

FACILITIES SERVICES WEEKLY

May 26, 2015

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



FACILITIES SERVICES 4TH OF JULY PICNIC

12 p.m. Monday, June 29 - Lake Avenue Parking Garage, Level 1

MORE DETAILS TO COME NEXT WEEK

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:

- Worked on One Stop signage.
- Worked on Recycling signage.
- Worked on signage for Parking Services.
- Working on signage for SMC.
- Working on various name plates.

Paint Shop:

- Painting many rooms at Henson Hall.

Building Finishes:

- Repaired door in Tickle Engineering.
- Installed canvas & dry erase board at 1817 Melrose Ave.
- Installed white board at Communications.
- Repaired concrete on dock at Auxiliary Services.

- Repaired sheetrock at SERF Building.
- Repaired block wall at Carrick Hall.
- Worked on ADA sidewalks.

Building Services:

Custodial:

- Building Services welcomes Michael Van Duzer, Donna Kinser, Julia Stapleton, Peter Scanlon, Ndayiziga Jean Claude Jafari, and Mesert Zewde as they transition to Facilities Services now that we serve the new Student Union.

Lock & Key Services:

- Student Union—Keying building.
- Dabney Hall—Rekey locks.
- Hess Hall/Andy Holt Apt./ Admin. Housing move to Hess lock changes/install locks.
- Dougherty Engineering—Lock change.
- Zone Maintenance—Maintenance Areas rekey.
- Residence Halls—Repairs/ re-cores.

Rapid Response Team:

- Student Union moves.
- Work orders as they come in.

ZONE MAINTENANCE

Zone Maintenance Zones:

Zone 8:

- We have officially started One Call and I would like to thank all of the team members for all of their hard work and dedication this week. As we expand the knowledge of this team, our goal is to be more effective and provide top notch customer service while taking care of calls.

ZONE 8 CONTINUED ON PAGE 2:

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ZONE 8 CONTINUED:

- Upon receiving our tablets we are creating our own work request in an attempt to go paperless starting 5/26.
- We are working with the Star Team to reduce our electrical consumption.
- We are working around the Ag Campus daily, preparing for the Board Meeting in June.
- We continue to clean our condensing coils and tidying up our work areas.

Zone 9:

- We are checking and adjusting temps on AC units in our zone.
- Cleaning the pod at Humanities after it was soaped.
- Assisting with the needs of DI groups.
- Working on electric problem in Art Gallery at A&A.
- Changing filters and lights as needed.
- General building maintenance.

COMMUNICATIONS

Information Services:

- Recycling and surplus of old computers at Fleming Warehouse.
- Setup computer for new One Call office.
- Setup computers for new students.
- Assist with Zone Maintenance office moves.

Training:

- There are two Respirator Fit tests scheduled for this week: Thursday 5-28-15 3:30-4:30 pm and Friday 5-29-15 9-11 am.
- REMINDER: If you have a new student, a new employee or a transferred employee, the Training Office must be notified and the student or employee must meet with us. Please help us to keep our department complaint and our employees informed.
- Registrations for the upcoming APPA Supervisor's Toolkit (July 20-24) is now open. Deadline to register is July 13.
- Two classes completed in the first round of the Zone Maintenance Customer Service training.
- The Training Office had a day of training and team building last Friday which will help us to better serve Facilities Services.

Communications:

- Work continues on the upcoming Facilities Fundamentals Workshop – Professional Tips for the Interior Painter. If you are interested in attending the workshop, please RSVP [here](#).
- Several Cone Zone signs have been created for campus with more in the design phase.
- The Facilities Services 4th of July Picnic will be held Monday, June 29 at 12 p.m. at the Lake Avenue Parking Garage. Look for more information, including a bus schedule to be released in next week's Facilitator.
- We are working on archiving pictures of Nationalized Classrooms on campus.
- Work continues on the 2014-15 Facilities Services Showcase.
- The Facilitator will be distributed next week.
- May's Facilities Services Exceptional Team Award will be held this Friday.
- Work on the department's Web page content continues. The new university Web templates will be released June 1. After this launch the new templates, development work will continue. Thank you for your patience while we go through this process.
- The revised Attendance and Essential Personnel policies were posted last week. All Facilities Services policies and procedures can be found [here](#).
- Five UT projects will be submitted to the American School and University Architectural Portfolio magazine this summer – Brenda Lawson/Anderson Training Center, Support Services Building, JIAMS, Student Health, and Temple Hall.
- We are participating in new student orientations this summer.

UTILITIES

Air Conditioning Services:

- Install new compressor in AHU serving the Boathouse.
- Replacing condensing unit in CRC building (forestry products).
- Replace compressor in condensing unit at Environment/Landscape Lab building.
- Begin refurbishing cold room on fourth floor of Walters Life Sciences.

AIR CONDITIONING CONTINUED ON PAGE 3:

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AIR CONDITIONING CONTINUED:

- Replacing reversing valve in A/C unit at Annex B on the farm.
- Repair mini split in IT room at Dougherty Engineering.
- Replace condensing unit at Equity & Diversity.

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 support Steam Plant—Gas line.

- UTFS contract support— New Parking Garage.
- UTFS contract support—New Gibbs.
- UTFS contract support—New Strong Hall.



Where can I find
OIT Staffed Labs?

For individuals and groups

- The Commons, in Hodges Library
- Art & Architecture, Room 345
- Humanities, Room 201/202
- Presidential Court, Room 113A
- **New!** J.D. Tickle, Room 403

We're here to help!

Where can I find other
OIT Supported Computer Areas?

When you need a quiet space

Libraries

- Ag Campus, Pendergrass Library
- Hodges Reference, Room 135
- Grad Lab Hodges, Room 642
- Haslam Music Library

Other Areas

- Career Services, 101 Dunford Hall
- Black Cultural Center, Room 203
- I-House, Room 208

For more information

<http://oit.utk.edu/labs>

Facilities Services Vacancies

Accounting Coordinator I - Requisition ID - 15000000K0

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

 Office of Information Technology