ADMINISTRATION

Special Projects:
- The Third Annual Facilities Services PINK DAY to support Breast Cancer Awareness Month will be held Wednesday, October 19.
  More information about Pink Day can be found on page 7 of this newsletter or by contacting Veronica Huff at vhuff@utk.edu.

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 handrails at Morgan Hall.
- Installed graphics at Kingston Pike Building.
- Installed item on walls at Greve Hall.
- Installed pictures at new Facilities Services Complex.
- Replaced sheetrock at Auxiliary Service.
- Installed cabinet at Hearing & Speech.
- Repaired door at White Ave. Garage.
- Worked on new wayfinding building signs.
- Welcome new Landscape Foreman: Eric Fetter.
- Orange & White Dorms: Award bid to successful bidder for new landscape and irrigation installation.
- Clement: Start demolition for new outdoor patio, landscape and irrigation installation near west entrance.
- Gate 21 Amphitheater: Assist with steam line repairs to include reinstall of landscape pavers and irrigation.
- Arboriculture: Routine maintenance service at Sutherland Intramural fields and Ag Campus District.
- Turf: Begin aeration and overseeding throughout campus.
- 907 Mountcastle: Demolition of house, grade and gravel lot.
- Cherokee Farm/JIAMS: Prep for visit by Board of Trustees and Legacy Parks Foundation.
- Ellington/Plant Biotech: Prep for Board of Trustees visit.
- Seasonal Flowers: Begin flower change-out in select beds.
- Provide supplemental water to non-irrigated trees and landscapes to prevent plant loss due to drought (on-going).
- Campus leaf removal as needed (on-going).
- Strong Hall Project: Working with faculty to finalize native plantings to be incorporated into new landscape.
- Steam Plant Hill: Grade and remove excess soil and vegetation for reorganization of equipment/materials storage (on-going).
- Monitor, adjust, repair landscape irrigation systems throughout campus (on-going).
- Remove old building signs where new one have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).
Lock & Key Services:
- Bailey Education Complex – repair door locks.
- Sigma Chi – repair lock.
- Food Tech – key broke off in freezer.
- Regal Soccer Stadium – repair locks.
- Carousel Theatre – repair lock.
- University Housing – many recovers and repairs.

UT Recycling:
Weekly Totals September 25 - October 1:
- Bottles/Cans: 4,340 pounds/2.2 tons.
- Paper: 11,340 pounds/5.7 tons.
- Cardboard: 9,940 pounds/5.0 tons.
- Manure: 10,800 pounds/5.4 tons.
- Compost: 24,713 pounds/12.4 tons.
- Weekly Totals: 61,133 pounds/30.57 tons.

Fiscal Year 2017 Totals:
- Bottles/Cans: 109,480 pounds/54.74 tons.
- Paper: 185,460 pounds/92.73 tons.
- Cardboard: 218,509 pounds/109.25 tons.
- Manure: 128,000 pounds/64 tons.
- Compost: 145,568 pounds/72.78 tons.
- Fiscal Totals: 787,017 pounds/393.51 tons.

ZONE MAINTENANCE

Zone 1:
- We have been working all week to keep work orders caught up.
- Orange Hall has now opened and we have a new building to maintain.
- Bryan Elder and Perry Longmire are the maintenance personnel in Orange and White halls.
- Fall is slowly showing up and we will be getting ready for the switch from air conditioning to heat.

Zone 2:
SMC:
- Installed five glass whiteboards.
- Induction unit repairs.
- Greased all pumps and motors.
- Electrical repair on fourth floor.

Zone 7:
- Welding on fittings for SERF chill water filtration system.
- Repair water leak and clean up water at Tickle Engineering Building.
- At Dougherty Engineering crews changed HVAC filters and caught up on preventive maintenance.
- Handling stopped-up outside drains at Perkins Hall and repairing the damage.
- Repairing air conditioning units in Ferris Hall rooms.

Zone 8:
- Our team will work on a wide variety of projects this week.
- In Plant Biotech we will work in restrooms and replacing ceiling tiles as needed.
- In Ellington Plant Science we will repair lights and replace filters in the heat and air units.
- In our Greenhouses we are working on drains and preparing to put a new top on number 17.
- We will work in and around Hollingsworth Auditorium to prepare for The Board of Trustees Meeting.
- One Call continues to repair lights and sinks in custodial closets. They have been receiving a large volume of calls during the last week.

Zone 9:
- Fixed leaking sink at Student Health Building.
- Replaced door closer at Student Recreation and Fitness Center.
- Put Algaecide in outdoor pool at Student Aquatic Center.
- Replaced filter bags for outdoor pool at Student Aquatic Center.
- Replaced stained ceiling tile at Art and Architecture Building.
• Changed bad air filters at Haslam Music Building.
• Fixed door hinge at Student Services Building.
• Worked on replacing stained ceiling tiles at Andy Holt Tower.
• Replaced bad bulbs at College of Nursing.
• Changed bad flush valve HPER Building.
• Repair air handler issues at College of Nursing.

COMMUNICATIONS

Communications & Public Relations:

• Chuck Thompson Outstanding Employee Award nominations are now open! Please help us to nominate this year’s recipients at tiny.utk.edu/ChuckThompson. The nomination period will end at 5 p.m. Thursday, October 6 and the ceremony will be held at the Facilities Services Complex Tuesday, October 25 at 1:30 p.m. Hard copies of the nomination form and a list of eligible employees have been sent out to the department. Please email Brooke at bsteve14@utk.edu for more info.
• 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.
• The next Facilities Fundamentals Workshop will take place in October and we are currently working on the setup and announcement.
• Communications & PR is working with UT Video & Photography to create a five minute video showcasing the achievements of our department.
• We would like to welcome our new student assistant Karen Martinez. Karen’s first day will be October 10.
• We are reformatting and updating the department’s Emergency Response Plan.
• Communications & PR created an executive summary for the 2016 Annual Report.
• We have created a master list of all cone zone signs on campus. We will use this master list with images to keep track of condition and relevancy of each sign.
• Several TNAPPA Web pages have been updated.
• The call for papers for TNAPPA 2017 has gone out to main TN campus contacts and business partners.
• 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. The next newsletter will come out at the end of October.
• Holiday Party planning has already begun. 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 currently interviewing students to fill two vacant positions within the Comm & PR Subunit.
• 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.

UTILITIES

Air Conditioning Services:

• Worked water outage on Cherokee Farm on Wednesday.
• Rebuild vacuum system at Tickle Building.
• Performing a compressor change out in the air conditioning unit serving the elevator control room at Hen-son Hall.
AIR CONDITIONING SERVICES CONTINUED:

- Making repairs to two split systems serving the Print & Publication Building.
- Assist researcher with control issues in EGC B006 at Hesler Biology.

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 Metering.
- UTFS Outdoor Lighting Systems.
- UTFS ES support Neyland Stadium Football Lights.
- UTFS ES support Neyland Stadium – Florida Game.
- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS Support – Laurel Substation Phase II.
- UTFS Support – Strong Hall.
- UTFS Support - Mossman.
- UTFS Support WCR.

Steam Plant:

- Finished demo in fan room.
- Repaired brine draw line on Dealkalizer.
- Continue to work on #2 and #3 gas flow meters.
- Remove old power line to #1 forced draft fan and over fire fan.
- Started to run power to new air compressor.
- Replaced solenoid gas valve on #2 boiler.
- Worked on ethernet comms. for gas metering.
- Mowed and trimmed around steam plant.

CONSTRUCTION SERVICES

Campus Projects:

- Andy Holt Tower: Paint and carpet P226; Disconnect UPS and rewire, paint P205; Replace trim in P115; Paint P211.
- Art and Architecture: Re-switch lights 335A; Replace carpet 464; Remove kitchen doors 217D.
- Austin Peay: Mounting monitor 4th floor; Carpet 215C.
- Ayres Hall: Landscape furniture addition 327.

- Baker Center: Remove cabinets, new paint and carpet 209; Track light in honors area; Renovation for offices in Honors Suite.
- Bass Building: Concrete pads for new equipment.
- Blount Hall: Additional electric circuits on ground floor.
- 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.
- Clement Hall: New landscaping and site improvements.
- Communications: Replace sink, counters and cabinets 337; Signs 293 and 460; Carpet 443; Paint 40, 430, 476; Install new door 476.
- Conference Center: Repair stairway walls; Restroom renovation; Paint, chair rail and/or blinds 323, suites 112 and 115, 302, 317, 322, 432.
- Dougherty Engineering: Several room renovations on the 2nd and 3rd floors.
- Dunford Hall: New entrance canopy and corridor at east end.
- 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 5th floor; Painting 6th floor areas.
- Haslam Business: Electric circuits and mounting monitors (several locations); Paint 338, 342, 250-260; Install door 406; Renovate 406 into a studio; Engineering for Classroom Scheduling System.
- Hesler Biology: Concrete work and drains in greenhouses; Carpet 527.
- Hodges Library: Paint 211.
- HPER: Resurface tennis courts and light demo; Curtain track B020.
- Intramural Fields: Install concrete in three grass circle areas.
- Jessie Harris: Painting and cleaning several rooms.
- JIAMS: Additional electrical service for several labs;

CONSTRUCTION SERVICES CONTINUED ON PAGE 5
Facilities Services Weekly

October 3, 2016

CONSTRUCTION SERVICES CONTINUED:

Disconnect & reconnect equipment associated with moving.

- Kingston Pike: Preliminary raceways programming.
- Law Complex Taylor Wing: Create new director’s office; Rooms 135, 136.
- 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; Receptacles in 637.
- Morgan Hall: Complete Fire Alarm System.
- Nielsen Physics: Renovate space to 6th floor GTA offices and Lounge Area; Replace windows in machine shop.
- Perkins Hall: Diversity Research Center renovation.
- Plant Biotech: Water line to growth chamber; Electric to new equipment B005.
- Pratt Pavilion: New lights in lobby.
- Roofs: Andy Holt Tower, Baker Center, Perkins, Walters Life Sciences, Jones Aquatic Center.
- 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.
- SMC: Paint and/or carpet 420, 424, 434, 438, 5th floor, 606, 613, 622, 627, 636, 638, 639, restrooms; Electric for monitor 406.
- Student Services: New ceiling 105.
- Student Union: New flooring in south stairway; Mirror in store G2.
- Temple Hall: Convert 108 and 115 to research space, Modify 112 restroom.
- Tickle Engineering: Install hydraulic piping; Install new Growth Chamber, Ventilation for 109C.
- TREC: Painting and flooring replacement.
- Tyson House: add receptacles and wall sconces in 106.
- UT Police Dept.: Renovate communications area.
- UT Welcome Center: Power to new skillet.
- Volunteer Hall: Add electric to fire panel; Controls on security gates P5.

EHS SAFETY CORNER

Missing Ground Prong

A missing third prong from an electrical plug resulted in the electrocution death of a worker. He was climbing a ladder to hand a power drill to another worker when he received a fatal shock.

Investigators found the extension cord was missing its grounding prong. The grounding wire and the frame of the drill were being electrified off and on by the energizing wire. The drill was not double insulated.

You probably have been told many times about the dangers of using defective electrical equipment. If you have used such equipment and got away with it, count yourself lucky.

Your story could have turned out tragically, as it did for this worker. Remember to inspect a power tool before you use it. If you find signs of damage or wear, discard it or turn it in for repair by a qualified person.

Don’t attempt electrical repairs unless you are trained and qualified. And never make alterations such as removing the third prong so you can plug it into a two-prong outlet or extension cord.
All Facilities Services Employees are invited to attend the upcoming

2016 Chuck Thompson Awards Ceremony

1:30 p.m. Tuesday, October 25
FACILITIES SERVICES COMPLEX
Bus schedule will be announced one week prior to the event

REMINDER: The nomination **deadline** for the award is 5 p.m. Thursday, October 6

Online nomination forms can be found at [https://tiny.utk.edu/ChuckThompson](https://tiny.utk.edu/ChuckThompson)

Hard copies can be found with Brooke Krempa, Beth Atkins, and with unit clerks.

For questions, please contact Brooke at 214-7662 or bsteve14@utk.edu
THIRD ANNUAL Pink Day
HOSTED BY FACILITIES SERVICES

Wednesday, October 19

All Facilities Services employees are invited to wear pink to support Breast Cancer Awareness Month.

Guidelines similar to Big Orange Friday.

In addition, there will be a BREAST CANCER AWARENESS ITEM SALE starting at 7:30 a.m. with Veronica Huff.

All proceeds from awareness items will be donated to the Susan G. Komen foundation.

For more information about Pink Day or the sale, please contact Veronica at 974-2391 or Brooke at 214-7662.
Congratulations to our August Employee of the Month Veronica Huff!
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 nom-
ination for one of our many hard working employees.
Help us to honor members of our team in the months to come and cast your nomina-
tion 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 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 Krempa at 214-
7662 or bsteve14@utk.edu.

2016 Employee of the Month Award Recipients

September: Arthur Tezak

August: Veronica Huff

July: Emma Jean Allred

June: Donnie Carden

May: Jacob Capps

April: Ron Gibson

March: Mike Tackett

February: Dean Wessels

January: Bethany Morris

2015 and 2014