

Facilities Services Weekly

August 20, 2018

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

ADMINISTRATION

Special Projects:

- Quote of the Week: *“Great things in business are never done by one person. They’re done by a team of people.”*
- Steve Jobs

FACILITIES OPERATIONS

Building Services:

- The entire Building Services team worked Saturday and Sunday to make sure that the Student Union is in great shape for the opening for school.
- Tiny Trash has begun at Andy Holt Tower. The Baker Center, Kingston Pike Building, Haslam, and SMC are already on the Tiny Trash program.
- Football season is around the corner with preparations being made and shifts being started.

Lock & Key Services:

- Brehm Animal Science – install new lock and key.
- Science & Engineering – repair exit hardware-stairwell.
- HPER – rekey lock.
- UT Services Building C – renovation key building for College of Nursing.
- Morgan Hall – Classroom renovation install hardware and key.
- Morgan Hall – Office suite renovation key area.
- 1844 Fraternity Park – lock broken.
- University Housing – many recores and repairs.

ZONE MAINTENANCE

STAR Team:

- SERF 317 renovation.
- Morgan Hall 118 renovation.
- SERF power outage insurance claim.
- Lab close-outs and lab commissionings at Mossman Building, Walters Life Science and Dougherty Engineering.
- Replaced door at SERF room 702.
- Repaired ADA operator at Morgan Hall.
- Repaired ADA operator at Art and Architecture Building.

- Repaired ADA operator at Sorority Village.
- Repaired ADA operator at Fred Brown Hall.
- Adjusted door at Stokely Hall.
- Installed new lighting at G7 parking garage with new LED pole lights.
- Repaired window at Plant Biotech.
- Cut and delivered glass to Massey Hall.
- Repaired door at Reese Hall.
- Repaired door at Perkins Hall room 204.
- Repaired windows at West Skybox.
- Repaired window at the Jewel Building.
- Fabricated new glass frames for the TVA Greenhouse.

Zone 3:

- We will continue to work in sororities and fraternities to assist them with any issues they may have.
- Our team will clean diffusers and change filters.
- We will inspect exit lights and emergency lighting.
- At UT Drive Building A we will work on air conditioning units and replace lights.
- Our team continues to convert existing lighting to LED to reduce energy consumption.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building hand rails.
- Alumni Memorial Building auditorium lighting.
- Zone-wide LED lighting upgrades.
- Security lighting.

Zone 7:

- Repairing air conditioning units at Ferris Hall.
- General maintenance throughout zone.

Zone 8:

- Our team will assist our customers with any needs they may have.
- With the return of classes we will check room temperatures and make necessary adjustments.
- We have completed the LED lighting upgrades in McCord Hall. Our team will now move on to Food Safety and Processing.

ZONE 8 CONTINUED ON PAGE 2

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ZONE 8 CONTINUED:

- Our goal for the week will be to clean our mechanical rooms and restock inventory.
- One Call will answer calls and assist with LED lighting upgrades.

COMMUNICATIONS & INFO SERVICES

Training:

Training News:

- Rebecca is compiling the Training & Development Annual Report
- Ashley completed an OSHA 511 course during the week of 8/13
- Rebecca has been working with the Archibus Task Force to determine how and when to implement Archibus refresher training
- Gina, the T&D student assistant, has been developing Archibus workflow scripts. She will create short tutorials to be hosted on our website
- The second cohort of the PSTCC Training Program will be completing their training on 8/31. A celebration breakfast will be planned for early September.

Upcoming Training:

- Zone Maintenance Customer Service Training – Tuesday, August 28 from 8:30-11:30 in FSC 102

Office of Sustainability:

- The Office of Sustainability welcomes Shannon Schaefer to the team. Shannon will take on the role of Data Analysis Coordinator.
- To date, the Alternative Fuel Vehicle Program has installed two additional electric vehicle charging stations and has also led to the purchase of a Nissan Leaf, bringing the total of electric vehicles on campus to four; only two were on campus as August 2017. Additional alternative fuel vehicle purchases are being considered.

IT Support & Maintenance:

- Assist with Neyland Stadium lighting system.
- Move equipment for Construction Services.
- Clean Malware from a desktop.
- New computer setups.
- Software installations.

- Annual reports.
- Phishing reports to OIT.
- Radio maintenance.
- Monitor replacements.
- Outlook troubleshooting.

Communications & Public Relations:

- Our summer projects report was completed last week. It has been distributed to campus and posted on our website.
- We are submitting photos of our oldest Rubbermaid Brute bins to Rubbermaid's 50th Anniversary contest. The two bins we are submitted photos of pre-date 1980 and are still in use at Stokely Athletic Facility.
- Organizing various media availabilities and releases.
- A detailed report was released last week updating everyone on the progress of the various task forces. Look for the memorandum in your email tomorrow.
- Department Merit Raise Guidelines were released last week.
- Working on FEMA training.
- Our August Exceptional Team breakfast was held last week.
- Employee comment boxes have been installed. Box locations include:
 - Facilities Services Complex Break Room
 - Facilities Services Shop Area
 - Steam Plant (near time clock)
 - Neyland Biology Annex near room 128
 - Ellington Plant Science room 4
 - SERF outside of room 426
 - Former Sanitation Safety (Pest Control) Area at Facilities Services Volunteer Blvd. Location
- Work has begun on the Fiscal Year 2018 Facilities Services Annual Report. There has been a delay in the completion of this report due to missing information.
- Various videos are being edited for distribution. Look for new content to be uploaded near the end of summer.
- We are updating department and unit photos for both the website and for our annual report.
- TNAPPA website updates are taking place.
- We are working to update the awards plaques in the Facilities Services Complex break room.

COMMUNICATIONS & PR CONTINUED ON PAGE 3

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- We are working on updated messaging for various department programs.
- We are updating the Building Representative List. The updated list will be loaded to the Facilities Services website this week.
- If you have any items you would like included in The Facilitator, including thank you notes, please email Brooke at krempe@utk.edu.
- Work continues on the department organizational charts.
- We are assisting with a summer campus construction story for TN Today.
- Website updates are being completed on almost a daily basis.
- Planning has begun for our fall semester Facilities Services DIY series. The first 2018-2019 event will be held September 28 and will feature disinfecting tips for the home. Joe Suits from Building Services and Ashley Savage Gilliam will present.
- Work continues on the department Emergency Response Plan. We plan to have the document completed by the end of August.
- We are working on the Employee Satisfaction Survey report. It will be sent to administration this week for review and will then be distributed.
- We are completing training on Lynda.com.
- Cone Zone updates are ongoing.
- We are working on August's Facilities Services award events.
- We are working on September's Facilities Services award events.
- 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.

UTILITIES SERVICES

Air Conditioning Services:

- East Skybox - Installed two new 130 ton Diakin chillers.
- Tennis Center – Completed installation of new condensing units and evaporator coils.
- Middlebrook Building – Replaced cooling tower fan mo-

tor for the water source heat pump system.

- Anderson Complex – Installed chiller units for cold tubs.
- Stokely Hall – replace ECM fan motor in room 119.
- Regal Soccer Stadium – Repaired RTU for team training room.
- Dougherty Engineering Building – repaired air conditioning system in room 229.
- West Skybox – Repaired south Trane chiller.
- Boathouse – Repair air conditioning system which serves the lobby area.
- Orange Hall – Completed repairs to 10 water source heat pumps.
- West Skybox – Replace air conditioning system serving elevator equipment room.
- Plant Propagation Building – repaired walk-in cooler.
- ARAMARK – Repaired multiple pieces of food service equipment in multiple buildings.
- Sigma Kappa Sorority- repairing WSHP unit serving the foyer area.

Electrical Services:

- UTFS FA/BA – Fire Alarm System Testing various buildings on Campus.
- 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/BA – Haslam Football Practice Facility.
- UTFS – Neyland Stadium Renovation – Utilities support.
- UTFS – New Dining Facility Project – Utilities Support.
- UTFS Electrical Metering – Wireless Network.
- Neyland Stadium New Chiller Installation, Electrical Support.
- UTFS HV Electrical support for WCR Building 3 and 6.

CONSTRUCTION SERVICES

Campus Projects:

- 1840 Melrose: Paint windows; Paint conference room.
- Admin Parking Garage: Repair support beam.
- Andy Holt Tower: Signage on levels P2, seven, and eight;

CONSTRUCTION CONTINUED ON PAGE 4

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- Make office in room P207; Paint rooms P115, P225G, P271 and 533; Renovate room P228.
- Art & Architecture Building: Demolish and build new walls in print center; Add power for glass room outside Wood Shop.
- Austin Peay: Northeast wall waterproofing; Paint room 303A.
- Auxiliary Services: New dock leveler.
- Bailey Education Center: Make three offices in room 502; Install Monitor in room 305; Paint rooms 222, 317 and 325.
- Baker Center: Blinds for room 327.
- Birchfiel Geography: Paint room 107.
- Black Cultural Center: Paint room 115 and outside columns; Hanging system for table cloths; Wash brick and windows.
- Blount Hall: ADA signage on ground, first and fourth floor.
- Buehler Hall: Provide locking for classrooms 300 and 555.
- Campus: Sidewalk and ADA work; Outside lighting improvements; Window replacements Hoskins Library, Jessie Harris, Ferris Hall, and Perkins Hall; Eyewash replacements in several labs; Replace steam line sections and valves; Repair Blue phones; Install hand dryers in several buildings; Grow Lab on Terrace Avenue; Power Wash several buildings; Parking lot on Lake Avenue; Repair Pedestrian Bridges.
- Clarence Brown Theatre: New exterior sign; Repair floor.
- Classrooms: Summer classroom renovations (18), Update Technology (7), Carpet replacements (3), Cloud Ceilings (2).
- College of Nursing: Paint rooms 244, 301A, 309, and 367.
- Communications Building: Renovate restrooms; Paint external stairway treads; Paint, carpet and minor renovations in room 43; Carpet in room 430; Blinds in room 476; Convert room 432 into an office; ADA opener on door near Dean's office.
- Concord Campus: Demolition and construction.
- Conference Center Building: Build-back to basement; Paint rooms 108, 149, 227, and 312D; Openers for fourth floor restroom doors.
- Dabney Buehler Hall: Repair acid drains.
- Delta Tau Delta: Demolish kitchen ducts; Repair restroom ceilings.
- Dougherty Engineering Building: Capstone repairs and caulking; Paint pipe in room 419; Replace hood sash in room 337.
- Dunford Hall: Painting in offices, Office renovation in room 103B; Add window in door for room 103; Signage for Student Disability Services; Paint and carpet in room 143; Cabinets for break room in room 2444; Paint room 115; Replace doors for rooms 105, 106, 115.
- Early Learning Center: White Avenue - replace a door.
- 11th Street Garage: Remove 2 UPS and add emergency lighting.
- Engineering & Sciences Annex: Add a door for room 105A.
- Ferris Hall: Paint and carpet room 205 and suite 206.
- Fleet Management: Install key box.
- Goodfriend Tennis: HVAC for first and second floors.
- Greve Hall: New signage on sixth floor; Electric for desks in rooms 616 and 618.
- Haslam Business Building: Voice Messaging in Fire Alarm Panel; Outlets for rooms 319, 320, 321, and 322; Electric in rooms 242 and 499A; Paint rooms 509 and 606; Mount monitor in room 407.
- Hess Hall: Add card access to 2K laundry room doors; Architectural and Engineering services for apartment additions.
- Hodges Library: Assist with office renovations and Graduate Commons renovation; Repair smoke evacuation system; Painting in rooms 251 and 235B; Refinish wood doors; Paint offices; Build a wall in room 130.
- HPER: Seal wood in room 354.
- Humanities and Social Sciences: Renovate room 209.
- International House: Replace counter top and sink.
- Jessie Harris: Extend rooms 209 and 242 into storage rooms; Carpet in room 240.
- Jewel Building (COAD FAB Lab): Electric for robot.
- JIAM: Repair vinyl tile in stairs; New electric panel on first floor, new receptacles in rooms 156 and 158B; Cooling water in room 158B; Electric in room G024.
- Kingston Pike Building: Replace expansion joint in wall;

CONSTRUCTION CONTINUED ON PAGE 5

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- Add mag locks to two doors.
- McClung Museum: Wall and floor renovations in Gallery 104A.
- McClung Tower: Paint and carpet in room 410.
- Middlebrook Building: Paint and lights on second floor.
- Min Kao: Door controls on room 102.
- Morgan Hall: Renovations per POCA Phase 2 in room 226; Tuck pointing north, east and west; Renovate room 218.
- Nielson Physics: Add window in room 217A.
- North Carrick, South Carrick, Morrill and Reese halls: Inspect exterior walls and remove loose concrete.
- Perkins Hall: Add partition walls in room 223D; New cubicle in room 317; Renovate rooms 106, 115, 116, and 223D; Install outside electric pedestals in two locations.
- Plant Biotech: Electric for podium and painting in rooms 156, 157 and 158.
- SERF: Repair door in room 503; Power drops in room 310.
- SMC: Paint and/or carpet rooms 325 and 327, and several fifth floor offices; Voice Messaging in Fire Alarm Panel; Receptacle and data raceway in room 319.
- Stadium Drive G10: Repair broken cable.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Conduit for compactor.
- Student Services: Relocate outlet for Zoom System in room 109E; Renovation for Enrollment Services; Painting in room 211; Office walls in rooms 109H1 and 109I.
- Student Union: Add dock lift.
- Sutherland Avenue Rec. Sports: Washer and Dryer in main building.
- Taylor Law: Change cabinet doors in rooms 225 and 262; Painting several area.
- Tyson Alumni House: Raceways for audio system.
- UT Drive Services Building C: Renovate for College of Nursing.
- Veterinary Medical Center: Widen road on Old Cherokee Road.

FACILITIES SERVICES VACANCIES

Accounting Specialist I, Facilities Services, Pay-grade 35 - Requisition ID - 180000018T

Accounting Assistant III, Facilities Services, Paygrade 34 - Requisition ID - 180000018E

Maintenance Specialist I, Zone Maintenance Sector A, (5 Positions) - Requisition ID - 180000015D

Sr A/C Specialist II (2 Positions) - Requisition ID - 180000013P

Plumbing Foreman I - Requisition ID - 180000013O

Plumbing & Heating Sp I - Requisition ID - 180000013N

Building Technician, FS Zone Maintenance - Sector B - Requisition ID - 180000013Z

Temporary Landscaping Aide I (Seasonal) - Requisition ID - 15000000B5

Landscape Aide I - Requisition ID - 18000000Z

2nd & 3rd Shift Custodian (Building Services Aide I) - Requisition ID - 18000000SC

Line Installer I - Requisition ID - 16000000M2

Sr Steam Plant Operator - Requisition ID - 170000010Y

Sr Line Installer I - Requisition ID - 17000000AO

Sr Heavy Equip Operator - Requisition ID - 18000000U6

Electrician I - Requisition ID - FS Construction - 18000000QI

Sr Maintenance Specialist (One Call) - Requisition ID - 17000001LY