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
  - 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:**
- Working on signage for SMC.
- Working on signage for elevator permit locations.
- Working on signage for room numbers for College of Nursing.
- Making labels for Recycling.

**Paint Shop:**
- Painting several floors at Henson Hall.

**Building Finishes:**
- Installing Cone Zone signage in many areas on campus.
- Repaired eight doors at Perkins Hall.
- Assembled microwave cabinet at Greve Hall.

**Recycling:**
Recycling Totals the Week of June 7 through 13:
- Bottles/Cans: 5,080 pounds.
- Mixed Paper: 10,760 pounds.
- Cardboard: 8,760 pounds.
- Compost: 9,670 pounds.
- Total in Pounds: 34,270; Total in Tons: 17.14.

**Lock & Key Services:**
- Beta Upsilon Chi Fraternity – change combination back door.
- 22nd Street Duplex – change door handle and key.
- Hodges Library – change combination.
- Senter Hall – replace top mullions to keyable.
- Science & Engineering – Maintenance Office change.

**Rapid Response Team:**
- Spring Cleanup.
- Moves at Jessie Harris, Bailey Education, Burchfiel, Austin Peay, Greve Hall and Baker Center.
- All other work orders that come in during the week.

**ZONE MAINTENANCE**

**STAR Team:**
- SERF 603.
- Lab safety sign.
- TVA rebates projects.
Zone Maintenance Zones:

Zone 2:
- Cleaning spider webs from entrance ceilings of Haslam Business and SMC.
- Replacing lights and cleaning ceiling tiles in elevators of Haslam and SMC.
- Greasing all motors in SMC.
- Monthly service on all leibert units in SMC and Haslam.
- Hanging shelves in the learning room of Haslam Business.
- Continuing with Archibus.
- General maintenance.
- We have been working to get new paper and tissue dispensers installed in Panhellenic to get ready for the rush of meetings to be held there during the University Center shutdown.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Walters Life filter replacement.
- Walters Life heating water pipe leak.
- Student Center stocking.

Zone 7:
- Starting to cross train throughout Zone 7.
- Tickle Building: Replaced 60Hp motor on AHU Supply 1.
- Pasqua Nuclear Engineering: Had pipe insulated pipe room 214.
- Berry Hall: Changed fan on exhaust vent.
- Neyland Annex: Cleaned outside A/C condenser units.
- Perkins: Cleaned up down in tunnel, and around maintenance shop, and been changing outside wall pack lights.
- Ferris: Cleaned up in stairwell, and been changing out outside wall pack lights.
- Dougherty: Starting to change out broken windows, and have been working on outside lighting changing wall pack lights.
- General maintenance throughout Zone 7.

Zone 11:
- We are working at Neyland Stadium for the football camps coming up, and working on changing filters and washing condensers.
- Also working at Neyland Thompson, Brenda Lawson, and Anderson Training for football camps as well.
- We are working at Graphic Arts and Fleming Warehouse on general maintenance issues.
- At Lee Softball, Regal Soccer, and Lindsey Nelson, we are working on maintenance issues for camps.
- At Thornton Athletic and Goodfriend Tennis we are working on general maintenance issues.

COMMUNICATIONS

Information Services:
- Migrated first group to new Volmail email system. Testing with the public folders is ongoing.
- Helping with Zone Maintenance and Building Services office moves.
- Shopping for AutoCAD and Revit software pricing.
- Working with Strong Hall Cameras.
- Working with OIT to test Wireless Network coverage at Facilities Services.
- Testing hardware for new display in Design.
- Communicating power outage information for campus.

Training:
- Our OSHA compliance as a department gets worst each month. Check out these statistics:
  - January 5% still due
  - February 25% still due
  - March 20% still due
  - April 26% still due
  - May 37% still due
  - June so far 16% completed
- Supervisors, remember, it is your responsibility to ensure that your employees complete their OSHA training.
- The CCP program will now be managed by and housed in Employee Training and Development.
- Working on an instructor guide to assist Facilities Services CCP instructors.
- Wrapping up the plans for 11 staff members to attend the APPA Supervisor’s Toolkit.
Communications:

- The Facilities Services 4th of July Picnic is two weeks from today—Monday June 29 at 12 p.m. on Level 1 of the Lake Avenue Parking Garage. See the last page of this newsletter for more details.
- 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 classroom spaced on campus.
- 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.
- We are assisting with the logo transition for UT Recycling.
- You can always nominate someone for employee of the month at fs.utk.edu.
- We, along with Training, are in the beginning phases of forming planning committees for the 2017 TNAPPA Conference at UT Knoxville. If you are interested in serving on a committee, please contact Brooke Krempa and Charles Farley.
- Work continues on the five entries we will submit to American School & University's Architectural Portfolio.
- Updated pictures of campus construction projects are updated weekly and can be found on the Facilities Services Facebook Page here.

UTILITIES

Air Conditioning Services:

- Working on chilled water piping at Perkins Hall.
- Repaired heating water pump at Vet School.
- Repairing coupling for condenser water pump at Plant Biotech.
- Installed new compressor in EGC #5 at Hesler Biology.
- Installing new compressor in RTU serving boathouse.

Steam Plant:

- The steam Plant produced 10,058,806 pounds of steam.
- The Steam Plant was running on stand-by generator this week while the new switchgear was being tested and energized. New switchgear was brought online on Sunday with the help of high voltage personnel and contractors and Steam Plant having to be tripped off line and brought put back on line several times.
- Boiler #1 and #5 were brought down and cleaned for inspection.
- Airline repaired for gas compressors.
- Mowed and edged the grass surrounding Steam Plant.
- Water leak was repaired by Plumbing Shop and Steam Plant.

DESIGN

Capital Project Management:

Master Planning:

- Campus Master Plan.

Programming:

- Engineering Services Building.
- West Campus Dining Facility.

Schematic Design:

- Alpha Gamma Rho Renovation and Addition.

Design Development:

- Lake Avenue Parking Garage Expansion.
- Haslam Practice Fields Expansion.

Construction Documents:

- Cowan Cottage renovation.

Construction Administration:

- 13th & Cumberland lab building.
- University Ave. buildings’ tenant fit-outs.
- Henson Hall interior renovation.
- West Campus Redevelopment, Building 1.
- New Strong Hall.
- New University Center (Phase 2).
- Support Services Building on Sutherland Ave.
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively.
- JIAMS Building Phase 2.
- SERF controls.
- Humanities south wing renovation.
- Tom Black Track and LaPorte Stadium Improvements.
**Landscape Response Team:**
- Ayres Hall North Slope / West Connector project: complete.
- Engineering Quad and Second Creek: construction.
- Supervising the new Strong Hall’s site development and tree protection.
- Updating the Campus Landscape Vision and Site Standards.
- Wayfinding Master Plan: contract awarded.
- TREC landscape: currently being installed.
- Torchbearer Plaza and Circle Park: site walls under construction.
- Researching and proposing a standard for bus shelters.
- Sorority Village steep slope: prepping site.
- Campus Master Plan: update.
- Lake Avenue Parking Lots: preparing drawings.

**CONSTRUCTION**

**Construction Projects and Estimates:**

- **11th Street:**
  - Pedestrian bridge: Capital project. Sandblasting and painting.
  - Continuing solar panel installation.
- **Alumni Memorial Building Auditorium:** Stage curtain replacement complete.
- **Anderson Training Center:** Estimating adding a card reader to an elevator.
- **Art & Architecture:** Roof replacement ongoing.
- **Baker Center:** Roof replacement ongoing.
- **Biosystems Engineering & Soil Science Building:** Continuing tile roof system replacement.
- **Brehm Animal Science Building, 331:** Estimating adding a wire mesh wall in room
- **Burchfiel Building:**
  - Room 206: Adding wall to create new office at the end of the room; installing door to hallway.
  - Room 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.
- **College of Nursing:**
  - Room 240: Converting classroom 240 into three new offices for faculty / staff.
  - Room 107: Converting meeting space into offices for faculty and staff.
  - Roof replacement ongoing.
- **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 tile roof system replacement.
- **Dougherty Engineering:**
  - 3rd floor: Lab renovation
  - 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.
- **Estabrook:** Renovating 8 classrooms to become Nationalized Classrooms for campus.
- **ETREC Johnson Animal Research:** Estimating cooling Tower renovation.
- **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.
- **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:**
  - Suite 211: constructing new office for the Writing Lab
  - Classrooms (11) renovation: Demolition complete; construction beginning.

**CONSTRUCTION CONTINUED ON PAGE 5:**
CONSTRUCTION CONTINUED:

- New Family restroom and Mothers’ Room: Demolition on going.
- McClung Tower: Replacing roof, ongoing.
- McCord Hall: Continuing tile roof system replacement.
- Morgan Hall, Suite 212: Renovating and updating finishes and furniture.
- Perkins Hall:
  - Preparing to receive Engineering occupants from Estabrook.
  - Sub-basement: Furniture and flooring to be complete before Fall semester.
- Pratt Pavilion: Estimating adding a card reader to two doors
- SERF:
  - Replacing roof, ongoing.
  - Rm 213: Estimating lab utilities.
- South & East Stadium, Gate 21, Team Shop: Renovating to include additional electrical outlets, lighting, paint and stained concrete floor.

Facilities Services Vacancies

2nd Shift - Air Conditioning Specialist I - Requisition ID - 150000000N7

Training Coordinator - Facilities Services - Requisition ID - 150000000L0

Landscaping Aide I - Requisition ID - 150000000LF

Accounting Coordinator I - Requisition ID - 150000000K0

Landscaping Aide I Seasonal Temporary Work - Requisition ID - 150000000B5

Assistant Building Services Foreman (Five Positions) - Requisition ID - 150000000Al

Custodian I (Building Service Aide I) - Requisition ID - 1400000011W

Painter I (Three Positions) - Requisition - 140000000YW

Line Installer I - Requisition ID - 140000000XI

HAVE A COMMENT OR CONCERN?

The Employee Comment Box is located next to Facilities Services Room 107.

We look forward to hearing from you!
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.