

# FACILITIES SERVICES WEEKLY

May 18, 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).

## FACILITIES OPERATIONS

### Building Finishes:

#### Sign Shop:

- Working on signage for SMC.
- Working on signage for One Stop.
- Making various name plates.

#### Paint Shop:

- Finished 1st floor of Dunford Hall
- Working on Henson Hall.
- Working on common areas of Alumni Memorial Building.
- Removed graffiti at Tom Black Track.

#### Building Finishes:

- Assisted RRT with move at Dunford Hall.
- Repaired door frame at Ayres Hall.
- Cut off door at Dunford Hall.
- Repaired desk and tables at Dunford Hall.
- Worked on ADA sidewalks.

### Lock & Key Services:

- Student Union – keying as needed.
- Residence Hall – many recores and repairs.
- Science & Engineering – repair exit device.
- Dunford Hall – rekeying as needed.
- Dougherty Engineering – rekey offices.

- Conference Center – rekey suite.

### Rapid Response Team:

- UC moves.
- All other work orders that come in.

### Recycling:

- Building Services weekly recycling total was 185.60 lbs. The breakdown is as follows:
- Sheena Rhea–9.32 lbs
- Becky Saylor– 18.50 lbs
- Robert Demonbrun– 19.50 lbs
- Al Henriquez– 44.75 lbs
- Sandra Slusser– 21.25 lbs
- Marie Lemons– 12.10 lbs
- Joe VanCleave– 23.00 lbs
- Aaron Nichols– 17.00 lbs
- Chris Mahoney– 4.18 lbs
- Ray Davis– 16.00 lbs

## ZONE MAINTENANCE

### Star Team:

- SERF 603.
- Lab signs.
- Dougherty 3rd floor.
- TVA rebates.

### Zone Maintenance Zones:

#### Zone 3:

- Continuing housekeeping in our buildings.
- Changing filters in our AHU's etc. in our buildings.
- Working on Steam Plant drains.
- Working on Early Learning dishwashers.
- Repairing leaks on TREC roof.
- Continuing to make repairs at Fraternities & Sororities.

#### Zone 5:

- Changing filters in SMC.
- Working classroom chairs and lights in Haslam.
- ARC flash training.
- Reorganization meeting.
- General maintenance.

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## Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Walters filter replacement.
- Hesler filter replacement.
- Lutron training University Center.
- Arc Flash Training.

## Zone 8:

- Welcome to our new One Call Team. Today starts our first week serving our customers. We will be working hard to promote great customer service.
- Zone 8 will be working over the next week on reducing energy usage. We will be upgrading our exterior fixtures with more energy efficient models.
- Our team will be busy working towards all the goals that have been set for us.
- We continue to work on Archibus. I actually saw the tablets and in my opinion they will make doing our daily entries and responding to requests easier and more efficient.

## Zone 9:

- In C.B.T we have been inspecting and servicing roof fan.
- Clearing and unstopping drains.
- At Music working on irrigation pump systems.
- Changing filters though out zone.
- Working both water and electric outages in zone.
- We have attended both classes and meeting.
- General building maintenance.

## **COMMUNICATIONS**

### Information Services:

- Sending computers and miscellaneous equipment to Surplus or Recycle as part of the Great Spring Cleaning of 2015.
- Storing some monitors from the old Carolyn P Brown University Center.
- Setting up computers for Zone Maintenance and New Students.
- Help with testing Wireless Locks and software.
- Assisting Admin Services with Inventory Verification.

### Communications:

- We attended the TNAPPA Conference at MTSU last week.
- We are working with Creative Communications to create Cone Zone signs for three projects taking place on campus this summer.
- 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.
- 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](mailto: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](http://fs.utk.edu) or by clicking [here](#).

### Training:

- The Training office will be closed on Friday May 22 for internal training and development.
- Zone Maintenance customer service training continues this Monday.
- The next APPA Supervisor's Toolkit is July 20-24 at UT Martin. Register by July 13.
- Wrapped up Arc Flash training with Zone Maintenance.

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## UTILITIES

### Air Conditioning Services:

- Installed new drive motor in the cooling tower at the Haslam building.
- Performed repairs on multiple A/C units at 2016 Lake Ave, Early Learning Center.
- Repaired chilled water coil in air handler at Reese Hall.
- Performed repairs on chiller serving Brenda-Lawson building.
- Change-out condensing unit at Hopecote.
- Repaired A/C unit serving room 219 and the ladies restroom at Perkins Hall.
- Repaired freeze-dryer unit for lab in Dabney-Buehler.

### Electrical Services:

- UTFS security system upgrade– Campus
- UTFS fire alarm systems– FA system minor repairs/testing
- 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– Gas line
- UTFS contract support– New Gibbs
- UTFS contract support– New parking garage
- UTFS contract support– New Strong Hall
- UTFS HV support steam plant– New HV circuit
- UTFS ES/HV/FA preparations for Destination Imagination
- Graduation support Thompson Boling Arena
- Training– Electrical Arc Flash training

- McClung Tower– New substation

### Steam Plant:

- We produced 9,701,322 pounds of steam.
- The shoring for placing the #2 boiler into place has started.
- The Yokogawa DCS controls upgrade has been completed.
- The stack and the economizer have arrived for the new boiler #2.

## 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 Service Aide I) - Requisition ID - 140000011W

**Painter I** (Three Positions) - Requisition - 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**  
UT  
Show us  
your  
orange!