

Facilities Services Weekly

August 28, 2017

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

Congratulations to our August Exceptional Team - The One Call Team!

Vernon Smith, Greg Burress, Larry Pickel, Scott Cross, Steve Bradford, James Cox,
Glenn McDowell, Jerry Lethco and Channing McDonald

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:

- Detail cleaning the skyboxes for football season, stocking the stadium restrooms, and replacing broken dispensers.
- Wednesday, August 30th at Thompson Boling Arena – Concourse area Part Time Job Fair from 11:30 a.m. to 6:00 p.m., and Arena Floor Meet the Firm Job Fair from 5 to 7 p.m.

Lock & Key Services:

- Repair door locks at Natalie Haslam Music Center.
- Install lock and code cut key for cabinet inside Jessie Harris.
- At the Quizznos in Vol Hall, there was a request for maintenance on a safe.
- At the Dunkin Donuts in Vol Hall the safe will not open.
- Key and provide padlock for John Tickle Engineering Building.
- Repair lock at Stokley Management Center.
- Install lock on cubicle inside McClung Tower.
- Many repairs and recores at university housing.

Rapid Response

- We will handle moves at SERF, JIAM, EPS, Henson Hall, Art & Architecture, Plant Bio Tech, Dunford Hall, Haslam Building, Perkins Hall, College of Nursing, McClung Tower, and Temple Hall.
- Events will take place at Haslam Business Building, Stokely Management Center, Student Health Clinic, Natalie Haslam Music Center, Min Kao, and Tickle Engineering Building.
- We will continue to complete all other work orders that come in during the week.

UT Recycling:

- UT Recycling made select welcome week activities zero waste.
- We recruited lots of volunteers at the student engagement fair.
- We spoke to classes about job and volunteer opportunities at UT Recycling.
- We are hosting volunteers this week to help re-sticker bins for the stadium.

UT RECYCLING CONTINUED ON PAGE 2

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COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

UT RECYCLING CONTINUED:

Recycling Totals for August 20 through August 26:

- Bottles/Cans: 3,700 pounds.
- Paper: 8,340 pounds.
- Cardboard: 24,020 pounds.
- Glass: 2,160 pounds.
- Manure: 20,000 pounds.
- Compost: 17,897 pounds.
- Totals: 76,117 pounds, 38.06 tons.

Recycling Totals for Fiscal Year 2018:

- Bottles/Cans: 35,300 pounds, 17.65 tons.
- Paper: 92,460 pounds, 46.23 tons.
- Cardboard: 113,420 pounds, 56.71 tons.
- Glass: 15,060 pounds, 7.53 tons.
- Manure: 140,200 pounds, 70.10 tons.
- Compost: 61,493 pounds, 30.75 tons.
- Totals: 457,933 pounds, 228.97 tons, 793 pallets.

ZONE MAINTENANCE

STAR Team

- Build a soundproof wall at Austin Peay room 207.
- Deliver Lexan to Presidential Court.
- Repair front entrance door to Panda Express.
- Replace 15 pieces of glass at Clement Hall.
- Finish G-10 Parking Garage Lighting Project.
- Repair doors to East Skyboxes.
- Repair handicap door at 1610 University Avenue.
- Repair handicap door at Clement Hall.
- Install Roton hinges at Philander P Claxton Education Building.
- Replace two broken pieces of glass at Communications Building.
- Replace broken window at TANDEC.
- Install shelving in SERF room 736.
- Install whiteboards in JIAM.
- Move researcher from SERF room 205 to SERF room 533.
- Finished electrical work for researchers in Strong Hall.

Zone 2

- In room 423 in Henson Hall we replaced a ceiling tile.
- We continue to check buildings for routine maintenance.
- At 11th Street Garage we replaced two belts in exhaust fans inside the chiller roof and changed two bulbs in the stairwell.
- At Strong Hall we cleaned all split condensing units, cleaned drain pans, washed the inside of air handlers, checked eye wash stations, and performed general maintenance.
- At Blount Hall we repaired a heating and cooling damper on AHUA in room A002. We are also updating LED bulbs through the building and we changed filters on all the wall units on the first floor.
- At Senter Hall we changed prefilters in AHU No. 1 in room 126. We are working on the exhaust fan in greenhouse room 120.
- At Greve we have washed coils in six air conditioning units and installed them, changed filters on both roof top units, changed filters on the first floor and greased air conditioning unit, changed two light switches from motion to toggle switches, and replaced eight lamps and two ballasts on the fourth floor.
- We have assisted with the replacement of window unit in Dunford Hall, rebuilt flush valves in third floor women's restroom, and cleaned spider webs from breezeway ceiling and lights.
- We ran the generator and checked for issues.
- At the Tyson House we unstopped the drain line in AHU No. 3, changed filters, replaced a belt for AHU No. 4, and replaced the light bulbs in the lobby.
- At the Howard Baker Center we replaced column lights, put picnic tables back together, moved file cabinets, greased pump motors, and cleaned the coils on AHU No. 2.
- We completed routine checks at the International House, while also replacing a lamp in the wall pack and greasing the AHUs.
- At SMC we replaced bulbs and three ballasts in the fifth floor women's restroom, rebuild calves in three induction units, and finished sealing a crack between SMC and the new Student Union.
- At the Haslam Business Building we cable secured all new end table furniture, removed door from room 645 (temporarily), hung a banner for a party, replaced light ballasts in various offices, and performed general maintenance.

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August 28, 2017

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COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

Zone 3:

- Our Team continues to assist customers getting settled in for the new school year.
- We have been busy working in fraternities and sororities.
- We will clean outside the Lake Avenue Daycare and make needed repairs inside as well.
- Our focus this week will be on exterior lighting in Sorority Village.

Zone 7:

- At S.E.R.F. Maintenance replaced bearings on AHU No. 1, changed motor on HEF for room 512A, repaired lights, replaced stained ceiling tiles, and assisted with moving labs.
- At Min Kao general maintenance continues, servicing air handlers, greasing and changing filters, fixing malfunctioning sink sensors, changing light bulbs, and working on urinals.
- At Dougherty Engineering Building maintenance changed valves on air conditioning units for chilled water, blew out several air conditioning coils that were clogged, cleared drain line, and repaired lights in several rooms.
- General maintenance in all other buildings.

Zone 8:

- We have been and will continue to work on air conditioning units in Ellington Plant Science.
- At JIAMS we are working on restroom fixtures and lab doors.
- At Brehm Animal Science we are making repairs in the animal holding areas. We also will make repairs to classroom furniture.
- One Call will be busy answering calls. The team will check campus for any exterior lighting that may need repair.

Zone 9:

- We have been answering calls.
- Continuous repair of lights, toilets, and air conditioning units for various buildings.
- We also have unlocked doors for various contractors across campus and classroom doors.

Zone 11:

- At Neyland Stadium we continue to work to prepare for the season with the assistance of Zone 7, Zone 8, and Zone 9.
- At the Football Complex we checked and adjusted chemicals in pools.
- At Allan Jones Aquatic Center we checked and adjusted chemicals in pools.
- At East and South Stadium we checked and replaced lights as needed.
- At Regal Soccer Stadium we worked on malfunctioning water fountains.

COMMUNICATIONS

IT Support & Maintenance:

- Setup for new employee and student logins.
- Upgrades to workstations to OS.
- Install new work stations.
- Printer troubleshooting.
- Recycling electronics.
- Surplus computer equipment.
- Complete computer inventory records.
- Replace failed hard drive.
- Assist Electrical Services with Stadium Lighting Computer.
- Update Skybox Workstation for Football Season.

Employee Training & Development:

- Training Specialist Laura Jo Anderson's last day with Facilities Services will be Friday, September 15. We all wish her well on the new journey on which she is embarking.
- Respirator fit testing is scheduled for Monday and Tuesday, August 25 and 26. All required participants were contacted on 8/20.

Upcoming Training:

Free APPA Webinar on Thursday, August 31, 3 to 4 p.m.
Subject: Condition Assessments - How to Keep Deferred Maintenance from Nipping at Your Heels

Register Here: <https://register.gotowebinar.com/register/4460763039230205187>

If you participate, don't forget to fill out a green sheet to get credit for the training.

Facilities Services Weekly

August 28, 2017

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

Communications & Public Relations:

- Congratulations to the August Exceptional Team - The One Call Team! This month's members include Vernon Smith, Greg Burress, Larry Pickel, Scott Cross, Steve Bradford, James Cox, Glenn McDowell, Jerry Lethco and Channing McDonald.
- 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. This report will be sent to administration tomorrow.
- The Chuck Thompson Exceptional Team committee is being formed and nominations will open the first week of September. The award ceremony will be held Tuesday, October 24 at the Facilities Services Complex. Please check your email September 5 for more information.
- 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 committee members to create an additional scholarship opportunity through Facilities Services. The committee held its second meeting today 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.
- 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.
- We are working to update the Facilities Services Emergency Response Plan.
- We are working on several releases for the department. Look for Facilities news in upcoming issues of Tennessee Today.
- 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](#).
- 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 will work with Training to plan a week long APPA Toolkit in March.
- Holiday Party planning has begun. Look for more details in the coming months.
- 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.
- Help us to nominate our next Facilities Services Employee of the Month at tiny.utk.edu/fseom.
- Help us to nominate our next Facilities Services Exceptional Team at tiny.utk.edu/exceptional.

Facilities Services Weekly

August 28, 2017

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

UTILITIES

Plumbing and Heating Services:

- Installed union and fixed steam leak on heater at Neyland Stadium.
- Performed monthly maintenance on steam line valves.
- Maintained condensate lines and condensate pumps.
- Investigated steam vault flooding and displaced storm water.

Steam Plant:

- Started installing new exhaust fan at condensate pumps.
- Continue to install new lighting in steam plant.
- Ran new conduit and wiring for new condensate pump.
- Picked up insulation for blow down tanks.
- Recalibrated level transmitter on No. 4 boiler.
- Mowed and trimmed grass around steam plant.

Electrical Services:

- UTFS Security system upgrade for 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 - NEW GIS 15KV Swg, UT Main Substation.
- UTFS HV - WCR Building 3 & 6 Construction Support.
- UTFS FA – Fire Alarm Thompson Boling Arena (TBA) – Fire Watch Athletics support TBA events.
- UTFS HV – Mossman construction support.
- UTFS FA/BA – Haslam Football Practice Facility.
- UTFS HV/ES/FA Support for Football game at Neyland Stadium.

CONSTRUCTION SERVICES

Campus Projects:

- 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; Remove power pole in room P211.
- Art and Architecture: Install expansion joint covers; Paint blue air ducts.

- Alumni Memorial: Paint room 115.
- 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 3 houses; Power washing.
- Classrooms: Working on 24 classroom renovations.
- College of Nursing: Repair settling walls
- Communications Building: Flooring, paint, etc. in room 107Q; Paint rooms 98-104; 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: Paint ceilings in rooms 309 and 310.
- 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 room 485; Electric and exhaust in room 562.
- 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; Changes to rooms 107, 110 and 111 for new occupants; Install two lockable bollards.
- Fibers and Composites Building: Electric for monitors.
- Glazer Building: Install door in corridor.
- Goodfriend Tennis Center: Add receptacles.
- Greve Hall: Change entrance in room 217.
- Haslam Business Building: Power for several areas (digital signage); Divide room 511 and 512 into two rooms.

CONSTRUCTION CONTINUED ON PAGE 6

Facilities Services Weekly

August 28, 2017

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COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

CONSTRUCTION CONTINUED:

- Natalie Haslam Music Building: Add chair rail in ground floor rooms.
- Hearing and Speech: Paint room 101.
- Hesler Biology: Door controls on Greenhouse doors; Carpet in room 442.
- Hess Hall: Electric work in laundry.
- Hodges Library: Painting several rooms; Assist with office renovations and Graduate Commons renovation; Window film on doors for rooms 209 and 641; Paint orange walls and vinyl glass lettering for room G016; Refinish woodwork in room 121.
- Hoskins Library: Build classroom 190.
- HPER: Add emergency lighting; Paint rooms 370 and 389.
- Humanities and Social Sciences: Upgrade fire alarm system to speaker devices; Paint and ceiling tiles in room B009C; Add sensors in new vault.
- International House: Install monitor mounts in rooms 112 and 206.
- Jessie Harris: Sidewalk and step repairs.
- JIAM: Electric for room 160.
- Kingston Pike: Install raceways and equipment for parallel UPS system; Paint restroom.
- McCord Hall: Paint and flooring in 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 in room 217A.
- Perkins Hall: Electric and raceways for bollards.
- Pratt Pavilion: Repair exterior siding panels; Door controls for parking area entry door.
- 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 rooms 329, 328, 339, fourth floor offices; Paint and carpet in rooms 601 and 630; Paint two walls in room 623; Power for and hang displays; Paint rooms 605 and 619.
- Sports Bubble: Demo work.
- Steam Plant: Demo ash silo.
- Stokely Family 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 Phase I: Add capacity for voice transmitting through fire alarm system; Add slat wall in Volshop; Remove graphics and repaint columns in Vol Bookstore.
- Taylor Law: 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.
- Tyson Alumni House: Outlets for monitors on first floor; New interior signage.
- UT Gardens: Install boardwalk.
- Veterinary Medical Center: Door controls on 12 doors in Vet Teaching Hospital.
- Vol Hall: Add fire alarm devices to make two apartments for hearing impaired.
- Vol Shops: Add card readers at Commons, Cumberland, and A & A locations.
- 1610 University Avenue: Paint room 229.

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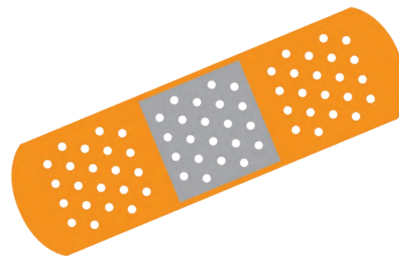
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August 28, 2017

ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT
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FSC on-site flu shot clinic planned



A flu shot clinic will be held at the Facilities Service Complex

Monday, September 18

from

9:30 a.m. to 12:30 p.m.

in

**Facilities Services Complex
Conference Room 101**

Flu shots will be free to employees enrolled in the state's health insurance plans and who bring a copy of their Caremark prescription card with them. Otherwise flu shots will cost \$25 payable in cash or check.

Employees **must** complete the **Shot-Waiver Form** if they intend to receive their flu shot at the Facilities Services Complex. The form has been emailed to all employees. Hard copies can be found with Brooke Krempa.

If you have any questions about the on-site flu shot clinic, please contact Brooke at 214-7662.

Facilities Services Weekly

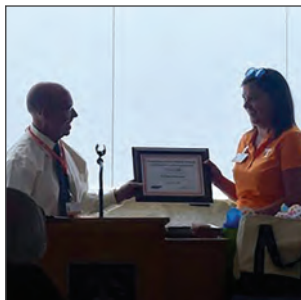
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2017 Employee of the Month Award Recipients



July: Bill Mills



June: Brooke Krempa



May: Jerry Lethco



April: Bill Wilson



March: Joe Suits



February: Maria Martinez



January: Mike Musselman

Congratulations to our 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 website, fs.utk.edu, or by following this link: 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 tiny.utk.edu/FSEOM