Facilities Services Weekly

September 6, 2016

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

ADMINISTRATION

Special Projects:
• Preparing for Phase II implementation of Archibus.

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 Services:
• Signage for Parking Services.
• Installed signage for new Facilities Services Complex.
• Various room numbers and name plates.
• Installed wall graphics at Student Union.

Paint Services:
• Painting at TRECS continues.

Building Finishes:
• Installed directories at Greve Hall.
• Installed directories at McClung Tower.
• Installed directories Earth & Planetary Science.
• Installed glass board at Student Services.
• Installed cork board at Howard Baker Center.
• Replaced brick at Hoskins Library.
• Installed letters holders on doors at Austin Peay.
• Installed white board at Burchfiel Geography.

Lock & Key Services:
• Business Incubator – installing exit hardware on all exits.
• Communications Building – installing hardware new doors.
• Dunford Hall – install new lock with deadbolt.
• Orange Hall – installing cores as needed.
• McCord Hall- change lock.
• Brehm Animal Science – install new lock.
• HPER – install hardware new door.
• University Housing – many recores and repairs.

UT Recycling:

Weekly Totals August 21 - 27:
• Bottles/Cans: 6,620 pounds/3.31 tons.
• Paper: 11,720 pounds/5.86 tons.
• Cardboard: 21,920 pounds/10.96 tons.
• Manure: 16,400 pounds/8.2 tons.
• Compost: 10,200 pounds/5.1 tons.
• Weekly Totals: 66,860 pounds/33.43 tons.

ZONE MAINTENANCE

Zone 6:
• Maintaining environmental equipment.
• Addressing work order issues.
• Alumni Memorial Building auditorium lighting.
• Football Security.
• Austin Peay Lighting Project.
• WLS filter replacement.

Zone 7:
• Checked emergency showers in the hallways of SERF.
• Repaired lights and installed ex fan 154 in SERF.
• At Min Kao crews repaired lights and did prep work for bearing change on air handlers.
• General maintenance at Tickle Engineering Building, Dougherty Engineering, Perkins Hall, Ferris Hall, and Biology Annex.
• Worked on several air conditioning units at Pasqua and Estabrook Hall.
• Zone 7 also assisted athletics landscape services with work associated with the home football game.

Zone 8:
• We will be gathering our recyclable bulbs and ballasts this week.
• Our team continues to work on our quarterly building maintenance. Changing filters and belts and greasing our motors and bearings.

ZONE 8 CONTINUED ON PAGE 2
• In our greenhouse area we are getting Greenhouse 17 ready. We will put a new top on it.
• One Call will work on lighting projects and answering calls.
• Even though the weather is still hot we are going to start working on steam traps and inspecting other aspects of our heating systems to prepare for the colder months.

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 information.
• Help us to nominate our next employee of the month at: fs.utk.edu/announcements/DeptAwards.html.
• Communications & Public Relations will now maintain the campus Cone Zone site.
• The Facilities Services Department Annual Report has been published and distributed. It can be found on the department’s home page.
• We are reformatting and updating the department’s Emergency Response Plan.
• 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.
• Brooke Krempa has been elected to the Web Master position on the TNAPPA Board. She will be responsible for updating the Web site at http://tnappa.appa.org/ and will also push out communications to members.
• 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.
• If you have any information you would like included in the bi-monthly newsletter, please contact Brooke at bsteve14@utk.edu.
• Updates to the TNAPPA Web site have been made. The call for papers will be posted this week.
• We have submitted four architecture portfolios electronically. The hard copies were compiled and sent out this month.
• Working on Cone Zone signs and updates.
• Updates are being made to the layout of our service guide.
• Updates have been made to the Alumni Memorial Building Web page.
• TNAPPA 2017 Conference planning continues. A walkthrough of the conference location is planned this week with UT Conference. Contact Brooke with any planning questions at 214-7662.
• 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.

Employee Training & Development:
Upcoming training:
• Archibus Preventive Maintenance (PM) refresher training:
  September 15 – 9:00am FULL
  September 15 – 1:30pm
  September 16 – 9:00am
  Classes will be held in the Computer Lab (Sutherland Ave.)

UTILITIES

Air Conditioning Services:
• Checking all equipment on the hill after a power flicker last night affecting the Laurel Ave sub-station.
• Furnished personnel for the Thursday opening football game at Neyland Stadium.
• Changing out wall hung air conditioning unit serving the surplus office trailer at Fleming Warehouse.
• Preparing to move Liebert unit from Hoskins Library to the ion lab area of Senter hall.
• Replacing failed butterfly valves in the chilled water system at the Art & Architecture Building.
Steam Plant:

- Worked on ethernet connections for KUB.
- Worked on boiler #2 & #3 alarm logic.
- Worked on dealkalizers to get them online.
- Drained line from dealkalizer and installed new saddle and flow meter for chemical pump.
- Mowed and trimmed around steam plant.
- Continued to clean and organize basement.

FACILITIES VACANCIES

Landscape Aide I - Requisition ID - 160000018N
Air Conditioning Spec I (2nd Shift Position) - Requisition ID - 160000018Q
Building Technician (5 Positions) - Requisition ID - 160000018W
Senior Electrician I - Requisition ID - 160000017N
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
Maintenance Specialist I (7 Positions) - Requisition ID - 16000000YY
Plumbing & Heating Spec I (Three Positions) - Requisition ID - 16000000Y3
Steam Plant Supervisor - Requisition ID - 16000000R9
Line Installer Foreman II, Electrical Services - Requisition ID - 16000000KP
Landscape Serv Foreman - Requisition ID - 16000000JZ
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
Senior Steam Plant Mechanic - Requisition ID - 160000009G
Seasonal Work, Three Positions, Building Services Aide I - Requisition ID - 160000007Z
Asst Bldg Srvs Foreman (4 Positions) - Requisition ID - 1500000139
Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5

http://oit.utk.edu/labs
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
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
Congratulations to our July Employee of the Month Emma Jean Allred! 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.

2016 Employee of the Month Award Recipients

July: Emma Jean Allred
June: Donnie Carden
May: Jacob Capps
April: Ron Gibson
March: Mike Tackett
February: Dean Wessels
January: Bethany Morris

Nominate someone today at https://tiny.utk.edu/FSEOM