

FACILITIES SERVICES WEEKLY

March 24, 2014

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

ADMINISTRATION

Administration:

- Please join Administration in congratulating Tony Lawson on his promotion from Sr. Buyer's Assistant to Buyer in Central Supply.
- Data Entry of daily work orders
- Daily processing and paying of invoices
- Payroll and Personnel
- Processing weekly transfer vouchers
- Contract extensions and rebids

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Parking Services signs
- Signage for Recycle
- Signage for UT Gardens
- Directional signage for Nursing

Paint Shop:

- Painting class rooms at Jane & David Bailey
- Repairing plaster at Morgan Hall
- Painting kitchen at James A. Haslam Building

Carpenter Shop:

- Worked on roof leak at Neilson Physic
- Repaired roof leak at Law Complex
- Repaired roof leak at Senter Hall
- Reconfigured office in Building Services
- Working pavers on Andy Holt Ave.
- Moved mailboxes at Early Learning Center
- Replaced threshold at College of Nursing

Lock & Key Services:

- Jessie Harris – ZM lock changes
- Dining Services – Safe changes
- Residence Halls – recores and repairs

Rapid Response Team:

- Spring Cleanup got off to a great start with 1680 cu. ft. of various equipment and materials coming out of Science Engineering alone.
- Approximately 840 cu. ft. of that total went to Recycle or landfill.

ZONE MAINTENANCE

Star Team:

- Controls at SERF
- 104 Morgan Hall
- Berry Hall

Zone Maintenance Zones:

- Zone 9: We are rebuilding pumps in several buildings, replacing floor tile in bathrooms of A&A, assisting contractors, and gen building maintenance.

COMMUNICATIONS

Information Services:

- Assist Electric Shop with installation of Security Cameras on Campus
- Help users get started with Skill Soft training
- Trouble shoot computers, printers
- Setup new users on Facilities Services computers
- Order parts for server upgrades
- Work with software vendor to repair security camera computer at parking garage
- Clean adware from computers as it pops up

Training:

- The Training Office will be out on Tuesday, Wednesday and Thursday wrapping up the Diversity, Inclusion and Professionalism in the Workplace training.
- Those employees with assigned computers can begin their SkillSoft online OSHA training courses.

TRAINING CONTINUED ON PAGE 2

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TRAINING CONTINUED:

- The deadline to complete these is June 30. An email was sent out with instructions to navigate the program.
- March trial sessions are almost over and so far everyone has had a functioning Net ID and password. The April sessions will be larger and more challenging.
- Supervisors, continue to 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:

- 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.
- The March Employee of the Month will be announced next week.
- 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:

- Replace abated ductwork in basement of Carrick Hall
- Replace chilled water coil in #3 AHU at Dabney Hall.
- Install new condensing unit in lab at Jessie Harris.
- Rebuild secondary chilled water pump at Hesler Chiller House.
- Install new condenser unit at Earth and Planetary Sciences.
- Complete Installation of vacuum receiver tank at Walters Life Sciences

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 Strong Hall Demolition
- UTFS HV support for new University Center
- UTFS HV support for new Residence Hall – Fred Brown
- UTFS Security systems – Gibbs and Stokely Athletic Center

Steam Plant:

- We produced 2,696,312 pounds of steam last Thursday and burned 80.20 tons of coal.
- We have boiler 2 on line on coal and boiler 4 on line along with the solar turbine on Gas.
- We had 65,533 gallons of make-up water last Thursday.
- They are in the process of tearing out Boiler 3.

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CONSTRUCTION

Construction:

- Panhellenic building- Corrections to allow use of building during Student Union construction.
- SERF- Install fume hoods in several labs.
- SERF- Install casework in several labs.
- Nielsen Physics- Renovate lab space in 506 and 507 into office space for Graduate Research assistants.
- UT Welcome Center- Additional improvements including exterior repairs and painting, cameras, and awning.
- UT Welcome Center- Patch holes and paint walls in the Culinary Kitchen.
- Temple Hall- Renovate building for Ecology & Evolutionary Biology (Herbarium) and College of Nursing HITS lab.
- HPER building- Renovate room 113 for Theatre.
- HPER building- In rooms 135, 135C, 135D, 135E refurbish to accommodate teaching and laboratory space.
- Clement Hall- Convert rooms 14, 15, and 16 from conference rooms to tutoring rooms.
- Dougherty Engineering- Install laboratory sink in room 330.
- Dougherty Engineering- Disconnect the equipment in room 103B, reconnect after equipment is moved to room 106M.
- Communications building- Aesthetic painting in Deans suite, 402G, and 3rd & 4th floor corridors.
- Black Cultural Center- Install a brick monument in front of building.
- Morrill Hall- Install electrical outlet for Panini press in cafeteria.
- Greve Hall- In 9 rooms on the second floor, remove drawers and mirrors. Install adjustable shelves and closet doors

Completed Projects:

- Welcome Center- Renovate the visitors Center.

- UT Welcome Center- Upgrades to the front desk area.
- 11th Street Parking Garage- Additional outlets in room 120 for UTPD.
- Communications Building- Replace outer solid door to room 420 with outer wood door containing frosted glass pane.
- Panhellenic Building- Remove & disposal of old carpet in room 205 and install new carpet.
- SERF- Remove large plastic tank in waste chemical storage room.
- SERF- install 220v, 30 amp outlet in room 410.
- Temple Hall- Add outlets in 7 locations, hang glove boxes and screens.
- Dougherty Engineering- Build dividing wall in room 210.
- Dunford Hall- Replace carpet in room 2512.
- Andy Holt Tower- Move light switch in room 425.
- Ferris Hall- Install mop sink in room 216.

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 Srvs 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

Painter I - Term - Requisition ID 13000000D1

Line Installer I - Requisition ID 120000017R