Facilities Services Weekly

JUNE 6, 2016

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

Congratulations to Jacob Capps - Facilities Services May Employee of the Month!

Nominate another hard-working member of our team at fs.utk.edu

ADMINISTRATION

Special Projects:
Archibus:

• We’ve moved!!! The Special Projects/Archibus Team has officially moved to our new building. If you need assistance, please stop by and see us or give us a call (our numbers are the same).
• Blackout dates are still in effect through July 11th. No system updates will be pushed out to the Archibus production server due to fiscal year end.
• 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
• Group Meetings: Phase II group meetings will be held in June. Information concerning these meetings will be announced at a later date.

FACILITIES OPERATIONS

Building Finishes:
Sign Shop:

• Signs for Parking Services.
• Wayfinding Signs.
• Stickers for Recycling.
• Various name plates.

Paint Shop:

• Painting at TRECS Complex.

Building Finishes:

• Concrete form work for Blount Hall.
• Replaced wood on sand box at Early Learning Center.
• Cut off door at Howard Baker Center.
• Installed monitor at Haslam Business.
• Installed pictures at Henson Hall.
• Worked on Wayfinding Signs.

Landscape Services:

• Support Services Building: Clean up over grown vegetation around the site.
• Blount Hall: Assist with excavation for steam line replacement.
• Dunford Hall: Continue landscape renovation project (north side).
• Academic Research: Assist the Department of Biosystems Engineering and Soil Science with commercial mower roll-over protection system research.
• Cherokee Farm: Bush hog pastures.
• Dead ash tree removal from Ag campus.
• Dr. Bass Anthropology Research Center: Remove fallen tree over security fence.
• Treat lawn areas with broadleaf herbicide for clover and other spring weeds.
• Provide supplemental water to newly planted trees and landscapes.
• Monitor, adjust, repair landscape irrigation systems throughout campus.
• Remove old building signs where new one have been installed (cont.)
• Interview candidates for vacant regular and seasonal positions.
• Landscape Academy: Advanced curriculum development.
Lock & Key Services:
- Min Kao - change locks and rekey.
- Estabrook Hall – repair lock.
- Perkins Hall – repair/replace lock.
- Howard Barker – assist with doors.
- Fraternity Park – change outside door combos.
- Austin Peay – repair lock.
- Facilities Services/Sutherland Ave. – assist as needed.
- Orange & White dormitories – setting up cores.
- University Housing – repairs and recores.

Rapid Response Team:
- Moves at Support Services Building, WLS, Communications Building, Student Union, Stokley Management Center, and Center for Transportation Research.
- Events at Estabrook Hall and SERF.
- Addressing all other work orders.

ZONE MAINTENANCE

STAR Team:
- Painting water damaged offices in Perkins Hall.
- TANDEC hi-bay area renovation.
- Replaced glass stair tread in Natalie Haslam Music Building.
- Replaced broken mirror in HPER men’s room.
- Installed mirrors in Studio 8 in TRECS.
- Adjusted handicap door operators in Support Services Building.
- Installed stainless steel kick plates in Regal Soccer Stadium.
- Inspected at Alumni Memorial Building.
- Repaired door at Hearing and Speech.

Zone 2:
- Replaced bathroom faucet in SMC second floor men’s restroom.
- Assisted Air Conditioning Services on compressor replacement in SMC.
- Repaired lights on SMC third floor.
- Repaired occupancy sensor in SMC room 251.
- Brought all air handlers back on line after power outage at Haslam.

- Replaced flex duct in Haslam room 119 that blew off of vav box.
- Replaced ceiling tile in Haslam sixth floor women’s restroom.
- Stayed over for scheduled power outage Wednesday night.
- Working on a lighting upgrade at Henson Hall.
- General maintenance.

Zone 8:
- With the heat of summer and thunderstorms we will be cleaning roof drains and checking for debris to prevent damage to our buildings.
- We continue to clean condensing coils and perform routine maintenance to our equipment.
- Many of our customers are on break. This gives us time to work in their areas to replace lights and work on special projects.
- Our Team continues to work on special summer projects and are on schedule.
- One Call continues to respond to calls. They are working on garage and exterior lighting.

Zone 9:
- Cleaned air vents at Student Aquatic Center.
- Working to fix hard water problem at Haslam Music Building.
- Cleaned and replaced swimming pool bag filters at Student Aquatic Center.
- Replaced bad ballasts and bulbs at Student Recreation and Fitness Center.
- Changed air filters at Haslam Music Building.
- Still working on humidifier and coils at Haslam Music Building.
- Restored pond to normal function at Clarence Brown Theatre.
- Replaced bad bulbs at Communications Building.
- Changed out stained ceiling tiles at Student Health Building.

Zone 11:
- We are working on some plumbing that burst from cold weather last winter at Neyland Stadium.
**ZONE 11 CONTINUED:**

- Performing general maintenance on west skybox and Lauricella Center for events, and on dressing room for recruits.
- At Neyland Thompson, Brenda Lawson, and Anderson Training we are working on general maintenance issues for the football camps going on the next couple weeks for recruits and visitors.
- At Regal Soccer, Sherri Lee Softball, and the Volleyball facility we are working on general building maintenance issues.
- At Allan Jones we are working on issues from the swim meet this past weekend.
- At Thornton Athletic Center, Lindsay Nelson Baseball, and Goodfriend Tennis, we are working on general maintenance issues.
- We are working on lights and building maintenance at Graphic Arts.

**COMMUNICATIONS**

**IT Support & Maintenance:**

- Moving Workstations to Support Services Complex.
- Setup new SCUP Laptops.
- Setup Workstations at Support Services Complex.
- Troubleshoot Surface Pro 4 with Microsoft.

**Communications & Public Relations:**

- **Congratulations to our May 2016 Employee of the Month Jacob Capps!** Please help us to nominate our next employee of the month. Award nomination forms can be found at https://tiny.utk.edu/FSEOM.
- Communications & Public Relations has moved to the new Support Services Building.
- We will create a new master list of all Cone Zone signs on campus, including detour signs. This list will include a visual reference.
- Thank you to Bill Mills who spoke with a reporter last week about plaster repairs at Hoskins Library.
- Communications and Public Relations is currently working on various releases.
- Communications and Public Relations is working to update the Building Representative List and Emergency Contact List.
- The online staff directory has been updated.
- We created our TNAPPA 2017 Conference Web page. It is now live and can be found at tnappa2017.utk.edu.
- The Facilitator will be distributed at the end of the week. If you have any information you would like included in the bi-monthly newsletter, please contact Brooke at bsteve14@utk.edu.
- We are working on a list of Architectural portfolio submissions and will submit five project portfolios this summer.
- An outline is in the works for a new video series featuring fallen tree limb and fallen tree removal.
- July 4th Picnic Planning. This year’s picnic will be held Wednesday, June 29. More information will be released as the event nears.
- Working on Cone Zone signs and updates for the summer.
- Updates are being made to the layout of our service guide.
- The Additional Services Guide will be updated again this week.
- We will begin putting together the department’s annual report in the next few weeks. This document will be released before the fall semester starts.
- TNAPPA 2017 Conference planning continues.
- If you are interested in attending this year’s Tri-APPA Conference in Nashville, you can find more information on the APPA Web site here: http://appa.org/.
- Directors and supervisors must approve the attendance of all conference registrants. If you have any questions about the upcoming conference in July, please contact Brooke Krempa at 214-7662.
- 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:**

- This past week, the Committee for the Campus Environment was able to complete and submit the Environmental Progress Report to Chris Cimino. The CCE is looking forward to a possible leadership change for the coming year, as well as instating bylaws – all of these things will be discussed at the meeting this Tuesday.
- Additionally, the Office of Sustainability is happy to have successfully made the move to the new Support Services building at the end of last week.
UTILITIES

Air Conditioning:
- Begin work on replacing small Liebert unit in server room on first floor of Communications Building for the radio station.
- Make repairs to Dectron units at Allan Jones Aquatic Center.
- Replace busted DX evaporator coil in AHU in the kitchen area of McCord Hall.
- Rebuild #1 condenser water pump at Claxton Chiller House.

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 Strong Hall Temporary Power – Contractor Support.
- UTFS West Campus Support – Contractor Support.
- UTFS City of Knoxville – Cumberland Av - Electrical Support.
- UTFS HV Steam Plant Contract support.
- UTFS Electrical Support – Humanities and McClung Tower Emergency System.
- UTFS Outdoor Lighting Systems.
- UTFS HV New Gibbs – Contractor Support.
- UTFS HV New Parking Garage – Contractor Support.
- UTFS ES Building Electrical distribution support – Campus Wide.
- UTFS ES Building Electrical VFD support – Campus wide.

Steam Plant:
- Continue to work on #5 boiler drum level control.
- Removed old wiring on roof for roof repair.
- Work on replacing welding plug in shop area.
- Shipped oil meters back for repair.
- Worked on softeners.
- Continue to inventory old spare parts for sending to surplus.
- Welded on legs to new shelving.
- Removed old ash lines and old ash hopper in hallway in basement.
- Cleared hallway to prepare for pressure washing.
- Cleaned shop area.
- Test ran 2 MW generator.

Office of Information Technology
FACILITIES SERVICES POSITION VACANCIES

Vehicle Operator III – 7am-4pm (1 hour lunch) - Requisition ID - 16000000S5

Vehicle Operator III - 9am – 6pm (1 hour lunch) – Requisition ID - 16000000S6

Building Srvs Foreman (Day Shift) - Requisition ID - 16000000RA

Steam Plant Supervisor - Requisition ID - 16000000R9

Heavy Equipment Operator (Two Positions) - Requisition ID - 16000000PN

Training Specialist - Facilities Services - Requisition ID - 16000000MH

Maintenance Specialist (Six Positions) - Requisition ID - 1500000134

Line Installer I (Two Positions) - Requisition ID - 16000000M2

Line Installer Foreman II, Electrical Services - Requisition ID - 16000000KP

Landscape Serv Foreman - Requisition ID - 16000000JZ

Electrician I - FS Construction - Requisition ID - 15000001F9

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

3rd Shift Custodian (Building Services Aide I) - Requisition ID - 1500000010E

2nd shift Custodian (Building Services Aide I) - Requisition ID - 15000000WO

Asst Bldg Srvs Foreman (Three Positions) - Requisition ID - 15000000139

Welder II - Requisition ID - 15000000Q3

Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5

Painter I - Requisition ID - 14000000YW
Facilities Services Weekly

JUNE 6, 2016

Facilities Services 4th Of July Picnic

When: 12 p.m. Wednesday, June 29
Where: Support Services Building (Gravel Lot)

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 photo, and more!
Congratulations to our May Employee of the Month Jacob Capps!
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 nom-
ination 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

May: Jacob Capps

April: Ron Gibson
March: Mike Tackett
February: Dean Wessels
January: Bethany Morris

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