**ADMINISTRATION**

**Special Projects:**
- Archibus: Work continues with our vendor concerning the critical updates to Archibus. NOTE: Archibus Training will resume this month.

**FACILITIES OPERATIONS**

**Building Finishes:**

**Sign Shop:**
- Worked on signage for 2nd floor SMC.
- Working on directory boards for Claxton Education.
- Working on signage for Brenda Lawson Athletic Center.
- Signage for 22nd St Duplex.

**Paint Shop:**
- Painted room 23 at Jessie Harris.
- Painting common areas at Jessie Harris.
- Painting exterior of South College.
- Repaired and painted walls at Brem Animal Science.
- Repaired wall from water damage at Morgan Hall.
- Repaired wall at UT Welcome Center.
- Repaired and painted wall at Min Kao.

**Building Finishes:**
- Repaired Ceiling at McCord Hall.
- Reassemble kennel at Cherokee Farms.
- Removed and replaced ceiling at Andy Holt Tower.
- Repaired brick steps at Torch Bearer.
- Repaired slate flooring at Humanities.
- Tucking pointing at Dabney Buehler.
- Replaced broken pavers at Neyland Stadium Press Box.
- Installed mirror at Lake Ave Day Care.

**Building Services:**

**Arena:**
- Monday, November 3rd: Men’s Basketball Game vs. Pikeville - 7 p.m. at Thompson Boling Arena.
- Friday, November 7th: Volleyball Game vs. Missouri - 7 p.m. at Thompson Boling Arena; TNAQ November Swim Meet from 4 to 7 p.m. at Allan Jones Aquatic Center.
- Saturday, November 8th: Men’s Basketball Game vs. Lenoir Rhine - 7 p.m. at Thompson Boling Arena; TNAQ November Swim Meet from 6 a.m. to 6 p.m. at Allan Jones Aquatic Center.
- Sunday, November 9th: Lady Vols Basketball Game vs. Carson Newman - 2 p.m. at Thompson Boling Arena; TNAQ November Swim Meet from 6 a.m. to 6 p.m. at Allan Jones Aquatic Center.

**Lock & Key Services:**
- Jessie Harris – replace 4th restroom lock.
- Dougherty Engr. – change lock.
- Residence Hall – lock changes.

**ZONE MAINTENANCE**

**Star Team:**
- Buehler 211, 214, 214 A.
- SERF Room 522.
- Dougherty Room 322 b+c.
- Controls at SERF.

**Zone Maintenance Zones:**

**Zone 2:**
- Installing new light fixtures and having the walls painted in the computer lab at Jessie Harris.
- Working on replacing some old Pneumatic valves at Blount Hall.
- Changing out bad tiles at Blount Hall.
- Changing the Aircuity sensors at Senter Hall.
- Assisting roofers as needed at Taylor Law & Hoskins Library.
- We have completed the light upgrade in the stairwell at 11th street parking garage.
- Installing a platform and safety cage around the ladder on the cooling tower at the Conference Center.
Zone 3:
- Worked on lighting over Plumbers Cages at Fleming Warehouse.
- Installed and tested sump pump for elevator sump at HPER.
- Ceiling tile replaced in restroom at Environmental Health and Safety.
- Found problem and ordered parts for repairs at Fleming Warehouse restroom.
- Working to clean and organize the mechanical rooms at HPER.
- Installed and tested exhaust fan at Facilities Services for room 110.
- Removed leaves from Glazer roof.
- Repaired roof leaks at Aquatic.
- Continue to make repairs at frat houses.
- Continue to make repairs at sororities.

Zone 4:
- Greve Hall: Repaired steam trap, replaced broken and stained ceiling tiles, cleaned intake and exhaust vents.
- Dunford Hall: Worked on air conditioning unit, calibrated thermostats.
- Henson Hall: Assisted plumbers with steam radiators.
- Hodges Library: Installed motion sensor switch in room 130, changed belts on A/H west number one, painted ceiling tiles. Locating and logging all equipment for Archibus.
- Melrose: Cleaned up loading dock area.

Zone 5:
- Cleaning overhead lights on plaza at elevators.
- Getting equipment and room numbers for Archibus.
- Escorted Environmental Health and Safety through Haslam building.
- Working with Electric Shop on lighting sequence in Haslam.
- Addressing air noise problem 2nd floor SMC (office).
- General maintenance.

Zone 8:
- We are working on our heating systems. Some of our two pipe systems are coming on line due to the cold weather.
- Greenhouses are getting steam turned on to protect their plants and experiments.
- Jonathan Hutsell and Curtis Fuller are repairing guttering and Par Source Greenhouse lighting. The lights are used a lot more during the colder months.
- Work has begun at the University Ave Buildings. RRT team has started work on the furniture. Furniture will be moved while the renovation is underway.
- JIAMS Research Building phase one is moving at a rapid pace. New equipment is being installed almost daily.
- Our team works daily on preventive maintenance issues. We like to keep our area in good condition. This helps to posture a positive atmosphere for all involved.

Zone 9:
- Humanities: Work on automatic sinks in bathrooms and working on window latches.
- Communications and Andy Holt Tower: Working on heat issues.
- Clarence Brown Theatre: Assisting contractors in draining building chill and heating water.
- Music: working on heating issues.
- General Building Maintenance.

COMMUNICATIONS

Information Services:
- Working on SCUP program.
- Slowly moving users to Office 2014.
- Transferring User and Department files to OIT servers.
- Working on Teletime payroll machine upgrade.

Communications:
- The UT Employee Engagement Survey begins TODAY (11/3/14).
  You should have received an email invitation to take the survey today (11/3/14). Our department will also have hard copies available - stay tuned for upcoming dates and times to fill out a hard copy of the survey.
- Campus Chest has been extended to November 7. More information can be found at campuschest.utk.edu or with Brooke in Room 203 or Beth in Room 208. Hard copy of donation forms can be found and turned into Brooke and Beth.
We continue to plan the Facilities Services Holiday Party. This year the party will be held at the TN Terrace on Wednesday, December 17th. Stay tuned for more details!

Working on our department’s APPA Facilities Performance Indicators Survey.

We are currently working on updating our department’s Staff Directory, including up-to-date contact phone numbers.

We are working on the baseline survey report.

Working with Information Services in the beginning phases of our department’s Web site update.

Departmental and campus-wide policies are being edited and reformatted.

We are working closely with Media Relations to promote Facilities Services-Campus Wide projects that are taking place and in the planning stages.

The Facilitator will be distributed later this month—if you would like a specific item mentioned in the newsletter, please contact Brooke in Room 203 at bstev14@utk.edu.

Reminder: You can always nominate someone in our department for Employee of the Month at fs.utk.edu.

Coats for the Cold donations can be dropped off with Brooke in Facilities Room 203. See the last page of this newsletter for more information about the program.

The Office of Sustainability recently returned from Portland, OR where they attended the AASHE Conference (Association for the Advancement of Sustainability in Higher Education), with nine students and four staff, totaling 13 people. This was the biggest contingency from the SEC, beating Florida Univ., who came in second with 11 overall. The students were funded by the “Green Fee” and will report on their experiences by submitting a presentation and paper to the Office of Sustainability, with ways to increase sustainability across campus and within Knoxville.

Replace water source heat pump unit at Middlebrook Pike Building.

Repair heat exchanger at Humanities.

Swap dormitories over from air conditioning to heat.

Installing new fan coil unit in Room 210 Morgan Hall.

Install new reach-in refrigerator in Art & Architecture building.

Install new reach-in freezer and refrigerator at University Center.

Install new oil cooler on McQuay Chiller at Claxton Chiller House.

Repair floor drain in Reese Hall.

Install water fountain in waters life.

Repair water main at Intermural fields.

Repair and unstop Women’s restroom at University Center.

Repair water fountain at Jessie Harris.

Repair Condensate Pumps at Law Library.

Weld condensate line for test at Hoskins.

Repair steam leak at Facilities Building.

Test and cap lines at Henson.

Assist with turning heat on to building.

Repair water leak at Carrick.

Repair Faucet at Humanities.

Replace sink Faucet at Welcome Center.

Repair and install Handrails.

Fabricate safety rail for cooling tower.

We produced 2,654,281 pounds of steam Friday and had 70,915 gallons of make-up water.

The heat has been turned on in all dorms.

The contractor continues to work hard in getting the new gas boiler ready.

We burned 80.5 tons of coal on Friday.

### Utilities

**Air Conditioning Services:**

- Replace water source heat pump unit at Middlebrook Pike Building.

**Plumbing & Heating Services:**

- Repair floor drain in Reese Hall.
- Install water fountain in waters life.
- Repair water main at Intermural fields.
- Repair and unstop Women’s restroom at University Center.
- Repair water fountain at Jessie Harris.
- Repair Condensate Pumps at Law Library.
- Weld condensate line for test at Hoskins.
- Repair steam leak at Facilities Building.
- Test and cap lines at Henson.
- Assist with turning heat on to building.
- Repair water leak at Carrick.
- Repair Faucet at Humanities.
- Replace sink Faucet at Welcome Center.
- Repair and install Handrails.
- Fabricate safety rail for cooling tower.

### Steam Plant

- We produced 2,654,281 pounds of steam Friday and had 70,915 gallons of make-up water.
- The heat has been turned on in all dorms.
- The contractor continues to work hard in getting the new gas boiler ready.
- We burned 80.5 tons of coal on Friday.

### Design Services

**Project Management:**

**Master Planning:**

- Utilities Master Plan.
- Hill Master Plan.

PROJECT MANAGEMENT CONTINUED ON PAGE 4
PROJECT MANAGEMENT CONTINUED:

Programming:
- The new Engineering Services buildings.

Schematic Design:
- University Ave. buildings.
- Austin Peay handicap ramp.
- Baseball Stadium pressbox.
- The West Campus Redevelopment.

Construction Documents:
- The new residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively.
- The new Support Services Building on Sutherland (ER4).
- 13th & Cumberland lab building.
- The new classroom/laboratory building planned for the Strong Hall site.

Construction Administration:
- Henson Hall interior renovation.
- New classroom/laboratory building planned for the Strong Hall site.
- New University Center (Phase 1).
- New Support Services Building on Sutherland (ER1).
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively.
- Volleyball Practice Facility.
- JIAMS Building.

Landscape Response Team:
- Ayres Hall North Slope / West Connector project: ADA ramp construction on North Plaza. East side ramp is now open. Beginning work on west side.
- East Edge Campus Improvement Project (Second Creek) moving into CD phase (blue phone and wifi coordination).
- Supervising the new Strong Hall’s site development and tree protection.
- Updating the Campus Landscape Vision and Site Standards.
- Preparing bid documents for TREC landscape installation.
- Torchbearer Plaza schematic design review.
- Plant selection for Ayres Hall North Slope and the “Blueberry Falls” portion of the Student Union project.

CONSTRUCTION SERVICES

Construction:
Current Projects (In-House):
- Racheff Research- New sidewalk needs to connect to new building entry.
- Austin Peay- Make improvements for ADA route.
- Art and Architecture- Studio electrical renovations all 3rd and 4th floor studios.
- Art and Architecture- Replacement or upgrade of card swipes on 2nd floor, 1st floor, and add to administrative office, room 224.
- Art and Architecture- New electrical panel and add several drop down outlets from ceiling.
- Humanities- Replace steps and ADA ramp for lot 9 at South end of building.
- Blount Hall- Install glass doors on ground floor.
- Hodges Library- Purchase and install cameras in other areas in Library.
- HPER- Renovations to room 135 to accommodate teaching and laboratory.
- Haslam Business- Construct wall from floor to ceiling in room 607.
- South and East Stadium- Assist with construction of new AT&T shelter.
- Communications- WUOT wants to remove equipment in auxiliary broadcast site at channel 10, this is to install new transmitter equipment.
- Conference Center- Soundproof room 208 for Psychological Clinic.
- Andy Holt Apartments- Install 3 swings in front of building.
- Vol-Shop at the Commons- Install security system.
- Dabney hall- add automatic door opener 4th floor.
- Stokely Management 7th floor lounge renovation.

CONSTRUCTION CONTINUED ON PAGE 5
CONSTRUCTION CONTINUED:

- Stokely Management 2nd floor lounge renovation.
- Haslam College Of Business etching over Volunteer Entrance and pedestrian walkway.
- Austin Peay Systems Improvements (Second Floor Renovations) - bid awarded to GEM Technologies, had pre-construction meeting.
- Cumberland and seventeenth- working on punch list.
- Austin Peay ADA route working on ADA railing.
- 525 Gay ST - Completing renovations for Architecture Dept.
- 607 Haslam - Constructing new conference room with kiosk

Construction Management:

Current Projects (Bid Projects):
- Henson Hall - Renovations to building.
- Neyland Stadium - DAS installation throughout stadium.
- Thompson-Boling arena - DAS installation throughout arena.
- 11th Street Garage - Installation of solar panel, charging stations, connect to Min Koa building for experiments.
- Dougherty Engineering - Unit Ops on 1st floor.
- Dougherty Engineering - Unit Ops on entire 6th floor.
- Dougherty Engineering - Lab renovation on 3rd floor.
- Campus Roofs - 16 roofs either working or scheduling to start.

Estimating:
- Hess Hall - converting dorm rooms into offices.
- South College-renovating room 107 for faculty office and graduate research assistant work space.
- Dunford Hall - renovations for Disability Services moving into space.
- Haslam Business Building-adding receptacles in atrium area.
- SMC - Estimating for additional outlets for vending machines.
- SMC - 3rd Floor Kitchen (additional outlets).

Today you received the first e-mail invitation to participate in UT’s statewide 2014 Employee Engagement Survey.

We hope you will take a few moments to take the survey and share your thoughts about how we can make our campus an even better place to work. Every employee plays a role in carrying out UT’s mission as the state’s flagship university.

In addition to the online version of the survey, Human Resources will hold four sessions where hard copies of the survey will be made available to Facilities Services team members.

The sessions will be held the week of November 10th - two in Conference Room 108 and two at the Steam Plant. Refreshments will be served at each of the survey sessions. (Confirmed dates and times will be announced this week.) The online version will be available until Nov. 21.

Whether you take it online or fill out a hard copy, the survey is confidential and will take about 20 minutes to complete.

HR staff members will lead the survey sessions to collect all paper copies directly from employees. After each employee finishes the survey, they are asked to place and seal their survey in an individual envelope, and are then asked to sign across the sealed part of the envelope before turning it in. HR will then send the surveys directly to ModernThink, a third party vendor and the university’s survey partner.

ModernThink assigns every eligible UT employee a unique ID. Later this fall, ModernThink will provide UT with the survey results in a form that ensures employee anonymity.

A strong participation rate will ensure that the university will receive the broadest spectrum of insights from our staff.

We hope you will take the time to complete the survey online or during one of our sessions. We appreciate your help with this important initiative.

For more information about the survey, go to http://yourvoice.tennessee.edu. If you have technical problems with the online survey, contact ModernThink’s help desk at 888-684-4658 or surveys@modernthink.net.

For more information about the survey sessions provided at Facilities Services, contact Brooke in Room 203 at bsteve14@utk.edu.
Stormwater Public Meeting

The Public Meeting to review the Annual Stormwater Management report will be Thursday Nov 6th from 2-4 in Conference Room 108.

This meeting gives the campus community an opportunity to ask questions or provide comments regarding the Stormwater Management Annual Report.

The annual report can be found at: http://fs.utk.edu/stormwater/.

Facilities Services Vacancies

Geographical Information Systems Coordinator (Project Coordinator) - Requisition ID - 140000015T

Custodial Foreman (Building Svrs Supervisor I) - Requisition ID - 140000015R

Construction Coordinator - Requisition ID - 140000015I

Custodian I (Building Service Aide I) - Requisition ID - 140000011W

Recycling Truck Driver I (Two Positions) - Requisition ID - 14000000GL

Heavy Equip Supervisor - Requisition ID - 140000011J

Asst Gen Mnt Skill Craft Wkr - Steam Plant - Requisition ID - 140000010W

Painter I (Three Positions) - Requisition ID - 14000000YW

Line Installer I - Requisition ID - 14000000XI

Training Specialist - Facilities Services - Requisition ID - 14000000W4