ADMINISTRATION

Special Projects:

Food Drive for Smokey’s Pantry:
The food drive for Smokey’s Pantry is ongoing and will run until Friday, April 1. 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:
- Working on directory boards.
- Working on Wayfinding street signs.
- Changing logo’s on blue phones to Power T.
- Working on various name plates.

Paint Services:
- Painting common areas at SERF building.
- Prepping and painting steel beams at the new Facilities Building.

Building Finishes:
- Installed white board at SERF Building.
- Installed mailbox at Greve Hall.
- Repaired block at South Carrick Hall.
- Working on Wayfinding building signs.
- Installed pencil drawer at Dunford Hall.

EMPLOYEE SATISFACTION SURVEY

Tuesday, March 1 - Friday, April 1

2016 FACILITIES SERVICES DEPARTMENT

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

Totals for March 13 - 19:

- **Bottles/Cans:** 9,300 lbs/4.65 tons.
- **Paper:** 12,040 lbs/6.02 tons.
- **Cardboard:** 9,260 lbs/4.63 tons.
- **Manure:** 18,800 lbs/9.4 tons.
- **Compost:** 3,600 lbs/1.8 tons.
- **Total:** 53,000 lbs/26.5 tons.

Landscape Services:
- Student Services/Communications: Complete landscape renovation adjacent to north sidewalk.
- Andy Holt Tower garage: Landscape renovation (Ginkgo Tree removal).
- Phillip Fulmer Way: Plant fruitless sweetgum trees.
- Second Creek: Assisted the clearing contractor with access of equipment.
- Sam Adams: Attend the annual ISA conference and Tree Risk Assessment Certification Training.
- Pressurize and test irrigation systems throughout campus.
- Fertilize lawn areas.
- Street sweep throughout campus.
- Pothole repair throughout campus.
- Continuing mulch application throughout campus.
- Continuing to remove old building signs where new one have been installed.
- Progress toward completing 2015 performance reviews.
- Interview candidates for vacant and seasonal positions.
- Landscape Academy: Advanced curriculum development.

Lock & Key:
- Hopecote – change lock.
- Jessie Harris – install locks and key.
- College of Nursing – repair exit devices.
- Dougherty Engr. – repair combination lock.
- Volunteer Hall/Dining Services – change lock.
- Presidential Court/Dining Services – change lock.
- Communications – install exit hardware.
- University Housing – many recores and repairs.

**ZONE MAINTENANCE**

**Zone 1:**
- We are going to be getting ready for the spring cleaning of cooling towers at Reese Hall.
- Getting all orders in for the end of the year for the turn over of the buildings to start are orientations and conferences for the summer.
- Still working our way through the buildings to see where we can do better.

**Zone 7:**
- SERF: we are checking emergency showers, replaced water filter in room 108, worked on ice maker in room 720.
- Dougherty Engineering: worked on door lock in room MO17, worked on replacing floor tiles, worked on a hole in the wall at room 427A, started replacing sinks in room 107.
- Pasqua: replaced window air conditioning unit in room 209 and worked on sink in womens room on second floor.
- Min Kao: replaced lights in room 611 and replaced lights in room 355.
- OSHA online training.
- Checking for hard water.
- General building maintenance.

**Zone 8:**
- We will be working on our quarterly inspections.
- Spring is here and we will be cleaning outside condensing coils.
- Our team will be focusing on restrooms to repair any issues we come across.
- One Call will be assisting with exterior lighting and checking high volume restrooms this week to make repairs that are hard to get to during the day.
- The JIAMS Building stage one is going smooth. We are working with the contractor to resolve issues on the punch list. They are putting chiller #2 online.
- Summer heat is just around the corner. We will be checking all HVAC equipment to make sure we are prepared and the transition goes well.
Zone 9:
- Replaced street machine room door.
- Cleaned Leslies at TRECS and Student Aquatic.
- Cleaned off a bulletin board at Humanities.
- Got pool ready for summer.
- Rebuilt chilled water pump at Art & Architecture.
- Cleaned chiller at Student Health.
- Fixed roof leaks at Ceramics.
- Caulked wall at Communication to help the roof leaks.
- Completing evaluations.
- Performing general building maintenance.

COMMUNICATIONS

Information Services:
- Start distributing computer upgrades.
- Rebuilding AC Controls server.
- Purchase and setup GIS server.
- Investigate DSL lines in use.
- Setup for Video Conference meetings/classes.
- Investigate Mobile devices for Design and Construction.
- Duplicate DVDs for Building Services and Recycling.
- Finish up inventory lose ends.
- Visit Support Services Building.

Communications & Public Relations:
- Our annual Employee Satisfaction Survey will remain open for five more days. This anonymous survey will run through Friday, April 1. 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 been 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.
- Please help us to nominate our next employee of the month. Nomination forms can be found at https://tiny.utk.edu/FSEOM.
- Planning Committees for TNAPPA 2017 are making progress. If you are on a TNAPPA committee and have any questions, please contact Brooke at 214-7662.

UTILITIES

Air Conditioning Services:
- Assisted with repairs to water loop for water source heat pumps at Alpha Delta Pi sorority house.
- Completing installation of new dry cooler unit on the Humanities building for telephone Services.
- Assisting contractors with chiller change-out and water flow problems at Hoskins Library and Senter Hall.
Facilities Services Weekly

MARCH 28, 2016

ADMINISTRATION ☐ FACILITIES OPERATIONS ☐ ZONE MAINTENANCE ☐ ADMIN. & SUPPORT COMMUNICATION & INFO SERVICES ☐ UTILITIES ☐ DESIGN ☐ CONSTRUCTION

CONSTRUCTION CONTINUED:

• Performing repairs to environmental growth chambers at Hesler Biology Building.
• Performed repairs to chiller serving the Auxiliary Services Building.

Electrical Services:

• UTFS Security system Upgrade – Campus.
• New Construction – Fire Alarm/Building Security support.
• UTFS Contract Support – New Strong Hall.
• UTFS Contract Support – New Support Services Complex.
• UTFS UT Events – Weekly.
• UTFS Thompson Boling Arena – Fire Watch.
• UTFS Contract support – 13th & Cumberland.
• UTFS Outdoor Lighting – Campus.
• UTFS Repairs to HV Stand by Circuit.
• UTFS Steam Plant Support.
• UTFS Contract Support – West Campus Redevelopment (WCR) High Voltage.
• UTFS Contract Support – JIAMS, Cherokee Park.

Plumbing & Heating:

• Jeff Miller’s crew has been repairing hot water leaks at Morrill Hall and installing new ball valves.
• Dougherty Engineering: installing new shut off valves.
• New hot water feed at SERF.
• Reinstalling backflows at the football practice field.
• Geothermal leak at Alph Delta Pi.
• Replacing the grease trap at the Welcome Center.
• Todd Curnutt’s crews have been repairing water and drain leaks at Morrill Hall, South Carrick, Conference Center, Blount Hall, and HPER.
• Installing new low flow fixtures all over campus.
• Wayne Stalans’ crew has been repairing steam leaks, replacing steam regulators, condensate pumps, and steam traps campus wide.
• Also replacing a steam condensate line on the Agricultural Campus.
• The handrail crew has been replacing the handrail on middle drive next to Alumni Gym.

Steam Plant:

• Worked on boiler #2 air flow.
• Worked on boiler #5 blowdown.
• Worked on #5 boiler alarms.
• Worked on #4 boiler level controls.
• Replaced #4 boiler water level transmitter lines.
• Built new stairs to aux. softeners.
• Repaired emergency lighting at DA’s.
• Repaired lighting in basement.
• Completed purging new 8” gas line and now entire Steam Plant is on the new regulators.
• Worked on boiler 5 Startup.
• Boiler 4 Flame Detectors & Blower Fan.
• DA level and pressure controls.
• Removed old ash lines from #1 boiler.
• Repaired holes in floor where ash lines were removed.

FACILITIES VACANCIES

Two Temporary Assistant Painters - Requisition ID - 16000000OCR
Senior Steam Plant Mechanic - Requisition ID - 160000009G
Seasonal Work, Three Positions, Building Services Aide I - Requisition ID - 160000007Z
3rd Shift Custodian (Building Services Aide I) - Requisition ID - 1500000010E
2nd shift Custodian (Building Services Aide I) - Requisition ID - 15000000WO
Asst Bldg Srvs Foreman (Three Positions) - Requisition ID - 15000000139
Maintenance Specialist (Four Positions) - Requisition ID - 15000000134
Welder II - Requisition ID - 15000000Q3
Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5
Painter I - Requisition ID - 14000000YW
EHS SAFETY CORNER: FIRE DOORS

Enclosing areas with fire barriers (fire doors, walls, ceilings and floors) is the best means of containing fire. Fire barriers play an integral role in managing a fire by interrupting the spread of smoke, toxic gases, and the fire itself from one fire zone to another. The Life Safety Code stringently regulates fire doors and their closure, precisely because of their importance as passive fire protection devices.

What is a Fire Door? Not all doors are fire doors. Fire doors are composed of a combination of materials, including steel, gypsum and other fire resistant materials. Some fire doors are equipped with windows, which must be subjected to certification. Fire-resistant windows may include wire mesh glass, liquid sodium silicate (or “water glass”) between two window panes, ceramic glass or borosilicate glass.

Fire door ratings are determined for every approved fire door by a standard fire endurance test. Fire doors must be certified by an OSHA recognized testing laboratory. The laboratory’s certification label, typically on the door edge, must state the door’s fire rating. The rating indicates the door’s ability to resist the passage of fire and hot gases. Fire doors are potential breaks in the protection of a fire and smoke barrier. To minimize the break in protection and the spread of fire, smoke and toxic gases, fire doors must be self-closing and have proper latching devices. Some are equipped with electromagnetic hold-open devices that automatically release when building smoke controls or fire alarms are activated.

Where Are Fire Doors Needed? In general, fire doors are needed wherever a door opening is present in a fire wall. Fire doors are also needed when a door has an “Exit” sign on or near it, when a door leads into exit stairwells and horizontal exits, or when a door leads to a hazardous area.

Potential Fire Door Hazards: Blocked open fire doors may be convenient for building occupants, but this creates a break in the fire barrier. OSHA regulations require that fire doors not be obstructed, locked or held open unless equipped with a device that releases the door, such as an electromagnetic hold-open device, upon activation of a fire alarm panel. Damaged or taped over door latches can also contribute to a break in a fire barrier. Even when closed, fire doors should never have their latches taped over. During a fire, hot gases can easily build up enough pressure to blow the fire doors open, rendering them ineffective. Paint over certification plates. A fire door and its frame can be identified by a plate affixed to each, indicating the laboratory approval and the duration of fire rating. Painters must avoid painting over these plates, as this could prevent future determination of whether or not the doors and frames are appropriately fire-rated. For questions on fire doors, please contact EHS at 974-5084, or safety@utk.edu.
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.
There are 5 DAYS left to participate in the Facilities Services Employee Satisfaction Survey.

The survey will remain open until 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!

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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

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2016

Award Recipients

January: Bethany Morris
February: Dean Wessels

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Facilities Services Weekly

MARCH 28, 2016

NOW THROUGH APRIL 2ND

HOW YOU CAN MAKE A DIFFERENCE:

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

2. 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.

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

4. Use a reusable mug/bottle

5. 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