Facilities Services Weekly

November 10, 2014

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

Congratulations to Tommy Oakley - The Facilities Services October Employee of the Month!
Nominate another hard-working member of our team at fs.utk.edu

YOUR VOICE. YOUR UT.

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

In addition to the online version, hard copies of the survey will be made available to Facilities Services employees during four survey sessions held by Human Resources at Facilities Services.

Refreshments will be served at each of the survey sessions. Times are scheduled as follows:

**Wednesday, November 12th**
Facilities Services Conference Room 108
6:00am-8:30am
4:00pm-6:00pm

**Thursday, November 13th**
Steam Plant
7:00am-9:00am
4:00pm-5:00pm

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 before turning it in. HR will then send the surveys directly to ModernThink, a third party vendor and the university’s survey partner.

If you utilize the paper ballot, you will continue to receive a weekly email message from ModernThink reminding you to complete the survey. If you are unable to attend a scheduled session and would still like to utilize a paper ballot, please request a ballot from Brooke Krempa and return it in a sealable envelope to HR via internal mail or drop off in person in the Recruitment Lobby at the UT Conference Center Building, by November 21st.

For more information about the survey, go to http://yourvoice.tennessee.edu.

For more information about the survey sessions provided at Facilities Services, contact Brooke in Room 203 at bstevle14@utk.edu.

ADMINISTRATION

Special Projects:

- Archibus: Work continues with our vendor concerning the critical updates to Archibus. NOTE: Archibus Training will be resuming this month.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:
- Changed room number at HPER building.
- Replaced damaged stop sign at Cherokee Farms.
- Installed street sign at Par Summit & Andy Holt.
- Installed new signage on 2nd floor at SMC.

Paint Shop:
- Repairing ceiling at 1817 Melrose.
- Repairing ceiling & wall at Ferris Hall.
- Working on ceilings at McCord Hall.
- Working on exterior painting at South College.
- Painting common areas at Jessie Harris.
- Refinished wooden chairs for room 103 Facilities.

Building Finishes:
- Repaired roof at White Ave. Early Learning Center.
- Repaired floor at Clarence Brown Theater.
- Made door for UT Welcome Center.
- Working on tuck pointing at Dabney Buehler.
- Repaired fence at Presidential Court.
- Installed tile in rm. 23 at Jessie Harris.
- Installed sheet rock on ceiling at 1817 Melrose.

Building Services:

Arena:
- Monday, November 10th: High School Jamboree.
- Tuesday, November 11th: High School Jamboree.
Friday, November 14th: Lady Vols Basketball game vs. Penn. at 7 p.m.
Saturday, November 15th: Football game vs. Kentucky at 4 p.m.

Alpha Chi Omega – Lock changes.
1832 Fraternity Park. – Lock changes, remove combo lock.
Dougherty Engineering – Lock changes.


Our team is preparing the for the cold weather, checking to ensure everything is in working order.
Thanks to the Plumbing Shop’s rerouting of the steam line, the children at the White Ave. Daycare are staying warm.
General building maintenance.

Zone 3:
Making Fraternity house repairs.
Correcting Sorority house issues.
Preparing buildings for cold weather.
Changing filters in AHU’s at auxiliary services.
Replaced commode in restroom at Fleming Warehouse.
Repairs broken window, killed wasps and sealed holes at English Language Institute.
Doing some cross training.
Continuing to set up shops, mechanical rooms, clean and organize.
Regular inspections and repairs.

Zone 4:
Melrose: changed steam traps and shut off valves on steam radiators in rooms E105 and E106.
Dunford: valve on steam to building also worked on radiators.
Hodges Library: rehung bathroom stall door in men’s restroom on six floor, replaced broken stall latch in women’s restroom on third floor.
Greve Hall: assisted the plumbers with steam problems on first floor also rebuilt a steam leslie for future use.

Zone 5:
Turned steam on for our winter heating.
Rebuilt Leslie water heater in Bailey building.
Assisted air conditioning services in replacing electric motor on air compressor.
Assisting with Archibus.
New employee in training. Welcome Ray Loveday.
General maintenance.

Zone 8:
University Avenue Buildings are in the works. The furniture is being moved out to renovate.
Our team focus this week is on our restrooms. We are addressing issues with flush valves and faucets.
We are keeping our roofs cleaned off. Leaves are literally everywhere. With winter approaching we want to make sure our roof drains are clear.

Many of our team members are still working on FEMA training.

Heat is on in all of our buildings. We are monitoring temperature to try and keep customers comfortable.

The New Facilities Building looks a lot different now. The metal siding has been removed.

JIAMS Building stage one is moving closer to completion.

We are working on Archibus training. Equipment data and work request material are being entered into the new system.

Being proactive in our work gives our team time to react when we need too.

In C.B.T assisting contractor in completing renovation.

Assisting fire marshal in inspections in C.B.T.

In Music, working on heating problems, also working on exhaust fans.

In Art & Architecture changing lights, also working on heat problems.

General building maintenance in zone.

We are working on lights, ballast, restrooms, at Neyland Stadium in preparation for the next home game against Kentucky.

Worked and completed winterizing Regal Soccer Stadium.

Had a work through at Joan Cronan Volleyball Facility on plumbing and electrical. We also did general building maintenance at Sherri Lee Softball Stadium.

At Neyland Thompson, Brenda Lawson, and Anderson Training center we worked on general maintenance for recruits and visitors.

General maintenance at Thornton Athletic, Lindsay Nelson, and Goodfriend Tennis center.

Alan Jones preparing for next swim meet this coming weekend.

**COMMUNICATIONS**

Information Services:

- Working on 2015 Staff Computer Upgrade Program.
- Brock is creating IT Support Annual Review for 2014.

- Working to transfer Facilities Services Servers to OIT. (User folders have been transferred, Department folders are next.)
- Working with KRONOS and OIT to setup new TeleTime Server.
- Serving on Truck Driver, Landscape Manager and GIS Coordinator Hiring Committees.

Training:

- Supervisor’s Toolkit conference ended on Friday November 7th.
- 33 Facilities supervisors from different universities, colleges, and high schools around the country attended the Supervisor’s Toolkit including nine of our own supervisors. They are Mike Duncan, Rick Johnson, Rebecca Saylor, Wayne Stalans, Rob Frick, Bill Hutchins, Ken Wolfenbarger, Joel Rummage, Radovan Psar.
- The search is on the way for a Training Specialist to join our team.
- Archibus training will resume this week. Please check your emails for training dates and times.
- Facilities Services University set to kick off in December 2014.

Communications:

- **Four Employee Engagement Survey Sessions will be held this week:**
  - **Wednesday November 12:**
    - Facilities Services Conference Room 108
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    - 4 p.m. to 6 p.m.
  - **Thursday, November 13:**
    - Steam Plant
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*For more info about the sessions, contact Brooke in Room 203 at bsteeve14@utk.edu or 214-7662.*

- Congratulations to Tommy Oakley, the Facilities Services October Employee of the Month!
- Thank you to those who have already donated coats to the UT College of Social Work Phi Alpha Honor Society Coats for the Cold campaign. We will be collecting coats in Facilities Room 203 until this Friday, November 14.
Work continues on our department’s APPA Facilities Performance Indicators Survey. We currently have nine of the 15 survey sections complete.

We continue to plan the Facilities Service Holiday Party. This year the party will be held at the TN Terrace on Wednesday, December 17th. Stay tuned for more details.

We are working on the beginning phases of the Facilities Web site update.

We are still working to completely update our department's Web site directory. If you have not already done so, please contact Brooke with your up-to-date office contact information at bsteve14@utk.edu.

REMINDER: You can always nominate a deserving member of our team for Employee of the Month at fs.utk.edu.

Working with Hummingbike, a local manufacturer and distributor of electric bikes, to pilot an electric cargo bike which allows the user to haul up to 450 pounds via a dump bed attached to the bike. UT Recycling will be the 1st to pilot the “Trike,” using it for their Game Day Recycling program at the upcoming Kentucky and Missouri home games.

If this pilot is successful then the Environmental Stewardship Fund will consider purchasing a small fleet for use around campus, particularly with Facilities Services. The pilot period will run till the end of November and a decision to continue with use of the Trike will be made by mid-December.

Prepare stadium for the Kentucky football game on November 15th.

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**Electrical Services:**
- UTFS Security system Upgrade— Campus.
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
- UTFS SV Events.
- New Construction – Fire Alarm/Building Security support.
- UTFS HV Installation of new 13.2KV Switch HV Aquatic Center.
- UTFS Metering/Wireless.
- UTFS Support TBA TV/ESPN Power and Lighting Evaluation.
- UTFS HV Strong Hall Temporary Power.
- UTFS West Campus Support.

**Sustainability:**
- Working with Hummingbike, a local manufacturer and distributor of electric bikes, to pilot an electric cargo bike which allows the user to haul up to 450 pounds via a dump bed attached to the bike. UT Recycling will be the 1st to pilot the “Trike,” using it for their Game Day Recycling program at the upcoming Kentucky and Missouri home games. If this pilot is successful then the Environmental Stewardship Fund will consider purchasing a small fleet for use around campus, particularly with Facilities Services. The pilot period will run till the end of November and a decision to continue with use of the Trike will be made by mid-December.

**UTILITIES**

**Air Conditioning Services:**
- Repair walk-in cooler at Plant Pest Annex B.
- Install new gearbox in cooling tower at Student Recreations Building.
- Ken Wolfenbarger has completed the Supervisor’s Tool Kit training offered by TANAPPA on campus the week of November 3rd.
- Reviewed cooling problems in new studio addition at Brenda Lawson building.
- Perform a balance report for the studio addition at Brenda Lawson.
- Prepare stadium for the Kentucky football game on November 15th.

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**DESIGN**

**Project Management:**
- Master Planning:
  - Utilities Master Plan.
  - Hill Master Plan.
- Programming:
  - The new Engineering Services Building.

**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:
- The Henson Hall interior renovation.
- The new classroom/laboratory building planned for the Strong Hall site.
- The new University Center (Phase 1).
- The new Support Services Building on Sutherland (ER1).
- The 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): reviewing 60% CD set.
- Supervising the new Strong Hall's site development and tree protection.
- Updating the Campus Landscape Vision and Site Standards.
- Wayfinding Master Plan: mocking up building signs; developing assembly and installation documents.
- Preparing bid documents for TREC landscape installation.
- Torchbearer Plaza schematic design review.
- Meeting with the Project V.E.G.G.I.E. student organization to develop a long-term maintenance program for their edible garden.

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 on 4th floor.
- Stokely Management- 7th floor lounge renovation.
- 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 Street- 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.

Current Construction Projects Continued on Page 6
CURRENT CONSTRUCTION PROJECTS CONTINUED:

- 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.
- Haslam Bldg.- Estimating demo/remodeling 613/614
- SMC- Estimating for additional outlets for vending machines.

Workers’ Compensation Announcement

Discontinue the use of the old accident forms immediately. To report on-the-job injuries, complete the first page of the workers’ compensation instructions/procedures form (your supervisor will go over the instructions) and the initial medical information checklist. Both forms can be found under the “forms” tab on the Risk Management Web site: http://riskmanagement.tennessee.edu/

Immediately following an on-the-job injury, the employee’s supervisor will contact CorVel Corp. by phone (1-866-245-8588) to set an appointment.

In the event that the on-the-job injury results in serious bodily injury, dial 9-1-1 immediately. The employee should seek emergency medical attention at once, and the employee’s supervisor should contact CorVel to set up a later appointment, and explain the situation, only after emergency personnel have been contacted.

Facilities Services Vacancies

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

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

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

Recycling Truck Driver I (Two Positions) - Requisition ID - 140000000QL

Heavy Equip Supervisor - Requisition ID - 140000011J

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

Painter I (Three Positions) - Requisition ID - 140000000YW

Line Installer I - Requisition ID - 14000000XI

Training Specialist - Facilities Services - Requisition ID - 140000000W4

Assistant Building Services Foreman, Building Services - Requisition ID 1300000108

COATS FOR THE COLD

Phi Alpha Honor Society will be collecting coats until November 14, 2014. Please drop off coats of all sizes in Facilities Room 203.

or call Karda Edwards at 974-3176 for pick up. Please help everyone have a warm holiday season!

For more information, please contact Brooke at bsteve14@utk.edu or 214-7662