

# The ??????????????????

Official Newsletter of The Facilities Services Department of The University of Tennessee, Knoxville  
<http://www.pp.utk.edu>

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August 18, 2003



Bryan (Brownie) Shirk puts some finishing touches on the recently completed pool renovation at Laurel Apartments.

### Fry Endowment

Kudos to Erin Henegar, Mark's daughter, for being the first person selected for the George W. Fry Endowed Chair in Science Education at the Great Smoky Mountain Institute at Tremont. With this grant she is teaching students about nature in the area and helping identify all living species in the park. For the full story see the copy of the article on the bulletin board at the main entrance to Facilities Services.

### ROBERT RUSSELL BLOOD DRIVE

By Loretta Wade

A blood drive has been scheduled for **Thursday, August 28, 2003 in New Agricultural Engineering Building, Room 166 from 8am - 5pm.** There is an urgent need for all types of blood. The Ag. Campus had a blood drive on April 28, 2003 for Mr. Robert Russell who had leukemia. There was a wonderful group of people who gave blood and designated their donation specifically to Robert. These people are to be commended for their unselfish donations during Robert's time of need. On behalf of Robert's family and friends, we would like to extend a warm thank you. Robert used most of the blood donated. Unfortunately, Robert passed away on August 1. This blood drive was set up prior to his death to help him. This blood drive will now be in his memory. Please call my office at 7159 or e-mail [lwade@utk.edu](mailto:lwade@utk.edu) as soon as possible if you would like to donate blood. This will help us determine the appropriate number of donors to prepare for. If you are not sure of your schedule on August 28th, please just drop by.

### Facilities Services Vacancies:

Tech. Svcs. – Program/Resource Specialist  
Admin. Svcs. – Accounting Clerk  
Engr. Svcs. – Estimator, Mechanical Engineer, Architect  
Steam Plant – Mechanic, Steam Plant Trainee, Asst. General Maint. Craft Worker  
Carpenter Shop – Supervisor, General Superintendent  
Electric Shop – Crafts Assistant, Electrician  
Preventive Maintenance – Supervisor  
Building Services – Floor Cleaner (5), Custodian (7), Custodial Foreman  
Grounds – Sr. Truck Driver, Sr. Hvy. Equip. Operator, Grounds Foreman (2)  
Arena – Custodian (4)

### Help Name This Thing!!

We have weeded the proposed names for this Thing down to the following. Tracy will tally the votes so please let her know if you have a name preference:

FACILITIES FACTS	SERVICES SENTINEL
FACILITIES SERVICES NEWS (FSN)	
FACILITIES FOCUS	THE FACILITATOR
THE NAIL & HAMMER	HARDHAT HEADLINES

### Electronic Workorder Distribution

By Leo Pedigo

Our department exists to provide basic operation and continuous maintenance of the physical facilities of the University. We are constantly seeking ways to improve our ability to provide those services. A step in that direction was recently taken when we changed the method of distributing maintenance workorders to the shops. They are now distributed electronically. As soon as they are entered into the computer an e-mail is sent to alert the shop that they have a new workorder. It can then be printed and distributed there in the shop to enable more timely response. Any workorders not printed by the next business day are printed in the workorder office and placed in the shop mailbox, just as they were previously. RUSH workorders are handled the same way, except an e-mail notice is sent every hour until the workorder is printed.

There will likely be a few glitches along the way that we have to address as the system evolves into its final form, but it seems to be working well so far. Your feedback and suggestions will help improve the system.

### New Faces in Town

By Jennifer Hatcher

Charles Pressley – Central Supply  
Stephanie Weatherspoon – Carpentry Services  
Tara Gwinn – Grounds  
Wesley Moore – PM-Residence Halls  
Jamie Webb – Preventive Maintenance  
Michael Atkinson – Sign/Paint Shop  
Jeff Sliger – Building Services  
James McKee – Grounds  
Edgar Weaver – PM-Residence Halls  
Merit Walden – PM-Residence Halls  
Neil Loy – Engineering  
Mark Ford – Preventive Maintenance  
John Berczly – Steam Plant  
Austin Shoffner – Preventive Maintenance  
Robert Dykes – Preventive Maintenance  
Donnie Doane – Building Services  
Jeffrey McGill – Grounds  
Joshua Rhinehart – Grounds  
Timothy Stout – Grounds  
Rodney Reynolds – Grounds  
William Simerly – Grounds  
Ronald Cox – Preventive Maintenance  
Britton Patterson – Preventive Maintenance

### SAFETY

**Trenching** – remember to use shoring boxes or proper layback while working in trenches.

**Energy Conservation**

We are currently surveying buildings for means to shut down air conditioning systems during unoccupied hours, and looking at lighting savings opportunities in various buildings. If you have ideas on ways to conserve energy and/or resources such as water please let Terry know. We are especially looking for things we can do with very little cost that will give significant savings.

**Hot Dog**

Our 5<sup>th</sup> Annual Fourth of July Hot Dog Picnic was another success. We had a great turnout, everyone enjoyed themselves, and there was plenty to eat, even though DeWayne was first in line.

**Food and Clothing**

Don't forget the Coats for the Cold Campaign and Christmas Baskets these coming holidays. We need to remember and help those less fortunate than ourselves.

**No Call List**

If you, like many of us, have gotten tired of getting soliciting phone calls during supper every night there is help. You can get on the Tennessee Do Not Call list by calling 1-800-342-8359 and press 2 to be added to the list. There is also a new National Do Not Call Registry at [www.ftc.gov](http://www.ftc.gov). Click on [For Consumers](#), then click on [Telemarketing](#). I can vouch for the Tennessee list. Once we signed on to it our calls went to almost zero. If you get called, the caller is subject to penalties. However, non-profit agencies are not subject to the do not call restrictions.

**Reminder** – Lunches with the Executive Director are scheduled for the last Tuesday in each month from 12 noon until 1:00 PM for folks on first shift, and at 5:30 PM for folks on second shift.

**Rollover**

No, not your dog. Annual leave. The folks that worked during the budget furlough in July, 2002 received one annual leave day for each day they worked. Some had not had time to use the extra three days by December 30, 2002. To allow these folks more time to take their leave, the date for annual leave rollover to sick leave was changed from December 30, 2002 to June 30, 2003. In addition, the allowable number of hours to rollover was increased (see below) for the rollover on June 30, 2003. On December 20, 2003, the rules go back to the old rules. Rollover will happen on December 30, 2003, and the number of hours will go back to the previous numbers.

Rollover schedule:

For hourly folks that have worked between one and five years the rollover amount was increased from 240 hours to 288 hours. Six to ten was increased from 288 hours to 360 hours, Eleven to twenty was increased from 312 hours to 396 hours, and twenty plus years was changed from 36 hours to 432 hours. Exempt folks are the same as the twenty plus hours.

**Fixtures**

Teddy Tackett has recently completed 35 years of service with the University, Richard Petre has completed 30, and Harlan Kinkead has completed 25 years of service. Congratulations and thanks.

**Bob Evans and John Parker Memorial Scholarships**

have been established to help dependents of Facilities Services employees, retirees, and survivors to defray some of the costs of attending The University of Tennessee, Knoxville. Applications for these scholarships are due by February 1 of each year for the following fall semester. See Beth Atkins for applications.



**Hunting**

Just a reminder to be safe during hunting season this year. The above photo is of Windy Dean taken last year. He thinks he heard something.

**Upcoming Events:**

Fall Festival – October 16

**Holiday and Closing**

**Schedule:**

Labor Day – September 1

Thanksgiving – November 27-28

Christmas – December 22-26

**Sick Leave Bank**

Enrollment for the Sick Leave Bank is during April, May, and June. See your Shop Clerk for forms.

**Chuck Thompson Award**

It is not too early to be thinking of who to nominate for the Chuck Thompson Awards. These will happen in August and September.

**What needs to be in This Thing?**

Please send any suggestions to Tracy Ridings. Anybody want to be a regular submitter for this thing?

**Leave Balances**

The annual and sick leave balances shown on your pay stub are as of the end of the pay period shown. On your longevity check they are as of the end of the previous pay stub and pay period.

**Folks A' Movin' On**

(Retirees Since 5/5/03)

By Jennifer Hatcher

George Bull James Mason  
Vic York Johnny Dills  
Jimmy Gardner Charles Mays  
Glenn Chandler Jan Bolton  
Robert Hopkins Glenn Simerly  
Lynn McGinnis Joe Cantrell  
Don Lawson (going 8/31/03)

**Movin' Around**

By Jennifer Hatcher

Tom Harbin – Maint. Serv. Dispatcher  
Edward Jeter – Asst. Gen. Maint. Cft Worker  
Melissa Leek – Data Integrity Clerk  
Victoria Clevenger - Quality Assur. Clerk  
Harvey Click – Custodial Foreman  
Austin Shoffner – Maint. Specialist  
Alex Johnson – Service Aide II

**BE SAFE**

**Shorts**

There are 92 air conditioning chillers on the Knoxville campus with a total capacity of about 24,000 tons, or enough capacity to cool 7,000 average sized homes.

There are 175 elevators on the Knoxville campus. If they were all stacked on top of one another they would have a total lift of over 1 000 stories

**Scorecard:**

Chargeable projects completed in 2002-03; and cost – 429; \$5.023M  
Maintenance projects completed in 2002-03; and cost – 132; \$5.855M  
Charge workorders completed in 2002-03; and cost – 6,208; \$2.745M  
Maintenance workorders completed in 02-03; and cost – 3,552; \$1.724M