

Facilities Services Weekly

April 24, 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 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

Building Finishes:

Sign Shop:

- Installed wall graphics on wall at Haslam Building.
- Working graphics for Greve Hall.
- Working on signs for TNAPPA.
- Working on various name plates.

Paint Shop:

- Plaster repair at Massey Hall.
- Plaster repair at Henson Hall.
- Repair and paint at JIAMS.

- Repaired wall at Tyson House.
- Repaired wall at Hoskins Library.
- Pressure washed the rock.
- Removed graffiti on Cone Zone Signs.

Building Finishes:

- Installed banner at Tyson Alumni Center.
- Worked on Cone Zone Signs.
- Finished wall graphics at Haslam Building.
- Repaired ceiling at Kappa Alpha Fraternity.
- Worked on block at Massey Hall.
- Poured concrete pad at Fleet Management.

Building Services:

- All restrooms in Hodges Library and the Panhellenic Building have had all porcelain fixtures scoured.
- Strong Hall dispensers and proportioner have been installed.
- The second floor of JIAMS is now being serviced.
- Building Services continues the cleaning of Neyland Stadium after the Orange and White Game.

Lock & Key Services:

- Claxton Education – install keypad combo lock.
- Science & Engineering – repair exit device.
- Vol Shop/Cumberland – repair exit device.
- A&A – keypad not working.
- Austin Peay – door will not lock.
- Music Bldg. – door lock is busted.
- Science Lab- installing cores/cutting keys.
- University Housing – many recores and repairs.

UT Recycling:

- UT Recycling is currently holding interviews for four paid positions for this summer
- UT Recycling has partnered with Goodwill to collect donations from residence halls and sorority village during move out. Acceptable items include clean and un ripped clothing, gently used furniture, and unopened non-perishable food and hygiene items.

UT RECYCLING CONTINUED ON PAGE 2

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UT RECYCLING CONTINUED:

- UT Recycling partnered with UT Athletics to provide recycling at the Orange and White game.

ZONE MAINTENANCE

STAR Team:

- Renovating SERF 520.
- Moving researchers into JIAMS Phase II.
- Vibration testing of pumps and motors.
- Repaired handicap operator at Temple Hall.
- Cut and deliver glass to Hess Hall.
- Preparing Lab 108 with move to JIAMS.
- Replace broken door glass at HPER.
- Repaired door at Lawson Athletic Complex repaired door lock at Goodfriend Tennis.
- Deliver Lexan windshield for a Gator.
- Worked with the team from MOMOR/AquaTrol with filters at Art & Architecture.
- Changed broken glass at Hoskins Library.
- Checked for hard water on both sides of campus.
- Board up window damaged in storm on Saturday at South Carrick.
- Searching for hard water issues on campus.

Zone 1:

- Starting to get things ready for move out in just a few weeks.
- Stokley main opening went well on the maintenance side.
- We will start to pull are extra hours to get the buildings ready starting May 15.

Zone 3:

- Zone 3 will focus on the LED conversion project at Middlebrook Pike.
- In addition to its regular duties supporting the Early Learning Center and performing preventive maintenance at the sororities and fraternities, we plan to go over all building equipment to check belts drive couplings and ensure equipment is greased where needed.

Zone 6:

- Alumni Memorial Building - Continuing on Auditorium Lighting.
- Earth & Planetary - Maintaining Building and installing new heating units.
- Walters Life Science - Changing Filters and Maintaining Building.
- Dabney Hall - Continuing maintenance in all areas.
- Student Union Phase I - performing scheduled maintenance.
- Austin Peay - addressing water leaks and all other issues.
- Hesler Biology - Addressing water leaks and other issues.

Zone 7:

- At SERF worked on interior doors, replaced floor tile, repaired lights, repaired hood exhaust fans, and worked on chemical hoods.
- At Min Kao worked on lights checking all closets getting ready to clean coils.
- Switch over to air conditioning at Pasqua and changed air filters.
- Continued to work on doors, ceiling tiles, and lights at Dougherty Engineering.
- General building maintenance in all buildings.

Zone 8:

- Zone 8 will continue to support uptime on the AG Campus and will be changing filters and checking belts on exhaust fans on the green houses.
- The team will also go over and clean various machine rooms eliminating recyclables, trash and other clutter to better manage the space we use.
- ONE CALL will continue to provide fast and excellent customer service to varied parts of campus as they respond to calls on the weekend and on second and third shifts.
- Additionally, ONE CALL will be checking and running generators this weekend and logging pools and boilers.

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COMMUNICATIONS

Training:

- Respirator Fit testing will be conducted on Wednesday afternoon from 1-3pm and on Thursday morning from 10am – noon in FSC 102. Any employee who was medically approved during 2017 is welcome to attend. Please bring your respirator and allow new employees to select a respirator before attending.
- Students in the Custodial Certification Program have reached the halfway point in the Basic Course successfully passing the new customer service & communication module, cleaning chemistry, above floor and hard floor care modules. They are on track to complete the Basic course finishing with carpet care and bathroom cleaning modules.
- The first module in the Spartan Chemical Clean Check video training series has been deployed to existing custodial staff by zone. This training program will aim to cover all currently employed custodial workers in a 3 module video series utilizing quick reference cards and a color-coded sticker system for correct chemical use.

Communications & Public Relations:

- 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 cre-

ated 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. 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 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.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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- We are working on a customer satisfaction form for the website.

UTILITIES

Air Conditioning Services:

- Worked support for the Orange & White Game.
- Performed crane lift on Saturday to install replacement chilled water coils in AHU # 15 at Dabney Hall.
- Performed start-up of new chiller at Thompson Boling Arena.
- Performed multiple repairs to food service coolers in Aramark service areas.
- Re-piped stopped –up lines to fan coil unit in Blount Hall.
- Performed repairs to 2 split systems at Middlebrook Building; installing new air conditioning split system unit at Fleet Services Building.
- Performing service and repairs to vacuum system at Plant Biotech Building.

Steam Plant:

- Washed out turbine package after generator was installed.
- Cleaned turbine lube oil cooling fans.
- Installed new lighting around boilers.
- Installed new printer in control room.
- Installed new heater in welding room.
- Repaired steam trap at MCC A.
- Replace belts on roof fan.
- Weekly reports.
- Installed new software for flow meters.

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 Humes Demolition support.

CONSTRUCTION SERVICES

Campus Projects:

- Allan Jones Aquatic Center: Repair damage from roof leak in lobby.
- Andy Holt Tower: Paint third floor office suite; Eighth floor door controls; Build enclosure around telephone board P205.
- 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.
- Blount Hall: Water bottle filling station on first floor.
- 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; Parking Garage lighting improvements.
- 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 for room 460.
- 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.

CONSTRUCTION CONTINUED ON PAGE 5

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- Dabney-Buehler: Install exhaust fan in chase from room 103, Second floor settling repairs.
- Dougherty Engineering: Several room renovations on the second and third floors; Eyewash on third floor.
- 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.
- Greve Hall: New room signs and hanging pictures on sixth floor.
- Haslam Business: Install door for room 406; Accordion Doors for room 220; Panic alarms in four offices; Power for several areas (digital signage); Install hand driers on 1, 2, 3, and 4.
- 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 1 and 2.
- 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; New 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.
- McCord Hall: Wiring for office cubicles.
- Middlebrook Building: Plywood covering on upper storage deck.
- Morgan Hall: 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, 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 and 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); 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.
- 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 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:
Phone: 865-214-7662
Email: 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.

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