ADMINISTRATION

Special Projects:

Archibus:

TRAINING AIDS:
- A Training Aid for “Receiving a PD” has been produced by Employee Training & Development and is now available along with our other training aids at: [https://tiny.utk.edu/fstraining](https://tiny.utk.edu/fstraining)
- All training aids are located at the bottom right of the page under “Archibus Guides.”
- If you have any questions concerning any of the training aids or need additional training, please contact the Training Team or the Archibus Team.
- REMINDER: Don’t forget to check your email on a regular basis for any Archibus notifications (leave request approvals/rejections, work requests issued, materials ready for pick up, etc.) And periodically, you may receive an outage notice from the Archibus Team.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:
- Working on signage for Student Union.
- Working on severe weather signage.
- Working on various nameplates.

Paint Shop:
- Painting common areas at Black Cultural Center.
- Painting restrooms at the Conference Center.
- Patched and painted wall at Student Services.
- Touched up stairwell walls at Student Union.

Building Services:

Arena:
- Tuesday, Sept 8: Volleyball Game Evansville 7 p.m.
- Wednesday, Sept. 9: Volunteer Expo 12 to 6 p.m.
- Saturday, Sept. 12: UT Football Game vs. Oklahoma kickoff at 6 p.m.
- Sunday, Sept. 13: Soccer Game Belmont 1:00 p.m.

Recycling:

Totals the Week of August 23-29:
- Bottles/Cans: 7160 lbs.
- Paper: 16,820 lbs.
- Cardboard: 18,390 lbs.
- Manure: 7200 lbs.
- Compost: 10,380 lbs.
- Total: 59,950 lbs.

Fiscal Year 2016 Cumulative Total:
- Bottles/Cans: 46,980 lbs.
- Paper: 122,700 lbs.
- Cardboard: 149,650 lbs.
- Manure: 81,500 lbs.
- Compost: 63,640 lbs.
- Total: 464,470 lbs.
Lock & Key:
- Conference Center - change locks.
- University Ave. – setting up cores.
- Sorority Village - changing elevator equipment rooms.
- University Housing – many recores and repairs.

Rapid Response Team:
- Moves at Henson, Austin Peay, Student Union, Dunford Hall, Baker Center, Ellington Plant Science, Bailey Education, and Conference Center.
- Events at Neyland Stadium, Circle Park, Student Union, Ferris Hall, Humanities, Massey and Fiji Island.

ZONE MAINTENANCE

Zone Maintenance Zones:
Zone 2:
- Hodges Library: worked on changing burnt-out lights and ballasts throughout building, removed air-handler filters and cleaned Penthouse machine room, painting ceiling tiles and working on replacing stained and broken tiles, rebuilt sloan flush valve in second floor men’s main restroom, repaired leaking two inch hot water line and replaced rusted out ceiling grid and stained ceiling tiles.
- Changed all pre-filters and greased all air handlers and return fans in Haslam Business.
- Replaced faucet in women’s 3rd floor restroom in SMC.
- Hung white board in SMC 529.
- Rebuilt #4 hot water pump in SMC.
- General building maintenance.

Zone 7:
- Worked on sink lead in SERF 705A and air leak in front of building due to contractor hitting and breaking it.
- Worked on leak in Dougherty M0003 due to 2nd floor roof leak, organizing filters in penthouse, AC problem in 416, AC problem on 6th floor.
- Checked AC temperature in Tickle room 513, 512, 525G, & 525A.
- Changed bearing in AH #1 & Ah #4 in Min Kao, worked on stopped toilet 5 floor men’s room.
- We are organizing our machine rooms.
- General building maintenance.

Zone 8:
- Our team will be working on a wide variety of projects this week.
- We will be cleaning coils and changing filters in our air handler units.
- Some of our Team Members will be taking Customer Service Training.
- We will be working to tidy up in our mechanical rooms.
- We will be working in our Greenhouses on some plumbing and lighting issues.
- Our team continues to work on their Archibus consoles.

Zone 11:
- We are continuing preparation at the Neyland Stadium for the upcoming season by working on restrooms, lights, east and west skyboxes, Peyton Manning Locker Room, Wolf Kaplan, Media Center, and Laurie Center.
- At Neyland Thompson, Brenda Lawson, and Anderson Training, we are working on general maintenance for recruits and visitors.
- At Sherri Lee Softball and Regal Soccer we are working on general maintenance for their season and camps, lights, and restrooms.
- At Goodfriend Tennis we are working on lights on the tennis court, restrooms, and general maintenance issues.
- At Allan Jones, Lindsay Nelson, and Thornton Athletic we are working on general maintenance issues.
- We also repaired the cube light at Gate 10 with new LED lights and signage.

COMMUNICATIONS

Information Services:
- Replace batteries in UPS for Central Alarm System.
- Setup Laptop for Construction Services.
- Import documents for Plumbing Shop.
- UT Market Place Training.
- Rebuild Computer for Building Services.
- Setup Ad-Astra for Building Services users.
- Adjust Strong Hall Cameras.
- Attend KGIS meeting at City-County Building.
- General User Support.
Training:

- Sign up for Safetyfest classes. Some of them have already filled.
- Due to a vacancy in our office and continuance of New Employee Orientation, training staff availability on Mondays and Tuesdays will be minimal. Additionally, we are frequently out of the office, so please leave a phone message if you receive no answer.
- All new employees, regardless of status (term, student, full time regular) must process through our office. This includes any employee who has been rehired. Having employees work without training opens the university up for litigation following an on the job injury.
- When expecting new employees, please let the training office know by the Friday prior. We have an Orientation schedule we follow every Monday and Tuesday.
- Supervisors are reminded to gather their employees to electronically fill out their Conflict of Interest forms. These forms are mandatory. Please allow your employees to use and build on the computer skills we have been providing over the last two years.
- We finished out August with 47% of those assigned training not doing the training. Overall, Facilities is 17% non-compliant for mandatory OSHA training since January.
- We held a graduation for 37 Zone Maintenance employees who were awarded Customer Service certificates. Group 3 will start Wednesday.

Communications:

- We are currently accepting nominations for the Chuck Thompson Awards. Nominations can also be submitted electronically at https://tiny.utk.edu/ChuckThompson. Forms can also be found with Brooke in Room 203 and with unit clerks. The deadline to submit a nomination is Thursday, October 8. See the second to last page of this newsletter for more information.
- Congratulations to Jim Hastie who was named August Employee of the Month! You can always nominate someone for employee of the month. The online nomination form can be found at fs.utk.edu along with the printable PDF version.
- Our office is working on a system-wide program management document.
- We are creating a new Service Guide for the department that will include Service Level Agreements.
- Coordinating the creation and placement of new Cone Zone signs is ongoing.
- Updates to the Cone Zone Web site are ongoing.
- We are still accepting committee members for TNAP-PA 2017. If you are interested in serving on a committee, please contact Charles at cwfarley@utk.edu or Brooke at bsteve14@utk.edu.
- The Facilitator was posted last week. It can be found on the Facilities web site here.
- Coordinating and planning department events/awards is ongoing.
- We are in the planning stages for our next Facilities Fundamentals Workshop featuring UT Recycling. The workshop will be held in September – look for more announcements to come in the upcoming weeks.

UTILITIES

Air Conditioning Services:

- Completed compressed air and process chilled water piping project in lab 213 at the SERF building.
- Installing cross connection compressed air line between BEES lab building and BEES office building.
- Working on chilled water flow problem at BEES lab building.
- Replacing package unit serving the north end Red Cross room at Neyland Stadium.
- Performed maintenance service on vacuum pumps at the Tickle building.
- Performed maintenance service on desiccant air dryer at Plant Biotech building.
- Performed repairs on ice machines and coolers at various locations for Aramark across campus.

Steam Plant:

- The Steam Plant produced 7,608,545 pounds of steam.
- We disconnected and removed wire running to precipitator for precipitator removal.
- Disconnected lights and removed from crusher house for demolition.
- Checked and adjusted DA tank level controls.
- Inventoried motor stock and marked for surplus.
- Pulled wire from auxiliary control room.
- Repaired boiler 4 eye-hye control display and transformer.
- Disconnected and removed control room equipment.
- Removed steam heater for testing and repair.
- Continued cleaning Steam Plant.
CONSTRUCTION

- Lake Ave. parking lots: improvements underway at 5 lots.
- Roof replacements and repairs at Art & Architecture, Baker Center, College of Nursing, Communications/Student Services, Food Safety, Jessie Harris, McClung Tower, and Morgan Hall.
- 11th St. Pedestrian Bridge: capital project. Sandblasting and painting.
- Andy Holt Tower: estimate for lockset replacement in room 531.
- Art & Architecture: new spray-booth installation.
- Buehler Hall: estimate for laboratory renovations in rooms 432 & 432A.
- Burchfiel Geography:
  - Room 206: adding wall to create new office at the end of the room; installing door to hallway.
  - Room 207: adding electrical outlets as part of conversion to large office space.
  - Room 208: install door leading to hall.
  - Room 209: add a wall to separate and create a small office space at one end of the room, install door out to hallway.
- Communications/Student Services:
  - Pedestrian bridge guardrail replacement.
  - 3rd floor patio: estimate for exterior lighting and electrical service.
  - Suite 460: reconfiguring space to create new digital center.
  - Room 457: new cabinets.
  - Room 413: estimate for mounting 60” monitor.
- Dougherty Engineering: 3rd floor lab renovation.
- Dunford Hall, 1st floor: renovating space for Disability Services, with new conference room, family style restrooms, and new paint on the entire floor.
- Estabrook: renovating 8 classrooms to become Nationalized Classrooms for campus.
- ETREC Johnson Animal Research: estimating cooling tower renovation.
- Jewel Building—Architecture Studio:
  - Installing ventilation fan for the laser cutter at the Fab Lab.
  - Preparing to install electric roller shades.
  - Relocating electrical service and sprinkler heads.
- Henson Hall: nearing completion of renovation.
- Haslam Business:
  - Room 203: electrical and alarm work in new closet.
  - Rooms 605 & 606: reconfiguration of workroom and kitchenette.
- Hess Hall:
  - New Command Center location—nearing completion.
  - 2nd floor modifications to convert from residence to office use, under construction.
- Howard Baker Center:
  - Estimate for rooftop garden.
  - Estimate for creating additional offices on third floor.
- HPER:
  - Investigation and remediation of roof; includes interior repairs.
  - Estimate for replacing mirrors in room B020.
- Morgan Hall: renovating and updating finishes and furniture in suite 212.
- Nielsen Physics, rooms 606 & 607: estimate for renovating spaces for graduate assistants.
- Perkins Hall:
  - Renovating corridors in building.
  - Installing access card readers in four locations.
  - Installing new fire alarm in building.
- SERF: replaced chilled water in room 213 and new ductwork and electrical service for occupant equipment in room 702, Phoenix valve replacement.
- Regal Soccer: masonry repairs.
- TRECS: estimate for cleaning exterior and interior of all windows.

Facilities Services Vacancies

3rd Shift Custodian (Building Services Aide I) - Requisition ID - 15000000WL
2nd shift - Air Conditioning Spec I - Requisition ID - 15000000N7
Carpenter I - Requisition ID - 15000000S2
Welder II - Requisition ID - 15000000Q3
Custodian (Building Services Aide I) - Requisition ID - 15000000PB
Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5
Painter I - Requisition ID - 14000000YW
MEMORANDUM

TO: All Facilities Services Department Employees

FROM: Brooke Krempa
Derek Bailey
Keith Downen
Randy Hamilton
Richard Johnson
Roger McDonald
Cesar Penalba

DATE: September 2, 2015

SUBJECT: 2015 Chuck Thompson Facilities Services Outstanding Employees Award

Mr. and Mrs. Richard C. Thompson, son and daughter-in-law of a former Assistant Director of the Facilities Services Department, have established a $15,000 endowment with the University. The income from this endowment will be used to make two (2) annual cash incentive awards for non-exempt employees of the Facilities Services Department in the name of Charles F. (Chuck) Thompson. We, acting as a Committee appointed by the Associate Vice Chancellor of the Facilities Services Department, are using this memorandum as a means of informing you of the criteria for nominating a person for this award.

1. Nominee must have a minimum of ten years’ service with the University of Tennessee.
2. Demonstrated extraordinary dedication/determination/results in the course of his or her daily work or in a "special project" situation.

Nomination forms are available from the clerk in your work area and from the Associate Vice Chancellor's office.

Nominations can also be submitted electronically at https://tiny.utk.edu/ChuckThompson

There will be two (2) annual awards assuming there are deserving nominees. One award is to be given to an employee in the crafts area and one to an employee in the service/clerical support area. Nominations will be accepted until 5:00 P.M., Thursday, October 8th by Brooke Krempa, Room 203 Facilities Services. The awards will be presented in late October. The decision of the Committee will be final.

We encourage you to make nominations for deserving Facilities Services employees.

PLEASE POST
Cast Your Vote for Facilities Services Employee of the Month!

A year-and-a-half after its inception, the Facilities Services Employee of the Month program has allowed us to honor 18 deserving members from our department.

Thank you to everyone who has nominated members of our team for the award, because without these nominations, this program wouldn’t be possible. Unfortunately, due to a lack of nominations, we were unable to name a July 2015 Employee of the Month.

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 clicking this link: https://tiny.utk.edu/FSEOM. Hard copies can be found with unit clerks and in Facilities room 203. These hard copies can be dropped off in the Employee Comment Box next to room 107 or in room 203.

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 at 214-7662 or bsteve14@utk.edu.

Nominate our next Employee of the Month Today!