

FACILITIES SERVICES WEEKLY

March 17, 2015

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

2015 FACILITIES SERVICES DEPARTMENT EMPLOYEE SATISFACTION SURVEY Monday, March 2 - Friday, April 3

*Check the last page
of this newsletter for
more information.*

ADMINISTRATION

Special Projects:

Archibus:

To login to Archibus, open a browser on your computer (preferably Chrome) and navigate to <http://archibus.tennessee.edu>. You'll use your regular Net ID and password to get into the system.

Thank you:

Thank you for your patience as we continue to find resolutions to issues we may be experiencing with Archibus.

Reminders:

- Net IDs and passwords must be kept up-to date. This is what you will use to login to Archibus.
- Regularly check email for any notifications from Archibus (leave request approvals/rejections, work requests issued, etc.)
- Remember to click the SAVE button frequently to save your work.
- Sign out of the system when you're no longer using Archibus to free up licenses.
- We are **no longer** using the paper leave slips. You will need to enter **ALL** leave requests in Archibus. If you need assistance, please contact your supervisor.
- Do not forget to use the **Clear Cache icon** every morning and throughout the day. Our consultants are uploading the resolutions to various issues multiple times a day, and when you use the clear cache icon, it updates Archibus with the most recent updates. If you do not have a clear cache icon, please contact Brock Ellis at bellis6@utk.edu or Jim McCarter at jvm@utk.edu.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Worked on signs for Parking Services.
- Worked on decals for Recycling.

- Worked on "No Trespassing" signs for Grounds.
- Worked on various name plates.

Paint Shop:

- Finished painting common areas at Jessie Harris.
- Started painting common areas at Alumni Memorial.
- Worked on P1, P2, 1st floor and 5th floor at Andy Holt Tower.

Building Finishes:

- Worked on roof at Andy Holt Apt.
- Repaired base at SMC.
- Worked on roof at Hessler Biology.
- Replaced door at Massey Hall.
- Repaired brick steps at Circle Park.
- Installed plaques at Austin Peay.
- Worked on sidewalk trip hazards on campus.

Building Services:

Arena:

- Tuesday, March 17th: Harlem Globetrotter's at 7 p.m.
- Saturday, March 21st: Women's NCAA Basketball 1st Round, UTC vs. Pitt at 11:00 a.m., Tennessee vs. Boise State at 1:30 p.m.
- Monday, March 23rd: Women's NCAA Basketball 2nd Round, Winner 1 vs. Winner 2 at 6:30 p.m.

Landscape Services:

- New landscape installation at Thornton Center (designed by Landscape Design Team and installation will be complete by Landscape Services on March 18).
- Congratulations to Duane Atkins (promoted to Heavy Equipment Supervisor).
- Welcome Matt McConnell as our Landscape Manager (new position).

Lock and Key Services:

- Austin Peay— two exit doors; replaced worn out exit devices.
- Baker Center— will replace exit devices.
- Neyland Stadium— will replace exit devices.

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ZONE MAINTENANCE

Star Team:

- SERF room 531.
- Nursing.
- Controls at SERF.
- Auxiliary services.

Zone Maintenance Zones:

Zone 3:

- HPER roof leaks have been repaired for the time being.
- HPER steam room has been repaired.
- Student aquatic center outside pool fill valve repaired.
- Repairing lights in Facilities Services room.
- Repairing water supply to ice maker in refrigerator at Facilities Services.
- Repaired flume hood exhaust fan at 2016 Early Learning Center. We thank Electrical Services for the help.
- Repaired lab and sink at Glazer.
- Will use drain rod to open drain in basement at 2106 Terrace Ave.
- Working on heat/air unit at 1808 Fraternity Dr.
- Replaced electric motor on steam heater at motor pool.

Zone 4:

Hodges Library:

- Rebuilt a actuator valve in the Dean's conference room.
- Calibrated thermostat fifth floor room 503.
- Changed broken and stained ceiling tiles on third floor.
- Rebuilt flush handle in women's restroom on sixth floor.
- Cleaning machine rooms.

General maintenance:

- Melrose Hall, I-house, Baker Center, Greve Hall, Dunford Hall and Tyson Alumni.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Ayres AHU motor replaced.
- Preparing for Spring break work.
- Austin Peay power outage.

- Walters filter replacement.
- Alumni Memorial auditorium and stage lighting.
- Hesler DI water leak.
- Dabney exhaust fan motors x2 replaced.
- Dabney DI water leak.

Zone 8:

- Spring Break is here for our customers. We will be working in our classrooms and common areas.
- We will be changing lights and air filters. Some of our team members will be working on training.
- Our team uses this downtime too catch with areas that are occupied so that we don't interrupt classes or meetings.
- We will be working on our outside condensing coils.
- Air conditioning season is just around the corner. Our team will be working to make a smooth transition from heating to air conditioning.

Zone 11:

- Preparing lights for Football practice field in preparation for spring practice sessions.
- Continuing work on Neyland Stadium for the upcoming Orange and White game.
- In addition, we are preparing for the outdoor tennis sessions, baseball and softball games.
- Continuing preventive maintenance schedules on all buildings in zone.

COMMUNICATIONS

Communications:

- Our Facilities Services Employee Satisfaction Survey was released March 2. Thank you to all those who have already submitted a survey and shared their opinions. Surveys can be found with supervisors and with area clerks. An online option is also available at <http://fs.utk.edu/survey/emp/default.asp>. Our department survey will run through Friday, April 3. If you have any questions, please contact Brooke at 214-7662. More information can be found on the last page of this newsletter.
- Congratulations to the March Facilities Services Exceptional Team recipients – Ann Free, Amanda Clark, Jeff Clark, Amy Miller, Arlene Williams and Hazel Norris!

COMMUNICATIONS CONTINUED ON PAGE 3

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COMMUNICATIONS CONTINUED:

- We are working on updating the project information on both the Cone Zone Web site and our Facilities Services Under Construction Page.
- The new Facilities Services Department logos have been placed on FS share and a Q&A sheet has been distributed throughout the department. If you have any questions about the use of our new logo, please contact Brooke at 214-7662.
- The first Facilities Fundamentals workshop will be held next week. We are working with Training and Landscape Services to plan the event.
- Working on various marketing campaigns for units within our department.
- We have been working with IT Support & Maintenance to update our department's Web site.
- We recently collaborated with UT Photography to take pictures of JIAMS. This project is one of six we will complete for the American School & University Educational Interiors Publication.
- Departmental event planning is ongoing throughout the month.

Sustainability:

- Do you know of a student, faculty or staff member who goes the extra mile to help promote environmental leadership and sustainability on campus? If so, nominate that individual for a 2015 Environmental Leadership Award.
This year we will also be recognizing one community member or organization that helps in our efforts to Make Orange Green.
Nominations may be submitted [online](#) and will close at 5:00 p.m. Tuesday, March 31. Awards will be presented at UT's Sustainability Social, which will be held Wednesday, April 22nd.
- Planning for Earth Month continues.

UTILITIES

Air Conditioning Services:

- Completing installation of new boiler in architectural research 2124 Terrace Avenue.
- Repair busted coil on AHU#2 at ETREC Johnson Research.

- Replacing control board on LG ductless system at Min Kao.
- Making repairs on reach-in cooler at Arena .
- Helping construction on renovation of Dougherty Engineering 103.
- Beginning to do maintenance on all chillers system for the coming summer.
- Working on Plant Biotech. Process loop chiller system.
- Making repairs on hot water pump at veterinary teaching hospital.

Steam Plant:

- We produced 22,094,990 lbs. of steam on March 12.
- We are in the process of replacing 60 hp. Motor on #5 boiler.
- Water department took water softeners apart and cleaned all the valves.
- Working on tuning #4 boiler for three element control.

Plumbing and Heating Services:

- Assist with boiler hook up at Architecture annex.
- Repair leak at North Carrick.
- Repair DI leak at Hesler Biology.
- Unstop drain at Brown Residence Hall.
- Unstop sewer drain at Black Cultural Center.
- Repair water line at Goodfriend Tennis.
- Unstop drain at Animal Science.
- Repair leak at South Carrick.
- Unstop toilet at English Second Language.
- Install new faucet at Tickle.
- Replace and reroute drain at HPER.
- Repair line at Vet school for large animal treadmill.
- Repair frozen line at storage building behind Ag engineering.
- Weld and fabricate hand rails for campus.
- Repair condensate pump at Bailey Education.
- Repair steam control valve on outdoor pool at Student Aquatic Center.
- Manhole service on campus steam holes.
- Assist with steam outage at Vet School.
- Assist with outage Dougherty Engineering.

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Facilities Services employees are asked to share their opinions by taking part in the 2015 Facilities Services Employee Satisfaction Survey.

The purpose of this anonymous employee survey is to evaluate the perspectives and opinions of our department's more than 700 employees regarding the conditions surrounding their daily work experience.

Hard copies of the survey can be found with shop clerks and/or supervisors. An email containing a hard copy attachment of the survey has also been sent to all Facilities Services employees.

An online version of the survey can be found on the Facilities Web site at <http://fs.utk.edu/survey/emp/default.asp>.

The two page hard copy can be deposited into the employee comment box located next to Facilities Services room 107 or can be given to Brooke Krempa, communications coordinator, in Facilities room 203 in person or through campus mail by **Friday, April 3, 2015**.

If you have any questions or concerns about the 2015 Employee Satisfaction Survey, please contact Brooke Krempa in room 203 at 214-7662 or bsteve14@utk.edu.



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