

# Facilities Services Weekly

April 10, 2017

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

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:

- We are making progress on restoring the Hodges Library marble floor.
- We are preparing to go into the Strong Hall Building.
- The second floor of JIAMS is now operating.

### Lock & Key Services:

- Austin Peay – file cabinets repair or replace locks.
- 2121 Stephenson Drive – rekey locks.
- Tickle Engineering Building – rework locks for security.

- Vol Hall/POD store – safe will not open.
- Hearing & Speech – assist with installing lock.
- Alumni Hall – rekey locks.
- SERF – keys locked in cabinet.
- Science Lab – loading and installing cores - cutting keys.
- University Housing – many recores and repairs.

### Rapid Response Team:

- Starting moving equipment into JIAMS from SERF on Phase 2.
- Starting moving items into the new Strong Hall Building.
- Events at Fiji Island, Haslam Business Building, Circle Park, Humanities, Art & Architecture.
- Addressing all other requests that come in during the week.

## ZONE MAINTENANCE

### STAR Team:

- Renovating SERF room 430.
- Renovating room 518 in Perkins Hall.
- Installing filter system on chilled water system at Art & Architecture.
- Moving researchers into JIAMS Phase II.
- Vibration testing of pumps and motors.
- Repair handicap operator at Fred Brown Residence Hall.
- Renovation at room 518 in SERF.
- Repaired trophy cases at Softball Stadium.
- Replaced broken glass at 1525 University Avenue.
- Replaced broken glass at Hodges Library.
- Repaired handicap operator at White Hall.
- Repaired handicap doors at the Baker Center.
- Reset glass at Black Cultural Center.
- Adjusted handicap doors at Orange Hall.
- Adjust handicap door at Hodges Library.
- Install glass at Sherri Parker Lee Stadium.
- Install glass at Lindsey Nelson Stadium.
- Deliver door closers to Student Recreation and Fitness Center.

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## Zone 1:

- We have cleaned both cooling towers at Reese Hall for the summer.
- The DX unit at Hess Hall was cleaned for the preparation of air conditioning season.
- We have a new employee at Stokley Family Residence Hall. We would like to welcome Ronnie Cody.
- In the weeks to come we will be rebuilding all the leslies in the residence halls.

## Zone 3:

- We will be converting warehouse lighting to LED equivalents at the Middlebrook Pike Building.
- Our Team continues to perform routine maintenance in our buildings.
- At the Black Culture Center we are cleaning AHU units to complete the total cleaning of the entire HVAC system.
- Our team continues to work in sororities and fraternities to assist in keeping their areas in good repair.

## Zone 7:

- SERF: Still working on lighting project, and conducting room to room checks fixing lights, ceiling tiles, door closers, air conditioning units in rooms, etc.
- Dougherty Engineering: Room to room checks fixing lights, ceiling tiles, door closers, air conditioning units in rooms, etc.
- Tickle Engineering Building: Hang emergency signs throughout building, and room to room checks fixing lights, ceiling tiles, door closers, air conditioning units in rooms, etc.
- Perkins/Ferris Halls: Assisting roofing contractors on finding roof leaks, and room to room checks fixing lights, air conditioning units, etc.
- Min Kao: Room to room checks fixing lights, moved desks for department, put up glass board, etc.
- Berry Hall: fixed toilet, and general building maintenance.
- All of zone 7 is checking for storm damage, and cleaned out storm drains.

## Zone 8:

- We continue cleaning condenser coils and servicing HVAC units to prepare for the summer heat.
- In our greenhouses we continue to grease bearings and

change belts to prepare for their busy season.

- We will be working in common areas and classrooms to keep lighting and air conditioning calls to a minimum.
- One Call will be responding to calls and taking care of high traffic areas that are hard to access during normal operating hours.

## Zone 9:

- Keeping up with filter changes.
- Replacing lamps and ballast where needed.
- Completing work orders as they come in.
- Getting the chancellor's office ready.
- Installing new signage.
- Correcting some air conditioning issues at the College of Nursing.
- Maintaining pools and getting them ready for summer use.
- General everyday maintenance.

## Zone 11:

- Continuing to prepare Neyland Stadium for upcoming Orange & White game.
- At Football Complex checked and adjusted chemicals in pools.
- At Allan Jones Aquatic Center checked and adjusted chemical in pools.
- Prepared Regal Soccer Stadium for scrimmage.
- At Sherri Park Stadium checked and replaced lights as needed, and unstopped floor drain in the Vols dug out.
- Throughout zone completing general building maintenance.

## COMMUNICATIONS

### IT Support & Maintenance:

- Install Operating System on Stadium Lighting Server for Electrical Services.
- Assist with new Monitor Setup and Testing.
- Finished SCUP paperwork.
- Install new machines from SCUP.
- Finish inventory.
- Setup and Recording for Video Conferences at Facilities Services Complex.

IT SUPPORT & MAINTENANCE CONTINUED ON PAGE 3

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## IT SUPPORT & MAINTENANCE CONTINUED:

- Research printer repair options.
- Setup Human Resource drive for Administrative Services.
- Install Wireless mouse/keyboard combos in some conference rooms.
- Assist with Self-Classification, printing as needed.
- TNAPPA planning.
- Prepare for ArborPRO software upgrade at Landscape Services.
- Prepare for Adobe Software license renewal to begin next month.

## Communications & Public Relations:

- *Congratulations to the latest Facilities Services Exceptional Team - our Big Orange Family Team Leaders - Bill Mills, Ann Free, Chip Pennoyer, Ed McDaniel, Danny Pritchard, Dean Wessels, Frank Wyrick, Andy Webb, Ed Roach, Jason Cottrell, and Jay Price!*
- Thank you to everyone who submitted an employee satisfaction survey this year. We received more than 200, the highest number of responses in the last four years.
- 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 met with UT Conferences to finalize details at the vendor fair for TNAPPA.
- A TNAPPA team lead meeting will be held this week and a meeting for all conference volunteers will be held next week.
- We had a walk through of Pratt Pavilion in preparation for TNAPPA.
- The Exceptional Team lunch will be held this week.
- 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 online today. The actual portfolios will be sent out next week.
- 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).
- 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](http://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.

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## UTILITIES

### Air Conditioning Services:

- Installing WSHP at Middlebrook Building.
- Performed a rebuild on tower pump at Hodges Library.
- Rebuilt #1 tower pump at Haslam Business Building.
- Performing repairs to the central food freezer at Presidential Court Building.
- Rebuilt heating water pump at Alumni Memorial Building.
- Assisting contractors with outages at SERF chiller house.
- Performed repairs to air conditioning unit at Lindsey Nelson Stadium.

### 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.
- UTFS Support for Destination and Imagination.
- UTFS HV McClung Museum HV work.
- UTFS Humes Demolition support.

### Steam Plant:

- Continue to run conduit and install new lighting around boiler #5.
- Oil meter logic for oil totalizers for #1 and #5 boilers.
- Operated boiler #1 while outside contractor performed tuning.
- Operated boiler #5 while outside contractor performed tuning.
- Weekly logs.

- Monthly reports.
- Completed lock out tag out on Solar turbine for generator removal.
- Cleaned and painted welding room.
- Mowed and trimmed grass around steam plant.
- Started to demo old coal bunkers.

## CONSTRUCTION SERVICES

### Campus Projects:

- Kinston Pike Building: Flooring in room 121; Painting in back hallway.
- Jessie Harris: Sidewalk and step repairs; Remove carpet in rooms 241 and 418; Refinish door in room 115.
- JIAMS: Additional electrical service for several labs for phases 1 and 2; Replace acid storage tank.
- Kingston Pike: Install raceways and equipment for parallel UPS system; Carpet in room 121.
- McClung Museum: Replace brick walkway with concrete.
- Morgan Hall: Complete Fire Alarm System; Paint, flooring and furniture in rooms 126 and 201; Renovate rooms 119 and 218; Painting in room 118.
- 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 Stadium: Minor renovations to Press Box.
- SMC: Paint and/or carpet rooms 252, 319, several rooms on 4th floor, and 5th 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.

CONSTRUCTION CONTINUED ON PAGE 5

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## CONSTRUCTION CONTINUED:

- Taylor Law: Painting several offices and common areas on 2nd and 3rd floors; Reconfigure offices (phase 2); Paint and LVT in room 255.
- Thompson-Boling Arena: Dining area demolition.
- Tickle Engineering: Lock modifications, window treatments to classrooms.
- Volunteer Hall: Controls on security gates P5; Repair EFIS.
- Walters Life Sciences: Add power for incubator.

## FACILITIES SERVICES VACANCIES

**Rapid Response Team Mmbr** - Requisition ID - 17000000CR

**Sr Plumb & Heating Sp I** - Requisition ID - 17000000CU

**Two Temporary Assistant Painters** - Requisition ID - 16000000CR

**Temporary Assistant Carpenter (Carpenter Assistant II)** - Requisition ID - 16000000DT

**Heavy Equipment Operator** - Requisition ID - 17000000BJ

**Sr Line Installer I** - Requisition ID - 17000000AO

**Sr Maintenance Specialist** - Steam Plant - Requisition ID - 170000007Y

**Recycling Truck Driver I** - Requisition ID - 1700000073

**2nd and 3rd Shift Custodians (Building Service Aide I)** - Requisition ID - 160000018P

**Landscape Serv Foreman (2 Positions)** - Requisition ID - 170000005J

**Landscape Aide I (3 Positions)** - Requisition ID - 170000003S

**Exterminator I (2 Positions)** - Requisition ID - 170000003E

**Electrical & Electronics Technician** - Steam Plant - Requisition ID - 1700000029

**Senior A/C Specialist II** - Requisition ID - 16000001NO

**Air Conditioning Spec I (3 Positions)** - Requisition ID - 16000000F8

**Landscape Serv Foreman (2 Positions)** - Requisition ID - 16000001IW

**Maintenance Specialist I (10 Positions)** - Requisition ID - 16000001HZ

**Line Installer I (Two Positions)** - Requisition ID - 16000000M2

**Asst Bldg Srvs Foreman (5 Positions)** - Requisition ID - 1500000139

**Painter I (Two Positions)** - Requisition ID - 16000000ZY

**Part-time Temporary Custodian (Building Services Aide I)** - Requisition ID - 16000000DU

**Landscaping Aide I Seasonal temporary work** - Requisition ID - 15000000B5

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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 37902  
(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:

Phone: 865-214-7662

Email: [bsteve14@utk.edu](mailto:bsteve14@utk.edu)



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>