The Facilities Services Department will hold its second annual Pink Day in support of Breast Cancer Awareness Month on Monday, October 19. All Facilities Services employees are invited to wear pink in a show of support. Those who wish to wear pink are asked to adhere to the uniform policy. Guidelines are similar to “Big Orange Day.”

In addition to wearing pink, a bake sale will be held at 7:30 a.m. near the front entrance of the Facilities building. Breast cancer awareness items will also be available for sale. All proceeds from the baked goods and awareness items will be donated to the Susan G. Komen foundation.

A “call for bakers” will go out sometime this week seeking those interested in donating baked goods for the sale. If you have any questions about Pink Day or the bake sale please contact Veronica at 974-2391 or Brooke at 214-7662.

Driving Finishes:
- Repaired sheetrock wall at SERF Building.
- Repaired block wall at South Carrick Hall.
- Repaired block wall at Clement Hall in rooms 204 & 753.
- Repaired counter top at Andy Holt Tower.
- Installed new at Thompson Boling Arena.
- Repaired wall at Greve Hall.
- Repaired block at North Carrick Hall.
- Repaired wood trim at Cox Auditorium.

Building Services:

 Arena:
- Tuesday, October 6th at Thompson Boling Arena is pick your seats.
- Thursday, October 8th at Thompson Boling Arena: UT Benefits Day 11 a.m. – 2 p.m.
- Friday, October 9th: Soccer Game Tennessee vs. Florida at 7 p.m.
- Saturday, October 10th: Tennessee vs. Georgia Football at 3:30 p.m.
- Sunday, October 11th at Thompson Boling Arena: Volleyball Game vs. Arkansas at 1:30 p.m.

Recycling:
- POWER Challenge starts this week within the residence halls. The first week's focus is recycling.
- 395 volunteer hours have been logged from the first three home games with UT Recycling.
- A combined total of 69 volunteers have joined the waste warrior team for the first three home games.
- We had approximately 49% waste diversion from the first home game, and a whopping 62% diversion from the second home game.
- 1,730 lbs. of food have been donated through Food Recovery Network from the first two home games.

Recycling Continued on Page 2
Facilities Services Weekly
October 5, 2015

Recycling continued:

Totals the Week of September 20—26:
- Bottles/Cans: 6940 lbs.
- Paper: 13,760 lbs.
- Cardboard: 15,760 lbs.
- Manure: 7200 lbs.
- Compost: 15,400 lbs.
- Total: 59,060 lbs.

Fiscal Year 2016 Cumulative Total:
- Bottles/Cans: 142,060 lbs.
- Paper: 181,620 lbs.
- Cardboard: 231,890 lbs.
- Manure: 116,400 lbs.
- Compost: 125,600 lbs.
- Total: 797,570 lbs.

Lock & Key:
- HPER – Replace bulletin board lock.
- Dabney/Buehler – repair locks.
- Conference Center – repair lock.
- Henson Hall – repair lock.
- University Housing – recores and repairs.
- Sorority Village/Fraternity Park – keys/repairs/unlocks.

ZONE MAINTENANCE

STAR Team:
- Buehler lab 602, 603, & 604.
- Buehler revolving fund lighting.
- Senter Hall Greenhouse
- TANDEC equipment.
- SERF lighting.
- Morgan Hall 212.

Zone Maintenance Zones:

Zone 2:
- Hodges Library: took door down on ground floor north side of building to replace three broken ¼ 20 bolts; replaced door pivot; removed handicap door, replaced broken bolts, and installed new pivot at Melrose entrance; repaired doors entering special collections; all five exhaust roof fans on the third floor have been greased and belts checked; calibrated thermostats in room 171, changed 25 t-8 bulbs and three ballasts in special collections; changed 28 t-8 bulbs in the old map library also changed three belts on south five (RAF); painted and replaced six ceiling tiles in women’s restroom on the fifth floor; changed filters on our Liebert unit.
- Replacement of D.I. water system filters and tanks at Senter hall room 126.
- Sheet rock repaired and painted, cove base replaced in small hallway and several rooms in Senter Hall.
- Replacing ceiling tiles and light fixtures in 1st floor men’s restroom in Blount Hall.

Zone 7:
- Worked on leak on sky light in Min Kao.
- Greased all AH bearings.
- Rebuilt several toilets.
- In Tickle checked room temp in 512, 513, 516, 518, 525g and 525h.
- In Berry Hall worked on outside lighting.
- In SERF worked sink in 631a.
- Changed water filter in 116.
- Worked on HRU #6.
- In Perkins worked steam trapes.
- AC leak in 209.
- In Ferris worked water leaking through building in 209.
- In Dougherty worked on exhaust fans in 701, M5; serviced several AH unit in 701, 702, 396, 439, 599, 323B; worked ceiling and AC leaks in 102A, M21, 324, 428, 426.
- General building maintenance.

Zone 8:
- Our Team will be busy getting ready for The Board of Trustees Meeting scheduled for Thursday and Friday this week.
- We continue installing LED fixtures in our areas.
- Many of our team members are working on filter changes and cleaning coils this week.
- Robert Dykes and Louie Patterson did a lot of work last week in preparation for AG Day. A Big Thanks for their hard work on that project.
- One Call continues to field around 100 calls per week. Third Shift One Call Shift has been assisting with garage and exterior lighting.
Due to a vacancy in our office and continuance of New Employee Orientation, training staff availability on Mondays and Tuesdays will be minimal. Additionally, we are frequently out of the office, so please leave a phone message if you receive no answer.

All new employees, regardless of status (term, student, full time regular) must process through our office. This includes any employee who has been rehired. Having employees work without training opens the university up for litigation following an on the job injury.

When expecting new employees, please let the training office know by the Friday prior. We have an Orientation schedule we follow every Monday and Tuesday.

Supervisors are reminded to gather their employees to electronically fill out their Conflict of Interest forms. These forms are mandatory. Please allow your employees to use and build on the computer skills we have been providing over the last two years. OSHA training is mandatory and you will see it every year. If your birth month has passed and you know you have not done your training, then it is overdue.

Still doing winter coat fittings.

We’re working on the Annual Report

Working on a Business Manager Job Aide

Even though we technically only had one full timer for orientation this week, after all was said and done, we processed seven new employees (students).

If someone transfers from one shop to another, we need to know about it. We have to process them and make sure they get the required additional training.

The first drafts of the UT System and individual campus program management documents have been completed.

Our office met with the training team to discuss items covered at the Diversity & Inclusion summit late last month.

Thank you to Jay Price for presenting at last week’s Facilities Fundamentals Workshop! Jay’s presentation covered everyday zero waste and recycling practices for work and home. The slideshow can be found on the Communication & Public Relations page on the department Web site. Jay’s presentation will be uploaded to the Facilities Services YouTube Channel (UT FacilitiesServices) this week.

We worked with Sam Adams to promote his work treating the trees infested with Emerald Ash Borers. The most recent feature can be found here.

Our office has started to create an updated service guide for the department. We have been meeting with subunit supervisors to gather current information and will compile the guide for publication.

Work on the FPI survey is underway. It is our goal to have it complete by mid-November.

Planning for this year’s holiday party has begun. Look for updates in the coming weeks.

Customer satisfaction surveys were distributed last Wednesday. The results have been very positive. We plan to keep these surveys open until the end of October. Look for the results by the end of the calendar year.

Work on department videos for our YouTube channel continues. The next videos to be posted will cover the areas of recycling and sustainability.

We are working with the Training team to fill all of the spots on our TNAPPA committees. A kick-off meeting for all members will be held sometime in early November. Look for further details in the next few weeks.

Brooke Krempa will serve as the executive committee member for the upcoming Big Orange Family Campaign. Updates and communication about the campaign will be available as we near its start date.

We are working to create a radio etiquette guide for the training team.

Facilities Services will hold its second annual Pink Day in support of Breast Cancer Awareness Month on Monday, October 19. All Facilities Services employees are invited to wear pink in a show of support.
Communications continued:

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Utilities

Air Conditioning Services:
- Repair unit heaters at the Kingston Pike building.
- Replace relief valve on one circuit of the chiller at Auxiliary Services Building.
- Complete installation of power vent exhaust and fire-off new boiler located at 2124 Terrace Ave.
- Repair busted coil in AHU located at the CRC Office Building.
- Install DDC controls on AHU serving room 31 of HPER Building.
- Complete installation of controls on new AHU installed in suite 219.

Electrical Services:
- UTFS Security system Upgrade – Campus.
- New Construction – Fire Alarm/Building Security support.
- UTFS Metering/Wireless.
- UTFS HV Support Steam Plant – High Voltage Equipment.
- UTFS Support Steam Plant- Gas Line.
- UTFS Contract support – New Gibbs.
- UTFS Contract Support – New Strong Hall.
- UTFS Contract Support – New Facility Services Complex.
- UTFS UT Events – Weekends.

Design

Capital Project Management:
Master Planning:
- Campus Master Plan.

Programming:
- Engineering Services Building.
- West Campus Dining Facility.

Schematic Design:
- Alpha Gamma Rho Renovation and Addition.

Design Development:
- Lake Avenue Parking Garage Expansion.
- Haslam Practice Fields Expansion.

Construction Documents:
- Cowan Cottage renovation.

Construction Administration:
- Cowan Cottage renovation.
- 13th & Cumberland lab building.
- University Ave. buildings’ tenant fit-outs.
- Henson Hall interior renovation.
- West Campus Redevelopment, Building 1.
- New Strong Hall.
- New Student Union (Phase 2).
- Support Services Building on Sutherland Ave.
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively.
- JIAMS Building (Phase 2).
- SERF controls.
- Humanities south wing renovation.
- Tom Black Track and LaPorte Stadium Improvements.

Landscape Response Team:
- Engineering Quad and Second Creek: planting.
- Supervising the new Strong Hall’s site development and tree protection.
- Wayfinding Master Plan: applied letters for select buildings; reviewing shop drawings for street signs; second batch of signs have been located and approved; third batch of signs currently being located.

Landscape Response continued on page 5:
LANDSCAPE RESPONSE CONTINUED:
- Torchbearer Plaza and Circle Park: punch lists.
- Sorority Village steep slope: landscape punchlist.
- Campus Master Plan: preparing first draft for campus review.
- Volunteer Blvd.: master plan concept.
- 1-year warranty checks on landscapes installed in Fall 2014.

CONSTRUCTION
- 11th St. Pedestrian Bridge: capital project, replacing pavers.
- Austin Peay: remove wall between 409 B & C.
- Buehler, rooms 432-433: Estimate for new paint, tile floors and lab casework.
- Communications/Student Services:
  - Pedestrian bridge guardrail replacement: Installation to start 10/15.
  - Rooms 467 & 467A: reconfiguring space to create new digital center. Abatement to start 10/12.
  - Room 402: new kitchen.
- Dunford Hall, Rms 2225-2227: Paint estimate
- Greve Hall, Rms 223 & 224: renovation with cabinets and finishes
- Johnson Animal Research: estimating cooling tower renovation.
- Jewel Building—Architecture Studio:
  - Installing ventilation fan for the laser cutter at the Fab Lab.
  - Preparing to install electric roller shades.
  - Relocating electrical service and sprinkler heads.
- Henson Hall: nearing completion of building renovation.
- Haslam Business:
  - Room 203: electrical and alarm work in new closet.
  - Rooms 605 & 606: reconfiguration of workroom and kitchenette.
  - Room 440: estimate for new receptacles / power.
- Hess Hall:
  - New Command Center location: nearing completion.
  - 2nd floor modifications to convert from residence to office use, under construction.
  - Rm 6003: estimate for new doors and electrical work.
- Hoskins Library, exterior: Estimate for Waterproofing the foundation at NE corner
- HPER, Roof: Interior repairs from roof damage.
- JIAM Phase 1, Ground and 1st Flrs: Estimate changes for new lab occupants.
- Lake Ave. parking lots: improvements underway at 5 lots.
- Nielsen Physics:
  - Rooms 606 & 607: estimate for renovating spaces for graduate assistants.
  - Rm 604: estimate for removing wall.
- Perkins Hall:
  - Renovating corridors in building.
  - Installing access card readers in four locations.
  - Installing new fire alarm in building.
- Regal Soccer: masonry repairs.
- Roof replacements and repairs:
  - Art & Architecture 95%
  - Baker Center 80%
  - College of Nursing 90%
  - Communications/Student Services 75%
  - Food Safety 70%
  - Jessie Harris 0%
  - McClung Tower 90%
  - Morgan Hall 100%
- TRECS: estimate for cleaning exterior and interior of all windows.
MEMORANDUM

TO: All Facilities Services Department Employees

FROM: Brooke Krempa
      Derek Bailey
      Keith Downen
      Randy Hamilton
      Richard Johnson
      Roger McDonald
      Cesar Penalba

DATE: September 2, 2015

SUBJECT: 2015 Chuck Thompson Facilities Services Outstanding Employees Award

Mr. and Mrs. Richard C. Thompson, son and daughter-in-law of a former Assistant Director of the Facilities Services Department, have established a $15,000 endowment with the University. The income from this endowment will be used to make two (2) annual cash incentive awards for non-exempt employees of the Facilities Services Department in the name of Charles F. (Chuck) Thompson. We, acting as a Committee appointed by the Associate Vice Chancellor of the Facilities Services Department, are using this memorandum as a means of informing you of the criteria for nominating a person for this award.

1. Nominee must have a minimum of ten years’ service with the University of Tennessee.
2. Demonstrated extraordinary dedication/determination/results in the course of his or her daily work or in a "special project" situation.

Nomination forms are available from the clerk in your work area and from the Associate Vice Chancellor’s office.

Nominations can also be submitted electronically at https://tiny.utk.edu/ChuckThompson

There will be two (2) annual awards assuming there are deserving nominees. One award is to be given to an employee in the crafts area and one to an employee in the service/clerical support area. Nominations will be accepted until 5:00 P.M., Thursday, October 8th by Brooke Krempa, Room 203 Facilities Services. The awards will be presented in late October. The decision of the Committee will be final.

We encourage you to make nominations for deserving Facilities Services employees.

PLEASE POST
Cast Your Vote for Facilities Services Employee of the Month!

A year-and-a-half after its inception, the Facilities Services Employee of the Month program has allowed us to honor 18 deserving members from our department.

Thank you to everyone who has nominated members of our team for the award, because without these nominations, this program wouldn't be possible. Unfortunately, due to a lack of nominations, we were unable to name a July 2015 Employee of the Month.

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 clicking this link: https://tiny.utk.edu/FSEOM. Hard copies can be found with unit clerks and in Facilities room 203. These hard copies can be dropped off in the Employee Comment Box next to room 107 or in room 203.

All Facilities Services Employees are eligible for the Employee of the Month Award after one month of services 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 at 214-7662 or bsteve14@utk.edu.