Facilities Services Weekly

OCTOBER 26, 2015

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

Congratulations to our 2015 Chuck Thompson Award Recipients:

Jim McCarter and Johnny Waggoner

ADMINISTRATION

Special Projects:

• THANK YOU to everyone who participated in Pink Day. You made it a success! With your support, our department raised $350 for Susan G. Komen, Knoxville.
• Pink Day pictures can be found on our Facilities Services social media pages - Facebook, Instagram and Twitter.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:
• Working on signage for Parking Services.
• Working on signage for Perkins Hall.
• Painted conduit for Electric Services.
• Worked on new building signs.

Paint Shop:
• Worked on painting exterior of White Ave Daycare.
• Patched and painted ceiling at Jessie Harris.

Building Finishes:
• Installed bulletin boards at Dunford Hall.
• Repaired sheetrock at Alumni Memorial Building.
• Patched holes in bathroom at Greve Hall.
• Worked on new building signs.
• Repaired window screens for White Ave Daycare.
• Worked on forms for concrete at Lot 9.

Building Services:

Arena:
• Monday, October 26th: Ray Mears Room – Chuck Thompson Awards at 1:30 p.m.
• Thursday, October 29th: Bill Nye the Science Guy lecture at 7 p.m.; free parking in 10 parking Garage. This program intended for an adult audience.
• Friday, October 30th: Volleyball game vs. LSU at 7 p.m.

• Saturday, October 31st: Admissions Open House from 9 a.m. until 11 a.m.
• Sunday, November 1st: Volleyball game vs. Texas at 1:30 p.m.
• Daylight savings time ends - fall back an hour!

Landscape Services:

• Continuing aeration and over-seeding of turf.
• Continuing spot treatment of broadleaf weeds in turf areas.
• Continuing seasonal flower bed change-out.
• Finished installation of topsoil for future landscape at new Lake Avenue parking lots.
• Inspect and ready snow equipment for season.
• Leaf removal (campus wide).
• Sorority Village: install inlet grate at base of storm water retention structure.
• College of Nursing: adjust grade to correct drainage and remove sidewalk at NW corner for drain install/replace-
ment.
• Stadium Gate 9: excavate for bike hoop concrete pad.
• Dr. Bass Anthropology Facility: spruce up area for special event and repair bobcat skid steer.
• Sutherland Intramural Fields: install rugby goal posts.
• Monitor irrigation systems and make repairs/adjust-
ments as needed.
• Landscape Academy: conduct two training sessions per week with existing staff.

Recycling:

Totals for week of 10/11 - 10/17:
• Bottles/Cans: 6,560 lbs.
• Paper: 12,840 lbs.
• Cardboard: 16,180 lbs.
• Manure: 7,900 lbs.
• Compost: 4,800 lbs.
• Total: 48,280 lbs.
Lock & Key:
- Communications – door will not lock.
- Delta Zeta – secure front door.
- Biosystems Eng. – replace door knobs with stay locks.
- Presidential Court – change outside doors & office – dining services.
- Dunford Hall- Disability Services - install visual indicator locks in family restrooms.
- Hesler Biology – change lock.
- Hodges Library – exit service elevator – repair lock.
- Housing – many recores & repairs.

Rapid Response Team:
- Events at Student Union, Pedestrian Walkway, Circle Park, and Presidential Court.
- Moves at Glazer Building, Dunford Hall, SERF, and Perkins Hall.
- We are also addressing all other work orders that come in during the week.

ZONE MAINTENANCE

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Walters filter replacement.
- Austin Peay filters.
- Stocking Student Union.
- Alumni filters.
- Customer Service training.
- Recycling.

Zone 7:
- Cleaning Chiller building and mechanical room in Ferris; also replaced motor on AH on 2nd floor and worked handicap door.
- Installed outside lights at Perkins and adjusted doors at main entrance, cleaned out tunnel.
- Started replacing steam traps from top to bottom in East Stadium.
- In Min Kao replaced all bearings on AH #4, worked on exhaust fan #2.
- In Dougherty serviced several exhaust fans on 2nd floor roof, assisted plumbers on drain trouble.
- Assisted contractors with warranty work, worked on safety issues from Health & Safety.
- In SERF worked on outside faucets, rebuilt steam trap on AH2, replaced lights room 302.
- General building maintenance.

Zone 8:
- Our team worked on ceiling tiles, painting problem areas and general maintenance in our buildings.
- The Kingston Pike Building has all new LED wall packs on the exterior of the building.
- Over this week we are working towards getting all LED wall packs installed on the south end of our zone.
- We are working on our steam traps and other aspects of our heating systems to ready us for winter.
- Our Team would like to welcome Forest Anderson. He will be working in our greenhouses and cross training in our zone.
- One Call had continued to respond to around 100 calls per week and they are assisting with exterior lighting.

Zone 9:
- Changed ceiling tile in sub-basement of HPER.
- Rebuilt pump for HPER pool and replaced isolation valves.
- Replaced steam trap at CBT.
- Replaced steam valves at CBT.
- Hauled off light bulbs at Andy Holt Tower.
- Cleaned dry well pits at Student Services and Communications.
- Cleaned basement out of Hearing & Speech Center.
- Cleaned chiller building at Claxton.
- Reorganizing shop at Bailey Education.

Zone 11:
- Working on changing steam traps in East stadium for the winter weather.
- Working on indoor football field lights for recruits and visitors.
- At Regal Soccer, Sherri Lee Softball, Volleyball, Thornton Athletics, and Goodfriend Tennis, we are working on Air Handler Units, filters, and belts, greasing bearings, and cleaning up machine rooms.
- At Neyland Stadium we are also preparing for the next home game on November 7th.
COMMUNICATIONS

Information Services:
- Replace failed Motherboard in Siebold Central Alarm computer.
- Troubleshooting VPN remote desktop connection for AC Controls.
- Online Training classes completed.
- Research Lab Software with OIT.
- Setup server storage space for Zone Maintenance.
- Investigate battery purchase for Central Alarm UPS.
- Investigate warranty extension for Central Alarm Servers.
- Setup for ArchibuS meeting at Facilities Services.
- Investigate various login problems.
- Volunteer at WUOT Fund Drive Week.
- Update Adobe Creative Suite and MS Office on Design computer.
- Investigate UTFSAP listserve email errors.
- Test Skillsoft training software with Windows 10.
- If you are having problems using the fsupdate account please call (438-0708) or email Jim McCarter at jvm@utk.edu for help.

- **Emergency planning idea:** You can use your cell phone to store information that could be useful in an emergency. Info such as car tag numbers, VIN, even a picture could be stored there for use in case of car theft. You could disguise this info in your contacts. Store it in the address or comment fields for quick access in emergencies. You could also hide other info that may be useful to you. What would you need if all you had immediate access to was your cell phone?

Training:
- We will be filling the Training Coordinator position this week. We’ll have him out and about for formal greetings as soon as his orientation is complete.
- For employees who are medically approved, this office will conduct respirator fit testing on Wednesday, October 28 from 9-11 a.m. and on Friday, October 30 from 1-3pm at the Zone Maintenance house conference room.
- We will be hosting a Zone Maintenance Customer Service graduation this Thursday at 2:30 p.m. in Plant Bio-tech room 156/157.

- 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. Let us know who your new employees are at least a week in advance so we can prepare.

- There are still many who have not completed their Conflict of Interest forms. 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.

- Finished up our Annual Report.

- 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.

Communications:
- Congratulations to Jim McCarter and Johnny Waggoner who were named the recipients of the 2015 Chuck Thompson Outstanding Employee Awards earlier today!

- You can help us name our next Employee of the Month 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 continue. 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. Upcoming videos focus on Sustainability and Recycling. All videos can be found on our department YouTube Channel (UT FacilitiesServices).
• We are still collecting customer satisfaction surveys from our campus customers. The surveys will close at the end of the month.
• The TNAPPA kick-off meeting will be held from 1 to 2:30 p.m. November 12 in the Ray Mears Rooms. All committee volunteers should have received an invitation from Charles Farley. If you have any questions about the committees, or cannot make the kick-off meeting, please contact Brooke at 214-7662 or Charles at 974-6247.

Sustainability:
• The Office of Sustainability is happy to report a successful Sustainability Day Celebration where we saw hundreds of students engaging with sustainable exhibitors, vendors, and organizations from the University of Tennessee, Knoxville and the surrounding Knoxville community.
• The POWER Challenge will be wrapping up this week on Friday, October 30. You can look forward to seeing the results of the challenge by next Monday, November 2.
• We are also representing the university at the Association for the Advancement of Sustainability in Higher Education (AASHE) Conference in Minneapolis, MN, this week. We will be back at our desks on Thursday, October 29 after presenting our accomplishments and learning from others’ work in this field.

UTILITIES

Air Conditioning:
• Rebuild condenser water pump at Hesler Biology Building.
• Repair air conditioning unit at Mabel’s in McCord Hall Building.
• Reinstall repaired motor base in cooling tower #2B at Hesler Biology Building.
• Install replacement steam coils in AHU #4B at the UT Conference Center.
• Completed installation of new heat pump units in Plant Pest Annex B.

Steam Plant:
• Built forms and poured concrete pads for isolation transformers.
• Finished painting 20,000 gallon fuel oil tanks.
• Painted handrails and fuel oil line at fuel tanks.
• Made stand for two new burner barrels for #2 boiler.
• Raked and picked up leaves around Steam plant.
• Test ran 2 MW generator.
• Continued removing coal handling logic from DCS.
• Worked on lighting in Steam Plant.
• Feed water tuning.
• DA tank level tuning.
• Daily reports.
• B2/B3 flue gas oxygen trend & analysis.
• Surplus inventory.
• Boiler room lights & receptacle repairs.

DESIGN SERVICES

Capital Project Management:

Master Planning:
• Campus Master Plan.

Programming:
• Engineering Services Building.
• West Campus Dining Facility.
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CAPITAL PROJECT MANAGEMENT CONTINUED:

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:
• 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: punch list items and lessons learned meeting.
• 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; third batch of signs currently being approved.
• Torchbarker Plaza and Circle Park: punch lists and lessons learned.
• Sorority Village steep slope: landscape punchlist complete.
• Campus Master Plan: preparing first draft for campus review.
• Volunteer Blvd.: master plan concept.
• One-year warranty checks on landscapes installed in Fall 2014.

FACILITIES VACANCIES

Landscape Services Foreman - Requisition ID - 15000001AL
Asst Bldg Srvs Foreman (Four Positions) - Requisition ID - 1500000139
Building Services Foreman - Requisition ID - 1500000138
Maintenance Specialist (Two Positions) - Requisition ID - 1500000134
Landscape Aide I (Three Positions) - Requisition ID - 150000013A
3rd Shift Custodian (Building Services Aide I) - Requisition ID - 15000000WL
2nd shift - Air Conditioning Spec I - Requisition ID - 15000000N7
Carpenter I - Requisition ID - 15000000S2
Welder II - Requisition ID - 15000000Q3
Custodian (Building Srvs Aide I) - Requisition ID - 15000000PB
Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5
Painter I - Requisition ID - 14000000YW
Cast Your Vote for Facilities Services
EMPLOYEE OF THE MONTH!

Contratulations 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 bstev14@utk.edu.