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 Shop:
• Working on parking signs.
• Working on various name plates and room ID signs.

Paint Shop:
• Painting at TREC.
• Working on entrance at SERF.

Building Finishes:
• Installed signage at Baker Center.
• Installed several pictures at Greve Hall.
• Installed two monitors at Temple Hall.
• Installed framed calendar at Andy Holt Tower.
• Installed wall mounted desk at South and East stadium.
• Poured concrete curb and gutter on Phillip Fulmer.
• Worked on Wayfinding Building Signs.

Landscape Services:
• Provide supplemental water to non-irrigated trees and landscapes to prevent plant loss due to drought.
• Florida Game (September 24): Pre and post-game support of game day tailgating.
• ESPN Gameday: Prep Ayres Hall landscape and provide support to ESPN staff during setup/takedown.
• Begin campus leaf removal as needed.
• Orange & White Dorms: Held Pre-bid meeting on September 16 for new landscape and irrigation installation.
• Strong Hall Project: Met with faculty to determine native plant material to be incorporated into new landscape.
• Assist Utilities with sinkhole repair on Phillip Fulmer Way (continued).
• 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 one have been installed (on-going).
• Interview candidates for vacant and seasonal positions (on-going).

Lock & Key Services:
• Veterinary Teaching Hospital – install new locks.
• Kappa Alpha – change combination on locks.
• Food Science – repair locks.
• Communications – repair exit doors, make keys for file cabinets.
• Facilities Services/Zone Maintenance – provide and setup lockout/tagout padlocks.
• University Housing – many recores and repairs.

Rapid Response Team:
• Moves took place at SMC, Dabney/Buehler Hall, and Min Kao.
• Events at Alumni Memorial, Haslam Building, McClung Museum, Humanities, and two at Fiji Island.
• Also addressing all other requests that comes in during the week.

UT Recycling:

Weekly Totals September 11 - 17:
• Bottles/Cans: 15,940 pounds/7.97 tons.
• Paper: 7,720 pounds/3.86 tons.

UT RECYCLING CONTINUED ON PAGE 2
• Cardboard: 21,220 pounds/10.61 tons.
• Manure: 10,800 pounds/5.4 tons.
• Compost: 14,650 pounds/7.325 tons.
• Weekly Totals: 70,330 pounds/35.17 tons.

Fiscal Year 2017 Totals:
• Bottles/Cans: 84,760 pounds/42.38 tons.
• Paper: 158,880 pounds/79.44 tons.
• Cardboard: 180,349 pounds/90.17 tons.
• Manure: 106,400 pounds/53.20 tons.
• Compost: 100,450 pounds/50.23 tons.
• Fiscal Totals: 630,839 pounds/315.42 tons.

Weekly Activities September 11 - 17:
• Some of our Outreach Staff tabled for Volunteers.
• Our staff manned the Family Weekend Brunch, for 4,000 people, and helped make it a zero-waste event.
• Our staff and volunteers finished another Zero-Waste Gameday.
• After the UT Football Game, our Zero-Waste Coordinator in helped with the Food Recovery. This is a program lead by Aramark and the Food Recovery Network.
• Our Zero-Waste and Outreach Coordinators spoke to the Environmental and Sustainability SGA committee.
• Our Outreach Coordinator and Residence Life Coordinator Spoke to WUTK 90.3 to advertise about Zero-Waste Game days and Volunteering Opportunity.

ZONE MAINTENANCE

STAR Team:
• Renovating 208 SERF.
• Installing autoclave in SERF room 625.
• Replaced door at Bailey Education.
• Replaced door at the Softball Stadium.
• Repaired handicap door operator at Hodges Library.
• Repaired window sash at Morgan Hall.
• Install cylinder straps at JIAM.
• Repaired lock at Regal Soccer Stadium.
• Install water outlet on chilled water lines at JIAM.
• Repaired window trim at Andy Holt Tower.

Zone 2:
Hodges Library:
• Changed 21 t-8 bulbs and three ballasts on second floor.
• Behind circulation desk replaced broken receptacle on third floor study carrel.
• Relocated and installed new door stop at Melrose entry handicap door.
• Replaced broken air-handler belt at Tyson House.
• Replaced solenoid and filter on third floor water fountain.
• Replaced vacuum breaker on toilet in first floor women’s restroom.
• Replaced two belts on west return air-handler number two (b-80), and also greased motor, and vacuumed up leaves around our emergency generator.
• Dry well cleaned of sticks and leaves in south and west machine rooms.
• All four air-handlers and returns have been greased and belts checked.
• In the south machine room all five air-handlers and returns have been greased and belts checked.
• Hot water pumps #9 and #10 have been greased.
• Changed paper towel holder in women’s main restroom on second floor.
• Removed metal grating and cleaned out storm drain at our loading dock.
• General building maintenance.

Haslam Business:
• Replaced air handler motor number 7 in the west wing attic.
• Assisted contractors with cooling tower safety rail installation.
• General maintenance.

SMC:
• Replaced 90 floor tiles on M level.
• Hung glass whiteboard on fourth floor.
• General maintenance.

Zone 7:
SERF:
• Cleaned up in machine rooms and office.
• Changing lights in vacant rooms.

ZONE 7 CONTINUED ON PAGE 3
ZONE 7 CONTINUED:
• General building maintenance.
Min Kao:
• Changed out bearings in air handlers.
• Worked with contractor to change out duct in classroom.
• General building maintenance.
Perkins Hall:
• Helped Plumbing & Heating Services subunit fix sewer backup.
• Fixed air conditioning leak in computer lab.
• Working to fix front door.
• General building maintenance.
Bio Annex:
• Replaced screen on air intake.
• Changed lights.
• General building maintenance.
Ferris Hall:
• Worked to get card swipes fixed and working properly.
• General building maintenance.
Zone 8:
• Our Team continues to work on preventive maintenance projects. Currently we have been working in BESS Lab Classrooms to resolve HVAC issues.
• During this week we plan to meet with our customers and work on a plan to better address issues that come up in our classrooms.
• The summer heat will be over soon. We are looking at our heating systems in preparation for colder months ahead.
• One Call will be working on custodial sinks and faucets to get them in good repair.
ZONE 9:
• Replaced bad flush valve at Student Health Building.
• Fixed leaking water fountain at Student Recreation and Fitness Center.
• Put Algaecide in outdoor pool at Student Aquatic Center.
• Replaced stained ceiling tile at Art and Architecture Building.
• Changed bad air filters at Haslam Music Building.
• Still working on humidifier and coils at Haslam Music Building.
• Worked on replacing stained ceiling tiles at Andy Holt Tower.
• Replaced bad bulbs at Communications Building.
• Replaced bad ballasts at Student Recreation and Fitness.
• Repair air handler issues at College of Nursing.
Zone 11:
• At Neyland Stadium we have been getting ready for game #3 against Ohio.
• At Thornton checking and repairing lights, and removed light bulbs for recycling.
• At Allan Jones we are checking maintaining pools, checking and repairing lights as needed, and also removed bulbs for recycling.
• At Football Complex we checked and maintained pools, worked on indoor field lights ,and removed bulbs for recycling.
• At softball we worked on air conditioning problems.
• At Parking Services we worked on and assisted Air Conditioning Services with air conditioning problems.
• Throughout the zone general building maintenance is being performed.

COMMUNICATIONS

IT Support Services:
• Setup 19 computers on new Training Lab furniture.
• Adobe installs.
• Large printer inventory.
• Work on Self Classification of Network attached equipment.
• Radio Updates.
• Work with Telephone Services to move old conference call lines.
• Order software for Design Services.
• Setup computers for new employees.

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.
- We are working on several fs.utk.edu web page updates for different subunits.
- We are working with Daily Beacon reporters on several projects.
- We are working on the September update of the Cone Zone site.
- We are reformating and updating the department’s Emergency Response Plan.
- Communications & PR has been asked to create 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.
- Several TNAPPA Web pages have been updated.
- 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.
- 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.
- Updates are being made to the layout of our service guide.
- TNAPPA 2017 Conference planning continues.

- A TNAPPA committee lead meeting has been scheduled for September 21. Contact Brooke with any planning questions at 214-7662.
- We participated 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:
- Replaced tube bundle in heat exchanger at Fred Brown Residence Hall.
- Replaced air separator in heating water loop at the Vet School.
- Repaired a leak on the control- compressed air tank at TBA.
- Repaired ice machines at Baker Building, Presidential Court, and the Student Union.
- Performed repairs on Hesler Growth Chamber B006.
- Replaced two WSHP units at the Middlebrook Building.
- Replaced wall hung air conditioning unit on the office trailer serving Surplus at Fleming Warehouse.

### 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 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.
- UTFS Support – Strong Hall.
- UTFS Support - Mossman.
- UTFS Support WCR.
Steam Plant:
- Started to torch cut and remove old duct work from #1 forced draft fan.
- Mowed and trimmed around steam plant.
- Replace gauge on condensate pumps.
- Worked on fan room outlets and lighting.
- Ran new tubing and wires for the two tank softeners.
- Daily logs.
- Worked on controls for #2 brine pump.
- Worked on Endress Houser gas flow meters.
- Installed Ethernet card on #2 boiler.
- Rewired brine float on #2 softener.

FACILITIES VACANCIES

SR A/C Specialist I - Requisition ID - 160000001BT
Heavy Duty Mechanic I - Air Conditioning Services - Requisition ID - 160000001BG
Landscape Aide I (3 Positions) - Requisition ID - 1600000018N
Air Conditioning Spec I (2nd Shift Position) - Requisition ID - 1600000018Q
Building Technician (5 Positions) - Requisition ID - 1600000018W
Painter I (Two Positions) - Requisition ID - 160000000Z
3rd Shift Custodian (Building Services Aide I) - Requisition ID - 150000001OE
2nd shift Custodian (Building Services Aide I) - Requisition ID - 150000000WO
Maintenance Specialist I (7 Positions) - Requisition ID - 160000000YY
Plumbing & Heating Spec I (Three Positions) - Requisition ID - 160000000Y3
Steam Plant Supervisor - Requisition ID - 160000000R9
Line Installer Foreman II, Electrical Services - Requisition ID - 160000000KP
Landscape Serv Foreman - Requisition ID - 160000000JZ
Air Conditioning Spec I (Two Positions) - Requisition ID - 160000000EB
Temporary Assistant Carpenter (Carpenter Assistant II) - Requisition ID - 160000000DT
Part-time Temporary Custodian (Building Services Aide I) - Requisition ID - 160000000DU
Two Temporary Assistant Painters - Requisition ID - 160000000CR
Senior Steam Plant Mechanic - Requisition ID - 1600000009G
Seasonal Work, Three Positions, Building Services Aide I - Requisition ID - 1600000007Z
Asst Bldg Srvs Foreman (4 Positions) - Requisition ID - 15000000139
Landscaping Aide I Seasonal temporary work - Requisition ID - 150000000B5
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

REMEMBER: 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 bstev14@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