Facilities Services Weekly

JUNE 27, 2016

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

Facilities Services Fourth of July Picnic - Wednesday, June 29
Check out page 5 for more information.

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 Services:
• Worked on One Stop window graphic.
• Worked on parking signs.
• Worked on Wayfinding building signs.
• Various name plates.
• Printed stickers for Facilities Services.
Paint Shop:
• Worked Student Red Center.
• Graffiti Removal.
• Patched and painted at Student Services.
• Patched and painted at Vet School.
Building Finishes:
• Installed sheetrock at Greve Hall.
• Installed white boards at College of Nursing.
• Installed directory boards.
• Repaired sandbox.
• Installed directory boards at Alumni Memorial.
• Worked on Wayfinding building signs.
Landscape Services:
• North Concord property: Cut grass around parking lot and spray weeds in pavement cracks.
• Blueberry Falls: Coordinate excavation for steam line repair and concrete/paver walk replacement.
• Dunford Hall: Continue landscape renovation project (north side).
• Support Services Building: Assist with future landscape planning.
• Dead ash tree removal from Agricultural campus (continued).
• Humanities Building: Sod repairs due to shrub removal.
• Irrigation Repairs: Campus wide due to construction damages.
• 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 (continued).
• Interview candidates for vacant and seasonal positions.
Lock & Key Services:
- Bailey Education – rekey locks.
- JIAMS – turn locks around, repairs, rekey.
- University Ave. – loading cores(changes), cut keys.
- McClung Tower- rekey locks.
- Haslam Business – install combo lock.
- University Housing – many recores and repairs.

Rapid Response Team:
- Moves at Nursining Building, Kingston Pike Building, SMC, HPER and Bailey Education Complex.
- Events at Ferris Hall, Support Services Complex, Art & Architecture and Presidential Court.
- Address all other work orders that come in during the week.

ZONE MAINTENANCE

Zone 2:
- Working on wall patching in all bathrooms all floors at SMC.
- Building office furniture on SMC seventh floor.
- Removed speakers from ceiling in Haslam room 408 and replaced with ceiling tile.
- Moved furniture out of Haslam room 308.
- General maintenance in SMC and Haslam
- Replaced spider insert on lovejoy coupling on condenser pump number four in Hodges Library south machine room.
- Replaced cracked ½ inch copper line going to pressure gage on Hodges Library west air-handler number two.
- Replaced broken stall latch in women’s main restroom on Hodges Library first floor.
- Snaked out drain line on air-handler p-7 in Hodges Library penthouse also reattached door closer arm on handicap door at Melrose entry.
- At Hodges Library changed filters on air-handlers p-8,p-2,p-3, replaced six LED lights on second floor also replaced broken stall latch in women’s restroom.
- General building maintenance at Hodges Library.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- AMB auditorium lighting.
- Nielsen Lighting Project.
- AMB Humidification repairs.
- Alumni plumbing stopped up.
- Dabney air compressor repair.
- Check for condensate hardness.
- Student Union check wiring.

Zone 7:
- At SERF crews are still upding lights to new LED replacements.
- Door locks at SERF are being addressed.
- Crews are replacing ceiling grid as needed in SERF.
- Lights were changed as needed in Min Kao.
- Crews checked and replaced air handler belts in Min Kao.
- At Min Kao crews are assisting contractors with various work.
- At Tickle Engineering extior fan 9 was repaired and routine preventive maintenance was performed.
- Crews worked on third floor air conditioner at Pasqua.
- Crews are starting to replace glass at Dougherty Engineering.
- At Dougherty crews worked with insulator to insulate chill water lines.
- Crews are assisting with auditorium upgrade at Dougherty Engineering.
- Gutter down spouts were cleaned out at Perkins Hall.
- Crews at Perkins Hall worked on door locks as needed.
- An air conditioning motor was replaced on the second floor of Ferris Hall.
- Crews are handling water damage issues and abatement of damaged building materials.

Zone 8:
- ZONE 8 will work to close and bill all work orders from the 2015-2016 year this coming week.
- We will also begin preparing for the return of students and the beginning of classes in August by ensuring all facilities are in prime condition and all summer preventive maintenance has been completed.
ZONE 8 CONTINUED:

- Zone 8 will continue to work toward resolving the hard water condensate return to the steam plant by running daily tests on water quality and ensuring all equipment is functioning efficiently.
- Continue to provide ONE CALL services to campus and resolve issues in troubled areas that are hard to access during normal working hours.
- Hats off to Glenn McDowell and Channing McDonald for their quick response to the issues at Humes Hall that minimized any further damage to the facility.

Zone 9:

- Working on hard water problems throughout Zone 9.
- Put algaecide in outdoor pool at Student Aquatic Center.
- Cleaned shower traps at Student Recreation and Fitness Center.
- Replaced stained ceiling tile at Art & Architecture Building.
- At Haslam Music Building bad air filters were changed.
- Crews are still working on humidifier and coils at Haslam Music Building.
- Worked on replacing ceiling tile at Andy Holt Tower.
- Bad bulbs were replaced at Communications Building.
- At Student Recreation and Fitness Center bad ballasts were replaced.

COMMUNICATIONS

Communications & Public Relations:

- The Fourth of July Picnic will be held at noon Wednesday, June 29 in the gravel lot at the Support Services Building. The area will be tented. More information can be found on page 5 or you can call Brooke at 214-7662. A bus and shuttle schedule have also been released. You can find this information on page 6 of this newsletter.
- Final planning for the picnic continues. Thank you to Ashley Slimp for all of her hard work putting together our raffle items.
- Please help us to nominate our next employee of the month. The success of this program depends on teh nominations we receive each month. Award nomination forms can be found at https://tiny.utk.edu/FSEOM.
- We are creating a new master list of all Cone Zone signs on campus, including detour signs. This list will include a visual reference.
- Communications and Public Relations is currently working on various releases.
- The building representative list has been updated and is now online.
- Communications and Public Relations is working to update the Emergency Contact List.
- We are updating the Alumni Memorial Building Page.
- We created our TNAPPA 2017 Conference Web page. It is now live and can be found at tnappa2017.utk.edu. Updates will be added to the page this week.
- 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.
- 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.
- We created business cards and ordered polo shirts for all employees who plan to attend this summer’s Tri-APPA conference.
- We are working on five Architectural Portfolio submissions.
- Updates to the department Web site are ongoing. Please contact Brooke Krempa at bstev14@utk.edu if you would like to request any changes or updates to pages.
**Utilities**

**Air Conditioning Services:**
- Carrick Hall - Replace 50 hp drives for chilled water pumps.
- West Skybox - Repair motor on AHU number 3.
- Auxiliary Services - Repair chiller.
- JARTU - Repair cooling towers.
- Communications Building - Repair chilled water coil on AHU number 2.

**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 Steam Plant Contract support.
- 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.
- UTFS Move to Support Services Building.
- UTFS Humes - Electrical support for steam repairs.
- UTFS Support Services – Electrical Support.

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**Facilities Services Position Vacancies**

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<tr>
<th>Project Manager Engineer - Facilities Services</th>
<th>Requisition ID - 16000000W9</th>
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<tbody>
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<td>Landscape Aide I - Requisition ID - 16000000TI</td>
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<td>Electrician I - Requisition ID - 16000000TA</td>
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<td>Building Srvs Foreman (Day Shift) - Requisition ID - 16000000RA</td>
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<td>Landscape Serv Foreman - Requisition ID - 16000000JZ</td>
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<td>Heavy Duty Mechanic I - AC Services - Requisition ID - 16000000HF</td>
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<td>Air Conditioning Spec I (Two Positions) Requisition ID - 16000000EB</td>
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<td>Two Temporary Assistant Painters - Requisition ID - 16000000CR</td>
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<td>Senior Steam Plant Mechanic - Requisition ID - 160000009G</td>
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<td>Painter I - Requisition ID - 14000000YW</td>
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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!
Bus and Shuttle Schedule for Fourth of July Picnic

In addition to our normal picnic bus schedule, we will also shuttle individuals from Concord to our Fourth of July Picnic this year.

All individuals driving UT vehicles are asked to park in the Concord lot. Two shuttles from the Concord lot to the Sutherland Avenue building will be available starting at 11:00 a.m. with return service ending at 3 p.m.

Those who wish to drive their personal vehicles to the picnic are welcome to park at the Sutherland Avenue building – if space runs out there is overflow parking available at Concord.

The bus schedule will run similar to what it has in previous years.

Bus Schedule

10:45 a.m. — Steam Plant
10:50 a.m. — Nursing on Volunteer Blvd.
11:00 a.m. — Intersection of James Agee Street & White Avenue
11:10 a.m. — The Hill (Nielsen Physics)
11:10 a.m. — The Hill (Intersection of Middle Way & Circle Drive)
11:15 a.m. — Conference Center

DROP OFF AT SUTHERLAND AVE

11:30 a.m. — Ag Campus (Bus stop between Ellington & Brehm)
11:35 a.m. — Facilities Services Building on Volunteer (front of building)

If you have any questions about the bus schedule, shuttles, or the picnic, please contact Brooke at 214-7662.
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 nomination 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.

Nominate someone today at https://tiny.utk.edu/FSEOM
The roads belong to us all: Let’s make safe choices

Week 4 of National Safety Month focuses on motor vehicle safety. The nation’s roadways are a place of constant risk, with millions of vehicles moving alongside one another. Since it’s impossible to control the choices of everyone on the road, we need to be defensive drivers. Getting behind the wheel is a time for patience and focus – qualities that can help you avoid a collision should someone else make a bad decision.

Be Distraction-free

Thousands of crashes have involved distracted driving. Anything that prevents a driver from being able to safely operate the vehicle should be avoided.

- Never use a cell phone behind the wheel, even hands-free
- Pre-set your navigation system and music playlists before driving

Avoid Impairment

An average of one alcohol-impaired driving fatality occurs every 53 minutes in the U.S. But impairment can also include being under the influence of drugs – both legal and illegal.

- Designate an alcohol and drug-free driver or arrange alternate transportation
- Check the side effects of your medications before getting behind the wheel

Check Your Speed

Speeding was a factor in 28 percent of all traffic fatalities in 2014. Speeding reduces the amount of time a driver has to react in a dangerous situation to avoid a crash.

Always allow adequate time to get to your destination

- Adjust your speed for weather conditions – in certain situations the legal speed limit may be too fast

Rest Up

Our lives are busy and sometimes we try to fit in too much. This can be very dangerous behind the wheel if we don’t get enough rest. Most adults need 7-8 hours of sleep a day, while teens need 9-10 hours.

- Create a regular sleep pattern so you can get plenty of rest
- On long trips, take regular breaks to avoid fatigue

Help Teens and Children

Driving is a complex skill that demands judgment and experience, which can take years to acquire. Teen drivers need as much experience as possible, and parents should help provide that by driving with their teens on a regular basis.

Do not allow teens to drive with their friends. A single young passenger can increase a teen driver’s fatal crash risk 44 percent.

The safety of child passengers is the responsibility of the driver, and requirements change as kids grow.

- Make certain child safety seats are properly installed, that children are correctly secured and that the seats are appropriate to the child’s height, weight and developmental level
- Regardless of age, make sure all passengers are correctly belted before setting off