

# Facilities Services Weekly

August 22, 2017

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

## ADMINISTRATION

### Special Projects:

- Continue to meet and work with our unit PM Coordinators regarding equipment and PMs.
- Creation and scheduling of PMs for equipment after equipment has been entered in Archibus.
- Creating and scheduling of PMs for routine duties performed at locations on campus.
- Verification of equipment already in Archibus to ensure accuracy before assigning PMs.
- Data entry of equipment provided by shops not already in Archibus.
- Working with Sanitation Safety on setting up their Clean Building Module to include completion of data entry of over 7,000 asbestos samples into Archibus.
- Archibus Support for Housing Services.
- Building Operations Console Project.
- Compiling data and creating reports.
- Assisting employees with training and questions concerning Archibus.
- Inventory Changes for Landscape Services.
- Attending meetings of the Facilities Services Student Assistant Scholarship Committee.

## FACILITIES OPERATIONS

### Building Services:

#### **Arena:**

- Thursday, August 24 - Soccer game vs. ESTU at 7 p.m.
- Friday, August 25 - Volleyball games GW vs. Wolford at 4:30 p.m. and Western Michigan at 7 p.m.
- Saturday, August 26 - Volleyball games GW vs. Western Michigan at 10 a.m., Wolford at 12 p.m., Wolford vs. WMU at 4:30 p.m. George Washington at 7 p.m.
- Sunday, August 27 - Soccer game vs. College of Charleston at 1 p.m.

### Lock & Key Services:

- Change combination safes in the Student Union, specifically Dining Services.
- A door is locked and not working in the Communications building.
- Rekey rooms in Phi Gamma Delta.

- Install and key lock at Early Learning Center (White Avenue).
- Rekey Sigma Phi Epsilon house.
- Many recores and repairs across University Housing.

### Landscape Services:

- Preparation/support for multiple campus wide events (move-in, new student picnic, Chancellor's eclipse picnic, Sorority Village recruitment).
- Sod installation at McClung Museum.
- Install new sidewalk connector between front door and Pat Summitt Street at the Student Health Center.
- Landscape renovation install at the Student Health Center.
- Install new plants in planters and inspect irrigation at Andy Holt Avenue.
- Excavate for emergency sanitary sewer repair on north side of building at Vol Hall.
- Excavate for new water and electric service at the UT Gold Facility.
- Bush hog lower field areas at Cherokee Farm.
- Complete temporary repairs to railroad tie staircase inside the International House.
- Excavate for multiple sidewalk replacements across the Agriculture Campus.
- Excavate for storm and sanitary sewer repairs at 1840 Fraternity Park.
- Excavate for fire hydrant removal at Estabrook Hall.
- Remove old building signs where new one have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).
- Conduct training sessions and continue development of upper level curriculum at the Landscape Academy.

### Arboriculture:

- Finish crown raising willow oaks along Volunteer Boulevard.
- Crown raise Bradford pear trees at Art and Architecture Building.
- Removal of dead black gum and dogwood trees at Hessler Biology and Dougherty.
- Prune broken tree limbs due to truck damage along Andy Holt Avenue.
- Clean tree canopies above parking lot near Perkins Hall.

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## UT Recycling:

- UT Recycling helped students move in and diverted cardboard from the landfill all weekend.
- Hosted the Leadership Knoxville Scholars program and gave them a tour of our warehouse and Public Recycling Drop-Off.
- Did a litter pick-up with Ignite volunteers.
- We are currently preparing to make as many welcome week activities as possible zero-waste!

## Recycling Totals for August 13 through August 19:

- Bottles/Cans: 5,920 pounds.
- Paper: 10,300 pounds.
- Cardboard: 25,680 pounds.
- Glass: 2,200 pounds.
- Manure: 10,500 pounds.
- Compost: 9,618.9 pounds.
- Totals: 64,218.9 pounds, 32.11 tons.

## Recycling Totals for Fiscal Year 2018:

- Bottles/Cans: 31,600 pounds, 15.80 tons.
- Paper: 84,120 pounds, 42.06 tons.
- Cardboard: 90,840 pounds, 45.42 tons.
- Glass: 12,900 pounds, 6.45 tons.
- Manure: 120,200 pounds, 60.10 tons.
- Compost: 43,596 pounds, 21.80 tons.
- Totals: 383,256 pounds, 191.63 tons, 793 pallets.

## **ZONE MAINTENANCE**

### Zone 1

- We have been keeping up with work orders as they come in and responding to requests as needed.
- Move in this past weekend has moved somewhat smooth for any new building residents.
- The goal for the week is to get everyone moved in and settled for the start of the new school year.

### Zone 2

- At the White Avenue Learning Center we replaced the door to the east classroom and replaced floor wall trim in basement kitchen.
- We repaired lights in room 126 and room 140 of the UT Police Department. We also replaced two load bearing large exhaust fans in room 204 and assisted Air Condi-

tioning Services on a air conditioning problem in rooms 126 and 146.

- At the Taylor Law Building we are assisting Shoffner Mechanical with access to the building, hanging white boards for new tenants in offices, checking classroom lightning for the new semester, and replacing or repairing metal halide lighting.
- At the Panhellenic Building we are replacing lights and performing general maintenance.
- At the Vol Shop located on Cumberland we are cleaning rooftop drains and removing bugs from light lenses inside.
- This prior week in Strong Hall we greased all motors, inspected all belts, adjusted lab tables, and performed general routine maintenance.
- We greased the air conditioning units and inserted gel tabs at the International House and Tyson Alumni House.
- We replaced bulbs in the study room at the International House.
- We cleaned the drain in an air conditioning unit on the third floor of the Tyson Alumni House and replaced tile.
- At the Howard Baker Center urinals were flushed with hot water, urinals were unstopped on the third floor, power was checked to the outside receptacles in the plaza in preparation for the ribbon cutting ceremony, column lights in the rotunda were changed, and paper filters on AHU No. 3 were changed.
- At SMC induction unit repairs were completed on the second, third, and fourth floors. We moved file cabinets for room 429, assembled two desks on the second floor, repaired the water fountain on the main floor, and performed general maintenance.
- At the Haslam Business Building we installed a new drain pipe on the water fountain on the fourth floor and we adjusted a door in the south stairwell.
- We are working with the building coordinator for the team room upgrade and an upgrade to the SMC Bathrooms.
- We have parts ordered for securing new furniture in various buildings.
- We continually perform general maintenance throughout the zone.

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## ZONE MAINTENANCE CONTINUED:

### Zone 3:

- We will help our customers get settled in for the new school year.
- Our team will work with customers to resolve any unforeseen issues they may have.
- Proactive work such as inspecting our machinery and making any needed repairs or adjustments will be top priority this week.
- Zone 3 has worked hard to prepare for the start of school. Many thanks for the team's hard work and dedication to our customers.

### Zone 8:

- We will work to help our customers get settled in for the start of the new school year.
- Our team has worked hard to get our area ready for classes to begin.
- Cecil Woody and Jonathan Hutsell have put a lot of work in Ellington Plant Science to solve some air conditioning issues.
- One Call will answer calls. We expect a large volume of calls and are prepared to respond and make all needed repairs.

### Zone 9:

- We continue to unstop and rebuild toilets and sinks.
- We are rebuilding hot water leslie units, cleaning gutters, and unlocking doors.
- We are also replacing ballasts and bulbs.

### Zone 11:

- At Neyland Stadium we are continuing to work to prepare for the season with the help of maintenance staff from Zone 7 and Zone 9. We also assisted Electrical Services on the power outage.
- At the Football Complex and Allan Jones Aquatic Center we checked and adjusted chemicals in pools.
- At East and South Stadium we checked and replaced lights as needed.
- We serviced AH No. 1 at Auxiliary Services.
- At the Joan Cronan Volleyball Complex we worked on a sink in the locker room and replaced a soap dish in AH No. 6.
- We continually perform general maintenance.

## **COMMUNICATIONS**

### Employee Training & Development:

- Under the contract that covered the University's use of the new learning management system (K@TE), student workers, Americorps members, and volunteers must register separately rather than signing in with their Net-ID and password.
- We will be charged \$14 per person, annually, for those who access the system this way. Luckily, most of our Facilities Services student workers can complete their initial training requirements offline via the orange folder process. We will go back to sending out paper fire safety packets for the annual training for students who only work in the office environment.
- For student workers who need more training because they work in the field alongside regular employees, however, we will need to access the online system and incur a charge.
- We will do our best to notify units and subunits before charges are incurred and, after being verified by training, charges will be initiated monthly via internal transfer.
- Green sheets are available in each conference room in the building (and on FS Share). Please use them as rosters for any training you conduct so that we can accurately capture all of the training activities taking place in Facilities.
- Registration and information on the SRAPPA Supervisor's Toolkit can be found here: <http://appa.org/training/toolkit/index.cfm>.
- A direct link to registration for SRAPPA can be found here: <http://www.srappa2017.com/educational-programs--registrations.html>

### Communications & Public Relations:

- The second annual Facilities Services on-site flu clinic will be held Monday, September 18 in Facilities Services Complex room 101. Free flu shots will be available for employees from 9:30 a.m. to 12:30 p.m. Please check your email for more details including the shot waiver form and other requirements.
- We are working on a document that details the Facilities Services projects that took place during the summer months.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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## COMMUNICATIONS & PR CONTINUED:

- We are working on this year's annual report. Thank you to everyone who submitted information for their units and subunits. We would also like to thank everyone who assisted us in getting pictures of each department.
- We are planning upcoming workshops. The next Facilities Fundamentals Workshop will be held September 19 and Matt Layne from Landscape Services will present. Look for more information as the event nears.
- We are working with Landscape Services to create an additional scholarship opportunity through Facilities Services. The committee held its first meeting last week and we are drawing up the scholarship guidelines for the group.
- A report detailing the Employee Satisfaction Survey was completed and sent to administration last week.
- We are working with WATE on a campus construction story.
- We assisted WBIR with a campus construction story.
- Various fliers are being created/edited.
- We are updating the Building Representative list and the Emergency Contact list.
- Updates are being made to the TNAPPA website.
- The Facilities Services bus will be rebranded. We are working with Marketing to have this completed before football season begins.
- We are assisting UT Chattanooga with their plans for next year's TNAPPA Conference held at the UTC campus. More details will be available soon.
- Updates are being made to the Cone Zone website.
- Updates are being made to the Facilities Services Department website.
- The Facilities Services promotional video is on YouTube. You can view the video [here](#).
- We are working on several releases for the department. Look for Facilities news in upcoming issues of Tennessee Today.
- Several projects were submitted to the American School & University Architectural Portfolio magazine in July. These include Volunteer Boulevard, the Facilities Services Complex, Stokely Hall, Mossman Building, and the G16 garage.
- All of the projects we submitted to the Educational Interiors magazine were chosen for print.
- We will attend SafetyFest next month.
- We will begin to update the Facilities Services staff directory this month. Brooke will email everyone on the directory to confirm contact information and title.
- Cone Zone signs have been created for projects taking place this summer.
- We are working to launch new social media content. Thank you to everyone who has helped us with photos so far.
- We are planning the upcoming exceptional team lunch for August. The honored team will be announced this week.
- We are working to update the Facilities Services Emergency Response Plan.
- We will frame awards our Facilities Services Complex building received.
- We participated in campus cone zone sign walkthroughs last week and will continue during the next few weeks.
- We are working on training requirements.
- Our customer satisfaction report has been completed and sent to administration.
- We are assisting with our portion of a Sightlines social media presentation.
- The Chuck Thompson Exceptional Team committee is being formed and nominations will open the first week of September.
- Help us to nominate our next Facilities Services Employee of the Month at [tiny.utk.edu/fseom](http://tiny.utk.edu/fseom).
- Help us to nominate our next Facilities Services Exceptional Team at [tiny.utk.edu/exceptional](http://tiny.utk.edu/exceptional).

## UTILITIES

### Air Conditioning Services:

- We installed condenser fan motors in chiller at Hess Hall and returned to service.
- We installed a new ice machine in the POD market at Hodges Library.
- We replaced a condenser fan motor in RTU at 1610 University Avenue.
- We are currently working on repairing the split systems inside the Jumbotron at Neyland Stadium before the football season.
- We have performed repairs to the AAON package units at Joan Cronin Volleyball Building.

AIR CONDITIONING SERVICES CONTINUED ON PAGE 5

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## AIR CONDITIONING SERVICES CONTINUED:

- We have ordered a new chiller to replace the out of service chiller unit at the Natalie Haslam Music Chiller House.
- We are replacing the mini-split unit in the elevator equipment room at Haslam Building.
- We are currently installing a redundant air conditioning system in ION Lab at Senter Hall.
- We have rebuilt the chilled water pump in the penthouse of Ferris Hall.

## Plumbing and Heating Services:

- We have changed the steam pipe flange gaskets at th Law College and the Panhellenic building.
- We have installed a new PVI at Fred Brown Residence Hall.
- We changed out a leaking steam valve.
- We evacuated storm water from the steam vault.
- We received the request and completed an emergency 8in. drain line excavation and repair at Vol Hall.

## Steam Plant:

- We have put new bearings in the feed pump.
- We have replaced packing and packing bolts No. 1 feed-water pump.
- We cut and trimmed grass around steam plant.
- We cleaned hand rails.
- We continue to replace broken high pressure sodium light fixtures with energy saving LED.
- We continue our weekly logs.
- There was a test ran at the MW generator.

## CONSTRUCTION SERVICES

### Campus Projects:

- Alumni Memorial Building: Paint room 115.
- Andy Holt Tower: Paint third floor office suite; eighth floor door controls; Paint room 505; Painting and signage on eighth floor; Polish concrete floor in room P226.
- Art and Architecture Building: Install expansion joint covers; Paint blue air ducts.
- Austin Peay: Carpet in suite 215; Paint and carpet in rooms 303B and 303G.

- Bailey Education Complex: Paint rooms 204, A304, 420, and A512.
- Baker Center: New flooring for third floor patio; Carpet repairs in various areas; Hang canvas prints.
- Boathouse: Replace motors on the boat lifts.
- Brenda Lawson: Painting several areas.
- Business Incubator: Renovation for Anderson Center rooms 112 and 114; Refinish door on room 104B.
- Campus: Evaluate parking garages; Parking Garage lighting improvements; New roof on Circle Park Info Building; Raze three houses; Power washing.
- Classrooms: Working on 23 classroom renovations.
- Clement Hall: New landscaping and site improvements.
- College of Nursing: Repair settling walls; Painting several rooms; Divide room 232 into two offices.
- Communications: Flooring, paint, etc. in room 107Q; Paint rooms 98 through 104; Remove a door and build a wall in room 455/456; Paint room 476; Add chair rail in room 262; Paint and carpet in room 426; Carpet in room 256; paint room 464; Bottle filling station; Repair door and paint bookcases in room 293; Signage for JEM suite.
- Conference Center Building: Paint, chair rail and/or blinds in room 432; Renovations to room 406; Painting and stone work in atrium; Install graphics and white boards in room 120; Change doors in Clinic.
- Dabney-Buehler Hall: Second floor settling repairs; Paint rooms 485 and 611; Electric and exhaust in room 562C.
- Dunford Hall: Paint rooms 2624 and 2641.
- Early Learning Center (White Avenue): Replace two air conditioning units; New tile floors in rooms 103A and 104A.
- 11th Street Garage: Additional solar panels.
- Facilities Services: Install glass break detectors; Install wind turbine; Install new lights; Install fire alarm devices; Changes to rooms 107, 110 and 111 for new occupants.
- Fibers and Composites Building: Electric for monitors.
- Glazer Building: Install door in corridor.
- Goodfriend Tennis: Add receptacles.
- Greve Hall: Change entrance in room 217.

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CONSTRUCTION CONTINUED ON PAGE 6

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## CONSTRUCTION CONTINUED:

- Haslam Business: Accordion Doors in room 220; Power for several areas (digital signage); Divide room 511 and 512 into two rooms.
- Natalie Haslam Music Building: Add chair rail in ground floor rooms.
- Hearing and Speech: New blinds in room 233.
- Hesler Biology: Door controls on Greenhouse doors; Carpet room 442.
- Hess Hall: Electric work in laundry.
- Hodges Library: Painting several rooms; Assist with office renovations and Graduate Commons renovation; Window film on room 209 and 641; Paint orange walls and vinyl glass lettering in room G016; Refinish woodwork in room 121.
- Hoskins Library: Build classroom 190.
- HPER: Add emergency lighting.
- Humanities and Social Sciences: Upgrade fire alarm system to speaker devices; Paint and ceiling tiles in room B009C.
- International House: Install monitor mounts in rooms 112 and 206.
- Jessie Harris: Sidewalk and step repairs; Carpet room 421.
- JIAM: Electric for room 160.
- Kingston Pike: Install raceways and equipment for parallel UPS system; Paint restroom.
- McClung Tower: Paint room 209; Paint and carpet in rooms 415, 602, 606, 714.
- McClung Museum: Replace brick walkway with concrete.
- McCord Hall: Paint and flooring for rooms B012, 102, 103, 104 and 105.
- Melrose Hall: Carpet in Pride Center.
- Middlebrook Building: Replace walls and ceilings in room 120/120A.
- Min Kao: Add receptacles in rooms 338, 633, 634, and 636.
- Morgan Hall: Paint, flooring and furniture in room 126 and 201; Renovate rooms 119 and 218; Painting in room 118.
- Neyland Stadium: Repairs prior to football season.
- Nielson Physics: Add window to room 217A.
- Perkins Hall: Electric and raceways for bollards.
- Pratt Pavilion: Repair exterior siding panels; Door controls for parking area entry door.
- Presidential Court: Renovations to room 112.
- REC Sports Turf Fields: Leveling and patching.
- Roofs: Baker Center Dome, SERF, Austin Peay, Hesler, Volunteer Hall.
- SERF: Improvements to chilled water system; Renovate room 309; Safety shower in room 207B; Paint room 311.
- SMC: Paint and/or carpet fourth floor offices; Paint and carpet in rooms 601 and 630; Paint two walls in room 623.
- Sports Bubble: Demo work.
- Steam Plant: Demo ash silo.
- Stokely Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Conduit for compactor.
- Student Services Building: Paint rooms 111K, 111Q, 201, and 320.
- Student Union: Add capacity for voice transmitting through fire alarm system; Add slat wall in Volshop.
- Taylor Law Complex: Paint and LVT in room 255; Put camera wiring in wall and add switch in rooms 88 and 89; Water bottle filler on third floor; New receptacle in room 277; Wiring in rooms 88 and 89.
- Thompson-Boling Arena: Dining area demo.
- TRECS: Replace entry vestibule doors.
- Tyson Alumni House: Outlets for monitors on first floor; New interior signage.
- UT Gardens: Install boardwalk.
- UT Visitor Center: Moving and electric for new tables in kitchen.
- Veterinary Medical Center: Door controls on twelve doors in Vet Teaching Hospital.
- Vol Hall: Add fire alarm devices to make two apartments for hearing impaired.
- 1610 University Avenue: Paint room 229.

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August 22, 2017



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

August 8, 2017

Dave Irvin  
Associate Vice Chancellor  
136 Facilities Services Complex  
2040 Sutherland Ave.  
Knoxville, TN 37996

Dear Dave,

Since coming to Rocky Top in February I have seen many changes on campus due to the substantial amount of construction taking place. Working on \$1.4 billion worth of construction is no small feat, but you and your outstanding team are making great progress. Thank you most sincerely for all of your hard work and dedication!

From roadwork to grounds keeping to building construction, your work is noticed and appreciated. Thank you all for being an integral part of the team that makes UT such a special place.

Please be sure to share my appreciation with your staff.

With Gratitude,

Beverly J. Davenport  
Chancellor