

# FACILITIES SERVICES WEEKLY

May 4, 2015

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

## ADMINISTRATION

### Special Projects:

#### Archibus:

- Training guides for Archibus have been created and can be found on the Facilities Services Web site on the Employee Training & Development page [here](#).  
The guides cover logging into Archibus, submitting a purchase document, processing a work request, submitting a warehouse issue, submitting a leave request, and submitting a work request.
- Regularly check email for any notifications from Archibus (leave request approvals/rejections, work requests issued, etc.) or the Archibus Team (outage notices).

## ADMIN & SUPPORT SERVICES

### Admin & Support Services:

- The Shoe Mobile will be at Facilities Services on Monday, May 18 and Tuesday, May 19.  
A schedule and list of people who will need to visit the Shoe Mobile will be sent out prior to those dates. If you are due to get shoes in May, June, or July, you will need to visit the Shoe Mobile in May.  
For any shoe or uniform needs, please contact Ann Free at 974-2347 or [afree1@utk.edu](mailto:afree1@utk.edu).

## FACILITIES OPERATIONS

### Building Finishes:

#### Sign Shop:

- Installed signs on Agricultural Campus.
- Working on room signage for SMC.
- Installed sign at Scripps Lab.

#### Paint Shop:

- Painting all common areas at Alumni Memorial Building.
- Assisting with the Henson Hall renovation.
- Finished painting the conference room in the Design Area.

### Building Finishes:

- Worked on ADA sidewalk repairs.
- Worked on concrete forms for sculpture at Tickle Building.
- Installed door at College of Nursing.
- Repaired door at McClung Tower.
- Repaired sheetrock at Alumni Memorial Building.
- Installed Plexiglas boards at Early Learning Center.
- Installed bulletin and white boards, frames and assembled a table at Greve Hall.
- Repaired table top edges at Art & Architecture.

### Building Services:

#### Arena:

Thompson-Boling Arena UT Commencements -

- Wednesday, May 6th: Nursing at 8:30 a.m., Ag Science at 11:30 a.m., Architecture at 2:30 p.m., and Social Work at 6 p.m.
- Thursday, May 7th: Graduate Hooding at 8:30 a.m., Arts and Sciences at 1 p.m., and Business at 5:30 p.m.
- Friday, May 8th: Communications at 8:30 a.m., Law at 11:30 a.m., Engineering at 3 p.m., Education at 6 p.m.
- Saturday, May 9th: Pellissippi at 4 p.m.

### Landscape Services:

- Hiring seasonal staff.
- Planting seasonal flower beds for summer.
- Tickle Engineering Building: Transplant shrubs and trees, reconfigure landscape irrigation, and excavate for installation of iron sculpture.
- Perkins Hall: Move solar bus stop shelter to the Agricultural Campus.
- Phillip Fulmer Way: Assist Building Finishes with sidewalk repairs.
- Plant Sciences Annex B: Assist Plumbing with storm sewer repairs.
- 2000 Sutherland Ave: Removal of old property fence, trees, and brush adjacent to Holston Railroad.
- Start-up irrigation systems and make repairs as needed.
- Morgan Hall: Continue landscape renovation.
- TREC: Start landscape and irrigation installation.
- Clean up and organize landscape yard and warehouse storage (on-going).
- Landscape Academy: Continued development.
- Arborist Search: Face-to-face interviews.

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## Lock & Key Services:

- Student Union- Career Services – cores install and all exits.
- Haslam Business – lock changes.
- Henson Hall – change desk locks.
- Plant Biotech- install cabinet locks and make key for desk.

## Rapid Response Team:

- University Center move for the next 30 days.
- Two events at Art & Architecture.
- Events at Ayres Hall, SERF, Humanities, Circle Park, and West Skyboxes.
- Work orders as they come in.

## **ZONE MAINTENANCE**

### Star Team:

- SERF room 603.
- SERF controls.
- Lab safety signs.
- Min H Kao.
- TVA rebate projects.
- Revolving fund projects.

### Zone Maintenance Zones:

#### Zone 3:

- Continuing to clean shops, mechanical rooms and maintenance storage areas in zone #3 buildings.
- Replaced motor on Air Handler #1 at Student Health Clinic.
- Checking, greasing and changing filters in AHU's.
- Working to eliminate roof leaks at Facilities Services and TREC.
- Continuing to work with and learn Archibus.
- Repairing lights at Fleming Warehouse.
- Repair exhaust fans at Fleming Warehouse.
- Checking for damage after storm over the weekend.

#### Zone 4:

- Hodges Library: Repaired sliding glass door in room 251, changed belts on a/h #1 in south machine room.
- Adjusted linkage on VAV box at the (pod) also worked on replacing ceiling tiles on the third floor.
- Replaced wooden storage cabinet for a metal one for

storing containers of flammable and combustible liquids in the penthouse.

- We are working with window cleaners on getting them out of locked windows at different floors.
- Repaired broken entry door at ground floor, north side of building. Changed paper towel holder on second floor men's restroom.
- Changed burnt-out lights and ballasts also painting ceiling tiles.
- Attended advanced steam trap training.
- Tyson House: replaced broken toilet seat in ladies restroom on first floor also replaced halogen lights in display cabinets.
- Dunford Hall: rebuilt flush valve on toilet in men's restroom, third floor. Replaced burnt-out ballasts in room 2224.
- Installed six new ceiling tiles in room 139 also cleaned out incinerator room on six floor to make room for our tool cart.
- Henson Hall: still under renovation.
- Melrose, International House, Baker Center, and Greve Hall: general maintenance.

#### Zone 5:

- Assisting roofers at SMC.
- Working with Fesco on warranty ice machine.
- Changing pre filters in Haslam.
- Assisting Cummins generator mechanic.
- Repairing linkage on SMC roof air handler.
- Re-piping drain on chilled water pump at Haslam.
- General maintenance.

#### Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Walters Life filter replacement.
- Dabney Buehler air handler bearings.
- Hesler Biology clogged drain.
- Walters Life air handler motor replacement II.

#### Zone 8:

- We are focusing on exterior lighting on our buildings.
- With the end of the semester here we will be working in classrooms and common areas to make any repairs needed.

**ZONE 8 CONTINUED ON PAGE 3:**

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## ZONE 8 CONTINUED:

- Archibus continues to generate monthly service requests. Our team works daily to keep their requests updated.
- I believe Spring is about to leave us. The forecast for the week looks to be warming up. Air Conditioning will be in demand.
- We will be monitoring room temperatures to keep our customers comfortable.
- Our team will use the break in school to prepare for summer classes.

## Zone 9:

- We have been replacing supply lines to pump for bull pond at Humanities.
- Repairing AC leak in Humanities.
- Changing filters throughout zone.
- Replacing lighting inside and outside.
- Attending Arch Flash training.
- General building maintenance.

## Zone 11:

- In zone 11 we are working on several minor projects in Neyland Stadium, such as lights and plumbing issues.
- At Neyland Thompson, Brenda Lawson, and Anderson Training center we are working on lights and building maintenance issues for recruits and visitors.
- At Sherri Lee Softball and Lindsey Nelson Stadium we are working and checking the building for upcoming games this weekend.
- At Thornton Athletic, Goodfriend Tennis, Alan Jones, Regal Soccer, and Joan Cronan Volleyball we are working on general maintenance issues.

## **COMMUNICATIONS**

### IT Support & Maintenance:

- Setup Zone Maintenance computer at Alumni.
- Setup for Archibus Pow-Wow at Construction.
- Finish up inventory counts.
- Setup computer for new Custodial Foreman.
- Install new monitors for Building Services.
- Setup custom department folders as needed.
- Investigate old computer/device entries on UT Network.

- Investigate Wireless Connection for room 110A.

### Training & Development:

- ARC Flash training for Zone Maintenance continues.
- Customer Service training for Zone Maintenance will begin on May 11.
- Continuing to collaborate with the Communications & Public Relations office to plan Facilities next Fundamentals workshop.
- If you are riding the bus to the TNAPPA conference look out for a travel schedule in your email this week.
- The Training Office has moved. *We are now in the Facilities Services Maintenance Shops and Warehouse building.*
- The list of employees due for OSHA training in May is now out. You will have until the end of May to complete the training.
- Please remember that your OSHA training is synced to your birth month. We cannot accommodate anyone showing up early to complete their training.

### Communications:

- We are working with Creative Communications to create Cone Zone signs for three projects taking place on campus this summer.
- April updates to the Cone Zone Web site were completed.
- Updates to our Facilities Services "Under Construction" page were made.
- Media releases about upcoming/ongoing projects were sent out.
- We worked with local media to facilitate news articles.
- UT Recycling is in the fourth phase of the new university logo rollout. We are helping to organize any transitions.
- Work continues on the upcoming Facilities Fundamentals Workshop – June's workshop will feature the Paint Shop.
- Our office is in the beginning stages of organizing the Facilities Services 4<sup>th</sup> of July Picnic. This year's picnic is scheduled for Monday, June 29. More details will come in the upcoming weeks.
- We are working on archiving pictures of Nationalized Classrooms on campus.

**COMMUNICATIONS CONTINUED ON PAGE 4:**

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## COMMUNICATIONS CONTINUED:

- Our office now has an expanded role in creating the Facilities Services Showcase. We will be reaching out to all of our units in the next few weeks to update information.
- Work on the department's Web page content continues. Thank you to IT Support & Maintenance for all of the current updates being made and development work for the new site!
- You can always nominate a member of our team for employee of the month! Online nomination forms can be found on our department Web site fs.utk.edu or by clicking [here](#).

## Sustainability:

- The Office of Sustainability is conducting its annual "Sustainability Working Group" workshop Wednesday, May 6<sup>th</sup> at Ijams Nature Center.

The working group is made up of 65-plus faculty across UT who share a common goal in increasing sustainability across the curriculum, both in the classroom and also via experiential learning.

The purpose of this year's workshop is to expand the reach of sustainability into UT curricula (e.g., student-driven proposal to the UT General Education Task Force), and other institutional models that promote sustainability-focused teaching, research, service, and outreach.

To help address the latter, Dr. Leslie Paul Thiele (Director, Sustainability Studies, University of Florida) and Dr. Jeffrey White (Director, Integrated Program in the Environment, Indiana University) will provide overviews of their Programs (e.g., inception, structure, degrees, curricula, funding) and will field questions from the UT audience.

## **UTILITIES**

### Air Conditioning Services:

- Installed water meter on make-up line to geo-thermal loop at Delta Delta Delta Sorority house.
- Completed installation of replacement condensing units at Lindsey Nelson Stadium.
- Replaced defective compressor isolation valves on one circuit of the air cooled chiller serving Brenda Lawson building.

- Repaired items on building inspection report submitted by EHS.
- Atchley Services to begin removing chiller #1 at the SERF chiller house in preparation for installing new chiller being moved from the Brown University Center due to demolition.

### Electrical Services:

- UTFS Security system Upgrade– Campus.
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
- New Construction – Fire Alarm/Building Security support.
- UTFS Metering/Wireless.
- UTFS HV Maintenance on HV Standby Circuit (2).
- UTFS HV Installation of new Vista – Parking Garage 10.
- UTFS HV Support Steam Plant – High Voltage Equipment.
- UTFS ES Support Steam Plant – Isolation Xmr.
- UTFS Fire Alarm/Building Access JIAMS- Cherokee Farm.
- UTFS Support Steam Plant- Gas Line.
- UTFS Contract support – New Gibbs.
- UTFS Contract support – New Parking Garage.
- UTFS Contract Support – New Strong Hall.

### Steam Plant:

- We produced 11,658,855 pounds of steam.
- The #2 coal fired boiler has been removed for the installation of the new gas oil fired boiler.
- The #4 boiler was prepped for the boiler inspection.
- Controls upgrade on Solar Turbine still in process.

### Plumbing & Heating Services:

- Replace sewer main for Forestry and Greenhouse 13.
- Repair steam trap at Student Aquatic Center.
- Install piping for new boiler in Architecture Res Annex.
- Repair condensate pumps at Student Aquatic Center.
- Install new steam regulator in Humanities.
- Repair high pressure steam valve in Nursing.
- Repair steam leak in basement of McCord Hall.

**PLUMBING & HEATING CONTINUED ON PAGE 5:**

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## PLUMBING & HEATING CONTINUED:

- Repair leak at North Carrick.
- Install low fixtures environmental fund at SERF.
- Repair DI water leak in Hesler.
- Repair drain in Hoskins Library.
- Prep for installation of new line on tank at Tickle Engineering building.
- Monthly rodding.
- Fabricate and install hand rails.

## **DESIGN SERVICES**

### Project Management:

#### Master Planning:

- Utilities Master Plan.
- Hill Master Plan.

#### Programming:

- Engineering Services Building.
- West Campus Dining Facility.

#### Schematic Design:

- Austin Peay handicap ramp.
- Baseball Stadium pressbox.

#### Design Development:

- West Campus Redevelopment, Building 1.

#### Construction Documents:

- University Ave. buildings' tenant fit-outs.
- 13<sup>th</sup> & Cumberland lab building.
- Cowan Cottage renovation.
- Humanities south wing renovation.

#### Construction Administration:

- Henson Hall interior renovation.
- New Strong Hall.
- New University Center (Phase 1).
- Support Services Building on Sutherland Ave.
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively.
- Volleyball Practice Facility.
- JIAMS Building.
- SERF controls.

## Landscape Response Team:

- Ayres Hall North Slope / West Connector project: landscape complete.
- Engineering Quad and Second Creek: preparing to mobilize contractor.
- Supervising the new Strong Hall's site development and tree protection.
- Updating the Campus Landscape Vision and Site Standards.
- Wayfinding Master Plan: RFP released.
- TREC landscape: bid.
- Torchbearer Plaza and Circle Park: preparing to mobilize contractor.
- Researching and proposing a standard for bus shelters.
- Sorority Village steep slope: bidding through purchasing.
- Campus Master Plan: update.
- Lake Avenue Parking Lots: preparing drawings.

## **CONSTRUCTION SERVICES**

### Construction In-House Projects:

- Dunford Hall 1<sup>st</sup> floor and bathroom ADA renovation.
- Dougherty 103 C&D renovation.
- 525 Gay street roller shades installation.
- Dunford Hall 1<sup>st</sup> floor painting all areas with contract painters and in house painters.
- Dunford Hall renovation of four offices to make large conference room.

### Construction Management:

#### Bid projects:

- Dougherty Engineering- Unit Ops on 1<sup>st</sup> floor.
- Dougherty Engineering- Unit Ops on entire 6<sup>th</sup> floor.
- Dougherty Engineering- Lab renovation on 3<sup>rd</sup> floor.
- 11<sup>th</sup> Street solar project.
- Henson Hall renovation.
- DAS at the stadium and arena.
- Brenda Lawson roof.
- Vet Hospital roof.

CONSTRUCTION MANAGEMENT CONTINUED ON PAGE 6:

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## CONSTRUCTION MANAGEMENT CONTINUED:

- McCord tile roof.
- Blount Hall roof.
- Law College roof.
- SERF roof.
- Communications middle roof.
- Johnson Animal Research roof.
- Neyland biology annex roof.
- SMC roof.
- Ayers Hall roof.
- Hoskins Library roof.
- Nielsen Physics roof.

## Starting Soon:

- Food Safety roof.
- Austin Peay roof.
- Radiological Safety roof.
- Crops Genetics roof.
- Biosystems Engineering Soil Sciences roof.
- Dougherty Engineering roof.
- Ferris Hall roof.
- Communications and Student Services upper/lower roof.
- Jessie Harris roof.
- 11<sup>th</sup> street UTPD roof.
- To date there has been 76 roofs completed with several more to complete.

## Estimates:

- ETREC Johnson Animal Research-cooling tower repair/replacement.
- Dabney-Buehler-repairs to second floor concrete floor.
- Dougherty Engineering-etch glass on door in room 103 Unit Ops Lab.
- Henson Hall-benches along sidewalk north of building.
- Allen Jones Aquatic Center-repairs to lobby to repair water damage.
- Humanities-build a wall in room 211.
- Buehler Hall-remove fume hood in room 404.
- SERF- add cylinder wall mounts in room 319.
- Brehm Animal Science Building- add mesh wall and door in room 331.
- SERF- lab utilities in room 213.

## **Facilities Services Vacancies**

**Sr Heavy Equip Operator** - Requisition ID - 15000000F1

**Landscaping Aide I Seasonal temporary work** - Requisition ID - 15000000B5

**Assistant Building Services Foreman** (Five Positions) - Requisition ID - 15000000AI

**Heavy Equipment Operator** - Requisition ID - 150000009H

**Exterminator II** - Requisition ID - 140000019Q

**Custodian I** (Building Services Aide I) - Requisition ID - 140000011W

**Painter I** (Three Positions) - Requisition ID - 14000000YW

**Line Installer I** - Requisition ID - 14000000XI

**HAVE A COMMENT  
OR CONCERN?**

**The Employee Comment  
Box is located next to  
Facilities Services Room  
107.**

**We look forward to hearing from you!**