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:
• Worked on wayfinding building signs.
• Signage for Game Day.
• Various name plates.

Paint Shop:
• Work at TREC.
• Painted at SERF.
• Patched and painted at Jessie Harris.
• Patch work at Hoskins Library.

Building Finishes:
• Installed several items at Art & Architecture.
• Installed items in OIT Office.
• Installed white board at Burchfiel Geography.
• Installed a banner at Henson Hall.
• Repaired sheet rock at Hoskins Library.
• Installed bulletin board a Greve Hall.
• Worked on wayfinding building signs.

Lock & Key Services:
• Science & Engineering – repair lock.
• Perkins Hall – install new exit hardware.
• Communications Building – replace exit hardware.
• Orange Hall – installing cores.
• CRC Material Science – assisting with lockdown mag lock issues.
• Building Security – Surrounding Stadium – lock changes before and after games.
• University Housing – many various repairs and lock changes.

Rapid Response Team:
• Moves at Earth & Planetary Science, East Stadium, and Communications/Extension.
• Events at Circle Park, Haslam Business Building, McClung Tower, Min Kao, Law College, outside Thompson Boling Arena, and Alumni Memorial Building.
• Addressing all other work orders as they come in during the week.

UT Recycling:

Weekly Totals September 18 - 24:
• Bottles/Cans: 13,420 pounds/6.7 tons.
• Paper: 14,120 pounds/7.1 tons
• Cardboard: 23,080 pounds/11.5 tons.
• Manure: 7,200 pounds/3.6 tons.
• Compost: 20,405 pounds/10.2 tons.
• Weekly Totals: 78,225 pounds/39.1 tons.

Fiscal Year 2017 Totals:
• Bottles/Cans: 104,320 pounds/52.16 tons.
• Paper: 174,120 pounds/87.06 tons.
• Cardboard: 203,429 pounds/101.71 tons.
• Manure: 113,600 pounds/56.80 tons.
• Compost: 120,855 pounds/60.43 tons.
• Fiscal Totals: 716,324 pounds/358.16 tons.

Weekly Activities September 18 - 24:
• Some of our outreach staff set up a table on Pedestrian Walkway to engage students and recruit volunteers.
• Our staff manned zero-waste stations at the Job Fair at Thompson-Boiling Arena.
• Our staff engaged tailgaters before the Florida game, then proceeded to do a stadium and parking lot sweep after the game to help work on Zero-Waste Gamedays.
• On the day after Gameday, some of our brave staff worked on top of Steam Plant Hill to sort through waste collected by grounds and made sure that everything was recycled that could be.

ZONE MAINTENANCE

Zone 1:
• We are keeping up on the work orders.
• We have some air conditioning lines at N. Carrick that are going to be replaced this week.
• The leak above the duct in the basement at S. Carrick has been repaired and is to be finished up this week.
• The White building is starting to move a long and get settled and the opening of the Orange building is set for this week.
• We also have two new employees who are in the dorms with us now. We would like to welcome Dustin Armstrong at Fred Brown and Richard Perrone at Hess Hall.

Zone 6:
• Maintaining environmental equipment.
• Addressing work order issues.
• Alumni Memorial Building auditorium lighting.
• Austin Peay Lighting Project.
• WLS Repair PVI Heater.

Zone 8:
• We will rebuild some of our building heat pumps this week to prepare for winter months.
• Our team continues to work on a punch list so our Zone will be ready for The Board of Trustees meeting in October.
• Leaves are already falling we will be cleaning roof tops, guttering and drywells to prevent any water damage.
• One Call will work in custodial closets making repairs to sinks and lighting.

Zone 9:
• Replaced bad ballasts and bulbs at Student Health Building.
• Changed floor outlet cover to new style at Student Recreation and Fitness Center.
• Put Algaecide in outdoor pool at Student Aquatic Center.
• Replaced stained ceiling tile at Art & Architecture Building.
• Changed bad air filters at Natalie Haslam Music Building.
• Still working on humidifier and coils at Natalie Haslam Music Building.
• Worked on replacing stained ceiling tiles at Andy Holt Tower.
• Replaced bad bulbs at College of Nursing.
• Replaced float arm for chlorine tank at HPER Building.
• Repair air handler issues at College of Nursing
• Installed new compressor unit for a water fountain at TREC.

COMMUNICATIONS

IT Support & Maintenance:
• Setup laptops for Design Services and Building Services.
• Ordered laptops and software for Design Services.
• Install AutoCAD Architecture on Design Services machines.
• Adobe updates continue.
• Assist Electrical Services with Central Alarm.
• Setup for Sightlines Webinar.
• Continue to investigate Active Directory computer entries.
• Review video for UTPD.
• Move printers along printer wall at Facilities Services Complex.
• Investigate Technology needs for TNAPPA 2017.
Office of Sustainability:

- The Office of Sustainability has been preparing during the last few weeks for the POWER Challenge (October 3 through 28) by meeting with Resident Advisors and collecting data on residence halls’ water, energy, and waste.
- The first Green Fee Meeting of the semester occurred this past Monday. Items such as the FY 2017 Budget was reviewed and new proposals were discussed.
- This past weekend, the Office of Sustainability supported UT Recycling’s Zero Waste Gameday, and was also able to collect a time lapse video of “A Day in the Life of a Waste Warrior” – we hope to use this in future marketing for the initiative.

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 Arthur Tezak, our September Facilities Services Employee of the Month!
- 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 reformatting 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 bstev14@utk.edu. The next newsletter will come out at the end of October.
- 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 was held last week. Contact Brooke with any planning questions at 214-7662 or bstev14@utk.edu.
- We are currently interviewing students to fill three vacant positions within the Communications & Public Relations subunit.
- Our annual customer satisfaction survey will be distributed to building representatives this month. Look for the results in November.
- We are working on rebranding our Facilities Services Department bus.
- We are working on an updated web map in preparation of the migration to WordPress.
- 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:

- Respirator Fit testing will be held in Facilities Services Complex room 102 Monday from 9:30 a.m. to 12 p.m. and 1 to 3 p.m., AND Tuesday from 9:30 a.m. to 12 p.m. for Zone Maintenance employees.
  Please bring your respirator and allow new employees to select a respirator before attending.
  Fit testing will also be conducted at the Steam Plant at 4 p.m. Tuesday.
 UTILITIES

Air Conditioning Services:
- Performed support for controls in SERF room 625 for re-model project.
- Installed VFD for secondary pump at the Kingston Pike Building.
- Repaired air conditioning unit in elevator equipment room at Carrick Hall.
- Performed repairs to VFD controller at Middlebrook Building.
- Performing repairs to condensing units serving the animal facility at Jesse Harris Building.
- Rebuild standby secondary pump at Reese Hall Chiller Building.
- Completing installation of Liebert unit moved from Hoskins Library to Senter Hall Ion Laboratory.
- Install replacement coil in WSHP unit at Fred Brown Residence Hall.

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 – Florida Game.
- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS Support – Laurel Substation Phase II.
- UTFS Support – Strong Hall.
- UTFS Support - Mossman.
- UTFS Support WCR.

Steam Plant:
- Continue to demo old coal handling equipment in fan room.
- Test ran 2MW generator for one hour.
- Replaced broken line on heater in shop.
- Cleaned parking lot around plant.
- Unwired conductivity meter on #3 boiler, and rewired after piping work.
- Replaced continuous blowdown piping.
- Continue to work on logic for #2 & 3 boilers.
- Disconnected wire from #1 forced draft and over fire fans.
- Worked on installing welder plug in fan room.

CONSTRUCTION SERVICES

Campus Projects:
- Andy Holt Tower: Paint and carpet P226; Disconnect UPS and rewire P205; Replace trim in P115.
- Art and Architecture: Install doorbell at Fab Lab; Re-switch lights 335A; Replace carpet 464; Remove kitchen doors 217D.
- Austin Peay: Mounting monitor 4th floor; Carpet 215C.
- Baker Center: Remove cabinets, new paint and carpet 209; Track light in honors area; Renovation for offices in Honors Suite.
- Bass Building: Concrete pads for new equipment.
- Blount Hall: Additional electric circuits on ground floor.
- Campus: Annual maintenance on the Torchbearer and Europa/Bull; KUB and Fire Alarms for re-transmission system; Strong Bridge restoration (staining); Evaluate parking garages; Windows for Circle Park Info Booth; Replace fencing C-20 Parking Lot.
- Classrooms: More classroom renovations scheduled for winter break.
- Clement Hall: New landscaping and site improvements.
- Communications: Replace sink, counters and cabinets 337; Signs 293 and 460; Carpet 443; Paint 40, 430, 476; Install new door 476.
- Conference Center: Evaluate stairway walls; Restroom renovation; Paint, chair rail and/or blinds 323, suites 112 and 115, 302, 317, 322, 432.
- Dougherty Engineering: Several room renovations on the 2nd and 3rd floors.
- Dunford Hall: New entrance canopy and corridor at east end.
- Food Safety: Remove cabinets 115, Remove fume hood 10.
- Greve Hall: Door access on 5th floor; Painting 6th floor areas.
- Haslam Business: Electric circuits and mounting monitors (several locations); Paint 338, 342, 250.
CONSTRUCTION CONTINUED:

260; Install door 406; Renovate 406 into a studio; Engineering for Classroom Scheduling System.
- Hesler Biology: Concrete work and drains in greenhouses; Carpet 527.
- Hodges Library: Paint 211.
- HPER: Resurface tennis courts and light demo; Curtain track B020.
- Jessie Harris: Painting and cleaning several rooms.
- JIAMS: Additional electrical service for several labs; Disconnect & reconnect equipment associated with moving.
- Kingston Pike: Preliminary raceways programming.
- Law Complex Taylor Wing: Create new director’s office; Rooms 135, 136.
- McCord Hall: Electric for several rooms; VCT flooring in suite 201.
- Middlebrook: Offices and room renovations 119.
- Min Kao: Finish room 101A; Door holders on corridor doors; Receptacles in 637.
- Morgan Hall: Complete Fire Alarm System.
- Nielsen Physics: Renovate space to GTA offices and Lounge Area; Replace windows in machine shop.
- Perkins Hall: Diversity Research Center renovation.
- Plant Biotech: Water line to growth chamber; Electric to new equipment B005.
- Pratt Pavilion: New lights in lobby.
- Roofs: Andy Holt Tower, Baker Center, Nielson Physics, Perkins, Walters Life Sciences, Jones Aquatic Center.
- Senter Hall: Concrete and drains in greenhouse; Renovations to 12 for new equipment.
- SERF: New swipe card access 522; Electric for new equipment 338; New door and frame 208; Water line to equipment 204.
- SMC: Paint and/or carpet 420, 424, 434, 438, 5th floor, 606, 613, 622, 627, 636, 638, 639, restrooms; Electric for monitor 406.
- Student Services: New ceiling 105.
- Student Union: New flooring in south stairway; Mirror in store G2.
- Temple Hall: Convert 108 and 115 to research space, Modify 112 restroom.
- Tickle Engineering: Install hydraulic piping; Install new Growth Chamber, Ventilation for 109C.
- TREC: Painting and flooring replacement.
- UT Police Dept.: Renovate communications area.
- UT Welcome Center: Power to new skillet.
- Volunteer Hall: Add electric to fire panel; Controls on security gates P5.
EHS SAFETY CORNER

Compressed Gas Cylinder Safety

We use compressed gases for a variety of tasks at our facility. We use compressed gases and the cylinders that store them for welding, powering industrial trucks and a variety of less common things. Many of us use them at home for fueling a grill.

The convenience of compressed gas doesn’t come without a price though. We need to store, handle and use them properly or the consequences can be devastating.

Here are some tips to ensure compressed gas cylinders are properly stored:

• Store cylinders with their cylinder valves in the closed position
• Securely attach cylinder valve caps
• Separate cylinders according to their contents. Place oxygen cylinders at least 20 feet from any flammable gas cylinders or combustible materials; or by a non-combustible barrier at least five-feet high and with a fire-resistant rating of at least 30 minutes
• Identify empty cylinders, and store empty cylinders separate from full cylinders
• Secure all cylinders while in storage and in use;
• Ventilate all cylinder storage
• Keep cylinder storage away from fire and potential electrical hazards
• Ensure all cylinders are labeled to identify their contents. Do not trust the cylinder color code as identification method for cylinder content (Medical gas cylinders are to be color coded, but check the label to be certain.)
• Return any cylinder to the supplier if the label does not identify contents
• Store acetylene cylinders upright
• Avoid dropping or striking cylinders

For any questions on proper cylinder use, please refer to the Compressed Gas Safety Guidelines on the EHS Department website (www.ehs.utk.edu).
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](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 nomi-
nation for one of our many hard working employees.
Help us to honor members of our team in the months to come and cast your nomi-
nation 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 indi-
vidual of their choice for the award.
For more information about the
award program, please contact
Brooke Krempa at 214-7662 or
bstevel4@utk.edu.

2016 Employee of the Month Award Recipients

August: Veronica Huff

Congratulations to our August Employee of the Month Veronica Huff!
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February: Dean Wessels
March: Mike Tackett

April: Ron Gibson
May: Jacob Capps
June: Donnie Carden
July: Emma Jean Allred

2015 and 2014

January: Bethany Morris
February: Dean Wessels
March: Mike Tackett
April: Ron Gibson
May: Jacob Capps

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