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 8 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.
- 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 Finishes:

Sign Shop:

- Working on graphics for UT Boathouse.
- Wayfinding signage.
- Signage for Enrollment Management.
- Applying vinyl on wall at Communications Building.
- Various name plates.

Paint Shop:

- Working on exterior at South College.
- Restrooms at Walters Life Sciences.

- Stained doors at McCord Hall.
- Stained door at Taylor Law Complex.
- Painted stairwell at Austin Peay.
- Painted walls around pool at HPER.
- Worked on walls in men’s room at Conference Center Building.

Building Finishes:

- Installed white board at Student Union.
- Installed pictures at Melrose Hall.
- Replaced sheetrock at Student Union.
- Repaired ceiling in previous Facilities Services Building for Art & Architecture.
- Installed artwork at Henson Hall.
- Installed access door at Presidential.
- Poured concrete pad at Ellington Plant Science.
- Worked on new Wayfinding Building signs.

Landscape Services:

- Retirement: Congratulations! Don Taylor will retire on October 31.
- Welcome: Alex Pursiful, Josh Lemons, and Shawn Holmes.
- Tickle Engineering: Provided assistance and materials (rock/sand) for water filtration research.
- Orange and White Residence Halls: Coordinating with contractor to start new landscape and irrigation installation on November 1.
- Clement Outdoor Plaza: Wrapping up demolition. Concrete starting this week. Landscape and irrigation installation to follow.
- Gate 21 Amphitheater: Completed installation of pavers and sod following steam line repairs.
- Arboriculture: Routine maintenance service at Clarence Brown Theater, Hodges Library, and 11th Street Garage.
- Turf: Continue aeration and overseeding throughout campus.
- 907 Mountcastle: Completed demolition of house, grade and gravel lot.

LANDSCAPE SERVICES CONTINUED ON PAGE 2
Facilities Services Weekly

October 17, 2016

LANDSCAPE SERVICES CONTINUED:

- 905 Mountcastle: Assisted Plumbing & Heating Services with installation of new sewer line.
- Cherokee Farm/JIAMS: Prepare for visit by Board of Trustees and Legacy Parks Foundation.
- Ellington/Plant Biotech: Prepare 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 (ongoing).
- Campus leaf removal as needed (ongoing).
- Strong Hall Project: Unloaded rock boulders for Geology to be incorporated into new landscape.
- Steam Plant Hill: Grade and remove excess soil and vegetation for reorganization of equipment/materials storage (ongoing).
- Monitor, adjust, repair landscape irrigation systems throughout campus (ongoing).
- Remove old building signs where new one have been installed (ongoing).
- Interview candidates for vacant and seasonal positions (ongoing).

LOCK & KEY SERVICES:

- ZTA Sorority – repair lock.
- Sigma Chi – patio gate install lock.
- Middlebrook Pike Building – furnish lock & install.
- Neyland Thompson – repair or replace lock on cabinets.
- Dunford Hall- change locks.
- Stokely Family Residence – setting up cores.
- University Housing – many recores and repairs.

RAPID RESPONSE TEAM:

- Moves at Facilities Services Complex, Greve Hall, SERF, South and East Stadium, Jessie Harris, SMC, and Natalie Haslam Music Building.
- Hanging banners at SERF, Austin Peay, Perkins Hall, and on pole lights.
- Events at Sorority Village, Perkins Hall, Pedestrian Mall, Humanities, and Tyson Alumni Center.
- Addressing all other requests we receive during the week.

UT RECYCLING:

Totals for the week of October 9 through 15:

- Paper: 7,740 pounds/3.87 tons.
- Cardboard: 21,200 pounds/10.61 tons.
- Manure: 12,800 pounds/6.4 tons.
- Compost: 23,540 pounds/11.77 tons.
- Weekly Totals: 82,040 pounds/41.02 tons.

Running Fiscal Year 2017 Totals:

- Paper: 207,660 pounds/103.83 tons.
- Cardboard: 262,789 pounds/131.69 tons.
- Manure: 151,600 pounds/75.80 tons.
- Compost: 188,075 pounds/94.04 tons.
- Fiscal Year Totals: 945,744 pounds/472.87 tons.

Weekly Activities:

- Setting up an outreach table to engage students and to recruit volunteers for this past game day.
- Setting up recycling and compost receptacles at SEC Nation.
- Worked before, during, and after this past game day to help divert as much waste as possible.

ZONE MAINTENANCE

STAR TEAM:

- Renovating room 208 at SERF.
- Duct inspections at SERF.
- Hanging new engineering banners in Perkins Hall room 10.
- Replaced door panel at Alpha Chi Omega.
- Replace panic bar at Thompson Boling Arena.
- Replace handicap door operator at Hodges Library.
- Replace closer on door at Thompson Boling Arena.
- Replace handicap door operator at Perkins Hall.
- Repair panic bars at Tennis Center.
- Repair handicap door operator at 1525 University Ave.
- Replace door at Morgan hall.
- Building inspection at Greve Hall.
Zone 1:
- Keeping work orders up and staying caught up.
- We cleaned and pressure washed the #3 cooling tower.
- Also have cleaned the chiller building.
- We have had safety inspection for Clement and Hess halls that have went well.

Zone 2:
Hodges Library:
- Replaced paper towel holder on fifth floor women’s restroom.
- We added one quart of oil to our emergency generator.
- Unstopped two urinals on second floor, one in main restroom and one in secondary restroom.
- Replaced three ceiling tiles in room 171 as there was a leak from Starbucks.
- In the second floor secondary men’s restroom we removed urinal from wall and snaked out drain line.
- Calibrated thermostat in room 131.
- Rehung door closer on second floor at stairwell.
- Greased p-6 return, greased air-handlers and returns on p-7 & p-8, changed two belts on p-8 return (b116), also greased restroom exhaust fan and penthouse air intake fan.
- Changed 38-t-8 bulbs throughout building.
- Replaced hot and cold stems on sink at second floor main women’s restroom.
- Removed p-8 return air fan motor as it needs to be replaced.
- Installed new toilet seat on first floor men’s restroom.
- Calibrated thermostat in room 220e.
- Replaced leaking ½” copper chill water line on west two air-handler.
- Replaced trencce temperature gauge.
- Removed steam tunnel exhaust fan motor in order to replaced worn out squirrel cage bearings.
- Removed leaves from our dry wells also from around our emergency generator washed down the loading dock area.
- We are still painting ceiling tiles as needed.
- General building maintenance.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Austin Peay lighting project.
- WLS repair broken drain.
- Alumni Memorial Building service leslie.
- Nielsen Physics service leslie.
- Hesler clean cooling tower.

Zone 7:
SERF:
- Assist contractors with HRU project.
- Welcomed SEC Network on game day.
- Worked on AHU units in penthouse.
Min Kao:
- Assisted STAR Team with drywall project.
- Repaired lights.
- Cleaned machine rooms.
Dougherty Engineering:
- Assisted construction on several projects.
- Performed preventive maintenance work on several air conditioning units.
Perkins Hall:
- Changing florescent lights to LED replacements on STAR Team project.
Ferris Hall:
- Roofing project continued.

Zone 8:
- We will be checking our roof tops and gutters to remove any leaves.
- Our team continues to work on our equipment list to load into Archibus.
- We will be putting sealer on trouble areas on the exterior of Morgan Hall this week.
- Most of our heat converters have been checked. We will finish the rest this week so we are ready for winter.
- One Call continues to answer calls and work in restrooms. They have also been checking on exterior lighting.
COMMUNICATIONS

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.
• 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.

Training:
• CPR/AED Training: 15 employees attended a CPR/AED training session and are now certified through the American Heart Association.
• Alternative Vehicle (ATV) Training: 58 employees attended ATV training sessions. The ATV training session on October 20 is FULL. The ATV training scheduled for October 28 moved to November 3 at 3 p.m. Register here.
• Computer Lab Help Session hours scheduled: Wednesday, October 26, 5 a.m. to 7 a.m. and Thursday, October 27, 4 p.m. to 6 p.m. Employees (especially second and third shifts) can drop in for help with annual OSHA training, email, and accessing pay statements.

UTILITIES

Air Conditioning Services:
• Completed removal of old reciprocating air compressor at Walters Life Sciences and prepared for removal in inertia pad this week.
• Complete installation of Liebert unit in lab area of Stenter Hall.
• Rebuild secondary chilled water pump at Music Chiller House.
• Perform repairs to roof top unit serving the Boat House.
• Replace compressor in York chiller #1 at Student Health Building.
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 HV Electrical Maintenance – Campus Wide.
- UTFS Support – Laurel Substation Phase II.
- UTFS Support KERBELA Circus.
- UTFS HV – Preparation for NEW GIS 15KV Swg, Old Substation.

Steam Plant:
- Built new pipe rack in basement.
- Repair heater piping at #5 boiler.
- Made repairs to #4 boiler float switch.
- Mowed and trimmed grass around steam plant.
- Installed new breaker panel for new air compressor in MCC.
- Test ran 2 MW generator.

CONSTRUCTION SERVICES

Campus Projects:
- JIAMS: Additional electrical service for several labs; 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; 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.
The 2016 National Fire Safety Fire Prevention Week, sponsored by the National Fire Protection Association, is being held the week of October 9-16. This year’s Fire Prevention Week campaign, “Don’t Wait – Check the Date! Replace Smoke Alarms Every 10 Years,” represents the final year of NFPA's three-year effort to educate the public about basic but essential elements of smoke alarm safety.

Why focus on smoke alarms three years in a row? Because NFPA's survey data shows that the public has many misconceptions about smoke alarms, which may put them at increased risk in the event of a home fire. For example, only a small percentage of people know how old their smoke alarms are, or how often they need to be replaced.

As a result of those and related findings, we’re addressing smoke alarm replacement this year with a focus on these key messages:

- Smoke alarms should be replaced every 10 years.
- Make sure you know how old all the smoke alarms are in your home.
- To find out how old a smoke alarm is, look at the date of manufacture on the back of the alarm; the alarm should be replaced 10 years from that date.

Fire Prevention Week was established to commemorate the Great Chicago Fire, the tragic 1871 conflagration that killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures and burned more than 2,000 acres. The fire began on October 8, but continued into and did most of its damage on October 9, 1871.

According to the latest NFPA research, working smoke alarms cut the chance of dying in a fire in half. Meanwhile, three out of five fire deaths resulted from fires in homes with no smoke alarms or no working smoke alarms.

To learn more about smoke alarms, visit usfa.fema.gov and firepreventionweek.org.
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.
Congratulations to our September Employee of the Month Arthur Tezak!

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.