**Facilities Services Weekly**

March 31, 2014

**ADMINISTRATION**

Administration:

- The Facilities Services Department will be issuing a polo shirt to all uniformed employees. The polo shirts will be UT orange and will be embroidered (in white) with the same Facilities Services logo as the existing uniform shirts. Sizing requests have been sent to each shop requesting shirt sizes for each uniformed employee. Your size will be requested from you by your Supervisor, Foreman or shop Administrative Assistant. Sizing requests are to be returned no later than Wednesday, April 2, 2014. Any questions concerning polo shirts, please contact Veronica via email at vhuff@utk.edu.

- Please join the Administration Office in congratulating Amy Miller on receiving her Human Resources Certificate through the Office of Professional Development. Congratulations Amy!

**FACILITIES OPERATIONS**

Building Finishes:

**Sign Shop:**
- Working on directional signs at SMC
- Speed Limit signs for Parking Services
- Recycle signage
- Signs for UT Gardens

**Paint Shop:**
- Working on common areas at Jane & David Bailey Complex
- Graffiti removal at Presidential Court
- Graffiti removal at Pedestrian Walkway
- Plaster repair at Jessie Harris

**Carpenter Shop:**
- Repaired door at Perkins Hall
- Hanging pictures at Greve
- Replacing flooring in elevator Thompson-Boling
- Working on paver an Andy Holt Ave.
- Replacing block at Carrick Hall
- Repaired plaques at Perkins
- Installed pitch pocket on Neyland Thompson

**Building Services:**

- Science Fair Monday March 31st through Thursday April 3rd
- Football Coaches Clinic Friday April 4th and Saturday April 5th
- Baseball Game Tuesday April 1st ETSU at 6 pm
- Baseball Games Friday April 4th Vanderbilt 6 pm, Saturday April 5th 4 pm, & Sunday April 6th 2 pm
- Softball Game Tuesday April 1st Appalachian State 6 pm
- Congratulations to James Rose who is retiring after 21 years of service!

**Recycling:**

Recycling totals for the week of 3/24-3/28 are as follows:
- Bottles, Cans and Plastic: 5,560 pounds
- Paper: 10,660 pounds
- Cardboard: 7,200 pounds

**Landscape Services:**

- Train staff on mowing technique and safety standards
- Begin mowing season

*Landscape Services continued on page 2*
LANDSCAPE SERVICES CONTINUED:

- Edge and mulch of landscape beds on main campus and Cherokee Farm
- Apply broadleaf herbicide to lawn areas on Ayres Hill, Cherokee Farm and Sorority Village.
- Apply fertilizer to irrigated lawn areas
- Sod playground expansion at Early Learning Center
- Trim hazardous limbs from trees
- Landscape renovation of Facilities Services entry
- Demolition of 909 Twenty-Second Street and convert site to parking

LOCK & KEY SERVICES:

- Panhellenic Bldg. – installing new locks on machine rooms.
- Animal Science – set up padlocks for freezers.
- Installing new maintenance cores
- For all of those who haven’t heard, Stacey had her baby boy on March 13. Brantley Shane 7 lbs. 1 oz. both are doing great.

ZONE MAINTENANCE

STAR TEAM:

- Controls at SERF
- 104 Morgan Hall
- Berry Hall

COMMUNICATIONS

INFORMATION SERVICES:

- Communications and information services are happy to announce that Facilities’ new Construction Projects Web pages have gone live.
- By visiting these pages one can check in on major construction happening across our campus, see current pictures, and renderings of what the buildings will look like.

- We even offer live video feeds for a few of the major projects. To check it out visit http://facserv.utk.tennessee.edu/divisions/Construction/underconstruction.html

TRAINING:

- Today is the deadline to turn in your completed Performance Reviews.
- The formal rounds of SkillSoft online training begin tomorrow April 1st.
- The online training will continue through June 30th.
- Employees with a computer assigned to them can begin their training, you have until the end of June to complete
- Supervisors, please continue to announce to your employees that everyone 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:

- Congratulations to Mike Manley—March 2014 Employee of the Month!
- You can vote for April Employee of the Month at fs.utk.edu.
- Our department’s participation total in the Big Orange Family Campaign was 30.40%. Thank you to everyone who participated! Full results will be published in The Facilitator which will be distributed later today.
- We have been working with Interior Design to complete several portfolio submissions for the upcoming Educational Interiors Showcase competition.
- 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!
Sustainability:

- Last call for Environmental Leadership Award Nominations!
- Do you know of a UT Knoxville faculty, staff or student who goes the extra mile to promote environmental leadership on campus? The Office of Sustainability invites you to nominate this person for a 2014 Environmental Leadership Award!
- Each year, the Committee on the Campus Environment select one faculty, one staff and one student from UT Knoxville who demonstrates a strong and continuing commitment to campus environmental stewardship through education, public service and/or outreach.
- To nominate someone for a 2014 Environmental Leadership Award, complete the following online nomination form no later than Friday, April 4th: http://environment.utk.edu/office-of-sustainability/leadership-awards.
- Award winners will be announced during UT’s Earth Month Celebration on April 22, 2014. For further information, please contact Elly Boehmer at eboehme1@utk.edu.

UTILITIES

Air Conditioning Services:

- Rebuild oil pump in Chiller #1 at the Rec Sports Building.
- Install new glycol dry cooler for unit in Telephone Services.
- Replace compressor in package unit serving dressing room at the Boathouse.
- Starting preparations for repairing basins in cooling towers at Reese Chiller Building.
- Cleaning cooling towers in preparation of cooling season.

Electrical Services:

- UTFS Security systems – Campus
- UTFS Security - TDOT
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus
- UTFS HV support for new University Center
- UTFS HV support for new Residence Hall – Fred Brown
- UTFS SV Events
- UTFS SV College of Nursing – Drive Installation
- UTFS SV College of Nursing – Outdoor Lights
- UTFS SV & Security – Gibbs and Stokely Athletic Center

Plumbing Services:

- Repair drain at Reese
- Repair drain at Andy Holt
- Repair sink at Vet school
- Unclog Drain at Clement
- Repair line at South Greenhouse
- Repair water leak at Doughtery
- Check and repair hot water at Perkins
- Repair Urinal at Vet School
- Repair gas leak in Ellington
- Repair eye wash at Kingston Pike building
- Replace pipe in Dougherty
- Repair broken faucet at Blount Hall
- Repair water leak at Doughtery
- Repair broken Grate at valve
- Mark utility locations

Steam Plant:

- We produced 3,370,403 pounds of steam last Wednesday and burned 86 tons of coal.
- We used 82,994 gallons of make up water.
- The contractor is still in the process of removing boiler 3.

DESIGN

Landscape Design:

- Layout planting at Facilities Services entrance
- Review plans for Blueberry Falls as part of the new Student Union
- Kick off design at the corner of Lake Loudoun Blvd. and Chamique Holdsclaw
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, camer- as, 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 HTIS 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.

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