Facilities Services Weekly

June 8, 2015

Administration

Special Projects:
Archibus:
TRAINING AIDS:
• Training Aids for Archibus are now available on our website. You can access them at: https://tiny.utk.edu/fstraining
They are located on the bottom right of the page under “Archibus Guides.”
• Archibus training aids are available for the following:
  • Logging in to Archibus
  • Submitting a Leave Request
  • Submitting a Work Request
  • Processing a Work Request (Craftsperson & Supervisor Roles)
  • Submitting a Warehouse Issue
  • Submitting a Purchasing Document
• If you have any questions concerning the training aids or need additional training, please contact the Training Team or the Archibus Team.
• REMINDER: Don’t forget to check your email on a regular basis for any Archibus notifications (leave request approvals/rejections, work requests issued, materials ready for pick up, etc.) And periodically, you may receive an outage notice from the Archibus Team.

Facilities Operations

Building Finishes:
Sign Shop:
• Worked on signage for SMC.
• Installed Daily Beacon sign.
• Working on signage for Perkins Hall.
Paint Shop:
• Working on painting all of Henson Hall.
Building Finishes:
• Working on installing Cone Zone Signage.
• Installed landscape furniture at Dunford Hall.
• Installed shelving for Daycare.
• Repaired trip hazards at Carrick Hall.
• Repaired sheetrock at Dougherty Engineering.

Lock & Key Services:
• TRECS – change lock.
• G&G cut locks off computers.
• Student Union – keying and installing.
• Volleyball Facility – repairing front exit doors.
• Plant Biotech – new lock.
• Residence Halls – repairs and recorses.

Rapid Response Team:
• Spring Clean Up.
• Moves at Communications, Haslam Business Building, Bailey Education (3), College of Nursing, Business Incubator, Student Services (2), Baker Center, Hoskins Library, and Kingston Pike Building.
• Events at the West Skyboxes, Tickle Engineering and Estabrook Hall.
• Also completing other work orders as they come in during the week.

Admin & Support Services

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.

Zone Maintenance

STAR Team:
• 603 SERF.
• Energy revolving fund.
• 602 Dabney-Buehler.

STAR Team continued on page 2:
STAR Team continued:

- Safety signs.
- Tandec.
- Senter Hall.

Zone Maintenance Zones:

Zone 2:

- We are pleased to be welcoming Eddie Frank and Dennis Owens to our group. We are looking forward to working with them in the future.
- Pump seal was replaced in the heating water pump at Senter Hall.
- Plumbing shop is repairing steam lines in the driveway to the Law School loading dock.
- Repairing floor tile at Early Learning Center.
- Changed fresh air filters on all AHU units at the Law School.
- Replacing Air Conditioning Units at Dunford Hall
- Progress is being made to repair or replace the loading dock lift at the Law School.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Walters filter replacement.
- Walters Repair water regulator.
- Stocking University Center.

Zone 8:

- We have been busy working with Archibus over the past week. The tablets are nice but we are having some compatibility issues with the program. We look forward to working with the Archibus Team to resolve these problems.
- Moving into this week we will be changing filters, belts and greasing bearings. Our quarterly maintenance PM are due.
- One Call Team continues to gain valuable knowledge about campus. Should you have any issues that are hard to complete during regular hours let me know and we will assist.
- The JIAMS Building is moving toward completion at a rapid pace. The occupants should be moving in before the first of the year.
- I would like to thank all Zone 8 Team Members for their hard work and dedication to our customers.

Zone 11:

- We are continuing to work at Graphic Arts, Auxiliary Services, Mail Services, Fleming Warehouse, we are working on lights and other maintenance issues.
- We are also preparing to wash and change filters in all a/c units at Neyland Stadium for football season.
- In Neyland Thompson, Brenda Lawson, and Anderson Training we are working on general maintenance issues for camps and visitors and recruits.
- We are working to catch all other maintenance issues at all other Athletic Buildings.

Communications

Information Services:

- Troubleshooting KRONOS timeclock.
- Shopping for REVIT and AutoCAD software.
- Testing Remote Desktop connections to new A/C Control Servers.
- Preparing for move to new email system.

Communications:

- REMINDER: When using the new Facilities Services letterhead, PowerPoint and forms that are located on FS Share, please save a blank copy to your desktop before editing. There have been several instances of the templates being lost or saved over.

If you have any questions about how to use the new templates, please contact Brooke Krempa at 214-7662 or bsteve14@utk.edu.

- Thank you to Bill Mills and Ron Couch for their great work during last week’s Facilities Fundamentals Workshop. Also thank you to Building Finishes for building the walls for the workshop demonstrations. Videos of the Paint Workshop, along with our previous two workshops – Sustainability and Landscape Tips can be found on the Facilities Services YouTube Channel here.
- Coordinating the creation and placement of several Cone Zone signs on campus.
- Work on the Facilities Services 2015 Showcase continues.
- We are working on archiving pictures of nationalized Classrooms on campus.

Communications continued on page 3:
The Facilitator was distributed last week. You can view and download the bi-monthly newsletter on the Facilities Web site here.

Work continues on the content of the new Facilities Services Web site. The site will be re-launched after new University-wide templates are released this summer.

Planning continues for the 2015 Facilities Services 4th of July Picnic. The event will be held at 12 p.m. Monday, June 29 at the Lake Avenue garage. More information can be found on the last page of this newsletter.

We are assisting with the logo transition for UT Recycling.

Please help us in welcoming our new student assistant Caroline Sullivan.

During the past few weeks we have assisted various news outlets gather materials for articles about Facilities Services and campus-wide projects.

Updated pictures of campus construction projects are updated weekly and can be found on the Facilities Services Facebook Page here.

- 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 HV/ES 1000KVA Transformer Replacement at Communications.
- 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.
- UTFS HV KUB High Voltage Switching at UT Substation.
- UTFS HV Old UC Disconnect.

**UTILITIES**

**Air Conditioning Services:**

- Replace burnt-up starter on chiller #2 at Claxton Chiller House.
- Perform service work on process loop chillers at plant biotech building.
- Perform service on environmental growth chambers at Hesler Biology.
- Repaired cooler at Thompson Boling Arena.
- Repair heating water pump at Alumni Memorial Building.
- Rebuild air dryer serving compressed air loop at SERF.
- Performing repairs to package unit on Andy Holt Tower.
- Moved chiller from University Center to SERF Chiller House.

**Electrical Services:**

- UTFS Security system Upgrade– Campus.

**DESIGN**

**Project Management:**

**Master Planning:**

- Utilities Master Plan.
- Hill Master Plan.

**Programming:**

- Engineering Services Building.
- West Campus Dining Facility.

**Schematic Design:**

- Austin Peay handicap ramp.
- Baseball Stadium pressbox.

**Design Development:**

- West Campus Redevelopment, Building 1.

**Construction Documents:**

- University Ave. buildings’ tenant fit-outs.
- 13th & Cumberland lab building.
- Cowan Cottage renovation.

**PROJECT MANAGEMENT CONTINUED ON PAGE 4:**
PROJECT MANAGEMENT CONTINUED:

- Humanities south wing renovation.

Construction Administration:
- Henson Hall interior renovation.
- New Strong Hall.
- New University Center (Phase 1).
- Support Services Building on Sutherland Ave.
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively.
- Volleyball Practice Facility.
- JIAMS Building.
- SERF controls.

Landscape Response Team:
- Ayres Hall North Slope / West Connector project: irrigation punchlist.
- Engineering Quad and Second Creek: demolition.
- Supervising the new Strong Hall’s site development and tree protection.
- Updating the Campus Landscape Vision and Site Standards.
- Wayfinding Master Plan: evaluating proposals.
- TREC landscape: currently being installed.
- Torchbearer Plaza and Circle Park: demolition.
- Researching and proposing a standard for bus shelters.
- Sorority Village steep slope: bid awarded.
- Campus Master Plan: update.
- Lake Avenue Parking Lots: preparing drawings.

CONSTRUCTION

Construction Projects:
- 11th Street: Continuing solar panel installation.
- Alumni Memorial Building Auditorium: Stage curtain replacement complete.
- A & A, 525 N Gay Street:
  - Installing ventilation fan for the Laser cutter at the Fab Lab.
  - Preparing to install electric roller shades
- Relocating electrical service and sprinkler heads
- Art & Architecture: Continuing roofing replacement.
- Austin Peay: Complete and occupants have moved back in.
- Baker Center: Continuing roofing replacement.
- Biosystems Engineering & Soil Sciences Building: Continuing roof system replacement.
- Dougherty Engineering: Installing campus standard fencing and metal roofing at loading dock for fork lift enclosure.
- Burchfiel Building:
  - Rm 206: Adding wall to create new office at the end of the room; installing door to hallway.
  - Rm 207: Adding electrical outlets as part of conversion to convert this space to a large office.
  - Room 208: Install door leading to hall.
  - Room 209: Add a wall to separate and create a small office space at one end of the room, install door out to hallway.
- Communications/Student Services:
  - Roofs: Continuing replacement.
  - 3rd Level Patio: Continuing roofing/walking surface installation; Demolition beginning for new, secondary emergency exit from patio.
- Crops Genetics Lab: Continuing roof system replacement.
- Dougherty Engineering:
  - Loading dock: Installing campus standard fencing and metal roofing for fork lift enclosure.
  - Roof: Replacement ongoing.
- Dunford Hall, 1st floor: Renovating space for Disability Services. Includes new conference room, family style restrooms and painting entire floor.
- Fidelity Building - Architecture Studio:
  - Installing ventilation fan for the Laser cutter at the Fab Lab.
  - Preparing to install electric roller shades.
  - Relocating electrical service and sprinkler heads.
- Food Safety Building: Continuing tile roof system replacement.

CONSTRUCTION PROJECTS CONTINUED ON PAGE 5:
CONSTRUCTION PROJECTS CONTINUED:

- Henson Hall: Nearing completion of renovation.
- HPER, Court B: Extending electrical service to a desk and a closet; installing large, customized fan unit.
- Humanities and Social Sciences:
  - Classrooms (11) renovation: Demolition complete; construction beginning.
  - New Family restroom and Mothers’ Room: Demolition ongoing.
- McClung Tower: Replacing roof, ongoing.
- McCord Hall: Continuing tile roof system replacement.
- School of Nursing: Replacing roof, ongoing.
- Perkins Hall, sub-basement: Renovations complete. Summer classes being held. Final furniture and flooring to be complete before fall semester.
- SERF: Replacing roof, ongoing.
- South & East Stadium, Gate 21, Team Shop: Renovating to include additional electrical outlets, lighting, paint and stained concrete floor.

Construction Estimates:

- Anderson Training Center: Adding a card reader to an elevator.
- Brehm Animal Science Building, 331: Adding a wire mesh wall in room.
- ETREC Johnson Animal Research: Cooling Tower renovation.
- Pratt Pavilion: Adding a card reader to two doors.
- SERF 213: Lab utilities.
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)
- 11:35 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.