

Facilities Services Weekly

April 17, 2017

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

Congratulations to Joe Suits - Facilities Services Employee of the Month!
Nominate another hard-working member of our team at fs.utk.edu

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 a member of 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 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

Landscape Services:

- Orange & White Residence Halls: Landscape install complete.

- Administration Garage: Install landscape renovation in planters on ground level.
- Blueberry Falls Park: Landscape renovation around upper falls and planting additional blueberry shrubs (continued).
- Begin spring/summer seasonal flower rotation.
- Turf: Bore sleeves under walks for future irrigation upgrades at Student Services/Communications and McClung Museum.
- Arboriculture: Stump grinding.
- Arboriculture: Removal of hazardous hackberry between Estabrook Rd and Second Creek
- Facilities Services Complex: Assist Construction Team with installation of new patio and compressor pad (continued).
- Mulch application to landscape beds (continued).
- Remove old building signs where new ones have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).
- Landscape Academy: Continue development of upper level curriculum.

Lock & Key Services:

- Hearing & Speech – install lockset.
- Conference Center – assist with installing hardware.
- Clarence Brown Theatre – repair exit device.
- Radiological Safety/Cherokee Trail – rekey lock.
- Support Services – rekey file cabinet.
- Dunford Hall- assist with keys to multiple cabinets.
- Glazer Building – install lock & key.
- Science Lab – install cores and cutting keys.
- University Housing – many recores and repairs.

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UT Recycling:

- We now have stand alone signs explaining the mug project at all locations honoring the mug project, and are getting people to pledge to use re-useable mugs and bottles.
- We are setting up bins for move-out donations in dorms and at Sorority Village.
- We will be working the Orange and White football game this weekend, diverting waste from the landfill!
- The Picnic on the Plaza was a successful zero-waste event with a diversion rate of 85% (1,642 pounds recycled and composted).
- Earth Day Celebration was a zero-waste event.
- We are looking forward to hiring more members of our team for this summer, and expecting some volunteer groups to tackle larger projects such as campus clean ups and updating stickers on bins!

ZONE MAINTENANCE

STAR Team:

- Renovating SERF room 430.
- Moving researchers into JIAM Phase II.
- Vibration testing of pumps and motors.
- Repair handicap operator at Fred Brown Hall.
- Cut and deliver obscure glass to Massey Hall.
- Installing filter system on chilled water system at Art and Architecture.
- Replace broken glass at Hesler Greenhouse.
- Repaired handicap operator at SERF.
- Preparing Lab 108 for move to JIAMS.
- Repaired window wall at Hess Hall on back side.
- Checking for hard water on top line of Steam Plant.
- Repaired door lock at Regal Soccer Stadium.
- Repaired door lock at Sherri Parker Lee Stadium.

Zone 1:

- We have been keeping up with work orders.
- We cleaned the condensing unit at Hess Hall.
- Starting to get parts ordered for the end of the year to flip the building before Destination Imagination begins in May.

Zone 3:

- This week in zone 3 we will be working on several diverse projects to support uptime on campus.
- Zone 3 will focus on changing lights at Middlebrook in the warehouse area.
- Taking care of the Early Learning Center by ensuring all emergency lighting is properly functioning and changing a mixing valve that needs rebuilding.
- Throughout the rest of zone 3 we will be changing filters cleaning light fixtures and performing our normal daily inspections to get ahead of any problems before they arise.

Zone 5:

- This week in zone 5 we will be working on several diverse projects to support uptime on campus.
- Zone 5 will focus on preventive maintenance tasks changing filters where needed and performing walk thoughts to check for lighting, HVAC and plumbing issues in all zone buildings.
- In addition, Zone 5 will be preparing for the coming heat waves in the months ahead by going over all of the exhaust fans in the greenhouses on the AG campus to make sure we have zero failures this spring.
- Lastly, One Call will continue to catch calls in the off hours and provide prompt and courteous customer service to all customers in the resolution of their problems.
- Additionally, they will also take the weekend to log the pools and check and run generators on both shifts in addition.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Student Union lighting and more.
- Earth & Planetary Science heat and air conditioning improvement.
- Alumni Memorial hall unit repairs.
- Austin Peay domestic water line repair.
- Walters Life Science filter replacement.
- Dabney Buehler Hall storm drain stopped up.
- Walters Life Science heat exchanger replacement.

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Zone 7:

- In SERF worked on LED Project, replaced floor tiles, repaired domestic hot water issues, and replaced belts on exhaust fans.
- Repaired lights in Tickle Engineering, Pasqua, Min Kao, and Ferris Hall.
- General maintenance in Estabrook Hall and Biology Annex.
- Replaced ceiling tiles and repaired lights in Dougherty Engineering.
- Repaired and replaced window air conditioning units in Perkins Hall.

Zone 9:

- Cleaning condenser coils and servicing HVAC units to prepare for the summer.
- Checking room to room fixing lights, ceiling tiles, door closers, and coil units in rooms.
- Replacing tiles and baseboard where needed.
- Replaced return fan motor at Student Health Building.
- Cleaned and filled Bull Pond at Humanities Plaza.
- Cleaned strainers at Clarence Brown Theatre.
- Continuing service on the pools.

Zone 11:

- At Neyland Stadium continuing to prepare stadium for upcoming events.
- At Football Complex checked and adjusted chemicals in pools.
- At Allan Jones Aquatic Center checked and adjusted chemicals in pools.
- At Regal Soccer Stadium worked on leak behind the wall in mens room.
- At Sherri Parker Lee Stadium assisted Air Conditioning Services in boxes three and four.
- At Boat House assisted Environmental Health & Safety.
- Throughout zone completing general building maintenance.

COMMUNICATIONS

IT Support & Maintenance:

- Installing CUP computers at pop-up desks.
- Assist with Phishing Email reports.

- Assist Building Services with cameras.
- Prepare for Adobe License renewal in May.
- Assist with email folder problems.
- Purchase printer for Steam Plant.
- Setup new computer for new Steam Plant Employee.
- Recycling.
- Security Training.

Communications & Public Relations:

- *Congratulations to Joe Suits who was named employee of the month last week!*
- 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

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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COMMUNICATIONS & PR CONTINUED:

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. Hard copies of forms are also available with Brooke Krempa.
- If you would like to register for the upcoming TNAP-PA 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 or directly at tiny.utk.edu/FSBestPractices.
- 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 last 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 connecting Alumni Memorial Building to the chilled water loop on The Hill.
- Completed repairs to the central food freezer at Presidential Court and returned to service.

- Changed out busted heat exchanger at Walters Life Science Building.
- Rebuilt heating water pump at Walters Life Science Building.
- Performing repairs to air conditioning unit at Lindsey Nelson Stadium.
- Replacing air conditioning unit serving the office area of Fleet Management.
- Replacing compressor at SERF on cold room.

Steam Plant:

- Drained #4 and #5 boilers.
- Removed manway doors.
- Washed out mud drum and steam drum for inspection.
- After inspection replaced gaskets and doors filled with water.
- Monthly reports.
- Weekly reports.
- Installed new prolink software for monitoring Emerson oil flow meter.

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 (painting and floor).
- Austin Peay: Carpet in suite 215.
- Ayres Hall: Reconfigure landscape furniture in rooms 313 and 327.
- Bailey Education: Paint room 201; Reconfigure modular furniture in suite 332.
- Biosystems Lab Building: Carpet in room 278.
- Business Incubator: Renovation for Anderson Center rooms 112 and 114.
- Campus: Annual maintenance on the Torchbearer and Europa/Bull; Strong Bridge restoration; Evaluate parking garages; Replace fencing C-20 Parking Lot; Parking Garage lighting improvements.

CONSTRUCTION CONTINUED ON PAGE 5

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CONSTRUCTION CONTINUED:

- Classrooms: Working on 23 classroom renovations for summer.
- Claxton Ed: Paint rooms 324 and 325.
- Clement Hall: New landscaping and site improvements.
- College of Nursing: Repair settling walls; Painting several rooms; Divide room 232 into two offices.
- Communications: Install sign at room 460; Remove bulletin board and install sign in room 333.
- Conference Center: Paint, chair rail and/or blinds in room 432; Renovations to room 406; Add door between rooms 314G and 314R, remove cubicles; Painting and stone work in atrium.
- 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: Install glass break detectors; Install wind turbine; Install new lights; Install fire alarm devices.
- Food Science Building: Remove built-in desk and patch surfaces.
- Greve Hall: New room signs and hanging pictures on sixth floor.
- Haslam Business: Install door at room 406; Accordion Doors for room 220; Panic alarms in four offices; Power for several areas (digital signage); Install hand driers on first, second, third and fourth floors.
- 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; Install hand driers on first and second floor.
- HPER: Add emergency lighting.
- Kappa Delta Sorority: Modify sprinkler head locations for HVAC servicing.
- 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: Paint, flooring and furniture for 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, SERF, Claxton, Austin Peay, Tyson House, Hesler, Volunteer Hall.
- Senter Hall: Concrete and drains in greenhouse.
- SERF: Electric additions to room 520.
- SMC: Paint and/or carpet rooms 252, 319, several rooms on fourth floor, and fifth floor offices; Electric for monitor for 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); Paint and LVT in room 255.
- Thompson-Boling Arena: Dining area demo.
- Tickle Engineering: Lock modifications, window treatments to classrooms.
- Volunteer Hall: Controls on security gates P5.
- Walters Life Sciences: Add power for incubator.

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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.

Information about TNAPPA can be found at 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



THE UNIVERSITY OF
TENNESSEE
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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.

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