

FACILITIES SERVICES WEEKLY

May 12, 2014

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

ADMINISTRATION

Administration:

- Interviews have been held for the Sr. Buyer's Assistant position in Central Supply.
- **Reminder:** Open enrollment for the Sick Leave Bank (SLB) has begun and will continue through June 30, 2014. If you would like to join the SLB, please fill out the enrollment application. The enrollment application can be found in the "ppshare" drive in the forms folder or you can get on from your shop Administrative Assistant. Applications must be returned to Human Resources no later than June 30, 2014. Late applications will not be accepted. For more information concerning the SLB, visit <http://hr.utk.edu/employee-relations/sick-leave-bank/>.
- Daily and weekly processing of invoices, workorders, transfer vouchers, payroll/personnel items and contract extensions/rebids.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Working on donation boxes for UT Garden
- Working on Morgan Hall signage
- Various name tags and name plates

Paint Shop:

- Painting common areas at Jane and David Bailey Complex
- Painting rm. 238 at Jessie Harris Building
- Removing graffiti at Conference Center Building

Carpenter Shop:

- Repaired sidewalk at Walters Life
- Removed brick for plumbing at Blount Hall
- Replaced door at Reese Hall
- Working on pavers on Andy Holt Ave
- Repaired pavers at the pedestrian bridge
- Removed pavers on the Greenway for plumbing

Building Services:

Arena:

Monday May 12th, 2014:

- Maryville HS Graduation 7 pm
- Tuesday May 13th, 2014:
- L&N Stem Academy HS Graduation 3:00 pm
- Baseball Game Moorehead State 6:00 pm

Wednesday May 14th, 2014:

- Paul Kelly Academy HS Graduation 3:00 pm
- Austin East HS Graduation 5:30 pm
- Fulton HS Graduation 8:00 pm

Thursday May 15th, 2014:

- Halls HS Graduation 3:00 pm
- Carter HS Graduation 5:30 pm
- Central HS Graduation 8:00 pm
- Baseball Game Florida 6 pm

Friday May 16th, 2014:

- South Doyle HS Graduation 3:00 pm
- Gibbs HS Graduation 5:30 pm
- Bearden HS Graduation 8:00 pm
- Baseball Game Florida 6 pm

Saturday May 17th, 2014:

- Powell HS Graduation 9:00 am
- Karns HS Graduation 11:30 am
- West HS Graduation 2:00 pm
- Harden Valley HS Graduation 4:30 pm
- Farragut HS Graduation 7:30 pm
- Baseball Game Florida 1 :00 pm

Sunday May 18th, 2014:

- Anderson County HS Graduation 1:30 pm
- Fast Track Graduation(Ray Mears Room) 3:00 pm
- Clinton HS Graduation 4:30 pm

Recycling:

- Move-out collections wrapping up this week, prepping for move-in sale with student organizations
- Gearing up for Destination Imagination
- Henson Hall move, so far collected 35 95-gallon bins full of paper
- Established recycling at AGR Fraternity, working out details to launch recycling at all fraternities

RECYCLING CONTINUED ON PAGE 2

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RECYCLING CONTINUED:

- Recycling Totals for the week of 4-28 to 5-2: Bottles/
Cans—5,120 pounds; Paper—11,240 pounds; Card-
board—11,700 pounds

Landscape Services:

- Prep for Destination Imagination
- Minor landscape clean-up and irrigation repairs at
newly acquired properties(1525 & 1610 University
Ave.)
- Spot treat lawn areas with broadleaf herbicide
- Pressurize, test and repair landscape irrigation sys-
tems
- Install landscape at McClung dinosaur sculpture
- Dead tree removal
- Prepare Humanities Plaza beds and planters for fu-
ture landscape installation
- Assist Construction with light pole footers at Fulton
Bottoms field
- Assist Plumbing with repairs related to the steam
shut-down

Lock & Key Services:

- Fred P. Brown dormitory keying for 680 plus doors.
- Dunford Hall rekeying area for Social Work to move
into temporarily for their building renovation in Hen-
son Hall
- End of semester lock changes for dormitories

Rapid Response Team:

- Classroom projects at Ferris and HSS
- Working on project at Auxiliary Services
- Moving 60 offices for Social Work from Henson Hall
to Dunford Hall.
- Moving Andy Holt Rooms 505 and 511 to different
areas.
- Doing set-ups at A&A, College of Nursing and Alumni
Building.
- Spring Clean-up at Walter Life Science and Hesler
Biology.

ZONE MAINTENANCE

Star Team:

- Working on a flume that went in Auxiliary Services.
- 104 Morgan Hall
- Controls at SERF
- Berry Hall

Zones:

Zone 4:

- Cross training all buildings in Zone 4.
- Greve Hall fixing broken windows, replacing burnt
out lights, fixing window cranks, and windows.
- International House changed belts and filters in A/H.
- Hodges unstopped VAV box in room 633.
- Hodges fixed a/c unit that supplies 3rd floor.
- Fixed a/c unit that supplies auditorium on 1st floor
replaced thermostat.
- Greve Hall fixed a/c unit room 631, and replaced
steam valve.
- Hodges installed Knox lock box on building. Thank
you, Mike Manley, and Marty French.
- General building maintenance.

Zone 5:

- Claxton installed Knox lock box on building. Thank
you, Mike Manley, and Marty French.
- Bailey installed Knox lock box on building. Thank
you, Mike Manley, and Marty French.
- Haslam helped with electric shop in fixing outside
lights.
- Claxton assisting in repairing emergency generator.
- Nursing assisting in repairing emergency generator.
- General building maintenance.

COMMUNICATIONS

Information Services:

- Assist with Time Clocks at Steam Plant
- Assist Police Department and Electric Shop with
backups and Cameras
- Work up drawing of additional network ports needed
at Facilities Services

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Training:

- Completed Search Committee Handbook.
 - May 15 we will have the first of a series of training on valves for Zone Maintenance and Plumbing Services.
 - 50% of our staff have now completed their online training and we are still getting positive feedback on the process.
 - Just a reminder to those who have started their online training to make sure you return to complete it soon.
 - Supervisors, please 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.
- UTFS Security systems – Campus
 - 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 Destination and Imagination Prep
 - UTFS FA & Security – Gibbs and Stokely Athletic Center
 - New Construction – Fire Alarm/Building Security support
 - TNAPPA week – SV and FA attendance

Communications:

- We have been reformatting and drafting departmental policies.
- The Facilitator will come out on May 28. If you have something you would like included in the bi-monthly newsletter, please contact Brooke Stevenson in Room 203 or call 974-7782.
- The work on the department-wide manual continues.
- Help recognize a dedicated member of our team! You can vote for May Employee of the Month at fs.utk.edu.
- 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 oil pump in #1 chiller at Rec Sports.
- Perform maintenance service on #1 chiller at SMC
- Replace slide valve position sensor on chiller at Middlebrook
- Begin repairs to cooling tower #3 at Reese
- Reset chilled water temperatures to assist with peak load energy savings through the summer months

Electrical Services:

- STEAM PLANT RENOVATION PROJECT – Electrical Support–Steam outage 5/11-5/18

DESIGN SERVICES

General:

- Please join Design Services in welcoming Project Manager Fran West to the Facilities Services team.

Estimating:

- Exploring potential projects at the Tickle Building, Perkins Hall, Neyland Skyboxes, Alumni Memorial Auditorium, Andy Holt Tower, the Conference Center, Student Services, Blount Hall, SERF, the Lake Avenue Early Learning Center, Austin Pay, Brehm, and 1610 University Ave.

Architectural Design:

- Managing the design development of the Henson Hall interior renovation
- The design development and selective demolition of the new classroom/laboratory building planned for the Strong Hall site
- The construction of the bookstore and Aramark location at 17th & Cumberland
- The design development of the new residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites
- The New University Center [Phase 1] construction
- The new Facilities Services building's selective demolition and design development
- The construction of the Fred Brown Residence Hall.
- The preliminary design for 1610 University Ave.

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Landscape Design:

- Supervising the Fraternity Park entry walls' construction
- Supervising the Ayres Hall North Slope / West Connector project
- Supervising the design of the East Edge Campus Improvement Project (Second Creek)
- Supervising the design of additional improvements to the Lake Loudoun Blvd. corridor, to include a green space and traffic signalization
- Site preparation and layout for planting and irrigation around McClung Museum dinosaur sculpture "Monty"
- Updating the Campus Landscape Vision and Site Standards
- Tickle Building plant warranty walk-through

Codes Enforcement:

- Campus building fire protection systems testing

CONSTRUCTION SERVICES

Construction Services:

- Nielsen Physics- Building- Renovate lab space in 506 & 507.
- Greve Hall- Install door holds for several offices throughout the building, tie into the fire alarm system.
- Greve Hall- Install access controls for MARCO reading room.
- Min Kao Engineering- Add access controls on several rooms in the building.
- UT Welcome Center- Additional improvements to include outside repairs and cameras.
- HPER- Renovation to room 113 for Theater.
- HPER- Refurbish rooms 135, 135C, 135D, 135E to accommodate teaching and laboratory space.
- 1643 Cumberland Av.- Renovations for Vol Shop and dining facility.
- Panhellenic Building- Building corrections to allow use by Student Union while new SU is being built.
- Alumni Memorial Building- Renovations to room 41 for Theatre.
- Hodges Library- Install carpet tiles in common areas on the 3rd, 4th, 5th, and 6th floors.

- Law Complex- Replace carpet on 4th floor common area space.
- Campus- Repave parking lot N-16.
- Campus- Getting ready for 19 classroom upgrades across campus.
- Walters Life Sciences- Install 4 dedicated 120v 20amp circuits on emergency power.
- Hodges Library- Replace drinking fountains one on each floor total of 5.
- Min Kao- Electrical work in room 639.
- 1643 Cumberland Av.- Renovations to building.
- Communications- Renovations to rooms 260, 261, 262.

Facilities Services Vacancies

Building Svcs Foreman - Facilities Operations - Requisition ID 14000000EH

Director of Administrative and Support Services - Facilities Services - Requisition ID 14000000E4

Sr Plumbing & Hting Spc I - Requisition ID 14000000AR

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

Custodian I (Building Svcs Aide I) - Requisition ID 140000002D

Heavy Equipment Mechanic - Requisition ID 1300000183

Assistant Building Services Foreman, Building Services - Requisition ID 1300000108

Painter I - Term - Requisition ID 13000000D1