ADMINISTRATION

Special Projects:

Food Drive for Smokey’s Pantry:
The food drive for Smokey’s Pantry started today, Monday, March 21.

Please see Page 6 of this newsletter for more information and a full list of donation items we are collecting.

All donations can be dropped off with Veronica in room 202 or Brooke in room 203.

Monetary donations will also be accepted and those donations will go to purchase items needed to benefit Smokey’s Pantry.

If you have any questions or would like to drop off donations, please contact Veronica (vhuff@utk.edu) or Brooke (bsteve14@utk.edu).

FACILITIES OPERATIONS

Building Finishes:

Sign Services:
• Removed storm shelter signs around stadium.
• Installed wall decals at Student Union.
• Worked on Wayfinding street signs.
• Working on various name plates.
• Working on window graphics at Perkins Hall.

Paint Services:
• Painting common areas at SERF Building.
• Painting at new Facilities Services Building.
• Painted metal roof at White Ave. Daycare.
• Worked on wall in room 299A at Hoskins Library.

ZONE MAINTENANCE

STAR Team:
• Painting water damaged offices in Perkins Hall.
• Renovating room 109A in SERF.
• TANDEC hi-bay are renovation.
• Moving researchers into JI-AMS.
• Lighting upgrades at Dabney Hall.
• Building inspection at Jessie Harris.
• Repair handicap operator at vet school.

EMPLOYEE SATISFACTION SURVEY

Tuesday, March 1 - Friday, April 1

Hard copies available with area supervisors & online at:
https://tiny.utk.edu/FS2016Survey

STAR TEAM CONTINUED ON PAGE 2
• Repair handicap door at Hodges Library.
• Replace handicap operators at Law College.
• Build moving crates for SERF.
• Install new door and frame at Andy Holt Tower machine room.
• Repair handicap operator at HPER.
• Install electric panic bars at Pratt Pavilion.
• Install cylinder straps at JIAMS.

Zone 1:
• We have got all shower walls completed at Morrill Hall.
• All dorm building lights have been checked - wall packs and roof lights working.
• Shower pan replacement at Clement Hall has been completed.
• Water outage during break at Morrill for hot water plumbing to re-piped has been completed.
• Will take time this Monday to go back through the buildings in preparation for inspection.

Zone 2:
• Haslam: preparing for students to return. Worked on repairing all classroom lights, checked all bathrooms, changed filters and greased all air handlers. Unplumbed and removed old coffee maker on sixth floor and installed new coffee maker.
• SMC: addressing all emergency lighting in stairwells, fire caulked openings as per safety inspection required.
• Hodges Library:
  • Disconnected two floor receptacles on fifth floor for Terrel Whitaker, repaired leaking water fountain on sixth floor next to women’s restroom.
  • All eight air-handlers in the penthouse have been greased and belts checked also all returns checked, belts changed on penthouse exhaust fan.
  • Belts changed on penthouse air-handler eight also replaced and rewired LED light on second floor, tightened all loose toilet seats in building.
  • Rehung water fountain on second floor at room 299, reattached air conditioning ducting on six floor at main elevators also replaced four T-8 bulbs in Miles reading room.
  • Second floor custodial closet, we removed part of wooden drop ceiling in order to reach shut-off valves to replace sink faucet.
• Room 252 replaced two T-8 bulbs and three stained ceiling tiles, room 213 replaced two T-8 bulbs also reattached rubber seal on sliding door at south commons study room 235s.
• General building maintenance.

Zone 7:
• In Min Kao worked on air conditioning problem in room 623 (too cold), cleaned roof outside penthouse, replaced lights in room 401.
• In Pasqua replaced expansion boot on hot water pump, replaced ceiling tile as needed.
• In Dougherty checked lighting in hallways, replaced floor tile as needed.
• In SERF checked all toilets for leaks and tighten toilet seats, also checked the lighting in bathrooms, worked on noise in AH7.
• In Perkins Hall checked all classroom lights during spring break.
• Throughout zone we took advantage of spring break to get in areas we normally cannot and performing general building maintenance.

Zone 8:
• We were able to get a good deal of work during Spring Break.
• Over this week we will continue to clean condensing coils.
• We continue to work on our quarterlies changing filters and belts.
• Our team will be cleaning mechanical rooms and recycling bulbs and ballasts this week.
• One Call will be assisting with garage lighting and answering calls this week.

Zone 11:
• In zone 11 we are working on the stadium for the Orange and White Football Game, as in restroom flush valves and closing the drain downs off and turning on the water back on.
• At Lindsay Nelson and Sherri Lee softball we are working on general maintenance issues for baseball and softball season.
• At Neyland Thompson, Brenda Lawson, and Anderson Training Center, we are working on building the indoor field lights for spring football practice.
• At Graphic Arts, Parking Services, Volleyball Practice Facility, and Goodfriend Tennis Center we are working on General Maintenance issues.
• We are working on general maintenance at Thornton Athletic, Alan Jones Aquatic Center.

COMMUNICATIONS

Information Services:
• Order network ports for Construction Services.
• Setup computers and printer for Building Services.
• Setup and record Project Management class.
• Power Outage notices.
• Work with Student on Sustainability Database.
• Update Facilities Services programs for users.
• Monitor Replacements.
• Investigate Phishing emails.
• Department Inventory.
• Setup computer for Communications Student.

Communications & Public Relations:
• Please help us to nominate our next employee of the month. Nomination forms can be found at: https://tiny.utk.edu/FSEOM.
• Our annual Employee Satisfaction Survey was distributed Tuesday, March 1. This anonymous survey will run through Friday, April 1 at 5 p.m.
The survey is available in three versions – hard copy, fillable PDF, and online. The online version can be found at https://tiny.utk.edu/FS2016Survey.
Hard copies and interactive pdfs have been emailed out to all employees and hard copies have also be distributed throughout each unit/subunit. All surveys are collected by Brooke Krempa in room 203. If you have any questions about this year’s survey, please contact Brooke at 214-7662.
• Planning Committees for TNAPPA 2017 are making progress. If you are on a TNAPPA committee and have any questions, please contact Brooke Krempa at 214-7662.
• We are working on releases detailing the most recent Master Plan updates. These will go out before the end of next week.

• The Facilities Services Food Drive to benefit Smokey’s Pantry started today. If you would like to make a donation, please see more information on Page 6 of this newsletter.
• We are working on a document that lists all of the additional services the department performs.
• We have been working on several Departmental Practices pages to the Facilities Services Web site. All of these pages are now live and we will be adding to them during the next few weeks.
• We are planning the department’s next Facilities Fundamentals workshop. The upcoming event will feature Building Services on April 12.
• An updated Service Guide has been posted to the Web site. This is a work in progress and will be finished once all information is in.
• A Building Representative Communication Survey will be distributed in April.
• We are working with EHS to create a Facilities Services Safety Award.
• We are working on three submissions for Educational Interiors. The portfolios are due April 11.
• The production of DIY videos continues. Check out all of our videos on the department’s YouTube Channel.
• The Building Representative Emergency Contact List is being updated.
• Web site updates are ongoing. If you see an error on our Web site, or would like to request changes to your page, please contact Brooke Krempa at bstev14@utk.edu.

UTILITIES

Air Conditioning Services:
• Installed new dry cooler to service telephone services area in the humanities building.
• Repaired split system in room 229 at Jessie Harris Building.
• Repaired line feed to tower pump motor on #1 chiller at SERF chiller house.
• Performed repairs to cooler at Einstein’s at Haslam Building.
• Repaired open face cooler at Mabel’s.
• Performed repairs to growth chamber at Hesler Building.
Construction Services:

- Annual maintenance on the Torchbearer and Europa/Bull.
- KUB and Fire Alarms for re-transmission system.
- General classroom renovations.
- Strong Bridge restoration.
- Thermal roof scans at HPER, Conference Center, and Alumni Memorial.
- Andy Holt Tower: Replace guardrails.
- Biosystems: Office 105 - Replace carpet
- Conference Center Building: Stairwells, evaluate masonry spalling, restroom renovation, room 412, new carpet, suite 120, renovations.
- Dabney Buehler: Labs 432, 432A, renovations; Machine Room, structural reinforcement.
- Dougherty Engineering: Room 206 - New electrical, and add compressed air and snorkel ventilation.
- Haslam Business Building: New electrical for display; Room 256, new electrical and data for IT; Room 310, new wall with door; Room 407, new door and lite; Room 446, new counter space; Room 617, divide office in two; Room 630, electrical modifications.
- Henson Hall: Room 105 - New lighting and millwork modifications.
- Hesler Biology: Room 234 - New Electrical, Room 326 - Install bench fixtures for gases, Room 327 - Refurbish finishes, add electrical.
- Hodges Library: Install display cabinets; first and sixth floors, replace carpet; first floor, install a large digital monitor; third floor, carpet rooms; new conduit/wiring for power/network for the OIT front desk; Room 650, paint room, install can lights; Suite 236, install privacy window film.
- Jessie Harris Building: Room 202 - Renovations.
- JIAMS: Disconnect & reconnect Equipment, additional electrical service for labs.
- Kingston Pike Building: Preliminary raceways programming.
- McClung Tower: Rooms 1210, 1211 - Replace the carpet.
- Melrose Hall: Room E211 - Remodel room, Building G - Replace carpeting, Convert small offices into larger ones.
- Middlebrook Building: repave parking area, paint rooms 119 and 120, refinish walls in rooms 299 C-D.
- Min Kao: Room 355 - Replace carpet in room 355.
- Morrill Hall: Cafeteria - Modify power.
- Nielsen Physics - Renovate space to GTA offices and Lounge Area.
- Perkins Hall: Rooms 324 and S001 - Install swipe card access, Classroom relocation from Estabrook Hall, Hallway renovations, Renovation for new Freshmen Engineering program.
- Plant Biotech: Install new access door.
- Pratt Pavilion: Install new card-x proxy readers.
- Radiological Safety: Room 101 - Install shower/eye wash station.
- Reese Hall: Room B027 - New electrical and fans.
- Roof repairs: Allan Jones Aquatic Center, Andy Holt Tower, Art & Architecture, Food Safety, Hesler Biology, HPER, Jessie Harris, Morgan Hall, Pratt Pavilion, TRECS, Vet Hospital, Volunteer Hall, and Walters Life Sciences.
- Senter Hall: room 125 electrical modification.
- SERF: Room 101A - New swipe card access, Room 312 - New swipe card access.
- SMC: Rooms 427 and 428 - New paint, Rooms 620 and 641 - Refurbish finishes.
- Stadium Drive Garage: G-10 Concrete repairs.

CONSTRUCTION CONTINUED ON PAGE 5
CONSTRUCTION CONTINUED:

- Stadium: Gate 23 New electrical.
- Student Union: 201 Install new panic button, Student Union G201 Install mirrors to columns, Student Union Mount EMV credit card Brackets on sales counters.
- Temple Hall: UTAB balancing.
- Thompson-Boling Arena: Room 208J - Add lighting.
- Vet Teaching Hospital: install power assisted door opener in room A114.
- Volunteer Hall: replace all study room doors with a half glass metal doors.

EHS SAFETY CORNER: BACK INJURIES

Back Injury Prevention

Back injuries are one of the most common injuries found throughout UTK and in industry.

Before lifting, take a moment to think about what you’re about to do.

Examine the object for sharp corners, slippery spots or other potential hazards.

Know your limit and don’t try to exceed it. Ask for help if needed, or divide the load to make it lighter.

Know where you are going to set the item down and make sure your path is free from obstruction. Then follow these steps:

1. Stand close to the load with your feet spread apart about shoulder width, with one foot slightly in front of the other for balance.
2. Squat down bending at the knees (not your waist). Tuck your chin while keeping your back as vertical as possible.
3. Get a firm grasp of the object before beginning the lift.
4. Begin slowly lifting with your legs by straightening them.
5. Once the lift is complete, keep the object as close to the body as possible. As the load’s center of gravity moves away from the body, there is a dramatic increase in stress to the lower back.

To place the object below the level of your waist, follow the same procedures in reverse order. Remember, keep your back as vertical as possible and bend at the knees. Be extra cautious of lifts that require twisting, reaching, awkward handholds, or unstable footing. If you must turn while carrying the load, turn using your feet - not your torso. Carts, bins, hand trucks, dollies, and forklifts are all mechanical aids that can help transport a load without putting undue strain on your back. Pushcarts and bins can be useful for light, awkward loads, while hand trucks and fork-lifts can help move heavier, stackable material. Secure the load for transport, then push the load, don’t pull it.

When manually moving materials, you should seek help when a load is:

- so bulky it cannot be properly grasped or lifted
- when you cannot see around or over it
- when a secure grip cannot be attained
- too heavy for your comfort
Facilities Services Weekly
MARCH 21, 2016

Facilities Services Food Drive
to benefit UT Knoxville’s
Smokey’s Pantry
Monday, March 21 - Friday, April 1

We’re collecting:

Non-Perishable Items
• Peanut Butter • Jelly • Oatmeal • Pasta
• Macaroni & Cheese (Cups) • Rice (Packaged)
• Ramen Noodles • Instant Potatoes • Nuts
• Breakfast Bars • Microwave Popcorn • Tea
• Granola Bars • Pasta Sauce (Non-Glass)
• Cereal • Pop Tarts • Crackers • Cookies
• Trail Mix • Coffee • Juices • Sugar • Tofu
• Mayonnaise/Miracle Whip • Mustard • Ketchup
• Salt & Pepper (Packaged Shakers) • Seasonings

Canned Items
• Tuna • Chicken • Fruit (or cups) • Beans
• Chili • Vegetables • Soup

Personal Care Items
• Toothbrushes • Toothpaste • Dental Floss
• Soap/Body Wash • Shampoo/Conditioner
• Brushes/Combs • Deodorant • Razors
• Shaving Cream • Feminine Hygiene Products
• Hand Sanitizer

School Supplies
• Binders • Pencils • Paper

Miscellaneous Items
• Toilet Paper • Paper Towels • Kleenex
• Laundry Detergent • Dish Soap • Sponges
• Ziploc Bags • Cleaning Supplies • Vitamins
• Reusable Bags • Can Openers

Items can be dropped off with Veronica in Room 202 or Brooke in Room 203.

Smokey’s Pantry opened in January with a focus on serving those in need; whether students, faculty or staff. They are located in the Tyson House (824 Melrose Place) and hold distributions each Tuesday from 4 to 8 p.m.

If you have any questions please contact Veronica at vhuff@utk.edu or Brooke at bsteve14@utk.edu.
REMINDER:

The Facilities Services Employee Satisfaction Survey is open for two more weeks through Friday, April 1

Facilities Services employees are asked to share their opinion by taking part in the 2016 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 unit and subunit supervisors and with Brooke in Facilities room 203. An email containing an interactive and a blank PDF hard copy attachment of the survey has also been sent to all Facilities Services employees.

The online version of the survey can be found here: https://tiny.utk.edu/FS2016Survey.

You can submit the hard copy of the survey one of three ways, by depositing it into the employee comment box next to Facilities room 107, returning it in person to communications coordinator Brooke Krempa in Facilities Room 203, or through campus mail to Brooke by Friday, April 1, 2016.

If you have any questions or concerns about the satisfaction survey, please contact Brooke Krempa in Facilities room 203 at 214-7662 or bsteve14@utk.
Congratulations again to Dean Wessels who was named February Facilities Services Employee of the Month!

Thank you to everyone who submitted a nomination in February! 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 in Facilities room 203. These hard copies can be dropped off in the Employee Comment Box next to room 107 or in room 203.

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 at 214-7662 or bsteve14@utk.edu.

Cast Your Vote for Facilities Services
EMPLOYEE OF THE MONTH!

2016
Award Recipients

January: Bethany Morris
February: Dean Wessels

2015
Employee of the Month Recipients

December: Elizabeth Thomas
November: Amy Miller
October: Brooke Krempa
September: Donnie Lowery
August: Jim Hastie

June: Tracy Ridings
May: Becky Saylor
April: Garrett Ferry
March: Rick Gometz
February: Ray Van Davis
January: Willie Battle
Facilities Services Weekly

MARCH 21, 2016

NOW THROUGH APRIL 2ND

HOW YOU CAN MAKE A DIFFERENCE:

- Bring recyclables from home to the Public Recycling Drop-off outside dock 25 of Facilities Warehouse at 2121 Stephenson Drive

- Clean out your office- find a big blue bin on wheels, or email recycle@utk.edu to request some. Paper Purge Party coming up on March 7th-11th.

- Have UT Recycling staff come give a “Recycle Talk” at your next meeting- email us at recycle@utk.edu.

- Use a reusable mug/bottle

- Recycle all your cans and bottles- tin and aluminum cans go in the green bin with plastics #1-7 and glass bottles.

Contact us at 974-3480 or recycle@utk.edu if you’re unsure something is recyclable or compostable.

THE UNIVERSITY OF TENNESSEE KNOXVILLE
MAKE ORANGE GREEN RECYCLING