

FACILITIES SERVICES WEEKLY

March 17, 2014 

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

ADMINISTRATION

Administration:

- Daily processing and paying of invoices
- Data Entry of daily workorders
- Payroll and Personnel
- Processing weekly transfer vouchers
- Contract extensions and rebids

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Signage for UT Gardens
- Signage for Parking Services
- Signage for College of Nursing

Paint Shop:

- Working on Jane & David Bailey Complex
- Morgan Hall plaster repair
- Austin Peay ceiling plaster repair
- Jessie Harris plaster repair
- Tyson Alumni repaired ceiling

Carpenter Shop:

- Installed White board at Student Services
- Installed keyboard tray at College of Nursing
- Installed door pocket at College of Nursing
- Installed plexi-glass at Haslam
- Hung door at Kingston Pike Building
- Repaired block a HPER
- Working on pavers Andy Holt Ave.
- Repaired brick pavers at Tyson House

Building Services:

- Tuesday March 18th, Harlem Globetrotters 7 pm and a Baseball Game Austin Peay 6 pm
- Friday March 21st, Softball Game South Carolina 6 pm and a Baseball Game Auburn 6 pm
- Saturday March 22nd, 1st & 2nd Rounds Wom-

en's NCAA 4:00 pm & 6:30 pm, Softball Game South Carolina 2 pm and a Baseball Game Auburn at 4 pm

- Sunday March 23rd Baseball Game Auburn 2 pm and a Softball Game South Carolina 2:30 pm
- Monday March 24th, 1st & 2nd Rounds NCAA 9 pm

Recycling:

The totals for the week 3/10-3/14 are as follows:

- Bottles, cans and plastic: 13,120 pounds.
- Paper: 19,620 pounds.
- Cardboard: 13,520 pounds.

Landscape Services:

- Edge and mulch of landscape beds on main campus and Cherokee Farm
- Apply broadleaf herbicide to irrigated lawn areas and adjacent to Volunteer and Lake Loudoun Blvds.
- Apply fertilizer to irrigated lawn areas
- Apply fertilizer to seasonal flower beds
- Prep mowing equipment for spring/summer
- Construct parking addition at Vet Hospital
- Assist Electric division with relocation of circuit 6 feed to McClung Museum
- Gutter cleaning (wrap up during Spring Break)
- Construct playground expansion at Lake Ave. Early Learning Center (Spring Break)
- Assist with cooling unit change-out at Clement Hall (Spring Break)
- Trim large tree (Spring Break)

Lock & Key Services:

- Min Kao lock & key repairs
- Morgan Hall- rekey doors and repair
- Greve Hall – Student Success lock changes
- Residence Hall- repairs and re-cores

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Rapid Response Team:

- Spring Clean - Up, Move Offices within Dunford, Getting Temple Hall ready to move in.
- Setting up for events at West Skybox, Min H. Kao, Ayres Hall.
- Picking up furniture at surplus and taking it to Kingston Pike building and putting together. Plus all other work orders or projects that come in.

ZONE MAINTENANCE

Star Team:

- Controls at SERF
- 104 Morgan Hall
- Berry Hall

Zone Maintenance Zones:

- Zone 9: We are cleaning paint traps, working on steam traps, assisted contactors in replacing floor tiles in restrooms, and general building maintenance.

COMMUNICATIONS

Training:

- Working on Facilities Services quarterly health symposiums.
- Online training is still going well. Week two is over and we are still getting positive feedback.
- We are two weeks away from the deadline to submit performance reviews. That deadline is March 31st.
- Supervisors, please announce to your employees that they will need an active Net ID and Password to participate in the online training. Any issues please see Keisha, Charles, or Abby in Facilities RMs 132, 133, 134.

Communications:

- Please welcome our new Director of Design, Andrew Powers. His first day at Facilities Services is today.
- Congratulations to the 19 recent graduates of the Building Services Certified Cleaning Professional program!
- The Big Orange Family Campaign concluded last week. Thank you to everyone who participated! Look for our department's totals, and individual team totals in next week's newsletter.
- We have been updating and reformatting several departmental policies. In addition, we have begun the development of a department-wide policy booklet.
- We have been working with Interior Design and UT Photography to photograph several buildings for the upcoming Educational Interiors Showcase competition.
- The Facilitator will be distributed on March 31. If you have an idea for the bi-monthly newsletter, please contact Brooke Stevenson at bsteve14@utk.edu.
- We've been assisting with the creation of new pages for our department's Web site.
- Remember—you can follow Facilities Services on Twitter @utkfacserv, you can "like" UT Facilities Services on Facebook and now you can also follow UT Facilities Services on Instagram!

UTILITIES

Air Conditioning Services:

- Installing replacement coils in AHU SWA2 for laboratory animal facility at Walters Life Sciences.
- Repairing vacuum pumps at SERF building.
- Complete installation of replacement coil in rooftop AHU at Dougherty.

AIR CONDITIONING SERVICES CONTINUED ON PAGE 3

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AIR CONDITIONING SERVICES CONTINUED:

- Set replacement cooling towers at Clement Hall.
- Answer work orders and assist Zone Maintenance.

Electrical Services:

- UTFS Security systems – Campus
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus
- UTFS HV, 13.2KV underground distribution cable installation
- UTFS HV support for Stokely Athletic Center and Strong Hall
- UTFS HV support for new University Center
- UTFS HV Parking Lot Ag campus – Outdoor lighting Repairs
- Special Note: 3/15 HV Power Outage work for Gibbs and McClung Museum - 20 hours – was successful and ahead of schedule. Good Job! Thanks also to UTFS support (HVAC, ZM and ES Secondary)

Steam Plant:

- We had to put Boiler 2 on line last week along with boiler 1 on coal because heat was turned back on to the dorms and because of the lower temps.
- It is supposed to warm back up and we will be taking Boiler 1 off line and running the coal bunker on boiler 1 out of coal.
- We produced 2,942,172 pounds of steam last Wednesday and burned 120 tons of coal.
- The contractors have started tearing out boiler 3 and are supposed to be finished tearing it out by March 28.

DESIGN

Landscape Design:

- Developed Planting Plans for T-REC along Volunteer Blvd. and Thornton Academic Center
- Attended multi-department webinar (with UTPD and Parking Services) on 'Bikes on Campus'
- Coordinate meetings and manage the design team developing the Campus Wayfinding Master Plan



There is one more week to submit your nominations for March Employee of the Month!

You can find the nomination form online at <http://goo.gl/XfF8IW>. Hard copies can also be dropped off in the Employee Comment Box next to Facilities Room 107 or with Brooke Stevenson in Facilities Room 203.

Facilities Services Vacancies

Sr Plumb & Heating Spc I – Requisition ID 140000007J

Landscaping Aide I - Departmental Search - Requisition ID 140000007C

Landscaping Aide I (Laborer) 3 temporary positions – Requisition ID 140000005P

AsstGenMntSkillCraftWkr - Steam Plant – Requisition ID 140000004H

Sr Plumbing & Hting Spc I - Departmental Search – Requisition ID 1400000033

Custodian I (Building Svcs Aide I) – Requisition ID 140000002D

Heavy Equipment Mechanic – Requisition ID 1300000183

Line Installer I – Requisition ID 130000016B

Assistant Building Services Foreman, Building Services – Requisition ID 1300000108

Job postings can be found at hr.utk.edu.

Check out our new Employee of the Month Web page at

fs.utk.edu 