursing repaired exit door beside room 101B. Cleaned leaves off roof.
• Communications replacing ceiling tile.
• Humanities changing air filters.

Communications & Public Relations:
• Last week Communications & PR held a post-conference meeting has been organized through our office to discuss our overall impressions of the Tri-APPA Conference. We compiled a document of everyone’s impressions and sent it to the department directors.
• 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.
• This week Communications & PR will attend an Emergency Management Workshop.
• 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 have submitted four architecture portfolios electronically. 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.

Sustainability:
• The Office of Sustainability is currently wrapping up past grants for FY 16 and applying for new ones and looking back for FY 16, we were able to bring in over $44,000 to support Recycling and Stormwater efforts on campus.
• Although the Green Fee is available for environmental related projects, our office continues to look outside of UT for external funding to either leverage current funds or bring in seed money for new projects.
• In addition, our office is wrapping up the Student Environmental Initiatives Committee (SEIC) budget for FY 17 and in tandem, are beginning discussions with the SGA President to prepare a list of names for student members to join the SEIC for the upcoming academic year.

Employee Training & Development:
• The Safety Fest TN Team is pleased to announce that Safety Fest TN 2016 registration is open. For those on the Safety Fest TN subscriber list prior to July 20th, you should have received an invitation from “Safety Fest TN Team registration@safetyfesttn.org.”
• Facilities Services has taken advantage of this annual conference for several years now. The training is free and the event runs from September 12-16. Visit https://safetyfesttn.org/register/ for a schedule and listing of courses.
• Contact Mike Raabe (974-2510) or Ashley Savage Gil- liam (974-2387) for further assistance.

UTILITIES

Air Conditioning:
• Moving shop materials to the new Support Services Building.
• Continuing to monitor and evaluate the temporary chiller serving Hoskins Library and Senter Hall.
• Installing replacement WSHP at the Middlebrook Building.
• Have replacement screw compressor ordered for air cooled chiller serving the north end of Neyland Stadium.
• Performing repairs and service on vacuum pumps at the Tickle Building.
• Repairing through the wall P-tac units for Dunford and Greve Halls.

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.
• UTFS HV Switching for KUB Maintenance.
• UTFS move Emergency Gen to UTSI.

Steam Plant:
• Worked on exhaust fan in high voltage room.
• Electrical Services switched to circuit 5 to power the Steam Plant. Had to light steam plant off again and bring back to line pressure.
Facilities Services Weekly

July 25, 2016

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

STEAM PLANT CONTINUED:
• Worked on boiler 4 conductivity.
• Daily reports.
• Placed #1 & #5 boilers on hot recirculation.
• Dealkalizer and brine maker were made ready for operation.
• Drained #2 condensate tank and opened it up for cleaning.
• Repaired site glass on condensate tank.
• Installed weld let in condensate tank for chemical injection quill.
• Repaired steam leak on #5 boiler preheater.

FACILITIES VACANCIES

Painter I (Two Positions) - Requisition ID - 16000000ZY
3rd Shift Custodian (Building Services Aide I) - Requisition ID - 150000001E
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
Landscape 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 - 15000000139
Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5

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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.

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