

# FACILITIES SERVICES WEEKLY

September 08, 2014

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

Nominate a Dedicated Member of Our Team for the

## 2014 Chuck Thompson Award!

Find the nomination form at [fs.utk.edu](http://fs.utk.edu)

### ADMINISTRATION

#### Special Projects:

- **Archibus:** Continuing to work with our vendor on critical updates to Archibus before we can continue training. The “sandbox” training/practicing environment is temporarily unavailable. We will notify you as soon as it is available for use.

### ADMINISTRATIVE & SUPPORT SERVICES

#### Admin. & Support Services:

- **Changes to Workers' Compensation:** Effective Sept. 1, 2014, the new workers' compensation third-party administrator is CorVel Corporation, which replaces Sedgwick Claims Management.

As before, every workplace injury or illness should be reported to your supervisor immediately. If you feel you need medical attention, you and your supervisor together are to call the 24-hour Nurse Hotline at (866) 245-8588. A registered nurse will assess your situation and advise you about approved medical providers in your area. (If you are experiencing a life-threatening injury, call 911 immediately.)

You and your supervisor should then follow up by completing the current workers' compensation forms and forwarding them to your campus or institute workers' compensation representative. Please remember to copy Risk Management at 865-974-0936.

The changes primarily affect the claim reporting procedures and referral processes. Eligibility and rules for reporting and being paid for lost time will not change.

Existing Claimants: (for questions, documents, bills, etc.) please Call CorVel 1-888-226-7835.

More info about the new workers' compensation system is available on the TN Treasury Department's website: <http://treasury.tn.gov/wc/index.html>.

### FACILITIES OPERATIONS

#### Building Finishes:

##### Sign Shop:

- Making stickers for Recycling.
- Making stickers for Building Services.
- Working on room ID updates at Communications.
- Working on various name plates.

##### Paint Shop:

- Painted observation room at Early Learning Center.
- Painted ADA entrance curb at Haslam Music Center.
- Refinished desk for 103 A in Facilities.
- Painted entrance doors at Morgan Hall.

##### Building Finishes:

- Installed VCT flooring in room 109 at McCord Hall.
- Repaired door at SERF Building.
- Poured concrete for chiller pad at Andy Holt Tower.
- Assisted Key Shop lock change before football game.
- Installed directory boards in various buildings.
- Installed wall display at Stokley Management.
- Repaired wall at Brehm Animal Science.
- Assembled chairs at Facilities for Engineering.
- Repaired wall at Morgan Hall.
- Repaired wall at Plant Bio Tech.
- Repaired steps at Equity and Diversity.

##### Recycling:

- Recycling totals for the week of September 1 through 5:
  - Bottles/Cans: 15,420 pounds.
  - Paper: 10,500 pounds.
  - Cardboard: 10,780 pounds.
  - Compost: 16,700 pounds.

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## Lock & Key Services:

- Vol Commons - install exit device.
- Stokely Management Center - replace mullion and secure loading dock.
- Alumni Memorial - repair exit device.

## Rapid Response Team:

- Moves at Austin Peay, Dougherty Engineering, Tickle Engineering, Melrose Hall, Walters Life Science and the College of Nursing.
- Events at Ferris Hall, Circle Park and Natalie Haslam Music Building.
- We are also performing work on all other work orders that come in during the week.

## **ZONE MAINTENANCE**

### STAR Team:

- Controls at SERF.
- 522 SERF.
- Berry Hall.
- Flume at Auxiliary Services.
- Dougherty Room 322 B and C.
- Buehler Rooms 204 and 214.

### Zone Maintenance Zones:

#### Zone 2:

- Replacing outside wall pack lighting on Panhellenic to Led lighting.
- Training new employee Bruce Carr.
- Working on teat circulating pump at UTPD.
- Working with Contractor to repair Front doors at Taylor Law.
- Replacing steam traps at Jessie Harris.
- General Maintenance.

#### Zone 4:

- Hodges Library: Still changing lights and ballasts in the stacks area. Also changed out fan motor on south air handler number four.
- Dunford Hall: Still changing over to LED Lighting in stairwells as old lights burn out.

#### Zone 5:

- Assisting roofing contractors.
- Repaired an ice machine.
- Assisted skyline in moving material to 6th floor of Haslam.
- Replacing ceiling tiles and repairing lights in SMC 2nd floor.
- Receiving filter order.
- Cross training employees.
- General maintenance.

#### Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Dabney Buehler repair broken glass.
- Hesler Biology cleaning chiller area.
- Hesler Biology repair deionized water.
- Nielsen Physics repair domestic hot water.

#### Zone 9:

- Working on and repairing fan coil units in McClung Tower.
- Cleaning ventilation pits at A.H.T.
- Cleaning air-handler strainers across zone.
- Assisting contractors.
- Installing new humidifier on air handler in music building.
- General building maintenance.

## **COMMUNICATIONS**

### Training:

- Thanks to those who tuned in to last week's Webinar on the university's interim sexual misconduct policy.
- Safety Fest is this week at The New Hope Center in Oak Ridge. If you attend any of the training sessions please notify the training office to receive credit for your time.
- The **Sexual Misconduct webinar** is available for those who missed it last week. Please use the link in the email sent last week to view it and notify the Training Office of your completion.
- Deadline to return Conflict of Interest forms is this Friday September 12th. Please complete and return to Arlene in Room 107.

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## Information Services:

- Helping to download data for new Central Alarm System.
- Assisting with game day video backups.
- Setup new employee computers and printers.
- Troubleshoot printers, Skype meetings and online video playback.

## Communications:

- Chuck Thompson Award nominations are now being accepted. Nomination forms have been emailed to all employees. Hard copies can be found with Unit Clerks, in the Associate Vice Chancellor's office, and with Brooke in Facilities Room 203.

You may also submit award nominations online at [tiny.utk.edu/ChuckThompson](http://tiny.utk.edu/ChuckThompson). The deadline to submit nominations is 5 p.m. Wednesday, October 8. The award ceremony will be held in late October.

- We are working with UT Creative Communications on several projects for different Facilities Services units.
- Reformatting and editing of departmental policies continues.
- Work continues on the Facilities Services Employee Handbook.
- We are still in the process of updating our Building Representative list.
- Work continues on the annual FPI Survey.
- Reminder: You can always nominate a member of our team for Facilities Services Employee of the Month! Nomination forms can be found with Unit Clerks, with Brooke in room 203, and online at [fs.utk.edu](http://fs.utk.edu).

## Sustainability:

- Sustainability is currently conducting inventory mapping of our resources across campus, including but not limited to bottle water filling stations and waste receptacles.

The inventory regarding waste receptacles will include the work of a climatology course on campus, having the students to collect waypoints and discern where waste deserts exist, to better our recycling, composting and landfill diversion efforts on campus as we strive to make UT a zero waste campus!

## **UTILITIES**

### Air Conditioning Services:

- Replace chiller water coil in AHU at Presidential Court.
- Replaced motor on secondary chilled water pump at Plant Bio Tech.
- Replaced pump motor at Student Rec Center.
- Repaired multiple A/C systems in the Jessie Harris building.
- Repaired A/C unit at parking services.
- Began work to install two new heating water pumps in the communications chiller house.
- Repaired environmental growth chambers at the Hesler Building.
- Repaired the central food cooler at Presidential Court.

### Electrical Services:

- UTFS Security systems – Campus.
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
- UTFS SV Events.
- New Construction – Fire Alarm/Building Security support.
- UTFS Security Systems and Fire Alarm – Fred Brown.
- UTFS Residence Halls - Electrical, FA, Building security and HV support.
- UTFS HV Outdoor Lighting – Ag Campus.
- UTFS HV Installation of new 13.2KV Switch HV Aquatic Center.
- UTFS Metering/Wireless.
- JIAMS – Cherokee Farm – Contractor support.
- UTFS HV Installation of 13.2KV Switch HV switch Neyland Stadium (Middle Dr and Phillip Fulmer).
- UTFS HV Neyland Stadium – AT&T Building.
- UTFS HV Installation/Contractor support – new 13.2KV Temp power for new Gibbs.

### Steam Plant:

- We produced 41,817,641 pounds of steam in August and had 1,970,943 gallons of make up water.
- The new boiler has been delivered and will be unloaded and moved into the plant on Sept. 11 and 12. It is scheduled to be operational before Thanksgiving.
- We are in the process of building up our coal stockpile for heating season and this will be the last year we burn coal!

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## Plumbing & Heating Services:

- Repair water leak at Clement Hall.
- Repair drain at Thompson Boling Arena.
- Repair condensate pumps.
- Repair regulator.
- Repair steam leak in manhole.
- Check for condensate leaks and repair on main line.
- Water line service at Auxiliary Services.
- Check drain line for roof drain at HPER.
- Fabricate and install steps and landing at HPER.
- Fabricate and install hand rails.
- Repair drain and unclog.
- Game day coverage.
- Provide water for Circle Park tailgate area.
- Repair drain at Hoskins.

## **DESIGN SERVICES**

### Project Management:

#### Master Planning:

- Utilities master plan.
- Hill master plan.

#### Programming:

- The new Engineering Services Building.
- The west campus redevelopment.

#### Schematic Design:

- University Ave. buildings.
- Austin Peay handicap ramp.
- Baseball Stadium press box.

#### Design Development:

- The new classroom/laboratory building planned for the Strong Hall site.

#### Construction Documents:

- The new residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites.
- The new Facilities Services Sutherland building (ER4).
- 13th & Cumberland lab building.

## Construction Administration:

- The Henson Hall interior renovation.
- The new classroom/laboratory building planned for the Strong Hall site.
- The bookstore and Aramark location at 17th & Cumberland.
- The new University Center (Phase 1).
- The new Facilities Services Sutherland building (ER1).
- The Fred Brown Residence Hall.
- The new TV studio in the Anderson Training Center.
- The new residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites.
- Volleyball practice facility.
- JIAMS building.

## Landscape Response Team:

- Supervising the Ayers Hall North Slope/West connector project, coordinating irrigation, planting, and wall construction.
- Coordinating electrical service on the East Edge Campus Improvement Project (Second Creek).
- Supervising the design of additional improvements to the Lake Loudoun Blvd. corridor, to include a green space and traffic signalization.
- Supervising the new Strong Hall's site development.
- Updating the Campus Landscape Vision and Site Standards.
- Coordinating irrigation and landscape tie-ins at the new University Center.
- Managing the Wayfinding Master Plan.
- Preparing bid documents for TREC landscape installation. Working with in-house Grounds crew to install landscape improvements at Thornton Athletic Center.

**BIG ORANGE**  
**FRIDAY**   
**EVERY FRIDAY**