Facilities Services Weekly

MAY 16, 2016

ADMINISTRATION ● FACILITIES OPERATIONS ● ZONE MAINTENANCE ● ADMIN. & SUPPORT COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

Congratulations to Ron Gibson - Facilities Services April Employee of the Month!
Nominate another hard-working member of our team at fs.utk.edu

ADMINISTRATION

Special Projects:

Archibus:
Blackout Dates: Beginning today and continuing through July 11th, any system updates will not be pushed out to the Archibus production server due to fiscal year end.
Phase II: We will begin the rollout of Phase II of Archibus at the end of July. Phase II includes the following modules:
  • Project Management
  • Condition Assessment
  • Capital Budgeting
  • Commissioning
  • Environmental Health & Safety
  • Material Safety Data Sheets (MSDS)
  • Energy Management
  • Sustainability
  • Waste Management
  • Clean Building
Group Meetings: Phase II group meetings will be held in June. Information concerning these meetings will be announced at a later date.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:
  • Worked on sign at Baker Building.
  • Worked on various room numbers and name plates.
  • New Wayfinding Building Signs.

Paint Shop:
  • Worked at SERF Building.
  • Worked at new Facilities Building.
  • Worked on plaster and paint at Morgan Hall.
  • Removed graffiti at A & A Building.
  • Worked on wall at Tickle Engineering Building.

Building Services:

Arena:
  • Monday, May 16: William Blount High School Graduation at 6:00 p.m.; Heritage High School Graduation at 8:30 p.m.
  • Tuesday, May 17: Baseball Game against ETSU at 6:00 p.m.; South Doyle High School Graduation at 5:30 p.m.
  • Wednesday, May 18: Central High School Graduation at 5:30 p.m.; Hardin Valley Academy Graduation 8:00 p.m.
  • Thursday, May 19: Fulton High School Graduation at 5:30 p.m.; Bearden High School Graduation at 8:00 p.m.
  • Friday, May 20: L&N Stem Academy Graduation at 3:00 p.m.; Austin-East High School Graduation at 5:30 p.m.; Gibbs High School Graduation at 8:00 p.m.
  • Saturday, May 21: Powell High School Graduation at 9:00 a.m.; Carter High School Graduation at 11:30 a.m.; West High School Graduation at 2:00 p.m.; Karns High School Graduation at 4:30 p.m.; Farragut High School Graduation at 7:30 p.m.

Landscape Services:
  • Destination Imagination: Assist with preparation.
  • Dunford Hall: Assist with sidewalk replacement near main entrance.
  • Start landscape renovation project (north side).
  • Academic Research: Assist the Department of Biosystems Engineering and Soil Science with commercial mower roll-over protection system research.

LANDSCAPE SERVICES CONTINUED ON PAGE 2
LANDSCAPE SERVICES CONTINUED:
- Cherokee Farm: Ground breaking ceremony preparation.
- Hazardous and dead limb removal from campus trees.
- Seasonal flower bed change-out.
- Treat lawn areas with broadleaf herbicide for clover and other spring weeds.
- Provide supplemental water to newly planted trees and landscapes.
- Monitor, adjust, repair landscape irrigation systems throughout campus.
- Mulch application throughout campus, continuing.
- Remove old building signs where new one have been installed, continuing.
- Interview candidates for vacant and seasonal positions.
- Landscape Academy: Advanced curriculum development.

RAPID RESPONSE TEAM:
- Continue preparing for the move to the new Facilities Services Building.
- Continue monitoring Melrose Hall, the Nursing Building, HPER, Min Kao, the Humanities and Social Sciences Building, Dabney/Buehler, Perkins, and the events at the West Sky Boxes.
- Monitor all work requests that come in during the week.

RECYCLING:
**Weekly totals for the week of May 1 through 7:**
- Bottles/Cans - 9520 lbs.; 4.76 tons
- Paper - 12,180 lbs.; 6.09 tons
- Cardboard - 11,940 lbs.; 5.97 tons
- Manure - 10,800 lbs.; 5.4 tons
- Compost - 12,875 lbs.; 6.4375 tons
- Totals - 57,315 lbs.; 28.7 tons

**Yearly totals to date:**
- Bottles/Cans - 427,940 lbs.; 213.97 tons
- Paper - 536,460 lbs.; 268.23 tons
- Cardboard - 700,990 lbs.; 350.05
- Manure - 562,300 lbs.; 281.15 tons
- Compost - 503,665 lbs.; 251.83 tons
- Total - 2,730,455 lbs.; 1,365.23 tons

ZONE MAINTENANCE

STAR TEAM:
- Painting water damaged offices in Perkins Hall.
- Renovating room 109A in SERF.
- TANDEC hi-bay area renovation.
- Removed work platform from JIAMS.
- Repaired door at Brenda Lawson.
- Replaced handicap push button at Hodges Library.
- Repaired door frames at SMC.
- Adjusted operator at music building.
- Moved material boxes to Berry Hall.
- Delivered glass to Carrick Hall.

ZONE 1:
- We start checking everything room to room this week.
- Several people from other zones has come to help to get ready for D.I.
- The cooling towers at Reese have been replaced and the Air Conditioning Services is in the process of getting them connected and up and running this week.
- Water at Clement Hall will be off today for K.U.B. hooking up some of the new buildings being constructed on 17th Street.

ZONE 2:
**Hodges Library:**
- Changed belts on air compressor #2 in the South Machine Room, reattached the door closer arm at Shipping & receiving.
ZONE 2 CONTINUED:

- Calibrated the thermostat on the 3rd floor, removed the electrical outlet at the entry to Special Collections, replaced a lovejoy spider coupling in chill water pump #7.
- Greased, checked the belts, and installed drain pan treatment on West Machine Room air handlers #1, #2, #3, and #4.
- Greased, checked the belts, and installed drain pan treatment on South Machine Room air handlers #1, #2, #3, #4, and #5.
- Greased chill water pumps #5, #6, #7, and #8 as well as hot water pumps #9 and #10. Greased and checked the belts on all air-handler returns.
- Greased and checked air-handler belts on p-2, p-3, p-4, p-5, p-6, p-7, and p-8 air-handlers in the penthouse machine room.
- Oiled nine steam unit heaters.
- Cleaned leaves and trash out of two outside drains on the North side at the ground entrance.
- Changed two flush valves in the Men’s restroom on the 5th floor.
- Replaced two broken flor brass receptacle plates in the North Commons.
- Changed burnt-out lights and ballasts in the North and South commons, and changed 38 t-8 bulbs and 7 ballasts.
- Cleaned around roof drains on the front of the building on the second floor.

Haslam Business Building:
- Repaired lights and classroom chairs.
- Prepared for graduation.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Dabney Hall lighting project.
- Dabney AHU repair bearing.
- Check for gas leaks.
- Student Union lighting repairs.
- Clean out bubble car.

Zone 7:
- Dougherty: Repair lights on the fifth floor; repair AC in room M003B; repair ac in room 323B.
ZONE 11 CONTINUED:

- Continue working with contractors on remodeling the East Skybox and the locker room at Neyland Stadium.
- Continue changing the field lights at Neyland Stadium, Thompson-Boilng Arena, the Brenda Lawson Athletic Center, and the Anderson Training Center.
- Continue working on general maintenance issues for the Lindsay Nelson Baseball Stadium, Thornton Athletic Center, Alan Jones Aquatic Center, and the Goodfriend Tennis Center.
- Change the filters and work on general maintenance issues at the Sherri Lee Softball Stadium, Regal Soccer Stadium, and the Cronan Volleyball facility.

COMMUNICATIONS

Information Services:

- Continue implementing mobile device training.
- Continue packing and moving items to the new Support Services Building.
- Work on new laptop and desktop setup.
- Work on software installations for new pieces of technology.
- Assist with network coordination details.

Training:

- Reminder: When completing your annual OSHA training on Skillsoft, you must do two things in order to be considered complete. 1.) Review all material in the course. 2.) Achieve a test score of 70% or better.
- The system will no longer allow you to “test out” of the course without reviewing course material.

Communications & Public Relations:

- Congratulations to Ron Gibson who was named April Employee of the Month today! Please help us to nominate our next employee of the month. Award nomination forms can be found at https://tiny.utk.edu/FSEOM.
- Creating Summer Projects Catalog for campus distribution.
- Working to update Building Representative List and Emergency Contact List.
- The online staff directory will be updated this week.

- We created our TNAPPA 2017 Conference Web page. It will go live after this summer’s Tri-APPA Conference.
- The Facilitator will be distributed at the end of the month. If you have any information you would like included in the bi-monthly newsletter, please contact Brooke at bsteve14@utk.edu.
- We are working on a list of Architectural Portfolio submissions. We will submit at least four portfolios this summer.
- An outline is in the works for a new video series featuring fallen tree limb and fallen tree removal. We should begin to film the series in the next few weeks.
- July 4th Picnic Planning. This year’s picnic will be held Wednesday, June 29 at the new Facilities Services Building. More information will be released as the event nears.
- Working on Cone Zone signs and updates for the summer.
- Updates are being made to the layout of our service guide.
- The Additional Services Guide will be updated again this week.
- The Quarterly Projects Update will be released through Media Relations on May 17.
- TNAPPA 2017 Conference Planning continues.
- If you are interested in attending this year’s Tri-APPA Conference in Nashville you can find more information on the APPA Web site here: http://appa.org/#. Directors and supervisors must approve the attendance of all conference registrants. If you have any questions about the upcoming conference in July, please contact Brooke Krempa at 214-7662.
- Updates to the department Web site are ongoing. Please contact Brooke Krempa at bsteve14@utk.edu if you would like to request any changes or updates to pages.

Sustainability:

- The Office of Sustainability is wrapping up the 2016 Environmental Progress Report, which is a five year report providing status updates on the previously recommended projects and services to make UT more sustainable. This report is generated by the Committee on the Campus Environment and reports directly to Chris Cimino, who will receive this report early June.
We are also excited to announce UT earned a Silver Rating from the STARS program, which is our main data tracking program and stands for Sustainability Tracking, Assessment and Rating System. Over 763 institutions of higher learning use STARS to obtain a rating of how sustainable one’s campus may be and/or a pathway in which to become more sustainable. The data collection efforts to complete this program encompass nine months and data parameters range from infrastructure projects, to campus wide expenditures as well as academic courses involving sustainability. This is an affirmation that the efforts of our students, faculty and staff take toward being a more sustainable campus is not only working, but leading the region and SEC in many regards.

**UTILITIES**

**Air Conditioning:**
- Continue replacing the cooling towers at the Reese Hall Chiller House.
- Continue to prepare for the move into the new Support Services Complex.
- Perform repairs to the air compressor at Thompson-Boling Arena.
- Repair the split-system at the Auxiliary Services Building.
- Change the condensing unit serving the control room at the Steam Plant.

**Steam Plant:**
- Worked on Sierra steam flow meters.
- Worked on Boiler #2 VFD and Boiler #3 gas flow meter.
- Cleaned up, moved equipment and materials, degreased, and cleaned floor and walls under boiler #5.
- Performed maintenance on the Solar turbine.

**Electrical Services**
- Upgrade the UTFS Security System on campus.
- Install fire alarm and building security support in new construction areas.
- Install UTFS contract support in Strong Hall.
- Install UTFS contract support in the new Support Services complex.
- Work on UT Events.
- Fire watch at Thompson-Boling Arena.
- UTFS contract support at the Mossman Building (13th and Cumberland).
- Install outdoor lighting on campus.
- UTFS contract support at Gibbs Hall, HV cable, termination and transformer testing.
- UTFS contract support at the new parking garage HV cable, termination and transformer testing.
- UTFS Steam Plant support.
- UTFS contract support for West Campus Redevelopment - high voltage.
- Work on contract support for JIAMS in Cherokee Park.
- Prepare for Destination Imagination.
- Prepare for HV power outages, UT LA1, next week.
**EHS SAFETY CORNER**

**BLOCKING EXITS**

Have you seen a crucial block lately? We’re not talking about football, we’re talking about blocking as it relates to safety and your work area. We’re talking about blocking important elements of the workplace from access.

One of the most common things you can see during a safety inspection are blocking violations if you know exactly what to look for. What types of things should not be blocked? Below is a partial list of common items in most workplaces, however, there can certainly be others:

- Emergency Exits
- Eyewash stations and showers
- Electrical panels
- Electrical disconnects
- Fire extinguishers
- Pedestrians aisles

How serious is this issue? Locked and blocked exits were factors in the deaths of 25 and injury of 53 in a 1991 North Carolina fire that resulted in the owner of the company going to prison.

The good news is that blocking is easy to identify and fix. Consider painting zones around these areas and installing signs to inform people they can’t be blocked. Regular inspections and emphasis on blocking is the most important element to preventing such issues. Specifically look for items that “have always been there” as these permanently blocked items need to be addressed. Even OSHA or other regulatory agencies have rules on blocking such items. They are important and access to these things can be critical in a time of emergency.

Take a look around your work area today when you head out. See if there is clear access to the electrical panels and fire extinguishers. Let us know if something is blocking access. Look to see if any items have been “permanently” blocked by design.

It is certainly better to go 10 ft further for a fire extinguisher than it is to have to move carts, racks or other items just to get to it during an emergency.

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**FACILITIES VACANCIES**

- Training Specialist - Facilities Services - 16000000MH
- Maintenance Specialist (Six Positions) - 1500000134
- Line Installer I (Two Positions) - 16000000M2
- Line Installer Foreman II, Electrical Services - 16000000KP
- Landscape Services Foreman - 16000000JZ
- Electrician I - FS Construction - 15000001F9
- Heavy Duty Mechanic I - AC Services - 16000000HF
- Landscape Aide I - 16000000FY
- Air Conditioning Spec I (Two Positions) - 16000000EB
- Temporary Assistant Carpenter (Carpenter Assistant II) - 16000000DT
- Part-time Temporary Custodian (Building Services Aide I) - 16000000DU
- Two Temporary Assistant Painters - 16000000CR
- Senior Steam Plant Mechanic - 160000009G
- Seasonal Work, Three Positions, Building Services Aide I - 160000007Z
- 3rd Shift Custodian (Building Services Aide I) - 1500000010E
- 2nd shift Custodian (Building Services Aide I) - 15000000WO
- Asst Bldg Srvs Foreman (Three Positions) - 15000000139
- Welder II - 15000000Q3
- Landscaping Aide I Seasonal temporary work - 15000000B5
- Painter I - 14000000YW
Help us to nominate our next Facilities Services Employee of the Month!
We owe the success of this program to everyone who takes the time to submit a nomination for one of our many hard working employees.
Help us to honor members of our team in the months to come and cast your nomination for a future employee of the month!
Nomination forms can be found on the Facilities Services Web site, fs.utk.edu, or by following this link: https://tiny.utk.edu/FSEOM
Hard copies can be found with unit clerks and in Facilities room 203. These hard copies can be dropped off in the Employee Comment Box next to room 107 or in room 203.

All Facilities Services Employees are eligible for the Employee of the Month Award after one month of services with the department. We invite everyone to nominate an individual of their choice for the award.
For more information about the award program, please contact Brooke Krempa at 214-7662 or bsteve14@utk.edu.

2016 Employee of the Month Award Recipients

April: Ron Gibson

March: Mike Tackett
February: Dean Wessels
January: Bethany Morris