Facilities Services Weekly

November 7, 2016

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

ADMINISTRATION

Special Projects:
- Working with unit PM Coordinators regarding equipment inventory, PM creation and entry of these into Archibus.
- Verifying building equipment previously uploaded into Archibus.
- TNAPPA 2017 preparations.

REMINDERS:
- Please clear cache every morning. OIT is pushing out updates and when you use the clear cache icon, it updates Archibus with the most recent updates.
- If you do not have a clear cache icon for Chrome, please contact Jim McCarter at jvm@utk.edu or Veronica Huff at vhuff@utk.edu.
- Please 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:
- Signs for Parking Services.
- Signs for TREC.
- Worked on Wayfinding signs.
- Various name plates.

Paint Shop:
- Worked on Hesler Biology.
- Worked on exterior windows at South College.
- Worked on light fixtures for TREC.

Building Finishes:
- Installed several items at Greve Hall.
- Installed pictures at Hearing & Speech.
- Installed shelving unit at College of Nursing.
- Repaired brick column at Natalie Haslam Music Building.
- Installed a plexi glass banner at Hearing & Speech.
- Installed bathroom utensils at Dougherty Engineering Building.
- Installed banners at Cumberland Ave. Vol Shop.
- Worked on Wayfinding Building Signs.

Building Services:

Custodial:
- Brian Gard, Director of Emergency Management, conducted “Active Shooter” training sessions for all second and third shift employees.

Lock & Key Services:
- Temple Hall – install locks – rekey.
- Min Kao – rekey suite sixth floor.
- Min Kao – replace lock – door handle broke.
- 1824 Fraternity Park – rekey room.
- Science & Engineering – install locks.
- Hodges Library – order replacement combo lock.
- Stokely Family Residence Hall – setting up cores.
- University Housing – many recores and repairs.

Rapid Response Team:
- Moves at Dunford Hall, Greve Hall, Johnson Animal Research, and Haslam Business Building.
- Events at Art & Architecture, Bailey Education Building, HPER, Tyson Alumni Center, Humanities, Thompson Boling Arena and for Football at Neyland Stadium.
- Addressing all other work requests we receive during the week.

UT Recycling:

Totals for the week of October 30 through November 5 (excluding game day):
- Bottles/Cans: 12,950 pounds; 6.5 tons.
- Paper: 9,300 pounds; 4.7 tons.
- Cardboard: 21,680 pounds; 10.8 tons.
- Manure: 10,800 pounds; 5.4 tons.
- Compost: 20,933 pounds; 10.5 tons.
- Weekly Totals: 75,663 pounds; 37.8 tons.

Running Fiscal Year 2017 Totals:
- Bottles/Cans: 175,110 pounds; 87.56 tons.
- Paper: 236,180 pounds; 118.09 tons.
- Cardboard: 306,109 pounds; 153.06 tons.
- Manure: 180,400 pounds; 90.20 tons.
- Compost: 238,693 pounds; 119.35 tons.
- Fiscal Year Totals: 1,136,492 pounds; 568.25 tons.

UT Recycling continued on page 2
Weekly Activities:

- Last week our team helped make the College of Engineering naming event zero waste and they tabled on Pedestrian Walk-Way to interact with students and recruit volunteers.
- Check out page seven of this newsletter for helpful reminders about recycling at the Facilities Services Complex.

ZONE MAINTENANCE

Zone 1:
- Keeping buildings in order for safety inspection by housing.
- Still cleaning out Humes and getting it ready to close.
- Reese will close but we will be using it for summer conferences.
- With it starting to get cold the heat will be turned on in housing.
- We have had two leaks in the carricks this past week that Plumbing Services had to fix and did a fine job with what little time and space they had to do it in.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Austin Peay lighting project.
- Walters Life Sciences filter replacement.
- Alumni 207 cooling issues.
- Earth & Planetary Science getting ready for heating season.

Zone 8:
- Our Zone will continue to catalog our parts and equipment for entry into Archibus.
- Many of our buildings continue to gather leaves on the roofs and in guttering. We will be working to keep them clean.
- We have almost completed our inspection of our heat converters and plan to wrap that up this week.
- One Call will continue working on exterior lighting and responding to our customers' needs.
- Our work in Central Greenhouse is nearly complete. We have a few pumps and exhaust motors to check and it will be back in full operation.

Zone 11:
- At Neyland Stadium preparing for Tennessee Tech football game and homecoming.
- At Thornton Athletic Center worked on leaking toilets, and checked and replaced light as needed.
- At Allan Jones Aquatic Center checked and maintained pools.
- At Football Complex checked and maintained pools, power washed pools, and checked and replaced lights as needed.
- At Baseball checked and repaired lights as needed, and checked and replaced filters as needed.
- At Parking Services repaired leaking toilets, and checked replaced lights as needed.
- General building maintenance taking place throughout zone.

COMMUNICATIONS

IT Support & Maintenance:
- Setup computers for Zone Maintenance.
- Worked on Self Classification of UT computers.

Office of Sustainability:
- The Office of Sustainability is working with the Committee for the Campus Environment to put together a new draft of the Climate Action Plan. They hope to have the draft ready for public comment at the start of the 2017-2018 academic year.
- The Office of Sustainability is looking into drones to investigate thermal leaks on rooftops by exploring different companies and services, as well as working UT Police to ensure compliance.
- The Office of Sustainability is also contributing to the Facilities Services Annual Report for FY 16.
- The Office of Sustainability visited with a Geography Course this week to talk to the students about the Green Fee and the opportunities to get involved in sustainability on campus, as well as sit in on the presentation of their photo essays on human impact on the environment.

SUSTAINABILITY CONTINUED ON PAGE 3
The Office of Sustainability, working with students from an Environmental Ethics class, tabled along Ped Walkway this week three times to encourage students to participate in the Mug Project survey (which can be found online at http://tiny.utk.edu/mugsurvey - those who participate can be entered for a chance to win an ENO Hammock).

Communications & Public Relations:

- Last week we completed our subunit annual review document.
- We are working on a Vol Vision benchmark documents for the Finance & Administration Division.
- We are working on a transition document for the incoming Chancellor.
- Help us to nominate our next employee of the month at: fs.utk.edu/announcements/DeptAwards.html.
- We are working on several fs.utk.edu web page updates for different subunits.
- Customer Satisfaction Surveys have gone out to campus. Once all surveys are collected in mid-November the Communications & PR subunit will create a report for the department.
- Communications & PR is working with UT Video & Photography to create a five minute video showcasing the achievements of our department.
- We are reformatting and updating the department’s Emergency Response Plan.
- We are scheduling TNAPPA committee meetings as planning continues.
- Updates were made to the TNAPPA website.
- Brooke Krempa will serve on the executive committee for the Big Orange Family Campaign again next year.
- Various announcements have been distributed.
- Please check your email for a map of our new building’s conference rooms and instructions on how to add these rooms to your calendar.
- We are working on the emergency contact list for campus buildings.
- The online staff directory has been updated. This week we will add a printer-friendly version to the website.
- If you have any information you would like included in the bi-monthly newsletter, please contact Brooke at bsteve14@utk.edu.

Holiday Party planning continues. This year’s party will be held in the TN Terrace at noon December 13. Look for more details as the event nears.

- We have begun this year’s 450 question APPA FPI Survey. This survey will be completed by December 12.
- Updates are being made to the layout of our service guide.
- TNAPPA 2017 Conference planning continues. Contact Brooke with any planning questions at 214-7662 or bsteve14@utk.edu.
- We are working on rebranding our Facilities Services Department bus.
- We created an updated web map in preparation of the migration to WordPress.
- 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.

UTILITY

Air Conditioning Services:

- Rebuild #2 primary chilled water pump at JIAMS building.
- Rebuild condenser water pump for chiller #1 at SMC.
- Rebuild heating water pump #1 at SMC.
- Repair/replace purge unit on chiller #2 at Communication Chiller Building.
- Perform repairs to heat pump unit at Boathouse.
- Completed replacement installation of new heat pump unit at Hopecote.
- Replaced cracked air receiver tank for control air compressor at Blount Hall.
- Installed new replacement control air compressor at Collage of Nursing Building.
- Repaired two growth chambers at Hesler Biology Building/EGC B005 - replaced fan cycle switch.
- EGC B006 - found and repaired a leak in the refrigerant line, re-charged the system and returned to service.

Electrical Services:

- UTFS Security system Upgrade Contract support— Campus Wide.
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.

ELECTRICAL SERVICES CONTINUED ON PAGE 4
**Facilities Services Weekly**

November 7, 2016

**ELECTRICAL SERVICES CONTINUED:**

- UTFS Fall Events.
- UTFS Outdoor Lighting Systems.
- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS Support – Laurel Substation Phase II.
- UTFS ES Kentucky Football game.
- UTFS HV – Preparation for NEW GIS 15KV Swg, Old Substation.

**Plumbing & Heating Services:**

- Crews have been replacing a sewer line at Panda Express.
- Replacing water fountains at the Vet school.
- Installing new hand wash sinks at the Conference Center Building.
- Fire hydrant testing across campus.
- At Jessie Harris the main drain was stopped up.
- Crews have been at SMC and welded in a new valve for building heat.
- At Neyland Stadium gate 15 repaired condensate pump.
- Pumped and repaired steam leaks in man holes campus wide.
- Installing a new water feed for the irrigation at Clement Hall.
- Installing a new steam line vent on a press at TANDEC.
- Unstopped sinks Natalie Haslam Music Building.
- Repaired a water feed line at Clarence Brown Theatre.
- Repairing and replacing handrails campus wide.

**Steam Plant:**

- Worked on implementing Scada with new KUB gas meters.
- Worked on brine tank level controls.
- Worked removing old conduit in basement.
- Ran new conduit and mounted new local disconnects for new air compressor.
- Worked on daily and monthly reports.
- Painted walls and ceiling in basement.
- Pressure washed basement floor prepping for sealing concrete.
- Ran new conduit for installing mag flow meter.
- Replaced expansion line on condensate pumps.
- Test ran 2MW generator.
- Worked on running new conduit for UPS.

**CONSTRUCTION SERVICES**

**Campus Projects:**

- Andy Holt Tower: Paint and carpet P226; Paint P205 and P211.
- Austin Peay: Mounting monitor fourth floor; Carpet 215C.
- Ayres Hall: Landscape furniture addition 327.
- Baker Center: Remove cabinets, new paint and carpet 209.
- Campus: Annual maintenance on the Torchbearer and Europa/Bull; KUB and Fire Alarms for re-transmission system; Strong Bridge restoration (staining); Evaluate parking garages; Replace fencing C-20 Parking Lot.
- Classrooms: More classroom renovations scheduled for winter break.
- Claxton: Carpet 431.
- Clement Hall: New landscaping and site improvements.
- Communications: Replace sink, counters and cabinets 337; Sign 293; Install new door 476.
- Conference Center: Repair stairway walls; Restroom renovation; Paint, chair rail and/or blinds 323, suites 112 and 115, 302, 312, 313, 317, 322, 432.
- Dabney-Buehler: Paint 319.
- Dougherty Engineering: Several room renovations on the 2nd and 3rd floors.
- Dunford Hall: New entrance canopy and corridor at east end.
- Equity and Diversity; Window repair, painting and carpet 209.
- Early Learning Center: Replace sink (Lake Ave).
- Ferris Hall: Install Hall of Fame display in foyer 414; electric circuit, data and installation for monitor.
- Food Safety: Remove cabinets 115, Remove fume hood 10.
- Greve Hall: Door access controls on fifth floor; Painting 6th floor areas; Paint 520.
- Goodfriend Tennis; Install HVAC in lobby office.
- Haslam Business: Electric circuits and mounting monitors (several locations); Install door 406; Renovate 406 into a studio; Engineering for Classroom Scheduling System; rework entrance to kitchen 501.

**CONSTRUCTION SERVICES CONTINUED ON PAGE 5**
CONSTRUCTION CONTINUED:

- Hesler Biology: Concrete work and drains in greenhouses; Carpet 527; Door controls on Greenhouse doors.
- Hodges Library: Replace cabinet in POD Market; Floor receptacles and paint 121.
- HPER: Resurface tennis courts and light demo; Paint 31D and 378.
- Intramural Fields: Install concrete in three grass circle areas.
- International House: Paint 215 and 206.
- Jessie Harris: Painting and cleaning several rooms; Sidewalk and step repairs.
- JIAMS: Additional electrical service for several labs; Disconnect & reconnect equipment associated with moving.
- Kingston Pike: Preliminary raceways programming.
- Law Complex: Renovations for faculty offices.
- Lindsey Nelson Stadium: Door controls on weight room.
- McCord Hall: Electric for several rooms; VCT flooring in suite 201.
- Middlebrook: Offices and room renovations 119.
- Min Kao: Finish room 101A; Door holders on corridor doors 699H.
- Morgan Hall: Complete Fire Alarm System.
- Nielsen Physics: Renovate space to 6th floor GTA offices and Lounge Area; Replace windows in machine shop.
- Presidential Court: Clean windows; Outlet for coffee brewer.
- Senter Hall: Concrete and drains in greenhouse; Renovations to 12 for new equipment.
- SERF: New swipe card access 522; Electric for new equipment 338; New door and frame 208; Water line to equipment 204.
- Sigma Epsilon: Repair flooring.
- SMC: Paint and/or carpet 252, 420, 424, 434, 438, 440, 5th floor, restrooms; Electric for monitor 406.
- Student Services: New ceiling 105.
- Student Union: New flooring in south stairway.
- Temple Hall: Convert 108 and 115 to research space; Modify 112 restroom.
- Tickle Engineering: Ventilation for 109C.
- TREC: Painting and flooring replacement; Raise ceiling in lower fitness area.
- Tyson House: Add receptacles and wall sconces in 106.
- UT Police Dept.: Renovate communications area.
- Volunteer Hall: Add electric to fire panel; Controls on security gates P5.
FACILITIES SERVICES VACANCIES

2nd Shift Custodian (Building Service Aide I) - Requisition ID - 1600000018P
Landscape Serv Foreman - Requisition ID - 1600000011IW
Locksmith Specialist I - Requisition ID - 160000001IT
Maintenance Specialist I (5 Positions) - Requisition ID - 160000001HZ
Landscape Aide I (3 Positions) - Requisition ID - 160000001H4
Plumbing & Heating Sp I - RequisitionID-1600000000Y4
Welder II - Requisition ID - 1500000000Y4
Electrician I - FS Construction - Requisition ID - 1600000001DD
Sr Plumb & Heating Sp I - Requisition ID - 160000001CC
Line Installer I (Two Positions) - Requisition ID - 160000000M2
Recycling Truck Driver I - Requisition ID - 160000001C8
Asst Bldg Srvs Foreman (5 Positions) - Requisition ID - 16000000139
SR A/C Specialist I - Requisition ID - 160000001BT
Heavy Duty Mechanic I - Air Conditioning Services - Requisition ID - 160000001BG
Air Conditioning Spec I (2nd Shift Position) - Requisition ID - 1600000018Q
Painter I (Two Positions) - Requisition ID - 160000000ZY
3rd Shift Custodian (Building Services Aide I) - Requisition ID - 1500000010E
Steam Plant Supervisor - Requisition ID - 1600000000R9
Air Conditioning Spec I (Two Positions) - Requisition ID - 1600000000EB
Temporary Assistant Carpenter (Carpenter Assistant II) - Requisition ID - 1600000000DT
Part-time Temporary Custodian (Building Services Aide I) - Requisition ID - 1600000000DU
Two Temporary Assistant Painters - Requisition ID - 1600000000CR
Landscaping Aide I Seasonal temporary work - Requisition ID - 1500000005B

EHS SAFETY CORNER

Why Do Forklifts Have Seatbelts?
The sole purpose of seatbelt use on a forklift is not for front-end collisions like they are for automobiles. They are to keep forklift drivers in the cockpit (whether they want to or not). The number one cause of counterbalanced forklift operators going to the morgue instead of home to supper with their families is tip-over accidents. On average 50 people lose their lives each year working on, or around forklifts, and are involved in a tip-over accidents. Engineering, accident statistics, eye-witness, and first-hand accounts tell us that if an operator stays inside the overhead guard area in the seat of the truck, his or her chances of survival (or at least reducing the severity of injury) increase dramatically.
The seat belt is first and foremost designed to keep you in the seat in case of tip-over. Normal human behavior says “jump” when the forklift starts to tip. In that split second needed to make a decision, two things motivate you in the wrong direction. First, momentum is throwing you to the low side of the machine (direction of tip). Secondly, in your mind, ground means safety, and the ground is closest on the low side (direction of tip). The problem is you can’t get away from the machine fast enough, and the overhead guard crushes you at the head, neck, shoulders, or chest.
Furthermore, you need to keep your hands and feet inside the confines of the forklift and overhead guard. Humans have another peculiar habit: as the machine tips, we stick our arms and legs out toward the direction of the tip as if to magically stop the 9,000 lb forklift from tipping over – doesn’t work unless you are Superman with a capital “S” on your chest.
To survive a tip-over accident, do the following:
1. Put on the seat belt every time you operate a truck. Adjust the seatbelt as needed.
2. Push hard against the steering wheel and brace your feet firmly into the floorboard on the machine, which will firmly plant you in the seat.
3. Place both hands on the steering wheel, lean forward, and use the steering wheel as upper body support.
4. Always lean away from the point of impact.
**5 WAYS TO MAKE ORANGE GREEN**

### PLEASE EMPTY AND SORT YOUR TINY TRASH AND RECYCLING AT DISPOSAL STATIONS (LOCATED AROUND OFFICES)

#### PAPER

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<td>Newspaper</td>
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<td>Mail (Plastic Windows OK)</td>
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<td>File &amp; hanging folders</td>
<td>Food containers</td>
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<td>Hardback books</td>
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#### PLASTIC

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#### CARDBOARD

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<td>Paper packing materials</td>
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*Please compost paper towels*

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**FACILITIES SERVICES COMPLEX**
5 WAYS TO MAKE ORANGE GREEN

PLEASE EMPTY AND SORT YOUR TINY TRASH AND RECYCLING AT DISPOSAL STATIONS (LOCATED AROUND OFFICES)

CANS

YES
STEEL “TIN” CANS
ALUMINUM CANS

NO
ALUMINUM FOIL
ALUMINUM PLATES
ALUMINUM TRAYS

GLASS

YES
GLASS BOTTLES
GLASS JARS

NO
LAB GLASS
SHEET GLASS
WINDOWS
CERAMIC DISH WARE
PYREX

QUESTIONS?

CALL
865.974.3480

EMAIL
RECYCLE@UTK.EDU

WEBSITE
RECYCLE.UTK.EDU

PUBLIC DROP OFF

For all other recycling and bulky items, visit the Public Dropoff at:

DOCK 24 OF THE FACILITIES WAREHOUSE,
2121 STEPHENSON DR.
Congratulations to our October Employee of the Month Ashley Savage Gilliam!

Please 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 with Brooke Krempa.

All Facilities Services Employees are eligible for the Employee of the Month Award after one month of service 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.