

### **Administrative Services:**

- Organizing the office for year-end close (reviewing, filing, etc.)
- Preparing for Annual Transfers
- Closing out Open Workorders
- Closing out Open Purchase Documents for Workorders and Projects
- Reviewing Documentation for Archibus Implementation
- Still want to remind shops to clear up any old PD's, receivers, work orders, etc to make year end smoother.

### **Central Supply:**

- Continue to keep the warehouse properly stocked.

## **FACILITIES OPERATIONS**

### **Building Services:**

- Beginning today, Henson Hall, Dunford Hall, Equity & Diversity, Student Success and Presidential Court will transition to in-house cleaning service.
- Arena/Athletics crews are working set-ups & clean-ups for graduations and Destination Imagination all week.

### **Recycling:**

- We are attempting to make Destination Imagination a Zero Waste event. We'll compost as much as possible at our own compost site, the rest will be sent to Sevier Solid Waste facility that composts all of their waste.
- We are expanding the compost site by about 50% starting this week.
- We will be positioning a worker or two up on Steam Plant hill from 10am to 3pm two or three days a week to help people put waste in the right places. There is a scrap metal recycling dumpster on the pad above the trash dumpsters, as well as a cardboard recycling dumpster, and we'll be separating out brush, wooden pallets, electronics, scrap wire, and other valuable recyclables that often get thrown in the dumpsters there.

### **Building Finishes:**

- Sign shop: Building, room, desk, and badge signage.
- Paint shop: Working in old plumbing shop and Dabney/Buehler. Graffiti removal, and work orders.
- Carpenter shop: Replacing doors at Holt Apartments. Sidewalks on safety report, and work orders.

### **Landscaping Services:**

- Destination Imagination event support
- High School graduation support
- Continue landscape renovation at Agriculture Campus Entrance
- Irrigation system start-up and repairs
- Assist Building Finishes with sidewalk repairs
- Assist with lighting upgrades in Fraternity Park
- Correct Safety Walk items

### **Lock & Key Services:**

- Installing cores at the new Student Recreation area.
- Continuing on the keying of Tickle Bldg.
- Residence Halls has kept us more than busy on lock changes since students have checked out.

### **Rapid Response Team:**

- Working on 6 different projects for Danny Pritchard.
- Still taking items apart for the music move.
- Still doing spring clean-up and our daily work orders.

### **ZONE MAINTENANCE:**

- Zone 2: Servicing VAV units at CCB and working on DI system at Senter Hall.
- Zone 3: Numerous repairs on the Fraternities. Garage roof repairs and roof drain repairs at Hopecote. Repairing rain leaks at Student Aquatic
- Zone 7: Repairing door hardware at SERF. Doing Min Kao filter change.
- Zone 8: Cleaning A/C units at Kingston Pike. Repairing vent system at South Greenhouse. Repairing window leaks at Middlebrook

### **Star Team:**

- Working on set up of new offices in the SERF Building and Morgan Hall.

### **COMMUNICATIONS & INFORMATION SERVICES**

#### **Information Services:**

- Attended lan managers meeting,
- Assisted with computer set ups, etc in new construction area.(Tim, Roger & David)
- Some work continues on the website.
- Archibus Implementation continues.

#### **Training:**

- Lockout/ Tagout training still going on this week and going well.
- Planning & looking forward to the Facilities services annual training/picnic day, stay tuned for more details.
- Still collecting training packets. If you have not turned yours in, PLEASE complete and turn in ASAP.
- Thanks to the people who have contacted us to say class has helped them and has made them more aware of the safety measures they can take to protect themselves. We are here to ensure that you have the tools you need to be successful in your jobs

#### **Sustainability:**

- UT has two Zipcars on campus! Sign-up now and the first year registration fee will be waived and you will receive \$35 dollars in free driving. Go to <http://www.zipcar.com/utk> for more information. Even better, log your Zipcar trips at <http://smartrips.knoxtrans.org/> for a chance to win prizes.

#### **Communications:**

- Working on next issue of the Facilitator.
- Reminder to all shops: If your weekly on-call person changes, please let your department head know asap.

### **UTILITIES**

#### **Air Conditioning Services:**

- Replace climate control air compressor at H.P.E.R.
- Replace air compressor pump at Andy Holt Chiller House.
- Replace drain pan in AHU#3 at Dabney-Buehler.
- Begin punch list for new Tickle Building.

#### **Electrical Services:**

- Security systems – Campus – Contractor support
- Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus
- Electrical Support for Outdoor events/Athletics events
- LV - Electrical Support for Outdoor events
- HV, Ag Campus Entrance Lighting
- HV, Music Building Lighting Contract support

### *Electrical Services (continued):*

- HV, Laurel Apartments switchover to UT electrical service
- LV,HV - Destination and Imagination Event Electrical Service
- LV - Ag Campus Bloom Day Event

### *Steam Plant:*

- More maintenance on the coil boilers and coal system.

### *Plumbing and Heating Services*

- Working on water line for the new substation at ETREC residence.

## DESIGN AND CONSTRUCTION

### *Design:*

- No Report

### *Landscape Design:*

- Construction administration of the Lake Loudoun streetscape project
- Preparing several agenda items for presentation at the next Campus Planning & Design Committee meeting.
- Design of Fraternity Park dumpster enclosures.
- Design coordination and review on several projects: Fraternity Park entrance wall, Lake Loudoun plaza, Ayres Hall north slope, & pedestrian mall extensions.

### *Construction/Coordination:*

- Tim Tomlinson, David Bryan and Roger McDonald are in the process of moving their offices to the new Construction area (old Plumbing Shop). The area for coordinators & foreman is still under construction, but looking good.



**Have a great Memorial Day**