

# Facilities Services Weekly

April 4, 2017

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

The Facilities Services Employee Satisfaction Survey is open through **April 7**. Hard copies can be returned to Brooke Krempa in the Facilities Services Complex and an online version is available at <https://tiny.utk.edu/FS2017Survey>.

Join us for the annual TNAPPA Conference at UT Knoxville this spring!



See page 6 of this newsletter for more information.

## ADMINISTRATION

### Special Projects:

- Collaborating with unit PM Coordinators regarding equipment inventory, PM creation and entry into Archibus.
- Data entry of equipment into Archibus.
- Verifying building equipment previously uploaded into Archibus.
- Entering and scheduling PMs.
- TNAPPA 2017 preparations.

### NOTE:

- There have been some minor changes to the Work Request Billing Console. The console is now in page form and you will need to use the filter options as an easier way to search and process your billing console. If you have any questions or concerns about how to filter, please do not hesitate to contact the Archibus team.

### 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](mailto:jvm@utk.edu) or Veronica Huff at [vhuff@utk.edu](mailto: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 Services:

- Next week we will begin our Clean Check Training. This training is provided to each zone as a reminder of proper cleaning techniques.
- We now have one (with more to come) Clorox Disinfecting machines. This machine sprays an ionized disinfectant that will kill MRSA, Norovirus, etc. It covers all surfaces without a film. Particularly useful in athletic areas, office suites, and public areas.

### Arena:

- Tuesday, April 4th: Softball Game vs. Kentucky at 6 p.m.
- Tuesday, April 4th: Baseball Game vs. MTSU at 6 p.m.
- Friday, April 7th: Football Coaches Clinic All Day.
- Saturday, April 8th: Football Coaches Clinic All Day.

### Lock & Key Services:

- Tickle Engineering – install security thumbturns.
- Science Lab Facility – setting up and installing cores.
- Greve Hall – repair lock.
- Baker Center – repair exit door.
- Communications – make keys for cabinets.
- University Housing – many recores and repairs.

## ZONE MAINTENANCE

### STAR Team:

- Renovating SERF room 430.
- Renovating room 518 in Perkins Hall.
- Installing filter system on chilled water system at Art & Architecture.
- LED lighting upgrade at Nielsen Physics and Auxiliary Services.
- Vibration testing of pumps and motors.
- Install new doors at the locker room at the football complex.
- Install door closer at softball.
- Replace broken door glass at North Carrick Hall.
- Repaired handicap operator at Melrose Hall.

STAR TEAM CONTINUED ON PAGE 2

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## STAR TEAM CONTINUED:

- Repaired doors at TRECS pool side.
- Ordered glass and intercom system for UT Police Department.
- Replaced broken mirrors in women's bathroom on the seventh floor of SMC.
- Replace broken door glass at Clement Hall.
- Repaired handicap operators at Nielsen Physics.
- Repaired and reattached aluminum letters to the top of Gate 21 ticket booth.
- Repaired window at International House.

## Zone 3:

- Our team will be changing filters and servicing equipment this week.
- We continue to work on exterior lighting, and cleaning roof tops and guttering.
- HVAC will be our main focus this week. With the start of spring we will be cleaning condensing units and testing our units.
- We will be responding to work requests in the Fraternity and Sororities.
- At the Middlebrook Pike Building Air Conditioning Services is in the process of changing out units. We will be assisting to help better serve our customers.

## Zone 2:

### SMC:

- Removed broken mirror in women's restroom on 7th floor.
- Replaced bearing on second floor air handler.
- Repaired urinals and toilets after water main break.
- Greased all bearings, pumps, and motors.
- Replaced filter on bottle fill station.
- General maintenance throughout zone.

### Haslam Business:

- Greased all bearings, pumps and motors.
- Replacing pleated air filters.
- Repaired water fountain on second floor.
- Cleared drain on bottle fill station on fourth floor.
- Assisted plumbing shop on hot water piping repair.
- General maintenance throughout zone.

### Hodges Library:

- Replaced broken toilet in women's restroom on fifth floor.
- Replaced water stops in men's and women's restrooms on fifth floor.
- Removed door on the south ground floor to replace three ¼-20 bolts that were broken.
- Cleaned diffusers in north and south commons.
- Rebuilt actuator valve in room 605 at the dean's suite.
- We have seventeen air-handlers in Hodges Library and all filters have been changed.
- Motors and air-handlers greased and all belts checked.
- Belts changed on p-3 return also all pumps and return air fan motors greased.
- Filters changed at the heat wheel.
- Changed bathroom exhaust and elevator room filters.
- Repaired flooring in south commons.
- Replaced broken toilet seat in women's restroom on second floor.
- Unstopped toilet on third floor women's restroom.
- Reset tripped breaker at One Stop.
- Replaced broken restroom stall door handle in first floor main men's restroom.
- Replaced five burnt-out bulbs in our steam tunnel.
- General building maintenance.

### Melrose Hall:

- Rebuilt sloan flush valve in room 101 f-section.
- Installed new air conditioning unit in room f-101.
- Replaced burnt-out bulbs and ballasts on second and third floor restrooms in e-sections.
- Removed broken steam heater from room e-302 and capped off ¾ steam line.
- Replaced broken light switches and burnt-out ballasts and bulbs in e-section 301 to 303 and e-section 401 to 404.

### Tyson House:

- Rebuilt sloan flush valve in first floor restroom.
- Replaced flush handle in second floor restroom.
- Installed new sink faucet.
- Replaced two can lights in room 101.
- All air-handlers have been greased and belts checked.
- Belts changed on air-handler #3.

### International House:

- General building maintenance.

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## Zone 7:

- Cleared cooling towers throughout zone.

## Zone 8:

- We are working on lighting in hallways and common areas.
- Our team will be focusing on HVAC units. Summer heat will be here soon and we will make sure our equipment is ready for the demand.
- Our greenhouses are getting busy with the start of spring. We will be servicing exhaust fans and cooling pads to make the transition to the summer heat smooth.
- One Call will be answering calls and working on high traffic restroom areas that are hard to access during peak hours.

## Zone 11:

- At Neyland Stadium continuing to prepare stadium and hosted Rokerthon with largest human letter.
- At football complex checking and adjusting chemicals in pools.
- At Allan Jones Aquatic Center checking and adjusting chemicals in pools.
- At Good Friends Tennis Center assisted Electrical Services with outside lighting.
- At Regal Soccer Stadium finished rewiring outside lights and waterproofing light fixtures.
- General building maintenance throughout zone.

## COMMUNICATIONS

### IT Support & Maintenance:

- Setup computers for new Rapid Response personnel assignments.
- Assist Electrical Services with Stadium Lighting control computer.
- Assist with conference room setups.
- Assist with department inventory reporting.
- Setup new machine from SCUP program.
- Assist with lighting program at Plant BioTech Building.
- Update software as needed for users.
- Assist with self-classification of network connected devices.
- Assist with planning for TNAPPA.

- Assist with Legacy Employee Evaluation Process.

### Communications & Public Relations:

- The 2017 Employee Satisfaction Survey was distributed the first week of March. The deadline to take the survey is Friday, April 7. For more information contact Brooke at 214-7662.
- We submitted two articles to APPA detailing our customer service driven programs. Features on RRT and the STAR Team will be featured in upcoming publications.
- A new employee comment box will be placed at the Facilities Services Complex and on campus. Stay tuned for when and where the boxes are installed. A new online form will also be provided.
- We had a walk through of Pratt Pavilion in preparation for TNAPPA.
- We met with Parking & Transit Services to finalize the details of TNAPPA parking and shuttles.
- The Business Partner Packet for TNAPPA has been created and distributed to our vendors and sponsors.
- We're organizing registration items for TNAPPA participant and business partner registration packets and bags.
- Gathering donations for TNAPPA prizes.
- I would like to thank everyone who volunteered to serve as a Big Orange Family Campaign team lead this year.
- We completed a list of ways our department is directly tied to the academic mission of the university.
- We're working on our American School & University Educational Interiors portfolio submissions. These will be submitted by April 10.
- You can help us to nominate our next employee of the Month at [tiny.utk.edu/FSEOM](http://tiny.utk.edu/FSEOM). Hard copies of forms are also available with Brooke Krempa.
- If you would like to register for the upcoming TNAPPA Conference, or volunteer to work during the event please contact Brooke Krempa at 214-7662.
- The nomination structure for the Exceptional Team Award has been changed. Anyone will now be able to nominate a team from our department. The March Exceptional Team recipients will be announced this week.
- We created a new page on our website that details our department's best practices. You can find a link to the page in the right navigation menu of our website at [fs.utk.edu](http://fs.utk.edu) or directly at [tiny.utk.edu/FSBestPractices](http://tiny.utk.edu/FSBestPractices).

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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## COMMUNICATIONS & PR CONTINUED:

- Several retirements have taken place during the last few weeks. To see pictures from the parties go to the Facilities Services Facebook page.
- TNAPPA Business Partner registration forms have been distributed through email and mail. More notices were distributed last week.
- A TNAPPA Team Lead Meeting was held week. If you have any questions or concerns about the upcoming TNAPPA Conference please contact Brooke at 214-7662.
- We are working on updating the nationalized classroom list for campus.
- We are working on several fs.utk.edu web page updates for different subunits.
- Communications & PR is working with UT Video & Photography to create a five minute video showcasing the achievements of our department.
- We are working on creating and updating Cone Zone signs on campus. We are also making updates to the Cone Zone site.
- Updates are being made to the department website.
- We are working on a customer satisfaction form for the website.

## UTILITIES

### Air Conditioning Services:

- Assisting contractors with chiller replacement at SERF chiller house.
- Repairing heating water coil in AHU at Pratt Pavilion.
- Replacing chilled water isolation valves at Blount Hall.
- Performing repairs to heating water loop at West Skybox at Neyland Stadium.
- Replacing expansion boots on heating water pump at CRC Building.
- Performing maintenance and repairs to air compressor at JIAM Building.

### Electrical Services:

- UTFS Security system Upgrade Contract support–Campus Wide.
- UTFS FA/BA – Fire Alarm System minor repairs/Testing various buildings on Campus.
- UTFS Outdoor Lighting Systems.

- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS Support – Laurel Substation Phase II.
- UTFS Support - NEW GIS 15KV Swg, Old Substation.
- UTFS HV - WCR Construction Support.
- UTFS Electrical Services Support – Chiller Improvement Project.
- UTFS FA – Fire Alarm Thompson Boling Arena (TBA) – Fire Watch Athletics support TBA events.
- Congratulations to Cory Cox from the Fire Alarm/Building Access group! Mr Cox accomplished a feat that only few people have accomplished. Mr Cox had “2” perfect games in Bowling (300) last week.
- The odds of this feat is that if all 300 million people in the US bowled and one time, only 2,608 people would be successful.

### Steam Plant:

- Repacked #2 and #3 condensate pumps.
- Removed steam heater from welding room.
- Started hanging new lights at #5 boiler .
- Weekly logs.
- Mowed and trimmed grass around steam plant.

## CONSTRUCTION SERVICES

### Campus Projects:

- Allan Jones Aquatic Center: Repair damage from roof leak in lobby.
- Andy Holt Tower: Paint common areas of room P226; Paint third floor office suite; Eighth floor door controls.
- Art and Architecture: Exhaust system for laser cutters on third floor; Renovations to third floor Print Center; Demo Photo Lab; Continuing work in Kitchen.
- Bailey Education: Paint room 201.
- Business Incubator: Renovation for Anderson Center rooms 112 and 114.
- Campus: Annual maintenance on the Torchbearer and Europa/Bull; Strong Hall Bridge restoration; Evaluate parking garages; Replace fencing C-20 Parking Lot; Parking Garage lighting improvements.
- Classrooms: Working on 23 classroom renovations for summer.

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CONSTRUCTION CONTINUED ON PAGE 5



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## CONSTRUCTION CONTINUED:

- Clement Hall: New landscaping and site improvements.
- College of Nursing: Repair settling walls; Painting several rooms.
- Communications: Install sign for room 460; Remove bulletin board and install sign in room 333; Painting in rooms 61, 68 and 70.
- Conference Center Building: Paint room 313E; Paint, chair rail and/or blinds in room 432; Renovations to room 406; Add door between rooms 314G and 314R, remove cubicles.
- Dabney-Buehler Hall: Install exhaust fan in chase from room 103, Second floor settling repairs.
- Dougherty Engineering: Several room renovations on the second and third floors.
- Early Learning Center: Replace two air conditioning units (White Avenue).
- 11th Street Garage: Additional solar panels.
- Facilities Services Complex: Install glass break detectors; Install wind turbine; Install new lights.
- Food Science Building: Remove built-in desk and patch surfaces.
- Haslam Business: Install door for room 406; Accordion Doors in room 220; Panic alarms in four offices; Power for several areas (digital signage).
- Hearing and Speech: Hang blinds; Painting and carpet in rooms on first and second floors
- Hesler Biology: Concrete work and drains in greenhouses; Door controls on Greenhouse doors.
- Hodges Library: Replace cabinet in POD Market; Renovate Miles Reading Room 135; Painting several rooms; Assist with office renovations, Graduate Commons and One Stop/VA Services.
- HPER: Add emergency lighting.
- Kappa Delta Sorority: Modify sprinkler head locations for HVAC servicing.
- Jessie Harris: Sidewalk and step repairs.
- JIAMS: Additional electrical service for several labs for phases 1 and 2.
- Kingston Pike: Install raceways and equipment for parallel UPS system; Carpet room 121.
- Morgan Hall: Complete Fire Alarm System; Paint, flooring and furniture in rooms 126 and 201; Renovate rooms 119 and 218.
- Perkins Hall: Install interlocking rubber tile in room S002.
- Pratt Pavilion: Repair exterior siding panels.
- Roofs: Baker Center Dome, Dabney-Buehler Hall, SERF, Claxton, Austin Peay, Tyson Alumni House, Hesler, Volunteer Hall.
- Senter Hall: Concrete and drains in greenhouse.
- SERF: Electric additions to room 520.
- Sherri Lee Parker Stadium: Minor renovations to Press Box.
- SMC: Paint and/or carpet rooms 252, 319, several rooms on fourth floor, and fifth floor offices; Electric for monitor room 406.
- Stokely Family Residence Hall: New signage; Power to compactors.
- Student Health: Install ladder from second floor roof to the first floor roof.
- Student Services: Paint rooms 201 and 320; Add door operator in room 201; Add emergency power receptacles for radio station servers.
- Student Union: Add raceway for camera; Signage in G3.
- Taylor Law: Painting several offices and common areas on second and third floors; Reconfigure offices (phase 2).
- Tickle Engineering: Lock modifications, window treatments to classrooms.
- Volunteer Hall: Controls on security gates P5; Repair EFIS.



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*"Opportunities for Excellence"*  
May 15 & 16 2017  
Hosted By  
The University of Tennessee, Knoxville

The Tennessee state chapter of APPA (Tennessee Association of Higher Education Facilities Officers) will meet this spring, May 15 & 16, 2017 for their 28th Annual TNAPPA Conference.

This year's event will be hosted by the University of Tennessee in Knoxville, Tennessee.

We would like to invite you to join colleagues from across the state for professional networking, educational sessions, and information sharing on Opportunities for Excellence in educational facilities!

#### **Full conference registration includes:**

Monday - entry to the Hall of Resources, participation in self-guided and guided campus tours (including Neyland Stadium), and a Welcome Dinner at UT Gardens with games, prizes and entertainment.

Tuesday - entry to the Hall of Resources, breakfast, lunch, snacks during afternoon break, all educational sessions, Dr. William Bass keynote presentation, and guided focused tours.

#### **Tuesday only conference registration includes:**

Tuesday - entry to the Hall of Resources, breakfast, lunch, snacks during afternoon break, all educational sessions, Dr. William Bass keynote presentation, and guided focused tours.

Pricing information can be found on the registration form included with this letter.

Registration forms and information about the upcoming conference, including educational sessions and detailed schedule information, can be found at [tnappa2017.utk.edu](http://tnappa2017.utk.edu).

Information about TNAPPA can be found at [tnappa.appa.org](http://tnappa.appa.org).

#### **Accommodations:**

##### **Hilton Knoxville Downtown**

501 W Church Ave., Knoxville, TN 31902  
(865) 523-2300 TNAPPA Rate \$96.00

##### **Holiday Inn Knoxville Downtown**

525 Henley Street, Knoxville, TN 37902  
(865) 522-2800 TNAPPA Rate \$106.00

Rates are valid through April 22, 2017. Space is limited

\*Transportation from hotels to conference location provided.

## **28TH ANNUAL TNAPPA CONFERENCE**

#### **Keynote Speaker:**

**Dr. William Bass, Ph.D.**

#### **Schedule at a Glance**

##### **Monday, May 15, 2017**

TNAPPA Golf Tournament  
Dead Horse Lake Golf Course

Hall of Resources (Exhibit  
Hall) Open

UT Knoxville Pratt Pavilion

Welcome Dinner/Games  
UT Gardens

##### **Tuesday, May 16, 2017**

Full Day Conference  
Breakfast, Hall of Resources,  
Tours, Lunch, Keynote  
Speaker, Educational Sessions,  
Focused Tours, Hall of  
Resources Break down

Evening Banquet

Galleries, Dinner & Music  
Knoxville Museum of Art

#### **TNAPPA PLANNING COMMITTEE**

Brooke Krempa, Jason Cottrell,  
Veronica Huff, Tiffanie Casteel,  
Mike Raabe, Ted Murphy, Maria  
Martinez, Amanda Ruelle, and  
Randy Hamilton

Contact Information:

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THE UNIVERSITY OF  
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FACILITIES SERVICES

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## 2016 Employee of the Month Award Recipients



December: **Steve Kopp**



November: **Charlotte Clabough**



October: **Ashley Savage Gilliam**



September: **Arthur Tezak**



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**

### **Congratulations to all of our 2016 Employee of the Month recipients!**

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](https://tiny.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 service 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](mailto:bsteve14@utk.edu).

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