

FACILITIES SERVICES WEEKLY

May 11, 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.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Working on signs for 4th & 6th floor of SMC.
- Working on signs for UT Gardens.
- Working on Event signage for Tickle Building.
- Working on various name plates.

Paint Shop:

- Worked all week on 1st floor of Dunford for UC move.

Building Finishes:

- Poured concrete pad at Tickle Building.
- Repaired block wall at Carrick Hall.

- Repaired block wall at SERF Building.
- Helped with move at University Center.
- Worked on ADA sidewalks.

Building Services:

Custodial:

- We have begun providing custodial service to the new University Center.
- All participants in the current Cleaning Certification Program have passed the first module.
- Building Inspectors have nearly completed their first campus wide inspection of all buildings.

Arena:

High School Graduations:

- Tuesday, May 12 - South Doyle High School at 5:30 p.m. and Halls High School at 8 p.m.
- Wednesday, May 13: Pay Kelly Academy at 3 p.m., Fulton High School at 5:30 p.m. and Austin East High School at 8 p.m.
- Thursday, May 14: Central High School at 5:30 p.m. and Carter High School at 8 p.m.
- Friday, May 15: L&N Academy at 3 p.m., Gibbs High School at 5:30 p.m. at Bearden High School at 8 p.m.
- Saturday, May 16: Powell High School at 9 a.m., Karns High School at 11:30 a.m., West High School at 2 p.m., Hardin Valley Academy at 4:30 p.m. and Farragut High School at 7:30 p.m.
- Sunday, May 17: Clinton High School at 1:30 p.m., Fast Track Graduation at 3 p.m. in the Ray Mears Room, and Anderson County High School at 4:30 p.m.

Baseball:

- Tuesday May 12 at 6 p.m. vs. UNC Asheville.
- Thursday, May 14 at 6 p.m. vs. Mississippi State.
- Friday, May 15 at 6 p.m. vs. Mississippi State.
- Saturday, May 16 at 1 p.m. vs. Mississippi State.

Lock & Key Services:

- Veterinary Hospital – install locks & key doors Library.
- Student Union – installing cores Vol Stores.
- Dunford Hall- rekeying for moves.
- Residence Hall- many recores and repairs.
- Perkins Hall – Engr. Fundamentals – locks changes for move.

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Rapid Response Team:

- Moves at the University Center.
- All other work orders that come in.

ZONE MAINTENANCE

Star Team:

- SERF 603.
- Controls at SERF.
- Lab safety signs.
- Min H Kao doors.
- TVA rebates.

Zone Maintenance Zones:

Zone 5:

- Completed pre filter change in Haslam.
- Replaced display case bulbs in Bailey.
- Assisted Fesco in replacing ice machine in Dean's suite.
- Repaired water leak on ice machine.
- Started repairs in classrooms on chairs and lighting.
- General maintenance.

Zone 8:

- Our team will continue to work in classrooms and common areas this week.
- We are still cleaning our condensing units. Some units due to the high amount of pollen are being revisited for a good rinsing.
- Hats off to our team members for their work on our exterior lighting. Job well done!!
- We are still working with all team members on Archibus training.
- Our One Call team will be meeting at the first of the week. We are anticipating a start date of May 18, 2015. We are excited to get this underway.

Zone 9:

- Worked on water irrigation system at Music building.
- Worked fire watch for graduation.
- Started working in dorm getting them ready for summer conferences.
- Changing filters.
- Worked on pond at Clarence Brown Theatre.
- Worked on meg locks at Music Building.

- General building maintenance.

Zone 11:

- Working at Neyland Stadium on general maintenance and other issues we may have.
- At Lindsay Nelson and Sherri Parker Stadium we are preparing for the last home series of games for the men and the regional tournaments for Softball.
- At Neyland Thompson, Brenda Lawson, Anderson Training we are working on general maintenance and issues for recruits and visitors.

COMMUNICATIONS

Training:

- TNAPPA conference trip is this week. The bus will depart from in front of the Facilities Main Building at 11:30am on Tuesday May 12, 2015. The trip to Murfreesboro is approximately 3 hours arriving at about 2:30pm EST (1:30 CT). The trip back will be Thursday May 14 starting at 8am CT (9am EST) with an estimated arrival time of 12pm EST. If you have questions please contact Keisha Gracius at kgracius@utk.edu or 4-2510.
- An email was sent out last week advertising the upcoming APPA Supervisor's Toolkit. Register your supervisors for this week long intense training program. Registration ends July 13.
- Arc Flash training continues for Zone Maintenance.
- Zone Maintenance Customer Service certificate program begins today.
- Preparing to welcome our eight transfer employees on May 26 to Building Services and Zone Maintenance. Reminder: please do not schedule any other employees to begin on this date.
- Plans continue for the next Facilities Fundamentals workshop.

Communications:

- We are working with Creative Communications to create Cone Zone signs for three projects taking place on campus this summer.
- Interior pictures of the new student union have been posted online—you can find them on our Facebook page.

COMMUNICATIONS CONTINUED ON PAGE 3:

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COMMUNICATIONS CONTINUED:

- Additional updates to the Cone Zone Web site were made.
- We have been working on compiling data and creating reports for several surveys within our department.
- 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 4th 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.
- 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!
- Finishing up policy updates.
- UT Recycling is in Block 4 of the logo rollout—we will be helping with the transition.
- The Facilitator will come out at the end of the month—if there is any information you would like included in the bi-monthly newsletter, please email Brooke at bsteve14@utk.edu or call at 214-7662.
- 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](#).

UTILITIES

Air Conditioning Services:

- Install new motor in Haslam building cooling tower.
- Repaired bad sensor on chiller at Brenda-Lawson facility.
- Replaced compressor in A/C unit serving the Facility Club level of the Boathouse.
- Rebuilt heating water pump at Alumni Memorial building.

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.
- UTFS HV Support Steam Plant – 5MW Turbine New Controls.
- UTFS ES/HV/FA Preparations for Destination Imagination.
- Graduation support Thompson Boling Arena.
- Training – Electrical Arc Flash Training.

Steam Plant:

- Steam Plant produced 10,389,475 pounds of steam.
- Solar controls upgrade have been completed.
- With the controls upgrade finished we are now able to produce steam using the waste heat from turbine to produce steam.
- Feed water pumps have been reinstalled and tested.
- Boiler # 2 has been completely removed and the work required to install the new Boiler #2 is underway.

DESIGN SERVICES

Project Management:

Master Planning:

- Utilities Master Plan.
- Hill Master Plan.

PROJECT MANAGEMENT CONTINUED ON PAGE 4:

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PROJECT MANAGEMENT CONTINUED:

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.
- 13th & 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: irrigation punchlist.
- 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 1st floor and bathroom ADA renovation.
- Dougherty 103 C&D renovation.
- 525 Gay street roller shades installation.
- Dunford Hall 1st floor painting all areas with contract painters and in house painters.
- Dunford Hall renovation of 4 offices to make large conference room May 14th - May 18: Alumni Memorial Building [50110500] stage curtain to be replaced and pulley system to be repaired.
- HSS, renovating 8 classrooms, converting assembly room 60 to three classrooms and corridors.
- Perkins Hall, new fire alarm and renovating building for engineering departments moving from Estabrook.
- Renovating Classrooms in Estabrook to be Nationalized classrooms.

Construction Management:

Bid projects:

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

CONSTRUCTION MANAGEMENT CONTINUED ON PAGE 5:

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CONSTRUCTION MANAGEMENT CONTINUED:

- 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 Eng. Roof.
- Ferris Hall roof.
- Communications and Student Services upper/lower roof.
- Jessie Harris roof.
- 11th 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

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

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

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!

**BIG ORANGE
FRIDAY** 
EVERY FRIDAY