Facilities Services Weekly

September 12, 2016

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

Congratulations to Veronica Huff - Facilities Services August Employee of the Month!

Nominate another hard-working member of our team at fs.utk.edu

ADMINISTRATION

Special Projects:

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:

• Worked on wayfinding signs.
• Various name plates.

Paint Services:

• Worked at TREC.
• Worked at SERF Building.

Sign Services:

• Installed pictures at College of Nursing.
• Repaired steetrock at Food Science.
• Installed items at Temple Hall.
• Repaired door at Law Complex.
• Installed pictures at Greve Hall.
• Installed wall boards at Howard Baker Center.
• Removed block at Vet. Hospital.
• Installed white board at McClung Tower.
• Work on Wayfinding Signs.

Building Services:

Custodial:

• Assistant Foreman Joe Suits has transferred from the University Center to First Shift Campus Wide.

Arena:

• Wednesday, September 14th: Maroon 5 Concert.
• Thursday, September 15th: Engineering Career Fair.
• Friday, September 16th: Engineering Career Fair, Softball Game at 7 p.m., and Circle park Fall Family weekend 2 to 8 p.m.
• Saturday, September 17th: Football Game Ohio Kickoff at 12 p.m., and Circle Park Fall Family weekend 8 a.m. to 1:00 p.m.

Landscape Services:

• Provide supplemental water to non-irrigated trees and landscapes to prevent plant loss due to drought.
• Ohio Game (Sept. 17): Pre and post-game support of game day tailgating.
• Orange & White Dorms: Working with UT Purchasing on landscape and irrigation bid.
• Strong Hall Project: Unload geological rock samples to be incorporated into new landscape.
• Assist Utilities with sinkhole repair on Phillip Fulmer Way.
• Steam Plant Hill: Grade and remove excess soil and vegetation for reorganization of equipment/materials storage (on-going).
• Monitor, adjust, repair landscape irrigation systems throughout campus (on-going).
• Remove old building signs where new ones have been installed (on-going).
• Interview candidates for vacant and seasonal positions (on-going).

Lock & Key Services:

• Student Aquatic Center – repair lock.
• Dunford Hall – repair lock.
• Science & Engineering – lockout tagout locks.
• Alumni Hall – repair.
• Dumpster padlocks – load and install.
• Science & Engineering – rekey lock.
• University Housing – many repairs and recores.

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Rapid Response Team:

- Moves at SERF, Melrose Hall, Art & Architecture, Previous Facilities Service Building, Andy Holt Tower, Greve Hall, Communications Building, Perkins Hall, and Clarence Brown Theatre.
- Events at Student Union, HPER, Student Services, Claxton Education, Dunford Hall, Ferris Hall, Stadium for football game, and Fiji Island.
- We are also addressing all other work requests that come in during the week.

UT Recycling:

Weekly Totals August 28 - September 3:
- Bottles/Cans: 18,700 pounds/9.35 tons.
- Paper: 4,420 pounds/2.21 tons.
- Cardboard: 23,420 pounds/11.71 tons.
- Manure: 3,600 pounds/1.8 tons.
- Compost: 12,500 pounds/6.25 tons.

Weekly Totals September 4 - 10:
- Bottles/Cans: 7,340 pounds/3.67 tons.
- Paper: 12,220 pounds/6.11 tons.
- Cardboard: 14,700 pounds/7.35 tons.
- Manure: 10,800 pounds/5.4 tons.
- Compost: 9,600 pounds/4.8 tons.
- Weekly Totals: 54,660 pounds/27.33 tons.

Fiscal Year 2017 Totals:
- Bottles/Cans: 68,820 pounds/34.41 tons.
- Paper: 151,160 pounds/75.58 tons.
- Cardboard: 159,129 pounds/79.56 tons.
- Manure: 95,600 pounds/47.80 tons.
- Compost: 85,800 pounds/42.90 tons.
- Fiscal Totals: 560,509 pounds/208.25 tons.

Weekly Activities August 28 - September 10:
- Servicing requests throughout campus and our warehouse.
- Compost and manure collection from various organic waste producing sites.
- Preparing materials for future Zero-Waste Gamedays.
- We have had students and staff working on requests sent to us from campus as well as working on maintaining our public drop-off and warehouse.
- With help from some amazing volunteers and employees we got Neyland Stadium’s recycling infrastructure completed.
- During the UT Football game, student employees and volunteers walked around and engaged tailgaters about UT Recycling and Zero-waste Gamedays. They distributed recycling bags and pins to all of the tailgaters throughout campus.
- Students, volunteers and staff during the game went through the outside of the stadium and tailgate areas and attempted to collect as much recyclable material as possible. Having employees working until nearly 6 a.m. working to get as much material out of the landfill.
- After the football game, some of our staff helped the Food Recovery Network try and salvage as much food to donate to local charities.

ZONE MAINTENANCE

STAR Team:
- Renovating room 208 in SERF.
- Installing autoclave in SERF room 625.
- Replaced door at HPER.
- Repaired roll-up door at Berry Hall.
- Inspected at Student Aquatic Center.
- Built ramp at SERF.
- Worked on operator at Natalie Haslam Music Building.
- Repaired operator at South Stadium.
- Repaired operator at Art & Architecture.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Student Union sewage pump replacement.
- Austin Peay lighting project.
- WLS filter replacement.

Zone 7:
- We are repairing lights and cleaning machine rooms in SERF.
- Bearings are being changed on multiple air handlers in Min Kao.
- Air Conditioning units are being repaired in Ferris Hall.

ZONE 7 CONTINUED ON PAGE 3
ZONE CONTINUED:

- At Dougherty Engineering we would like to welcome Derick West to Zone 7.
- We are repairing and replacing air conditioning units in Perkins Hall.

Zone 11:

- In zone 11 we are going over issues we had during the last football game and went through and checked all the commodes at Neyland Stadium.
- We are also going through and checking both east and west sky boxes for events between the games.
- At Neyland Thompson, Brenda Lawson, and Anderson Training we are performing general building maintenance for visitors and recruits, also went through and changed the indoor field lights that were out.
- At Regal Soccer Stadium we are checking restrooms and press boxes for lights and other maintenance issues before each game.
- At Softball, Volleyball, Baseball, and Tennis we are going through and performing general building maintenance.
- At Thornton Athletic, Alan Jones, and the Boathouse we are performing general building maintenance as well.

COMMUNICATIONS

IT Support Services:

- Setup of new training lab furniture at Facilities Services Complex.
- Assist Electrical Services with Central Alarm System.
- Investigation of department computer in Active Directory System.
- Self Certification of department computers and devices.
- Investigate and report on multiple phishing emails.
- Helped with first home football game.
- Assisted where needed with video installation in conference rooms.
- Setup for meeting in Facilities Services Complex conference rooms.

Sustainability:

- The Office of Sustainability is working with the Geography department to help spread the word of our projects and initiatives, as well as discuss how geography and sustainability intersect.
- We participated in the Upward Bound program this past Saturday. More information here: http://web.utk.edu/~pcub/pcub.shtml.
- We also met with two freshman GIS classes today (Monday) to discuss the Student Environmental Initiatives Fee and the opportunities that they can take advantage of while here on campus.
- Interviews are taking place this week for the two student assistant positions within the Office of Sustainability – one for a data analysis support position, and the other a project assistant position.
- The first Green Fee meeting of the academic year will take place on September 19th at 2 p.m. in the Frieson Black Cultural Center, room 102. We will meet for roughly an hour and a half and discuss the proposed budget for this fiscal year, pending proposals that need to be discussed (and possibly voted on) and our main focus this year as the Office of Sustainability prepares to work on updating the Climate Action Plan.

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.
- Congratulations to Veronica Huff who was named August Employee of the Month last week! 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.
- We are working with Daily Beacon reporters on several projects.
- Communications & Public Relations will now maintain the campus Cone Zone site.
- We are reformatting and updating the department’s Emergency Response Plan.
The Facilities Services Department Annual Report has been published and distributed. It can be found on the department’s home page in the image slider.

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.

Several TNAPPA Web pages have been updated.

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.

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.

Working on Cone Zone signs and updates.

Updates are being made to the layout of our service guide.

TNAPPA 2017 Conference planning continues. We had a walk-through of Pratt with UT Conferences and Athletics Facilities last week.

A TNAPPA committee lead meeting has been scheduled for September 21. Contact Brooke with any planning questions at 214-7662.

We will participate in Safety Fest this week.

Our annual customer satisfaction survey will be distributed to building representatives this month. Look for the results in November.

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.

** UTILITIES **

**Air Conditioning Services:**

- Replacing compressor in RTU at TANDEC.
- Assist Zone Maintenance with cleaning chilled water strainers at the Music Chiller house.
- Changing two WSHP units at Middlebrook Building.
- Rebuild secondary pump serving Dabney-Buehler Hall.
- Performing repairs to chiller #2 at Rec Sports.
- Performing service and repairs to AAON package units at Neyland Stadium.
- Performed checks and service to cold rooms affected to the power blip at SERF.
- Serviced ice machines in multiple locations for Aramark.

**Electrical Services:**

- UTFS Security system Upgrade Contract support – Campus Wide.
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus.
- UTFS Summer Events.
- UTFS Metering.
- UTFS Outdoor Lighting Systems.
- UTFS ES support Neyland Stadium Football Lights.
- UTFS ES support Neyland Stadium Fire Alarm System.
- UTFS ES support Neyland Stadium Lighting System – Lutron.
- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS Support – Laurel Substation Phase II.

**Steam Plant:**

- Continue to clean Steam Plant.
- Worked on cutting out old hopper under #1 boiler grates.
- Removed old ash line on #1 boiler.
- Removed old conduit from precipitator transformer.
- Rewired controller on the 2 tank softener system.
- Continue to work on #2 and #3 boiler control logic.
- Worked on feed water flow meter.
- Completed weekly logs and monthly logs.
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 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.

2016 Employee of the Month Award Recipients

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

2015 and 2014

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