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 6 of this newsletter or by contacting Veronica Huff at vhuff@utk.edu.
- Working with unit PM Coordinators regarding equipment inventory, PM creation and entry of these into Archibus.
- Reentering PMs into the new PM module
- Verifying building equipment previously uploaded into Archibus
- Assist Training and Development subunit with equipment/PM training for the STAR Team
- 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 Services:

- Congratulations to Eric Harris. He has been promoted to Assistant Foreman at the Student Union.

Lock & Key Services:

- Key request – Going live this week with online request.
- Conference Center – replace lock.
- Zeta Tau Alpha – key broke off in lock.
- Jones Aquatic Center- outside door not working.
- South Stadium- combo lock repair.
- Stokely Family Dormitory – Beginning stages set up for keying.
- University Housing – many recores and repairs.

Rapid Response Team:

- Moves at Andy Holt Tower, Vet Hospital, 2016 Terrace Avenue, and South Stadium.
- Events at Communications, Haslam Business, Board of Trustee Meeting at Ellington Plant Science, Art & Architecture, Fiji Island, and Football Game.
- Addressing all other requests that comes in during the week.

UT Recycling:

Totals for the week of October 2 through 8:

- Bottles/Cans: 9,400 pounds/4.7 tons.
- Paper: 14,460 pounds/7.23 tons.
- Cardboard: 17,920 pounds/8.96 tons.
- Manure: 10,800 pounds/5.4 tons.
- Compost: 18,967 pounds/9.4835 tons.
- Weekly Totals: 71,547 pounds/35.77 tons.

Running Fiscal Year 2017 Totals:

- Bottles/Cans: 118,880 pounds/59.44 tons.
- Cardboard: 236,429 pounds/118.21 tons.
- Manure: 138,800 pounds/69.40 tons.
- Compost: 164,535 pounds/82.27 tons.
- Fiscal Year Totals: 858,564 pounds/429.28 tons.

ZONE MAINTENANCE

Zone 1:

- We have started going back through the buildings checking them and getting them ready as housing has started the building to building safety inspections.
- Staying on top of work orders and getting a lot caught up since we have had fall break and they have slowed down.
- Also we have started to get to walk through the new Stokely family center.
Zone 7:

SERF:
- Assist contractors on HRU work on duct work.
- Worked on installing filters for heating water and process chilled water.
- Worked on issues with domestic hot water after it was transferred from Leslie system to the new TBI system.

Dougherty Engineering:
- Assist plumber with water outage.
- Repair water leaks and air conditioning issues.

Perkins Hall:
- Worked on STAR Team lighting project.

Ferris Hall:
- Assisting roofers with roofing project.

Zone 8:
- We will work in our Greenhouse areas to get ready for the winter months.
- Our team continues to work on winterizing our buildings.
- We will check heat converters and steam traps to make sure we are prepared for cold temperatures.
- With fall comes all the leaves. We will clean out dry wells and guttering.
- One Call will be answering calls and continuing with their work in custodial closets. They are repairing lights and faucets to better serve our customers.

Zone 11:
- In Zone 11 we are preparing for the upcoming Alabama Football game at Neyland Stadium. We’re going through all bathrooms and checking all lights.
- We also worked on lights on the indoor at GoodFriend Tennis Center for the upcoming tennis matches, and changing a exhaust fan motor.
- We have been working on filter changes at Sherri Lee Parker Softball Stadium, Graphic Arts, and the Regal Soccer Stadium.
- We are working on lights and filters at Thornton Athletic Student Life Center.
- At Neyland Thompson, Brenda Lawson, and Anderson Training we are working on general maintenance issues for recruits and visitors.

COMMUNICATIONS

IT Support & Maintenance:
- Relocate Video Server to Facilities Services Complex.
- Setup of new laptops for Design.
- Ongoing Computer Inventory.
- Relocate Electric Shop Alarm Office.
- Setup Zoom Conference for Design.
- Activate New Ports at Facilities Services Complex.
- Add duel monitors at Lock & Key Services.
- Assist UTPD with Video Server.
- Troubleshoot Kronos Time Clock at FS and FSC.
- Replace three computers in FSC Training Lab.

Communications & Public Relations:
- Chuck Thompson Outstanding Employee Award Ceremony will be held at the Facilities Services Complex Tuesday, October 25 at 1:30 p.m.
  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 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.
- The call for papers for TNAPPA 2017 has gone out to main TN campus contacts and business partners.

COMMUNICATIONS & PR CONTINUED ON PAGE 3
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 bstev14@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 bstev14@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 bstev14@utk.edu if you would like to request any changes or updates to pages.

Ordered parts to perform repair to a heating water pump at JIAM Building.

Working with York Service to perform repairs to chill #2 at the JIAM Building.

Completed installation of condensing unit for the cold tub at Allan Jones Aquatic Center.

Continued to arrange and label stock parts in the shop warehouse area.

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 – Alabama Game.

UTFS HV Electrical Maintenance – Campus Wide.

UTFS Support – Laurel Substation Phase II.

UTFS Support – Strong Hall.

UTFS Support - Mossman.

UTFS Support WCR.


Busted up old concrete slab in basement.

Patched holes in floor.

After testing replaced pop off valve on #2 boiler economizer.

Worked on wiring for new air compressor.

Worked on chemical pumps.

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UTFS Support WCR.

CONSTRUCTION CONTINUED:

- 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.
- 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; Install raceway cover for TV wiring.
- 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.
- Volunteer Hall: Add electric to fire panel; Controls on security gates P5.

FACILITIES SERVICES VACANCIES

- Plumbing & Heating Sp I - Requisition ID - 16000000Y4
- Welder II - Requisition ID - 15000000Q3
- Electrician I - FS Construction - Requisition ID - 16000001DD
- Landscape Aide I - Requisition ID - 16000001CY
- Sr Plumb & Heating Sp I - Requisition ID - 16000001CC
- Line Installer I (Two Positions) - Requisition ID - 16000000M2
- Recycling Truck Driver I - Requisition ID - 16000001C8
- Asst Bldg Srvs Foreman (5 Positions) - Requisition ID - 1500000139
- SR A/C Specialist I - Requisition ID - 16000001BT
- Heavy Duty Mechanic I - Air Conditioning Services - Requisition ID - 16000001BG
- 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
- 2nd shift Custodian (Building Services Aide I) - Requisition ID - 15000000WO
- Steam Plant Supervisor - Requisition ID - 16000000R9
- Air Conditioning Spec I (Two Positions) - Requisition ID - 16000000EB
- 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
All Facilities Services Employees are invited to attend the upcoming

**2016 Facilities Services CHUCK THOMPSON Awards Ceremony**

Ceremony Starts at 1:30 p.m. **Tuesday, October 25**

Facilities Services Complex
2040 Sutherland Ave.

Bus schedule to event will be announced next week.

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
MEMORANDUM

To: All Facilities Services Employees
From: Training Department
Date: 10/4/16
Subject: ATV Training

Anyone who operates an Alternative Vehicle (ATV) on the UT campus is required to complete training on the safe operation of these vehicles. The University Policy that mandates this (via Environmental Health and Safety) has been updated such that it includes:

- All-terrain vehicles
- Carts
- Utility carts
- Golf carts
- Segways
- “Bubble cars”

...and any other motor vehicle not meeting the definition of a sedan, truck, pickup, or van, and whose primary function is transportation.

This change requires that many Facilities Employees who were not previously required to undergo training MUST be trained now. To facilitate this, we have arranged for Environmental Health and Safety to conduct training that satisfies this requirement here at the Facilities Services Complex.

Supervisors and unit leaders are responsible for making sure that their employees who operate these vehicles attend the training. Additional sessions will be scheduled as needed.

Please register by clicking the link next to the training you wish to attend. Supervisors may register for their employees. If you have trouble registering, please contact Laura Jo Anderson @ 974-6247.

Wednesday, Oct. 12, 9-10 am Register

Wednesday, Oct. 12, 2-3 pm Register

Thursday, Oct. 20, 12:30-1:30 pm Register

Friday, Oct. 28, 5-6 pm Register
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 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 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.

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**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

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**2015 and 2014**