Special Projects:

- 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. outside room 107. 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” went out last week. Those interested in donating baked goods for the sale are asked to email Veronica at vhuff@utk.edu. If you have any questions about Pink Day or the bake sale please contact Veronica at 974-2391 or Brooke at 214-7662.

Building Finishes:

- Worked on new building signs.
- Installed signs at Hodges Library.
- Worked on room numbers at Perkins Hall.
- Worked on various name plates.

Paint Shop:

- Painting exterior of White Ave. Daycare.
- Painting common areas of SERF Building.
- Painting common areas on 6th floor at Dunford Hall.
- Patched wall in room 413 at Student Services.

Building Finishes:

- Worked on new campus building signs.
- Installed whiteboards at Communications.
- Repaired block walls at North Carrick Hall.
- Repaired sheet rock wall at Hess Hall.
- Repaired bookcase in Facilities.

Landscape Services:

- Continuing aeration and over-seeding of turf.
- Continuing spot treatment of broadleaf weeds in turf areas.
- Georgia pre-game support and campus clean-up.
- Preparation for visits by UT BOT, ESPN SEC Nation, and presidential candidates.
- Landscape renovation near Ayres Hall flag pole.
- Seasonal flower bed change-out.
- Installation of topsoil for future landscape at new Lake Avenue parking lots.
- Campus-wide street sweeping.
- BEES Bldg: finish Bio-Systems Engineering class with installation of storm water rain garden project.
- Circle Park: slice seeds into soil profile.
- Monitor irrigation systems and make repairs/adjustments as needed.
- Landscape Academy: conduct two training sessions per week with existing staff.

Recycling:

- POWER Challenge continues this week! The second week’s focus is water.
- UT Recycling has logged 485 volunteer hours from the first four home games.
- A combined total of 87 volunteers have joined the Waste Warrior team for the first four home games.
- America Recycles Day is November 15th! Come celebrate with UT Recycling on November 16 on Pedestrian Walkway!

**Totals for week of 9/27 - 10/3:**

- Bottles/Cans: 19,480 lbs.
- Paper: 13,820 lbs.
- Cardboard: 24,440 lbs.
- Manure: 3600 lbs.
Facilities Services Weekly

OCTOBER 12, 2015

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

RECYCLING CONTINUED:

- Compost: 16,250 lbs.
- Total: 77,590 lbs.

Fiscal year 2016 cumulative totals:
- Bottles/Cans: 161,540 lbs.
- Paper: 195,440 lbs.
- Cardboard: 256,330 lbs.
- Manure: 120,000 lbs.
- Compost: 130,500 lbs.
- Total: 863,910 lbs.

Game Day Recycling:
- We hit 65.46% diversion from the Arkansas game making it our best diversion percentage ever.
- With this increase, we could be included in the top 10 of the Diversion Rate category this year in the Game Day Recycling Challenge. 25% to go! Let’s keep pushing!

Oklahoma Game 9/12:
- Game Attendance: 102,455.
- Single Stream: 31,040 lbs.
- Cardboard: 5020 lbs.
- Paper: 1860 lbs.
- Wood: 1800 lbs.
- Food Compost: 3960 lbs.
- Food Donation: 360 lbs.
- Total Trash: 23.42 tons.
- Total Waste: 45.44 tons.
- Total Recycling & Composting: 44,040 lbs.
- Total Recycling: 22.02 tons.
- Recycling Percentage: 48.46%.

Western Carolina Game 9/19:
- Game Attendance: 102,136.
- Single Stream: 28,520 lbs.
- Cardboard: 3800 lbs.
- Paper: 1820 lbs.
- Wood: 1160 lbs.
- Food Compost: 5600 lbs.
- Food Donation: 1370 lbs.
- Total Trash: 13.1 tons.
- Total Waste: 34.24 tons.
- Total Recycling & Composting: 42,270 lbs.
- Recycling Percentage: 61.74%.

Arkansas Game 10/3:
- Game Attendance: 101,265.
- Single Stream: 29,180 lbs.
- Cardboard: 4420 lbs.
- Paper: 2180 lbs.
- Wood: 1560 lbs.
- Food Compost: 4400 lbs.
- Food Donation: 490 lbs.
- Total Trash: 11.14 tons.
- Total Waste: 32.26 tons.
- Total Recycling & Composting: 42,230 lbs.
- Total Recycling: 21.12 tons.
- Recycling Percentage: 65.46%.

Lock & Key:
- Hearing & Speech – File cabinet lock busted.
- Physics – stairwell 4th floor – repair or replace.
- Biosystems Engineering – men’s room – repair or replace.
- Biosystems Engineering – North & South Double doors will not latch.
- Dunford Hall – Rekey locks for Telephone Services renovation.
- Communications – Rekey locks suite 2 area.
- Neyland Thompson Sports Complex- replace Simplex lock on locker room.
- Housing – many repairs & recores.

Rapid Response Team:
- Moves at Andy Holt Tower, Blount Hall, 1817 Melrose, Plant Biotech, Communication, and Humanities.
- Events at Wolf Kaplan room, Melrose, Thompson Boling, and Fiji Island.

ZONE MAINTENANCE

Zone 2:
- Hodges Library: replaced broken plastic grease lines with copper on air-handler #4 in west machine room.
• We shut down all seventeen air-handlers one at a time to check belts, bearings, and shafts.
• Unstopped toilet in men’s restroom on ground floor.
• Added humidifier treatment to our Liebert unit in systems.
• Took down one of the main doors entering the building to replace broken ¼ 20 bolts and adjusted pivot.
• Took down inside door north side of building on ground floor to raise pivot also replaced broken door closer.
• Shipping & receiving: replaced six ceiling tiles in women's restroom on the third floor.
• Working on replacing all steam traps in Dunford and Greve Hall.
• Still working on cleaning machine rooms throughout zone.
• General building maintenance.

Zone 7:
• In Dougherty we worked on DI leak in room 220, assisted plumbers in installing shut off for domestic water on 1st floor, scheduled Asbestos removal in rooms 227, 228, 396, 322, 701, and cleaned roof drains.
• In Perkins we replaced 2 outside lights, worked on handicap doors, and repaired & cleaned AC unit in room 209.
• In SERF we worked on HR unit 6, and checked & repaired hall lights.
• In Min Kao we replaced bearing in AH 2, 3, & 4.
• General building maintenance.

Zone 8:
• Our Team continues to work on LED lighting we are changing out wall packs to conserve energy.
• We will be busy this week working on our equipment to prepare for the winter months.
• We welcome Forest Anderson to our team! He moved from Housing to the AG Campus and will be working in all of our buildings for the next few weeks learning his way around our area.
• One Call has been working on exterior lighting and answering a wide variety of calls.
• Fall break is upon us. We will take this opportunity to make needed repairs in classrooms and common areas.
• Our Team assisted with AG Day, UTIA Job Fair and The Board of Trustees meeting last week. I would like to thank them for their hard work on these projects. Job well done.

STAR Team:
• Buehler lab rooms 602, 603, & 604.
• Buehler Revolving Fund lighting.
• Senter Hall Greenhouse.
• TANDEC equipment.
• SERF lighting.
• Perkins hall lighting.
• Building inspections in zone 8.

COMMUNICATIONS

Information Services:
• Setup for Archibus meeting.
• Testing of Android notepad Management Software.
• Central Alarm Backups.
• UPS Battery Replacements.
• Electronics Recycling.
• Computer setup for new employees.
• Update Emergency Management Laptops.
• Install new fax machine at Central Supply.

Training:
• 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.
If you need a coat fitting or an ID, please come by on Wednesday, Thursday or Friday. We have orientation on Mondays and Tuesdays which normally ties us up.

We’re working on the Annual Report.

We are working on a Business Manager Job Aid.

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.

Ashley and I are extending our shifts Wednesday and Thursday to accommodate ID printing on 2nd and 3rd shifts. If you or your employees were on the Emergency Management ID list and need to see us for a new ID, we will be printing those IDs from 6:00 am to 6:00 pm on Wednesday and Thursday.

Communications:

• Thank you to everyone who submitted nominations for this year’s Chuck Thompson Awards! This year we had more than 50 nominations submitted for 29 individuals in our department. The award ceremony will be held at 1:30 p.m. Monday, October 26 in the Thompson Boling Arena Ray Mears Room. The bus schedule will be released at least one week before the awards.

• Congratulations to Donnie Lowery, the September Facilities Services Employee of the Month! You can help us name our next recipient by submitting a nomination form here. Hard copies are also available for download on the Web page. You can contact Brooke at bsteve14@utk.edu for more information.

• Work has started on the APPA FPI Survey. We plan to have it complete by mid-November.

• Work continues on the update to our Facilities Services Service Guide. We have met with several subunits and progress continues on the composition of the document.

• Planning has begun for this year’s department holiday party. Information will be available as we near the event date.

• Updates to the Cone Zone Web site continues. We are also working with Creative Communications on the creation and placement of several signs on campus.

• We are in the early planning stages for the next Facilities Fundamentals Workshop. November’s feature will be Plumbing & Heating. Look for more information as we near the workshop date in mid-November.

• Work continues on the creation of DIY and How-To videos for the department. Next up are videos promoting the Mug Project for Recycling and for Sustainability on avoiding Energy Vampires. All videos can be found on our department YouTube Channel (UT Facilities Services).

• We are still collecting customer satisfaction surveys from our campus customers. In 10 days we have received 80 surveys, which is a substantial improvement from last year. We will continue to accept surveys through the end of the month.

• All of the TNAPPA Committee member spots have been filled. We are working with Training to plan a kick-off meeting in mid-November. Please look for more details in the next week.

• 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. 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.

UTILITIES

Air Conditioning:

• Completing balance of new AHU in suite 219 at Perkins Hall.

• Installed new loading slide in compressor of chiller serving Allan Jones Aquatic Center.

• Replaced pop-off on one circuit of chiller serving the Auxiliary Services Building and replaced leaked refrigerant.

• Completed exhaust vent testing of new boiler installed at 2124 Terrace Ave. and put boiler into service.

• Evaluated and corrected air flows in fume hoods in Dabney-Buehler and SERF.

• Beginning to make preparations for installation of new chiller into Hodges Library on Thursday, Oct. 15th.
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 – Week.
- UTFS Thompson Boling Arena – Fire Alarm Test.

Steam Plant:
- Repaired blow down line hangers.
- Replaced 48 air filters on Turbine inlet.
- Replaced mechanical seal on hot water pump.
- Replaced 1 1/2" airline on instrument air compressor.
- Primed 2, 20,000 fuel oil tank.
- Repaired 6" water line going to softeners.
- Working on economizer on # 4 boiler.
- Work on #2 boiler level transmitters.
- Weekly plant reports.
- Replaced gasket on low water cutout switch.
- Repaired catwalk on #1 boiler.
- Replaced plywood on shelving.
- Added shelving in basement.
- Moved surplus to warehouse.
- Test ran at MW generator.
- Finished piping on Steam heater at #5 Boiler.
- Started painting handrails at fuel tanks.
- Worked on transmitter for steam atomization #2 boiler.
- General maintenance.
SECOND ANNUAL
Pink Day
HOSTED BY
FACILITIES SERVICES

Monday, 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 BAKE SALE AND BREAST CANCER AWARENESS ITEM SALE starting at 7:30 a.m. outside Room 107

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

For questions about Pink Day or the bake sale, please contact Veronica at 974-2391 or Brooke at 214-7662
Congratulations to Donnie Lowery, the September recipient of the Facilities Services Employee of the Month Award!

Thank you to everyone who submitted a nomination in September! 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 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.

2014 Award Recipients

January: Gary Robertson
February: Ron Couch
March: Mike Marley
April: Tiny Faulkner
May: Jack Hammock
June: Justin Bodhord
July: Marty French
August: Ardene Williams
September: Tommy Oaksley
October: Danielle Mas
November: Ray Van Davis
December: Tommy Oakley

2015 Award Recipients

February: Garrett Ferry
March: Rick Gometz
April: Becky Saylor
May: Donnie Lowery
June: Tracy Ridings
August: Jim Hastie
September: Ray Van Davis
October: Willie Battle
November: Mike Manley
December: Gary Robertson

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