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ADMINISTRATION

- Policy changes, position announcements, project billing processing

FACILITIES OPERATIONS

- **Building Finishes**

Building walls in SERF, Hess Hall, and Gibbs Hall

- **Building Services**

Will begin Total Cleaning for SERF, South College, and Jessie Harris. Welcome new Foreman, Linda (Abby) Aberdeen

- **Landscape Services**

Aeration, over-seeding, and fertilization. Seeding area between Carousel and Clarence Brown. This week will be pruning, blowing sidewalks, weeding. Since the trash contract is up, removal of garbage from dumpsters 25 feet or more away from the buildings will now be done by grounds.

- **Lock & Key Services**

Keeping up with work orders. Locking up PIKE Fraternity House.

- **Sanitation Safety**

Bedbug reports, roaches (Humes Hall), and mold (Humes Hall) clean-up. Trying “Web-Out” provided by Nisus to test out its ability to kill spiders and prevent webs.

- **RRT**

Last week entailed set-up/tear down for events at Humanities, McClung Museum, Kingston Pike and Blount Hall As well as the Job fair

Next week includes set up for the Today Show, Volaware Street Fair, and Communications Picnic as well as moving offices in HPER, Ayers, and electric work at Min Kao

ZONE MAINTENANCE

- **Zones 1-7**

Puttying windows at Henson Hall

- **Zones 8-15**

Coil units in Ferris Hall, chemical clean-out at Hoskins Library, greenhouse light replacement (changing fixture), cleaning up flood damage at Glazer

- **STAR**

Began Construction on SERF 616-618 for Governor’s Chair workspace. Next week, the Star team will be wrapping up the interior and exterior of the Tyson House.

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ADMINISTRATIVE & SUPPORT SERVICES

- ***Business / Financial Services***

Bids in for contracts and purchasing payroll, accounts payables, general ledgers, budget revisions.

- ***Administrative Services***

Work orders, group enrollment packets, personnel, transfer vouchers, purchasing, safety shoes, uniforms, radios, pagers, set up new employees and set up training for them, solicitation events, fraternity billings, invoicing.

- ***Facilities Stores***

Normal pick-up and ordering duties

COMMUNICATIONS & INFORMATION SERVICES

- ***Information Services***

Changing cameras in the stadium and implementing new shop numbers/cost centers

- ***Communications / Sustainability***

Prepare announcements and Facilitator. Drafts for Electric Cars Charging Station for campus media.

- ***Training***

Several employees have taken training in order to assist with the online insurance policy changes. They will begin assisting Mon, Oct. 1st.

UTILITIES

- ***Air Conditioning Services***

Working on several chillers across campus including conference center, Dunford Hall, and Humanities. Roof-top units at the Glazer Building.

- ***Electrical Services***

High voltage is working on the Laurel Substation and will be energizing the new cables next week. Low voltage worked on failed equipment in the Aquatic Center, and will be setting up for the Today Show and preparing for the stadium next home game.

- ***Plumbing & Heating Services***

Assisted steam plant with flooding. Next week they will begin preparations for work at Claxton. Assisted with emergency repair to a classroom in Henson Hall. Re-plumbed house on Mountcastle

- ***Steam Plant***

The steam spent the majority of last week helping campus recover from flooding. They pumped over 80 holes to repair a leak. This week they assisted in turning gas on in Brenda Lawson Sports Complex, got boiler #5 online and are making preparations to encumber the increasing heat load as the temperatures cool. Preparing the design to convert from coal to gas which will be one of the largest Facilities Projects in a long time.

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DESIGN & CONSTRUCTION

- ***Design Projects***

Carpet for 1st floor Conference Center Building. Estimates for seating and carpeting in Clarence Brown. Landscape Master Plan.

- ***Construction/Coordination Projects***

Paving of Middlebrook will begin. Ongoing work at the Planetarium, ongoing roof projects, finalizing bid for Conference Center. Installed hood and casework in SERF. Facilitated Psychology Department move to Conference Center.