

Facilities Services Weekly

December 3, 2018

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

Congratulations to our November Employee of the Month Robert Dykes!

Help us nominate our next Employee of the Month at tiny.utk.edu/fseom

Join us at the Facilities Services Holiday Party December 13!

More details on page 7 of this newsletter.

ADMINISTRATION

Special Projects:

- Planning is in the beginning stages for a Sightlines SEC meeting that UT Facilities will host in March. The three day event will take place March 6 through 8. We will begin to meet with potential vendors next week.
- We are assisting with the preparations for the upcoming holiday party.

FACILITIES OPERATIONS

Building Services:

- Joe Suits has been named Building Service Supervisor for the Student Union.
- Phase 2 Student Union Terrazzo floor work is under way. We hope to be finished by next week.
- We are already beginning to see a drop in towel usage along with the subsequent savings.

Landscape Services:

- Volunteer Boulevard Streetscape: Participate in hard-scape and irrigation completion walk-through.
- Facilities Services Complex: Install entry landscape.
- Engineering Facility: Review 66 percent construction drawings.
- Dining Hall: Review 50 percent construction drawings.
- Seasonal Flowers: Finish planting tulip bulb installation campus-wide.
- Sinkhole: Excavate for storm pipe repair near LaPorte Stadium (continued).
- Mix salt brine for winter season.
- Campus-wide landscape replacements and upgrades:

Order plant material for fall/winter planting.

- Campus-wide: Swap/installation of new outdoor trash/recycle units (continued).
- Interview candidates for vacant and seasonal positions (on-going).
- Landscape Academy: Conduct training sessions and continue development of upper level curriculum.

Turf:

- Leaf removal.
- Over-seed event lawn areas.
- Winterize irrigation systems.
- Irrigation repairs and upgrades.

Arboriculture:

- 4848 Lyons View Pike: Fallen tree clean-up.
- Perform soil percolation testing at Student Union and other future campus planting sites.
- Order trees for fall/winter planting.
- Campus-wide: Update tree inventory data (continued).

Lock & Key Services:

- Jessie Harris Building: Rekey locks.
- Philander P. Claxton Education Building: Rekey locks.
- Student Union Phase II: Installing cores.
- Magnolia and Dogwood Buildings: Beginning to install cores.
- Hoskins Library: Repair combination lock.
- Dunford Hall: Repair exit device hall door.
- Auxiliary Building: Repair lock.
- Mossman Building: Repair – will not lock.
- North and South Carrick halls: Recore doors for temp. move due to Clement Hall flooding.
- University Housing: Many recores and repairs.

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ZONE MAINTENANCE

Zone 1:

- Keeping up with the work orders as they come in.
- Work will have to be quiet during the next two weeks.
- Vandalism is still taking place in the buildings.

Zone 3:

- We will work to wrap up all work requests for the year.
- We will clean mechanical rooms and machinery at the Facilities Services Complex.
- Our team will make repairs and perform routine maintenance at Sorority Village.
- Johnny Waggoner would like to thank the Zone 3 team for their hard work and dedication to their customers.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Ayres Hall: Christmas tree setup.
- Walters Life Science Building: Check fume hood flow; Compressor stopped.
- Dabney-Buehler Hall: LED lighting upgrade.
- Alumni Memorial Building: Auditorium lighting.
- Student Union Phase II: Occupation initiated.
- Student Union: Sanitary pipe leak.

Zone 7:

- SERF: Worked on replacing motors; Blowing out coils and supply lines; Changing belts and filters; Repairing Christmas tree lights.
- Perkins Hall: Worked on steam heat.
- Ferris Hall: Changing ceiling tiles; Worked on hand dryers.
- Dougherty Engineering Building: LED lighting conversion project; Repaired heaters.
- Min Kao Building: Repaired locks; Repaired broken door locks.
- Tickle Engineering Building: Changed lights; Replaced belts.

Zone 8:

- We will work to complete all work requests for the year.
- Some of our folks will be completing their training.

- At JIAMS we will clean air handlers and mechanical areas.
- At the Food Safety and Processing Building we are about to complete the LED lighting conversion.
- One Call will respond to calls and assist with light conversions.

Zone 9:

- Answering calls.
- Completing PMs.
- Cleaning pool filters.

Zone 11:

- Regal Soccer Stadium: Checked for and made needed repairs after SEC game.
- Football Complex: Checked and adjusted chemicals in pools; Changed urinal that was broken; Assisted Plumbing Services with water outage.
- Allan Jones Aquatic Center: Checked and adjusted chemicals in pools; Prepared for swim meet.
- Neyland Stadium: Began winterizing after the end of the season.
- General building maintenance throughout zone.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- **Volunteer First Impressions Contest Now Open:** Facilities Services launched its new Volunteer First Impressions Contest today. The department will address areas on campus that may need some sprucing up. Entries will be judged on their overall impact to the campus community, ease of delivery, and scope is within the limit of \$10,000 or less to complete. Ten campus projects will be awarded. For more information please visit tiny.utk.edu/volfirstimpressions or email Brooke Krempa at krempa@utk.edu. All Facilities Services employees are welcome to submit projects to the contest. Please email Brooke with any questions about the contest.
- Thank you to everyone who helped with the breakfast with Interim President Boyd on Thursday.
- Thank you to everyone who helped with Friday's job fair at the Facilities Services Complex. More than 20 people attended the fair and offers were extended to several individuals.

COMMUNICATIONS & PR CONTINUED ON PAGE 3

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COMMUNICATIONS & PR CONTINUED:

- The Bob Evans and John C. Parker Scholarship announcements will go out this week. Please contact Brooke Krempa at krempa@utk.edu for more information. Brooke will collect these scholarship applications until January 31, 2019.
- The communications committee is in the process of holding the second round of small focus groups. We have four focus groups that will need to be rescheduled. If you have any questions about these focus groups, please contact Brooke Krempa at krempa@utk.edu.
- The 2018 Facilities Services Holiday Party will be held at the TN Terrace at 12 p.m. Thursday, December 13. Third shift and Steam Plant party dates will be announced soon.
- The 2018 Facilities Services 3rd Shift Holiday Party will be held at the Facilities Services Complex rooms 101 and 102 at 10 p.m. Thursday, December 13.
- The 2018 2nd & 3rd Shift Steam Plant Holiday Party will be held at 12 a.m. Monday, December 17 at the Steam Plant.
- Rebecca and Brooke met with Dave to discuss the focus groups we have held so far.
- The awards in our Facilities Services Complex break room will be updated.
- Assisting Media & Marketing on the campus construction update.
- We have started to put together the Winter Break project catalog.
- Look for the Recycling tips section appearing weekly in TN Today and VolUpdate.
- Brooke is working with the Culture Task Force to finalize new awards programs and vision icons.
- We are working with the Office of Emergency Management to create flyers describing the various classroom locking systems on campus.
- Brooke will be creating new content for the digital screen in the Facilities Services Complex.
- The APPA FPI Survey is now open. Brooke will complete the 450 question survey by December 17.
- We are currently trying to fill two vacant student positions in our unit. If you know of a student who would be interested in working with Communications & PR please email Brooke at krempa@utk.edu.
- The new Tiny Trash communications plan has been implemented.
- Website updates are being completed on almost a daily basis.
- Organization for the 2019 Big Orange Family Campaign has begun.
- We are planning December events including Employee of the Month and Exceptional Team.
- Planning has begun for the 2019 Facilities Services Student Assistant Scholarship Fund Golf Tournament.
- Planning for our three holiday parties is in full swing. Thank you to everyone who volunteered to help during the parties.
- Organizing various media availabilities and releases.
- Planning is in the beginning stages for a Sightlines SEC meeting that UT Facilities will host in March. The three day event will take place March 6 through 8. We will begin to meet with potential vendors next 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
 - Steam Plant Hill (Installation Pending)
 - Hodges Library (Installation Pending)
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.
- Responses to all comments dropped into the comment boxes will be answered by Dave Irvin and we will publish those we can as soon as possible in the Facilities Services Weekly newsletter.
- If you have an idea for a new comment box location, please contact Brooke Krempa at krempa@utk.edu.
- 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. Our next video series will be the DIY Cleaning vs. Disinfecting Series to accompany our September workshop pre-

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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COMMUNICATIONS & PR CONTINUED:

sented by FS Training and Building Services.

- We are updating department and unit photos for both the website and for our annual report.
- We will submit projects for the upcoming American School & University Educations Interiors publication before the early bird deadline in January.
- TNAPPA website updates are taking place.
- Next year's TNAPPA Conference will be hosted by the University of Memphis May 13 & 14. Brooke will assist with the planning when needed.
- We are working on updated messaging for various department programs.
- We are updating the Building Representative List.
- If you have any items you would like included in next issue of The Facilitator, including thank you notes, please email Brooke at krempa@utk.edu.
- Work continues on the department organizational charts.
- We are working on a hand dryer write-up for campus distribution.
- Work continues on the department Emergency Response Plan.
- We are completing training on Lynda.com and annual required training.
- Brooke is working on a handbook for her office.
- Cone Zone website updates are ongoing. All updates should be complete by tomorrow.
- Please contact Brooke if you would like any content on the Facilities Services website updated.
- We are updated various web forms.
- 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.

Employee Training & Development:

Upcoming Training:

- PAPR respiratory protection training will be held on Tuesday in Room 102 from 9 to 10 a.m. followed by respirator fit testing from 10 a.m. to noon for eligible employees.
- Arc Flash Training is Wednesday, December 5 at 8:30 in FSC 101.

- Stop the Bleed Training is scheduled for 9:00 and 10:30 on Wednesday, December 12 in FSC 101/102.

Upcoming Training:

- **The deadline for completion of your annual OSHA training is nearing. A status report was sent out on Friday, November 30. If you have questions about whether you still need to complete any of your training, please get in touch with the training staff at fstraining@utk.edu.**
- Training will be helping with the upcoming Holiday Parties for 1st and 3rd shift on Thursday, December 13.

IT Support & Maintenance:

- Printer purchase.
- Ongoing printer repair with HP.
- Setup for Job Fair at Facilities Services Complex.
- Setup for new Human Resources offices at Facilities Services Complex.
- New computer installations.
- Scanner troubleshooting.
- Network device registrations.
- Fixed minor network issue for several people.
- Prevented computer hijack attempt.
- PC repair on a unit with corrupt Windows install.

UTILITIES SERVICES

Air Conditioning Services:

- Hodges Library: Replaced reach-in cooler in POD store.
- Raising Canes: Replaced compressor in two door freezer.
- Student Union Phase 1: Replaced ice link delivery machine bin sensor.
- Dabney Hall: Replaced condenser and evap coil on walk in cooler.
- Hesler Biology: Diagnosed leaking coil on condenser for walk-in.
- Reese Hall: Replaced starter on air compressor in mechanical room.
- Allan Jones Aquatic Center: Rebuilt chilled water pump in penthouse.
- Perkins Hall: Replaced contactor in ceiling unit of room 119.

AC SERVICES CONTINUED ON PAGE 5

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- Mossman Building: Assist contractors with repairs to the primary chilled water pumps.
- Panhellenic Building: Replace heating water pump.
- Delta Zeta: Repair WSHP No. 6.
- Graphic Arts: Repair Daikin chiller.
- Taylor Law Center: Servicing both McQuay chillers.
- Softball Stadium: Repair air conditioning unit serving team meeting room.
- Morrill Hall: Rebuild heating water pump.

Steam Plant:

- Replace flow meter after leak occurred.
- Continue to install polishers.
- Replaced bathroom fan motor starter.
- Continue to install new LED lighting.
- Installed valve positioner and wrote logic to operate valve.
- Drained #1 boiler and lit off in preparation of boiler tuning next week.

CONSTRUCTION SERVICES

Campus Projects:

- Admin Parking Garage: Repair support beam.
- Anderson Training Center: Electric work in cafeteria; Heater in lobby of Smokey's.
- Andy Holt Tower: Signage on levels P2, seven, and eight; Install new flooring in elevators.
- Art & Architecture Building: Accessible restroom on first floor.
- Auxiliary Services: New dock leveler.
- Baker Center: Paint railings around rooftop garden.
- Basler Boathouse: Access control.
- Blount Hall: ADA signage on ground, first and fourth floors; Build offices in room 401; Work in restrooms on first floor; Electric work in room 106.
- Campus: Window replacements in Hoskins Library, Jessie Harris Building, 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.
- Clarence Brown Theatre: Remove a sink.
- Communications Building: Carpet in room 430; Convert

- room 432 into an office; ADA opener on door near Dean's office; Sleeve and junction box for patio; Paint and carpet in room 338; New sink in room 426D; Access controls and door for room 43; ADA door operators for Suite 91; Carpet in rooms 473, 474, 469 and 462.
- Concord Campus: Demo and construction.
- Dabney-Buehler Complex: Repair acid drains; Painting, strip/wax floors in rooms 666 and 667; Paint and tile in room 352; Provide locking for doors in rooms 300 and 555.
- Dougherty Engineering Building: Capstone repairs and caulking; Electric in room 102; 208-volt power in room 606; 208-volt power in room 206; Electric for cubicles for room M015.
- Early Learning Center: Taller fence; Carpet and paint in room 205.
- ETREC Johnson Animal Research: Emergency power in room C111.
- Ferris Hall: Paint and carpet room 205 and suite 206.
- Golf Maintenance Building: Reroute water.
- Haslam Business Building: Outlets for rooms 319, 320, 321 and 322; Electric in rooms 242 and 499A; Chair rail in team rooms.
- Henson Hall: Access control for rooms 104 and 107; Panic button in room 404; Painting in rooms 323, 402 and 403.
- 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; Build a wall in room 130; Projector screen in room 309; Lactation room in room 255B; Painting around booths on fifth floor; Access control for several rooms.
- HPER: Seal wood in room 354.
- HSS: Paint room B012K.
- International House: Replace counter top and sink.
- Jessie Harris Building: Extend rooms 209 and 242 into storage rooms; Carpet room 240; Renovations in 319 - air conditioning and cold room.
- Kingston Pike Building: Replace expansion joint in wall; Paint orange stripe in room 110.
- Lee Softball Stadium: Access control.
- McClung Museum: Wall and floor renovations in Gallery 104A.

CONSTRUCTION CONTINUED ON PAGE 6

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CONSTRUCTION CONTINUED:

- McClung Tower: Reconfigure room 801.
- Middlebrook Building: Paint and lights on second floor; Paint room 210.
- Morgan Hall: Renovations per POCA Phase 2 in room 226; Tuck pointing north, east and west; Flooring in room 210C; Paint and carpet in room 302J.
- Mossman Building: Electronic door lock override switches.
- Neyland Stadium: Repair steel mesh on guard rail at Gate 10.
- Neyland Thompson Sports Center: Move diffuser and fire alarm device.
- Perkins Hall: Install outside electric pedestals in two locations; Correct items on EHS Inspection List in sub-basement.
- Plant Biotech: Electric for podium and painting in rooms 156, 157 and 158.
- Regal Soccer Stadium: Access control .
- SERF: Door controls in room 419; Paint and carpet in rooms 511, 511A and 513; Replace nitrogen generator; Access control for room 201.
- SMC: 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 Aquatic Center: Test concrete patch on pool deck.
- Student Health: Replace x-ray machine.
- Student Services: Renovation for Enrollment Services; Office walls in rooms 109H1 and 109I; Make room 109E larger; Renovation for Vol Card on fourth floor.
- Student Union: Add dock lift; Remove cosmetic cases in Volshop.
- Taylor Law Center: Painting several areas; Make offices in room 356.
- Thompson-Boling Arena: Fire stopping.
- Tickle Engineering Building: Electric in room 302.
- Tyson Alumni House: Renovate first floor restroom.
- UT Drive Services Building C: Add awning.
- UT Facilities Services Complex: Charging stations.
- Veterinary Medical Center: Widen road on Old Cherokee Road.
- 2121 Stevenson Drive: Add a customer service window.

FACILITIES SERVICES VACANCIES

- Project Manager, Facilities Services** - Requisition ID - 18000001RK
- Air Conditioning Assistant I** - Requisition ID - 18000001P1
- Heavy Equipment Operator** - Requisition ID - Landscape Services - 18000001PO
- SR A/C Specialist II** - Requisition ID - 180000013Q
- Senior Plumbing & Heating Specialist I** - Requisition ID - 18000001L3
- Air Conditioning Spec I** - Requisition ID - 18000001G1
- Assistant Building Services Foreman** - Requisition ID - 18000001B9
- Maintenance Specialist I, Zone Maintenance Sector A, (5 Positions)** - Requisition ID - 180000015D
- Plumbing & Heating Sp I** - Requisition ID - 180000013N
- Temporary Landscaping Aide I (Seasonal)** - Requisition ID - 15000000B5
- 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

FACILITIES SERVICES

Employee Comment Box Locations:

- 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
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

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JOIN US FOR THE
2018 FACILITIES SERVICES

Holiday

PARTY

THURSDAY, DECEMBER 13

BEGINNING AT NOON

THE TENNESSEE TERRACE AT NEYLAND STADIUM

Lunch, Door Prizes & Holiday Cheer!

For more information please contact Brooke at 214-7662 or krempa@utk.edu

Bus Schedule & Route:

- 11:00 a.m. - Steam Plant
- 11:05 a.m. - Nursing on Volunteer
- 11:10 a.m. - Intersection of James Agee Street and White Avenue
- 11:15 a.m. - Conference Center
- 11:30 a.m. - The Hill (Nielsen Physics)
- 11:35 a.m. - Intersection of Middle Way and Circle Drive
- 11:30 a.m. - Ag Campus (Bus stop between Ellington and Brehm)
- 11:45 a.m. - Facilities Services Complex (Sutherland Avenue)

Facilities Services Weekly

December 3, 2018

Join us at the Third Shift Facilities Services

HOLIDAY PARTY

Thursday, December 13

Beginning at 10 PM

.....

Facilities Services Complex

Rooms 101 & 102

.....

Lunch, Door Prizes and Holiday Cheer!

For more information please contact
Brooke at 214-7662 or bsteve14@utk.edu

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Annual Toy Drive

November 11 - December 9

The 10th annual toy drive honoring the memory of Ryan McDonald has begun.

This year's toy drive will be held November 11 to December 9.

Ryan was killed tragically during a shooting at Central High School in 2008 when he was 15 years old.

The toy drive aims to inspire hope for area children dealing with difficult times during the holiday season.

To honor Ryan's memory, as well as his aspirations to become a children's counselor, toys are collected by Roger McDonald every year in his nephew's name. The toy drive benefits Helen Ross McNabb and Child & Family of Tennessee.

If you would like to make a donation, please bring unwrapped new toys to the collection box that will be placed near the front entrance of the Facilities Services Complex, 2040 Sutherland Avenue.



Donations can also be given at all Knox area Ingles grocery stores including locations in Powell, Karns, Halls, Farragut, and Merchants Drive.

All toys must be donated by December 9.

For more information, please contact Roger McDonald at 705-9994 or jmcdona3@utk.edu.