Facilities Services Weekly

November 21, 2016

ADMINISTRATION

Special Projects:
- We would like to wish everyone a very happy Thanksgiving!
- 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:
- Repaired sidewalk at Walters Life Science Building.
- Installed new sidewalk at 1525 University Ave.
- Cut sidewalk for future ADA access on Agricultural Campus.

Sign Services:
- Worked on signs for Parking Services.
- Worked on Wayfinding signs.
- Various name plates.

Paint Services:
- Painting all common areas at Hesler Building.
- Patched hole in wall at Communications Building.
- Patched plaster in hallway at Dabney Hall.
- Repaired plaster and primed new wood in center stairwell at Morgan Hall.
- Removed graffiti at Clarence Brown Theatre.

Building Services:

Arena:
- Thank you to everyone who worked the football games. Job well done crew!
- Wednesday, November 23rd: Volleyball Game at 9 p.m. vs. Kentucky.

Landscape Services:
- Prep and clean-up support for the Missouri football Game.
- Campus leaf removal (on-going).
- Begin winterizing landscape irrigation systems throughout campus.
- Orange & White Dorms: Coordinating with contractor to start new landscape and irrigation installation when site is ready in December.
- Clement Outdoor Plaza: Concrete continuing this week. Landscape and irrigation installation to follow.
- Arboriculture: Routine maintenance service on the Agriculture Campus

LANDSCAPE SERVICES CONTINUED ON PAGE 2

Congratulations to Charlotte Clabough - Facilities Services November Employee of the Month!
Nominate another hard-working member of our team at fs.utk.edu
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LANDSCAPE SERVICES CONTINUED:

- Turf: Continue aeration and overseeding throughout campus as weather permits.
- Seasonal Flowers: Wrap up tulip bulb installation.
- Provide supplemental water to non-irrigated trees and landscapes to prevent plant loss due to drought (on-going).
- Steam Plant Hill: Grade and remove excess soil and vegetation for reorganization of equipment/materials storage (on-going).
- Remove old building signs where new ones have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).

Lock & Key Services:

- Fibers & Comp. Manufacturing – Repair exit hardware.
- Early Learning Center – repair exit.
- Humanities – replace door lock.
- Hearing & Speech – new lock for sliding glass window.
- Brenda Lawson Athletic Center – repair outside door.
- Stokely Family Residence Hall – setting up cores.
- Strong Hall – loading maintenance cores.
- University Housing – many repairs and recores.

UT Recycling:

Totals for the week of November 13 through 19:

- Bottles/Cans: 7,600 pounds; 3.8 tons.
- Paper: 10,220 pounds; 5.11 tons.
- Cardboard: 11,240 pounds; 5.62 tons.
- Manure: 16,400 pounds; 8.2 tons.
- Compost: 8,000 pounds; 4 tons.
- Weekly Totals: 53,460 pounds; 26.73 tons.

Running Fiscal Year 2017 Totals:

- Bottles/Cans: 198,870 pounds; 99.44 tons.
- Paper: 255,000 pounds; 127.5 tons.
- Cardboard: 333,529 pounds; 166.76 tons.
- Manure: 207,600 pounds; 103.8 tons.
- Compost: 254,496 pounds; 127.25 tons.
- Fiscal Year Totals: 1,249,495 pounds; 624.75 tons.

Weekly Activities:

- Tabling on Pedestrian Walkway to recruit volunteers and promote UT Recycling programs.
- Completed the last Zero-Waste Gameday for the 2016 Football Season!

ZONE MAINTENANCE

Zone 1:

- Starting to gear up for rebuilding all the leslies in the dorms.
- We have had a hot water issue at Hess Hall during the weekend on the J side.
- Short three day week for us since thanks giving is here. But there will be two men here on both days to cover emergencies.
- We are keeping up with work orders as they seem to pick up around the holidays.

Zone 2:

Hodges Library:

- Rebuilt sloan flush valve in men’s secondary restroom on second floor, changed out two blinking can lights for LED.
- On second floor also changed screw-in led light at circulation desk, removed leaves from around roof drains outside of north commons.
- Rebuilt sloan flush valve in women’s restroom on first floor, and also replaced 15 broken floor tiles in cleaners closet.
- Replaced two door stops at Melrose entrance, removed a tombstone receptacle in miles reading room on first floor as it is a trip hazard.
- Took down one of the Melrose side entry door to have door closer arm drilled out for new ¼ 20 bolts also installed three new nutserts.
- Replaced broken door handle at circulation on second floor, and replaced two broken stall door latches in women’s restroom on 4th floor.
- All 17 air-handlers and returns have been checked for loose and cracked belts, and belts changed on west three air-handlers in penthouse.
- Air-handler p-1 , installed emergency procedure signs in our class rooms, and general building maintenance.

SMC:

- Changed motor location and mounting brackets on the penthouse air handlers, new pulleys and belts were also installed.

ZONE 2 CONTINUED ON PAGE 3
ZONE 2 CONTINUED:
- Removed basement floor ceiling and mounting brackets.
- General building maintenance.

Haslam Business:
- Some outside lighting repairs and some were changed to LEDs.
- Replaced first floor return fan motor.
- General building maintenance.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- E&P Lighting Project.
- Dabney Filter replacement.
- Nielsen machine shop lights.
- Earth & Planetary Science getting ready for heating season.
- Hesler Cooling Tower.

Zone 7:
- SERF: Changed belts, and greased units, fixed burnt out lights. Hauled off old filter that was changed last week. Worked on Christmas tree to make sure lights are working.
- Min Kao: Hang emergency signs, Changes lights general building maintenance.
- Dougherty Engineering: Replaced old batteries in door key pads throughout building, changed air conditioning filters in wall units, assisted contractors in remodeling. Hang emergency signs.

Zone 8:
- Our Team will continue cleaning guttering and roof tops.
- In Plant Bio Tech we are servicing our growth chambers.
- In the Arena at Brehm Animal Science we are working on the heat and controls.
- The Central Greenhouse maintenance project is complete.
- In North Greenhouse we are working on lighting and replacing shutter motors.
- Plant Science Annex B has some plumbing issues that we will be repairing this week.
- One Call will be answering calls and working on exterior lighting.

Zone 9:
- Changed out lights.
- Changing air filters.
- Changing ceiling tile.
- Putting up evac posters.
- Working on Christmas tree lights.

Zone 11:
- We rebuilt the large pool pump at Anderson Training center.
- At Brenda Lawson and Neyland Thompson we are working on general maintenance issues
- Regal Soccer we are preparing to winterize the upstairs restrooms and check on maintenance issues.
- Assisted interstate mechanical on installing new ahu at Goodfriend Tennis.
- At Alan Jones, Thornton Athletic, Lindsay Nelson, and graphic arts we are working on general maintenance issues.

COMMUNICATIONS

Communications & Public Relations:
- Congratulations to Charlotte Clabough who was named the November Facilities Services Employee of the Month!
- 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.
- The Building Representative List and Emergency Contact List are being updated. It is our goal to have these done by the end of November.
Communications & PR Continued:

• We are going to work with Building Services and the Office of Sustainability to submit an entry for the American School & University Green Cleaning Award.
• 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 late-November the Communications & PR subunit will create a report for the department.
• We pulled images of each project completed on campus since 2008 for the Chancellor.
• 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.
• TNAPPA meetings have been scheduled during the next two weeks included Venue/Meals/Hotels and a team lead meeting.
• We are assisting a video class in getting footage of game day cleanup at and around Neyland Stadium. Once the student film is complete we will share it with the department.
• 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.
• If you have any information you would like included in the bi-monthly newsletter, please contact Brooke at bsteve14@utk.edu.
• We have begun this year’s 450 question APPA FPI Survey. This survey will be completed by December 12.

Office of Sustainability:

• The Office of Sustainability participated in GIS Day at Hodges Library on Wednesday, where we promoted the opportunities that the Green Fee affords students through the Student Design/Research Fund and conference funding.
• On Friday, OOS Outreach Coordinator, Sarah Cherry, presented to Dr. Michael McKinney’s “Earth as an Ecosystem” class of 100 students on UT’s accomplishments in sustainability, highlighting things like our green infrastructure, green power purchasing, and zero waste initiatives.
• On Saturday, Outreach Coordinator, Sarah Cherry, and Data Analysis Coordinator, Erin Kelbly, provided hands-on support at UT Recycling’s last Zero Waste Gameday of the season.

Employee Training & Development:

• Respirator Fit testing will be conducted on Monday from 10 a.m. to noon and on Tuesday from 1 to 3 p.m. in FSC 102 next to the breakroom. These sessions also serve as makeup sessions for medically approved employees who have missed fit testing during the year. Please bring your respirator and allow new employees to select a respirator before attending.
• Tuesday, November 29 1 p.m.: Alternative Vehicle Training (last session for the year.) Register here.
• Wednesday, November 30 5 to 7 a.m.: Computer Lab Help Session. Drop in session for any FS employee but especially those on 3rd Shift.
• Thursday, December 1 4 to 6 p.m.: Computer Lab Help Session. Drop in session for any FS employee but especially those on 2nd Shift.
Facilities Services Weekly

November 21, 2016

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

UTILITIES

Air Conditioning Services:
• Brought new scroll air compressor at Walters Life Sciences on-line.
• Repaired busted hot water coil in AHU serving the Environmental Landscape Lab.
• Repaired leak in heating water supply at the South Greenhouse.
• Installing new heat exchanger in Central Greenhouse.
• Replaced compressor in Aaon unit on the roof of Dougherty Engineering Building.
• Rebuild heating water pump at Pratt Pavilion.
• Relocating refrigerant lines in room 218 Dougherty Engineering for the construction group.
• Replaced power head in vacuum pump at Food safety Building.
• Replaced expansion boots on heating water pump at Taylor Law building.

Electrical Services:
• UTFS Security system Upgrade Contract support – Campus Wide.
• UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
• UTFS Fall Events.
• UTFS Outdoor Lighting Systems.
• UTFS HV Electrical Maintenance – Campus Wide.
• UTFS Support – Laurel Substation Phase II.
• UTFS Support - NEW GIS 15KV Swg, Old Substation.
• UTFS HV - Schedule HV Cable Replacement Football Practice Facility.

 Plumbing & Heating Services:
• At the sport complex we installed new leslie water heater.
• At Nuclear Engineering we replaced steam gaskets.
• Crew at Vet school installed new steam valve on autoclave.
• Pumped manholes campus wide and repaired steam leaks at Neyland Stadium.
• Leak in ceiling at Brown hall, leak in wall at Carrick Hall.
• Addressed no hot water in locker room at the stadium.
• Leak in ceiling at Morrill Hall.
• Repaired fire hydrants and installed new bottle fillers.
• Outside water main break at Morgan Circle.
• At Dougherty Engineering we hooked up hot water to air handlers.

Steam Plant:
• Ran new power from UPS panel to secretary’s office.
• Continue to run pipe for the new air compressor.
• Installing new wire from disconnect to air compressor.
• Emergency repair on broken air line to condensate tanks.
• Weekly logs.
• Repaired eye-hye on #2 boiler.
• Worked on turbine driven feed pump controls.
• Test ran 2 MW generator.
• Installed new flow meter for make-up water usage.

CONSTRUCTION SERVICES

Campus Projects:
• Andy Holt Tower: Paint P226.
• Ayres Hall: Landscape furniture addition 327.
• Baker Center: Remove cabinets, new paint and carpet 209.
• Business Incubator: Renovation for Anderson Center 112 and 114.
• Campus: Annual maintenance on the Torchbearer and Europa/Bull; 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: Install sign 460.
• Conference Center: Repair stairway walls; Restroom renovation 4th floor; Paint, chair rail and/or blinds 323, suites 112 and 115, 302, 313, 317, 322, 432.
• Cherokee Goat Farm: Run power to Goat Barn.
• Dougherty Engineering: Several room renovations on the 2nd and 3rd floors.
• Dunford Hall: New entrance canopy and corridor at east end.

CONSTRUCTION SERVICES CONTINUED ON PAGE 6
CONSTRUCTION SERVICES CONTINUED:

- Equity and Diversity; Window repair, painting and carpet 209.
- Early Learning Center: Replace sink (Lake Ave).
- Food Safety: Remove cabinets 115, Remove fume hood 10.
- Greve Hall: Door access controls on 5th 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.
- Hesler Biology: Concrete work and drains in greenhouses; Carpet 527; Door controls on Greenhouse doors.
- Hodges Library: Replace cabinet in POD Market; Renovate Mile Reading Room 135.
- HPER: Resurface tennis courts and light demo.
- 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: Install raceways and equipment for parallel UPS system.
- Law Complex: Renovations for faculty offices 3rd floor.
- 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: 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: Outlet for coffee brewer; First floor and stairway painting.
- Senter Hall: Concrete and drains in greenhouse; Renovations to 12 for new equipment.
- SERF: New swipe card access 522.
- Sigma Epsilon: Repair flooring.
- SMC: Paint and/or carpet 252, 420, 424, 434, 438, 5th floor, restrooms; Electric for monitor 406.
- Student Health: Install ladder from second floor roof to the first floor roof.
- 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: Controls on security gates P5.

Join us for the annual Facilities Services Holiday Party

Tuesday, December 13
Beginning at Noon
The Tennessee Terrace Neyland Stadium

Call Brooke for more information at 214-7662
EHS SAFETY CORNER

Tips to have a safe and happy Thanksgiving holiday.

TRAVEL SAFETY If plans include driving, travelers should check the weather along their route and plan for travel around any storms that may be coming. Everyone should use their seat belts and no one should drink and drive. Drivers should be well rested and alert and give their full attention to the road – no cell phones. Other driving safety tips include:

• Follow the rules of the road – observe the speed limit.
• Use caution in work zones.
• Make frequent stops. During long trips, rotate drivers.
• Don’t follow another vehicle too closely.
• Clean your headlights, taillights, signal lights and windows to help you see, especially at night.
• Turn your headlights on as dusk approaches, or if you are using your windshield wipers due to inclement weather.

COOKING SAFETY Cooks should avoid wearing loose clothing or dangling sleeves while preparing the holiday meal. Never leave the stove unattended – if the cook has to leave the kitchen even for a short time, they should turn off the stove. More cooking safety steps are:

• Check food regularly.
• Use a timer as a reminder that the stove or oven is on.
• Keep children and pets away from the cooking area.
• Keep anything that can catch fire - pot holders, oven mitts, wooden utensils, paper or plastic bags, food packaging, and towels or curtains—away from the stove, oven or any other appliance in the kitchen that generates heat.
• Clean cooking surfaces on a regular basis to prevent grease buildup.
• Consider purchasing a fire extinguisher to keep in the kitchen.
• Always check the kitchen before going to bed or leaving the home to make sure all stoves, ovens, and small appliances are turned off.

We wish you a happy and healthy Thanksgiving!

FACILITIES SERVICES VACANCIES

Building Services Supervisor I - Requisition ID - 16000001ML
Accounting Assistant III - Facilities Services - Requisition ID - 16000001KC
Air Conditioning Spec I - Requisition ID - 16000000F8
Accounting Specialist I - Facilities Services - Requisition ID - 16000001LQ
Carpenter I - FS Construction - Requisition ID - 16000001LR
Training Administrative Specialist I - Requisition ID - Facilities Services - 16000001KS
2nd Shift Custodian (Building Service Aide I) - Requisition ID - 160000018P
Landscape Serv Foreman - Requisition ID - 16000001IW
Maintenance Specialist I (5 Positions) - Requisition ID - 16000001HZ
Landscape Aide I (4 Positions) - Requisition ID - 16000001H4
Plumbing & Heating Sp I - Requisition ID - 16000000Y4
Welder II - Requisition ID - 15000000Q3
Electrician I - FS Construction - Requisition ID - 16000001DD
Sr Plumb & Heating Sp I - Requisition ID - 16000001CC
Line Installer I (Two Positions) - Requisition ID - 16000000M2
Asst Bldg Srvs Foreman (5 Positions) - Requisition ID - 15000000139
Air Conditioning Spec I (2nd Shift Position) - Requisition ID - 160000018Q
Painter I (Two Positions) - Requisition ID - 16000000ZY
3rd Shift Custodian (Building Services Aide I) - Requisition ID - 150000010E
Temporary Assistant Carpenter (Carpenter Assistant II) - Requisition ID - 16000000DT
Part-time Temporary Custodian (Building Services Aide I) - Requisition ID - 16000000DU
Two Temporary Assistant Painters - Requisition ID - 16000000CR
Seasonal Work, Three Positions, Building Services Aide I - Requisition ID - 160000007Z
Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5
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.