Reminder: Open enrollment for the Sick Leave Bank (SLB) has begun and will continue through June 30, 2014. If you would like to join the SLB, please fill out the enrollment application. This can be found in the “pshare” drive in the forms folder or you can get on from your shop Administrative Assistant. Applications must be returned to Human Resources no later than June 30, 2014. Late applications will not be accepted. For more information concerning the SLB, visit http://hr.utk.edu/employee-relations/sick-leave-bank/.

Parking:
Parking permit renewals will start in July, so please make sure you are keeping your NetID and password up to date. All parking permit renewals will be completed again this year via the computer, so when the time comes, you will need this information to renew your parking permit.

Archibus Update:
As we are getting closer to our “go live” date, please remember the deadlines your shop may have to get any requested information (PM Tasks, Equipment, Tools, etc…) back to the Archibus Team.

Building Finishes:

Paint Shop:
- Repairing and painting room 574 at Dabney Buehler
- Painting commons area’s at Jane & David Bailey
- Repaired ceiling at Food Safety
- Repairing ceiling at 907 Mountcastle

Building Services:

Arena:
- There are still several different sports camps taking place on campus.

Recycling:
- Recycling for the week of June 2 through 6—Bottles/cans: 2,240 pounds; Paper: 13,560 pounds; Cardboard: 10,360 pounds.

Lock & Key Services:
- Dunford Hall: file cabinet keys and lock issues after move.
- Fred P. Brown loading cores for 680 plus locks.
- Sorority Village: changing construction cores to permanent.

Rapid Response Team:
- Moving offices in Ayres Hall.
- Moving offices from Communications to Hoskins Library.
- Moving A & A carpenter department from Middlebrook to 525 Gay Street.
- Working an event at Hodges Library.
- Spring Clean-up: So far spring clean-up has hauled 7,330 cubic feet of surplus and 4,828 cubic feet of trash and recyclable materials.

ZONE MAINTENANCE

Star Team:
- Continuing work on controls at SERF, 104 Morgan Hall and Berry Hall.
FACILITIES SERVICES WEEKLY

June 9, 2014

COMMUNICATIONS

Information Services:
- Set up computers for new employees
- Relocating Fax Machine at Building Services in preparation for their new Minolta copier/scanner
- Repairing HP Plotter for A/C shop
- Continue to work on departmental Web site. Check out the new “Under Construction” page at fs.utk.edu.

Communications:
- A new policy has been issued today: the Facilities Services Department Performance Review Appeal Process Policy. Hard and electronic copies of the policy will be made available to all employees. The policy can also be found on fs.utk.edu.
- The Facilities Services 4th of July Picnic will be held at noon (12 p.m.) July 3 in the Lake Avenue Parking garage. Shuttle bus schedules and more information will be posted shortly.
- We have continued to reformat and edit departmental policies, standards and procedures.
- Planning for the 4th of July Picnic is in full swing.
- We continue to work on a new video for Landscape Services.
- Several updates have been made to the Cone Zone Web site.
- Work on a departmental handbook continues.
- We have begun creating the portfolios for the School & University Architectural Portfolio publication.
- 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!
- Remember—you can follow Facilities Services on Twitter @utkfacserv, you can “like” UT Facilities Services on Facebook and now you can also follow UT Facilities Services on Instagram!

UTILITIES

Air Conditioning Services:
- Replace condensing unit serving 2nd floor of Greve Hall.
- Begin repairs to 1 circuit of chiller on the Brenda Lawson building
- Removing old A/C unit s from Earth and Planetary to begin roof replacement.

- Install new package unit to room 407 Dougherty Engineering building.
- Completed installation of new compressor in Massey Hall
- Install new condensing unit in Genetics building.
- Install new condensing unit in Environmental, Health, and Safety bldg. on Terrace Ave.
- Complete repairs to A/C unit serving dressing room at Lindsey Nelson Stadium.

Steam Plant:
- We produced 1,298,697 lbs. of steam on Thursday and had 40,820 gallons of makeup water.
- New gas boiler to arrive at the end of July.
- The contractor is installing steel and preparing to pour concrete where boiler 3 was previously located.
- The contractor is also pouring footers for the oil tanks in the coal yard.
- We are performing maintenance on the precipitator.

Plumbing and Heating Services:
- Repair leak in cast Iron drain at Dougherty
- Repair leak on drain at Fountain in Hess Hall
- Repair leak in heater at Bio Systems
- Repair drain at Farris
- Install water fountain/bottle filler at Greve Hall
- Repair water leak at South Carrick
- Install water fountain/bottle filler at Melrose
- Repair leak at Clement
- Repair backflow leak at Golf
- Install water fountain/bottle filler at McClung Museum
- Repair clogged drain at Hodges library
- Inspect irrigation leak at Sorority
- Repair Water Fountain leak at Clarence Brown
- Repair Water Fountain leak at Auxiliary Services
- Repair main water line in Carrick
- Repair chilled water line in communication room at Hess
- Check no hot water at Morrill Hall at leslie
- Rebuild steam trap in Jesse Harris
- Find and unclog sewer main at Water Life
- Check all steam traps at Jesse Harris
- Plug old steam condensate line in Jesse Harris
**Design Services**

**Estimating:**
- Exploring potential projects at the Tickle bldg., Perkins Hall, Neyland Skyboxes, Alumni Memorial Auditorium, Andy Holt Tower, the Conference Center, Student Services, SERF, the Lake and White Avenue Early Learning Centers, Austin Peay, 1610 University Ave., McClung Museum, Jesse Harris, Communications, Glazer Building, Dougherty Engineering, and Career Services.

**Architectural Design:**
- Managing the design development of the Henson Hall interior renovation
- The design development and selective demolition of the new classroom/laboratory building planned for the Strong Hall site
- The construction of the bookstore and Aramark location at 17th & Cumberland
- The design development of the new residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites
- The New University Center [Phase 1] construction
- The new Facilities Services building’s selective demolition and design development
- The construction of the Fred Brown Residence Hall.
- The preliminary design for 1610 University Ave.
- Writing the University’s Collegiate Gothic Guidelines

**Landscape Design:**
- Bethany Morris passed the Landscape Architecture Registration Exam the first time through!
- Supervising the Fraternity Park entry walls’ construction
- Supervising the Ayres Hall North Slope / West Connector project
- Supervising the design of the East Edge Campus Improvement Project (Second Creek). Coordinating requirements for stream monitoring equipment as part of student research (Dr. John Hathaway), with Dean Wessels and Cesar Penalba.
- Supervising the design of additional improvements to the Lake Loudoun Blvd. corridor, to include a green space and traffic signalization
- Updating the Campus Landscape Vision and Site Standards

**Codes Enforcement:**
- Campus building fire protection systems testing.

**Construction Services**

**Construction:**
- Campus Roofs- We are moving on roofs this summer. We have 10 roofs working currently and more to come.
- SERF Skylight- Repairing leaks and sheetrock, we are getting close to stopping all the leaks and will start replacing sheetrock soon.
- Hodges Library- Renovations for 24/7 operation, add emergency phones, cameras, lighting, and power outlets.
- Hodges Library- Install carpet tiles in public areas on floors 3rd, 4th, 5th, and 6th.
- Art & Architecture- Replacement or upgrade security on the second floor.
- Art & Architecture- Renovations to the McCarty Auditorium.
- Art & Architecture- Create kiosks on each end of studio floor (3rd & 4th).
- Fraternity Park- Relocate and rework dumpster locations.
- Fraternity Park- Install lighting and security cameras in the front and back areas.
- Stokely Management Center- Replace doors into rooms G2 and G4.
- University Commons- Renovations for new Bookstore.
- Earth and Planetary- Re-roof and replace A/C equipment.
- HPER- Renovations to room 113 for Theatre.
- Communications- Renovations to rooms 260, 261, and 262.
- Campus- 12 classroom upgrades.

Check out our new Employee of the Month Web page at [fs.utk.edu](http://fs.utk.edu)
Facilities Services Vacancies

Truck Driver I - Facilities Services - Requisition ID 14000000019

Maintenance Specialist I - Facilities Services - Requisition ID 14000000014

AsstGenMntSkillCraft Wkr - Steam Plant - Requisition ID 14000000015

Material Control Clerk - Departmental Search - Requisition ID 140000000H9

Carpenter I - Facilities Services - Requisition ID 140000000GC

Landscaping Aide I - Departmental Search - Requisition ID 1400000007C

Custodian I (Building Svrs Aide I) - Requisition ID 1400000002D

Assistant Building Services Foreman - Building Services - Requisition ID 13000000108

Painter I - Temporary - Requisition ID 130000000D1

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OIT Computer Labs

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

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

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Have a comment or concern?
The Employee Comment Box is located next to Facilities Services Room 107.

We look forward to hearing from you!