

FACILITIES SERVICES WEEKLY

June 29, 2015

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

Congratulations to Tracy Ridings - The Facilities Services June Employee of the Month!
Nominate another hard-working member of our team at fs.utk.edu

ADMINISTRATION

FACILITIES OPERATIONS

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

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.

Building Services:

Arena:

- July 3rd through 5th Jehovah's Witness Convention at Thompson Boling Arena.

Recycling:

Recycling Totals the Week of June 21 through 27:

- Bottles/Cans: 7,560 pounds.
- Mixed Paper: 11,560 pounds.
- Cardboard: 9,300 pounds.
- Manure: 10,800 pounds.
- Compost: 7,120 pounds.
- Total (Pounds): 46,340.
- Total (Tons): 23.17.

Lock & Key Services:

- Henson Hall – setup and install cores for renovation.
- Dougherty Engineer – lock changes.
- Residence Halls- many recores and repairs.
- Clement Hall – assist lock installation entire building.

ZONE MAINTENANCE

Star Team:

- SERF 603.
- Buehler lab.
- Nuclear.
- TVA rebates.

Zone Maintenance Zones:

Zone 2:

- We are working to install automatic flush valves scavenged from the University Center in The Panhellenic Building and some of the restrooms in the College of Law.

ZONE 2 CONTINUED ON PAGE 2:

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ZONE 2 CONTINUED:

- Finishing up replacement of Lexan and changing out of the air conditioning units at Henson Hall. Rewired some stones in Lutron light to except new Lutron ballast in room 541.
- Replaced burnt-out ballast in room 633 also repaired baseboard in room 150.
- Repaired loose railing in 256 star bucks, changed belts on a/h #3.
- Greased and checked belts on all 17 air-handlers.
- Removed all metal gratings and cleaned the sludge from water troughs in west machine room.
- Changed filters to our passenger elevators.
- Replaced recirculating pump on the domestic hot water system at Jessie Harris.
- Replaced threshold at bridge of SMC entrance.
- Clearing drains and building valves on SMC induction units.
- Installing keyboard trays in SMC 4th floor.
- Still cleaning & changing filter on window AC units,
- Replaced hot water circulating pump.
- Took out window & installed new window AC unit at Jessie Harris.
- General maintenance throughout zone 2.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial filter replacement.
- Dabney replaced AHU motors x3.
- Student Center stocking.
- Hesler filter replacement.
- Alumni Memorial gutter repair.

Zone 8:

- Our team did a great job preparing for the Board of Trustees last week. We didn't have any complaints. I would like to thank them for their attention to detail.
- Moving into this week, we will be finishing our quarterly inspections. All of our equipment has been working hard to keep up with the hot temperatures of late.
- One Call has a steady call rate. They are fielding on average 70 calls per week. They receive a wide scope of requests and are doing a nice job responding and

resolving issues.

- With a shortened week due to the holiday, our team is looking forward to a long weekend to spend with their families.
- I hope everyone has a great Fourth of July.

Zone 11:

- We are working on lights in the players locker room and the washing condenser units at Neyland Stadium.
- At Neyland, Thompson, Brenda Lawson, and Anderson Training we are working on general maintenance issues for recruits and visitors.
- We are also cleaning condensers at Goodfriend Tennis, Joan Cronan Volleyball, Sherri Softball, and Regal Soccer.
- At Thornton Athletic and the Boathouse, we are taking care of general maintenance issues.

COMMUNICATIONS

Information Services:

- Recycling computer parts.
- Assisting with Blink Charger upgrades and troubleshooting.
- Upgrade computer at Zone Maintenance.
- Moving second groups of staff to new email system: volmail.utk.edu.
- Work with ESRI ArcMAP upgrades.
- Conduct printer supply inventory, order supplies as needed for yearend printing.
- Troubleshoot Strong Hall Construction Camera network problems.
- Power Outage Notifications.
- Updates to KGIS data files.
- Review Autodesk/AutoCAD/Revit contracts with OIT and Research Computing Support.

Communications:

- Thank you to everyone who helped with today's picnic.
- Congratulations to Tracy Ridings, our June employee of the month.
- Congratulations to Sherrill Cox, Lisa Hayes, Amy Miller and Amanda Clark—our June Exceptional Team recipients.

COMMUNICATIONS CONTINUED ON PAGE 3:

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COMMUNICATIONS CONTINUED:

- 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 TNAP-PA 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.

Sustainability:

- The Office of Sustainability continues to attend student orientation events to raise awareness of the Make Orange Green brand, with a focus on energy conservation messaging as we prepare for the campus wide energy awareness campaign this fall. Don't forget to check out www.environment.utk.edu this week for the July edition of the Green Calendar Series, as we promote campus and local outdoor recreation.

UTILITIES

Air Conditioning:

- Assisting with campus wide steam outage.
- Assisting with electrical outage at Communications/Andy Holt chiller house.
- Check air flows at Biology Annex.
- Complete chilled water piping for new A/C unit in Room 219 at Perkins Hall.
- Complete installation of new cooling unit for EGC in Room 410 at Walters Life Sciences.
- Being installation of new desiccant air dryer at Tickle Engineering Building.
- Complete installation of chiller moved from UC to the SERF chiller house and bring on-line.

Steam Plant:

- We had a steam outage on Friday from 5:00 p.m. until 3:00 p.m. Saturday.
- Made repairs to boiler #3 conductivity meter.
- Repacked valves throughout steam plant.
- Repaired sump pump in condensate pump area.
- Cleaned out boiler control cabinets. Checked for loose wires.
- The Steam Plant produced 8,091,653 pounds of steam.

DESIGN

Capital Project Management:

Master Planning:

- Campus Master Plan.

Programing:

- Engineering Services Building.
- West Campus Dining Facility.

Schematic Design:

- Alpha Gamma Rho Renovation and Addition.

Design Development:

- Lake Avenue Parking Garage Expansion.

Construction Documents:

- Cowan Cottage renovation.

CAPITAL PROJECT MANAGEMENT CONTINUED ON PAGE 4:

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CAPITAL PROJECT MANAGEMENT CONTINUED:

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:

- 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: reviewing shop drawings.
- 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
- 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.

CONSTRUCTION CONTINUED ON PAGE 5:

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CONSTRUCTION CONTINUED:

- 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.
 - Room 135: Estimating changing door swing.
- 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.

- PanHellenic Building: Pricing handrails.
- 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.

Payment Schedules

Beginning June 30, the minimum salary will increase for the following pay grades : 30–39. The following chart shows the new minimums.

Pay Grade	MINIMUM SALARY		
	Hourly	Monthly	Annual
30	\$9.50	\$1,646.67	\$19,760.00
31	\$9.75	\$1,690.00	\$20,280.00
32	\$10.00	\$1,733.33	\$20,800.00
33	\$10.30	\$1,785.33	\$21,424.00
34	\$10.75	\$1,851.51	\$22,218.08
35	\$11.52	\$1,996.54	\$23,958.46
36	\$12.41	\$2,150.99	\$25,811.85
37	\$13.37	\$2,316.74	\$27,800.85
38	\$14.40	\$2,495.67	\$29,948.07
39	\$15.51	\$2,687.79	\$32,253.51