Archibus:
- Training guides for Archibus have been created and can be found on the Facilities Services Web site on the Employee Training & Development page [here](#).
- The guides cover logging into Archibus, submitting a purchase document, processing a work request, submitting a warehouse issue, submitting a leave request, and submitting a work request.
- Regularly check email for any notifications from Archibus (leave request approvals/rejections, work requests issued, etc.) or the Archibus Team (outage notices).

**ADMINISTRATION**

**Special Projects:**

**Archibus:**
- Training guides for Archibus have been created and can be found on the Facilities Services Web site on the Employee Training & Development page [here](#).

**ADMIN & SUPPORT SERVICES**

- REMINDER: Sick leave bank open enrollment ends June 30, 2015 at 5 p.m. The enrollment form can be found [here](#) on the HR Web site (hr.utk.edu).
  - Faxed or e-mailed applications are accepted. Current bank members do not need to apply.

**FACILITIES OPERATIONS**

**Building Finishes:**

**Sign Shop:**
- Working on signage for 6th floor SMC.
- Working on entrance sign for UT Police parking garage.
- Sign for Daily Beacon.
- Various name plates.
- Working on signage for Dean of Students Office.

**Paint Shop:**
- Painting Henson Building renovation.

**Building Finishes:**
- Poured concrete sidewalk on Phillip Fulmer.
- Installed white board at Dunford Hall.
- Repaired screen for Perkins Hall.
- Remove signs and monitors at University Center.
- Worked on dock repair at Aux. Services.

**Landscaping Services:**
- Destination Imagination: Wrap up conference event support.
- On-going broadleaf herbicide control throughout campus.
- Ayres Hall/West connector: New irrigation system walk-through and take over maintenance from contractor.
- JIAMS: New irrigation system walk-through and take over maintenance from contractor.
- Blueberry Falls: New irrigation system walk-through with contractor.
- Student Union Phase 1: New irrigation system walk-through with contractor.
- Haslam practice field: Assist plumbing with temporary irrigation mainline.
- Tickle Engineering: Installation of iron sculpture.
- Phillip Fulmer Way: Assist Building Finishes with sidewalk repairs.
- Monitor irrigation systems and make adjustments as needed.
- Morgan Hall: Finish landscape renovation and make upgrades to the existing irrigation system.
- TREC: Continue landscape and irrigation installation.

**LANDSCAPE SERVICES CONTINUED ON PAGE 2:**
Landscaping Academy: Conduct two training sessions per week with existing staff.
- Arborist (Sam Adams) to start June 1.
- Turf Manager: Schedule phone interviews.

Lock & Key Services:
- Residence Halls—DI recores.
- Perkins Hall—2nd phase rekey locks.
- Perkins Hall—install lock on unisex restroom basement.
- Clarence Brown—Safe combinations change (2).
- Dunford Hall—cabinets and desk rekeyed.
- Clement Hall—remove all cores from student rooms for new doors and locks to be installed.

Rapid Response Team:
- Starting Austin Peay move.
- Catching up on work orders we put off during Student Union move.
- Work orders as they come in during the week.

Zone Maintenance Zones:
Zone 2:
- Replaced fuel filters on Haslam generators.
- Working on water fountain in Haslam.
- Treated all drains in Haslam and SMC.
- Meeting new foreman.
- General maintenance.

Zone 9:
- At Clarence Brown Theatre we drained and cleaned out the pond.
- At Art & Architecture we worked on air handler that went down which we turn over to electric shop.
- At Natalie Music we worked on bottle fill water fountain.
- Changed belts on several air handler units as needed at Art & Architecture.
- General building maintenance.

Communications

Training:
- Completed two rounds of fit tests. Next round will be the end of June.
- Plans on the way for some of our supervisors to attend the next Supervisor’s Toolkit which will be held at UT Martin from July 20-24.
- June online training list is out. Supervisors, please check your emails for the employees due in your Unit.
- If you have an employee who did not get their OSHA training done during the month of May, they still need to get the training done.
- Please remember that if your area requires that employees wear a respirator, a respirator test must be done before a new employment begins work.
- Thanks to all the Units who have been sending their Student Assistants to us on their first day of employment.
- It is important that the Training Office sees all new employees on their first day; students, part time, full time, and any transfer employees.

Communication continued on page 3:
Several Cone Zone signs have been created for campus with more in the design phase.

The Facilities Services 4th of July Picnic will be held Monday, June 29 at 12 p.m. at the Lake Avenue Parking Garage. More information, including the bus schedule, can be found on the last page of this newsletter.

We are working on archiving pictures of Nationalized Classrooms on campus.

Work continues on the 2014-15 Facilities Services Showcase.

The Facilitator will be distributed tomorrow.

Congratulations to our May Exceptional Team recipients – RRT and Dan Smith who have been instrumental in the success of the opening of the Phase 1 Student Union.

Congratulations to Becky Saylor, our Facilities Services Employee of the Month!

Work on the department’s Web page content continues. The new university Web templates will be released June 1. After this launch the new templates, development work will continue. Thank you for your patience while we go through this process.

Five UT projects will be submitted to the American School and University Architectural Portfolio magazine this summer – Brenda Lawson/Anderson Training Center, Support Services Building, JIAMS, Student Health, and Temple Hall.

You can always nominate a member of our staff for employee of the month at fs.utk.edu.

Air Conditioning Services:

- Moving chiller from the University Center to SERF chiller house.
- Replaced condensing unit at Auxiliary Services.
- Repaired environmental growth chambers at Hesler Biology.
- Repaired A/C unit serving 301 Perkins Hall.
- Repairing air dyer at Hoskins Library.
- Performed controls repairs at the Kingston Pike Building.
- Replaced compressor in package unit at the boathouse.

**UTILITIES**

**Electrical Services:**

- UTFS Security system Upgrade – Campus.
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
- New Construction – Fire Alarm/Building Security support.
- UTFS Metering/Wireless.
- UTFS HV Support Steam Plant – High Voltage Equipment.
- UTFS ES Support Steam Plant – Isolation Xmr.
- UTFS Support Steam Plant- Gas Line.
- UTFS Contract support – New Gibbs.
- UTFS Contract Support – New Strong Hall.
- UTFS HV Support Steam Plant – New HV circuit.
- Old University Center – Demolition Support and Step Power Shut down.

**Steam Plant:**

- The Steam Plant produced 10,561,883 pounds of steam.
- Controls and Maintenance worked together to find and repair problems with 300 hp gas compressor.
- Completed drain lines on feed water pumps.
- Repaired steam leak on #3 boiler drain line.
- Mowed lawn and trimmed around Steam Plant.
- Corrected problems on #5 boiler water level transmitters.
2015 FACILITIES SERVICES
4TH OF JULY PICNIC

WHEN: 12 p.m. Monday, June 29

WHERE: Lake Avenue Parking Garage, Level 1

WHAT: We will hold a short training session, followed by a 4th of July hamburger and hotdog picnic.

Raffle tickets will be given at entry to be used in prize drawings. This year’s prizes include event tickets, an autographed Butch Jones football and more!

HOW TO GET THERE: a shuttle bus will make its first stop at 11:00 a.m. (with return service after the event) and will make several stops at the following locations:

- 11:00 a.m. - Steam Plant
- 11:05 a.m. - Nursing on Volunteer
- 11:10 a.m. - Intersection of James Agee Street and White Ave.
- 11:15 a.m. - Conference Center
- 11:20 a.m. - The Hill (Nielsen Physics)
- 11:25 a.m. - The Hill (Intersection of Mille Way and Circle Drive)
- 11:30 a.m. - Ag Campus (Bus stop between Ellington and Brehm)
- 11:40 a.m. - Facilities Services (front of building on Volunteer)

You may carpool to the picnic in UT vehicles. Enter the garage off Terrace Avenue and park in Levels 4-6 only. We have permission to park on these levels ONLY.