Facilities Services Weekly

June 22, 2015

Administration • Facilities Operations • Zone Maintenance • Admin. & Support
Comm. & Info Services • Utilities • Design • Construction

Facilities Services 4th of July Picnic Next Week
12 p.m. Monday, June 29 - Lake Ave. Garage, Level 1
More details, including bus schedule, on last page of this newsletter

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.

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.

Archibus:

Sign Shop:
• Finished stickers for recycling.
• Working on evacuation signage.
• Working on decals for Parking Services.
• Working on various name plates.

Paint Shop:
• Working on Henson Hall for construction.

Building Finishes:

Building Finishes:
• Worked on Cone Zone signage installation.
• Installed mounting bracket in Facilities Engineering.
• Installed bulletin board at Communications.
• Installed pictures in Dunford Hall.
• Repaired wall at Dougherty Engineering for plumbers.
• Repaired floor tiles at Jessie Harris.
• Installed TV at Sorority Village.

Recycling:

Recycling Totals the Week of June 7 through 13:
• Bottles/Cans: 6,520 pounds.
• Mixed Paper: 11,300 pounds.
• Cardboard: 13,810 pounds.
• Manure: 22,320 pounds.
• Compost: 5,720 pounds.
• Total in Pounds: 59,670; Total in Tons: 29.84.

Lock & Key Services:

• Henson Hall – rekey building for move in after renovation.
• Berry Hall – setup padlocks.
• Hodges Library – change maintenance cores to new XZMA.
• Tickle Building – replace internal electric on exit for mechanical dog down.
ZONE MAINTENANCE

Zone Maintenance Zones:

Zone 2:
- Changing flex-pak filters in SMC.
- Greasing all a/h, return fans, pumps and exhaust fans in Haslam business.
- Working overtime at Henson hall replacing Lexan and a/c window units.
- Adjusting water fountain temperatures in SMC.
- Hanging timeline board on 3rd floor of SMC.
- Attending emergency management classes.
- Cleaning & changing filters in window AC units at Jessie Harris.
- Installed new window AC unit at White Ave. daycare.

Zone 7:
- This week we have been working on outside light wall packs in Dougherty.
- Fan coil units in both Dougherty and Ferris Hall.
- In SERF Worked on 400 Watt metal halide lights.
- In Min Kao worked on CFL lighting in ceiling.
- In SERF we had two cold rooms that went down that we worked on.
- We replaced window glass in Dougherty.
- General building maintenance.

Zone 8:
- We will be working on a variety of projects over the next week.
- Kingston Pike air cooled chiller will be cleaned.
- On the AG campus we are working on lighting and Quarterly maintenance.
- Robert Dykes with the assistance of Louie Patterson have made some adjustments in the attic of Food Safety and Processing to help control the humidity levels. Great Job!!! This has been a on going issue and we are getting closer to resolution.
- One Call has been doing a good job answering the calls they receive. They are answering on average 70 calls per week.
- With the heat that we are experiencing we will be focusing on AC UNITS a lot this week.

COMMUNICATIONS

Information Services:
- Testing new Email System.
- Troubleshooting Network Ports at Neyland Stadium with OIT.
- Recycling at Fleming Warehouse.
- Printer Repair with HP.
- Investigating AutoCAD Alternative Software.
- Set up computers for new students.
- Troubleshooting Teletime Problems.
- Website Updates.
- Assist with Johnson Controls Server Upgrade.
- Department Printer Supply inventory.
- Printer usage statistics.

Training:
- The first round of Zone Maintenance customer service training was completed in June 15. Seventeen employees completed the course.
- The second group of Zone Maintenance employees will begin their training on July 10.
- Units will be contacted soon to arrange date and time for FS logo jacket fittings.
- June OSHA online training is due in 9 days. If your birth month is June please log in and complete your required OSHA training.

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.
- Work on the Facilities Services 2015 Showcase continues.
- Coordinating the creation and placement of several Cone Zone signs on campus.
- We are working with other Facilities Units to create How-To Videos for campus. You can find our first round of videos featuring Bill Mills from the Paint Shop on our YouTube Channel here.
We worked with UT Photography to capture pictures of some of our buildings last week.

An updated version of our Facilities Services Under Construction page is in the works – we plan to launch it before school starts this fall.

We are working on archiving pictures of nationalized classroom spaces on campus.

Planning for departmental awards is ongoing.

Work continues on the content of the new Facilities Services Web site. The new templates have been released and work continues on the design phase of the site.

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. All six of our Educational Interiors submissions were chosen for publication. The magazine will be published this August.

**UTILITIES**

**Air Conditioning Services:**

- Replace vibration switch on cooling tower at JIAM’s building.
- Repaired heating water pump at Vet School.
- Responded to outages caused by storm on Thursday night/Friday morning.
- Completed repairs to roof top unit at the Boathouse.
- Checked operation of package unit at CRC Lab (old plot barn).
- Ordered materials to install new A/C units in room 104 Jessie Harris building.
- Replaced bad compressor on environmental growth chamber at Hesler.
- Replaced compressor in elevator equipment room at Morrill Hall.
- Replaced compressor in unit serving the research animal facility at Jessie Harris.

**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 HV/ES 1500KVA East Chiller Communications Building.
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- UTFS Support Steam Plant– Gas Line.
- UTFS Contract support – New Gibbs.
- UTFS Contract Support – New Strong Hall.
- UTFS HV Support Steam Plant – New HV Switchgear.
- Old University Center – Demolition Support and Step Power Shut down.
- UTFS HV KUB High Voltage Switching at UT Substation.
- UTFS HV Old UC Disconnect.

**Steam Plant:**

- The Steam Plant Produced 8,8o3,575 pounds of steam.
- Repaired airline going to gas compressors.
- Performed maintenance on feed water pumps.
- Lubricated cooling fan on gas compressors.
- Replaced V-belt on exhaust fan in ash room.
- Finished repairs on graphics builder on Yokogawa DCS.
CONSTRUCTION

Construction Projects and Estimates:

- 11th Street:
  - Pedestrian bridge: Capital project. Sandblasting and painting.
  - Continuing solar panel installation
  - Anderson Training Center: Estimating adding a card reader to an elevator
  - Art & Architecture: Roof replacement ongoing.
  - Austin Peay, Rooms 409 B & C: Estimating removing wall between rooms.
  - Baker Center: Roof replacement ongoing.
  - Biosystems Engineering & Soil Science Building: Continuing tile roof system replacement.
  - Black Cultural Center:
    - Exterior: Estimating painting the complete interior.
    - Reception: Estimating Installing a panic button at desk.
  - 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.
  - 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;
    - 3rd Level Patio: Prepping for constructions of new, secondary emergency exit from patio.
    - Room 402I: Estimating modifying kitchen area layout.
  - 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 Bldg.: 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.
    - 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.

CONSTRUCTION CONTINUED ON PAGE 5:
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- 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.

**New Arc Resistant Medium Voltage Switchgear at Steam Plant.**

UTFS HV Electrical services lineman Preston Cooper, testing 4.16KV switchgear at the Steam Plant for the Steam Plant Conversion Project.

New Arc Resistant Medium Voltage Switchgear, 4.16KV (left) and 13.2KV (right), for the Steam Plant Conversion Project energized last week. UTFS and FP provided engineering and construction support for the new medium voltage distribution equipment.

Facilities Services Vacancies

2nd Shift - Air Conditioning Specialist I - Requisition ID - 15000000N7
Training Coordinator - Facilities Services - Requisition ID - 15000000L0
Landscaping Aide I - Requisition ID - 15000000LF
Accounting Coordinator I - Requisition ID - 15000000K0
Landscaping Aide I Seasonal Temporary Work - Requisition ID - 15000000B5
Assistant Building Services Foreman (Five Positions) - Requisition ID - 15000000AI
Custodian I (Building Service Aide I) - Requisition ID - 1400000011W
Painter I (Three Positions) - Requisition I - 14000000YW
Line Installer I - Requisition ID - 14000000X1
Maintenance Specialist - Requisition ID - 15000000NX
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.