

Facilities Services Weekly

February 6, 2017

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

Congratulations to Mike Musselman - Facilities Services January Employee of the Month!
Nominate another hard-working member of our team at fs.utk.edu

ADMIN & SUPPORT SERVICES

Administrative & Support Services:

UT Knoxville Lunch & Learn Vendor Fair

- **February 15, 2017**

Provided by Fastenal in cooperation with Facilities Services Central Supply.

Location: Facilities Services Complex (2040 Sutherland Ave.) in the large hallway by Central Supply

Time: 10 a.m. to 2 p.m.

Lunch provided from 11 a.m. to 1:30 p.m. or as long as supplies last.

- We'll have 10 manufacturers displaying and demonstrating new products of all kinds relating to all the various aspects of our work.

Brands will include Loctite, Dewalt, Bosch, Proto, Georgia-Pacific, and Kimberly-Clark among many others.

- All members of the Facilities Services family are welcome and encouraged to join us!
- For more information about the fair contact Sheree Spoons at 974-8160 or sspoons@utk.edu.

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 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 Services:

- Joe Suits has been promoted to Building Service Supervisor at Hodges Library.
- The new night shift hours for Hodges Library are 4 a.m. to 12:30 p.m.

Landscape Services:

- TBA: Remove river boulders and spoil soil under west ramp.
- Lot C15: Grade and install river rock to correct erosion issues.
- TREC: Landscape repairs due to storm drain collapse.
- Turf: Top-dress low areas with topsoil campus wide.
- Dr. Bass Anthropology Facility: Removal of fallen tree over research area.
- Clement Outdoor Plaza: Finalized landscape and irrigation installation.
- Arboriculture: Tree replacements on Pedestrian Mall and stump grinding.
- Mulch application to landscape beds (continued).
- Orange & White Dorms: Coordinating with contractor to postpone start of new landscape and irrigation installation until site is ready.
- Remove old building signs where new one have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).

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Lock & Key Services:

- Alumni Memorial – repair/replace lock.
- Hodges Library – install construction cores.
- Austin Peay – install exit hardware.
- Jessie Harris- repair locks.
- Greve Hall/PO – change safe combination.
- Dunford Hall – change safe combination.
- Bailey Education – repair locks.
- Strong Science Building – setting up cores.
- University Housing – many recores and repairs.

Rapid Response Team:

- Moves at Perkins Hall, Morgan Hall, and Middlebrook Building.
- Events at Student Union, Haslam Business, and Min Kao.
- Working to schedule moves to JIAM and Strong Hall.
- Completing all other work orders that come in during the week.

UT Recycling:

Totals for the week of January 29 through February 4:

- Bottles/Cans: 7,920 pounds
- Paper: 11,100 pounds
- Cardboard: Manure: 16,400 pounds
- Compost: 17,660.7 pounds
- Weekly Totals: 67,460.7 pounds; 33.73 tons.

Running Fiscal Year 2017 Totals:

- Bottles/Cans: 279,450 pounds; 139.73 tons.
- Paper: 346,140 pounds; 173.07 tons.
- Cardboard: 459,249 pounds; 229.62 tons.
- Manure: 352,000 pounds; 176.00 tons.
- Compost: 368,102 pounds; 184.05 tons.
- Fiscal Year Totals: 1,804,941 pounds; 902.47 tons; 3,026 pallets.

ZONE MAINTENANCE

Zone 7:

- Replacing floor tiles at SERF.
- Assisting roofers at Ferris Hall.
- Worked on lighting project at Ferris Hall.

- General building maintenance throughout zone.

Zone 8:

- We are working in our classrooms when we catch them unoccupied to make needed repairs.
- Plant Biotech has a new water softening system to enhance the deionized water system. We are making adjustments to improve the quality of lab water.
- Our team continues to clean our mechanical areas. We are also taking inventory of our parts.
- In Central Greenhouse we are working on the drainage system to repair leaks.
- One Call will be answering calls and working on exterior lighting.

Zone 9:

- Answering calls.
- Repairing lights.
- Repairing toilets.
- Repairing HVAC.

Zone 11:

- At Neyland Stadium replaced ceiling tiles as needed and checked and replaced lights as needed.
- At Auxiliary Services worked on lighting project throughout building with the assistance of volunteers from zones 1, 7, and 9.
- At Football Complex checked and adjusted chemicals as needed in pools.
- At Allan Jones checked and adjusted chemicals as needed in pools.
- At Sherri Parker Lee Stadium assisted in renovation on second floor.
- At Good Friend Tennis center repaired roof leaks.
- Through out zone gen building maintenance.

COMMUNICATIONS

Communications & Public Relations:

- ***Congratulations to Mike Musselman who was named our January 2017 Employee of the Month!***
- 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.

COMMUNICATIONS & PR CONTINUED ON PAGE 3

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COMMUNICATIONS & PR CONTINUED:

- I would like to thank Patricia Noe, Hanni Joseph, Austin Hackworth, Steve Kerley and Rick Cannon for volunteering to be filmed for our upcoming promotional video.
- The Big Orange Family Campaign kicks off next week. The campaign will run from February 13 to March 10. During this time team leaders will be in touch with you passing out materials. The following are the team leads for each group:
 - Facilities Services Executive Committee Member: Brooke Krempa
 - Building Finishes and Paint Services: Bill Mills
 - Arena, Building Services Athletics: Ann Free
 - Plumbing Services: Chip Pennoyer
 - Electrical Services: Brooke Krempa
 - Lock & Key Services: Ed McDaniel
 - Construction: Danny Pritchard
 - Administrative; Administrative & Support: Dean Wessels
 - Steam Plant: Frank Wyrick
 - Air Conditioning Services: Brooke Krempa
 - Zone Maintenance Section B: Brooke Krempa
 - Zone Maintenance Section A: Ed Roach
 - Landscape, Sanitation Safety, Rapid Response Team: Jason Cottrell
 - Building Services: Jay Price
 - Exempt Staff: Brooke Krempa
- I would like to thank everyone who volunteered to serve as a team lead this year. For questions about the campaign please contact Brooke Krempa at 214-7662 or bsteve14@utk.edu.
- The nomination structure for the Exceptional Team Award has been changed. Anyone will now be able to nominate a team from our department. Please keep an eye out this week for the official announcement.
- 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 this week.
- A TNAPPA Team Lead Meeting will be held this Thursday. 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.
- Participant registration forms have gone out to TNAPPA principals across the state. Registration announcements were sent out to schools throughout the state last week.
- We are working on updating our department best practices and expanded/additional services documents for the incoming Chancellor.
- The Vol Vision Benchmarks and transition document have been completed and submitted for approval.
- Working on various releases.
- The Building Representative List and Emergency Contact List are being updated.
- We met with three caterers for the TNAPPA Banquet at the Knoxville Museum of Art. The meals committee will meet this week to discuss our options.
- This semester's Facilities Fundamentals Workshop will feature spring cleaning and will be presented by Gordon Nelson. The workshop is slated to take place March 9. Keep an eye out for more information about the event nears.
- Help us to nominate our next employee of the month at: fs.utk.edu/announcements/DeptAwards.html.
- We are working on several fs.utk.edu web page updates for different subunits.
- Our Customer Satisfaction Survey has closed. A report will be generated in the next two weeks.
- 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.
- The Big Orange Family campaign is coming up. We have finalized team leads and would like to thank everyone who volunteered. A team lead meeting is slated in the upcoming month and all those who volunteered should receive an invitation.
- Updates are being made to the department website.
- Updates have been made to the TNAPPA website and conference web pages on our Facilities Services site.
- We submitted five campus projects for the upcoming American School & University Educational Interiors Magazine.
- We are working to rebrand the department bus.
- We are working on a customer satisfaction form for the website.

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IT Support & Maintenance:

- Completed classification process of all Facilities Services devices connected to the network.
- Assist Electric Shop with Central Alarm System troubleshooting.
- Made extra backups of Central Alarm Servers.
- Installed two laptops for Zone Maintenance and Desktops here at FSC.
- Setup computers and Monitors for Rapid Response Team.
- Report and investigate multiple Spam emails (good job everyone!)
- Continue to update supervisor desktops to Office 2016 as needed.
- Assist Building Services with Staff computer Reassignments.
- Arrange Recycle Presentation at next ERC meeting.
- Replace computer with failed hard driver.
- Assist with multiple meetings in our conference rooms
- Install WAVE energy saving software on some test workstations.
- Investigate network ports needed at Strong Hall.
- Assist with DSL modem replacements by Telephone Services.

Employee Training & Development:

- Two computer lab help sessions have been scheduled for 2nd shift employees. Training staff will be present and provide one-on-one assistance with OSHA training and various other FS or UT Knoxville online tasks.

Drop in at your convenience:

Thursday, February 16th, 4pm-6pm

Wednesday, February 22nd, 4pm-6pm

UTILITIES

Air Conditioning Services:

- Beginning installation of 13 new replacement water source heat pump units at the Middlebrook Building.
- Assisting construction with installation of new heat pump unit serving the press box at the Sherri Lee Softball Stadium.
- Completing installation of new 50 ton condensing unit at Dunford Hall.

- Completing rebuild of #2 condenser water pump at Hodges Library.
- Evaluating cold (487A & B) and warm (484A & B) rooms at Dabney-Buhler Hall to see if they can be returned to service.
- Performed repairs to growth chambers at Hesler Biology Building.
- Performed repairs to air conditioning unit in WUOT Transmitter Building on Sharps Ridge.
- Performed repairs to condenser coil on process chiller at the Tickle Building.
- Repairing leak in steam coil in AHU at Blount Hall.
- Performed repairs to unit F2 at the CRC Material Science & Technology Building.

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 - Maintenance work on Parking Garage G10.
- UTFS Electrical Services Support – Chiller Improvement Project.

Plumbing Services:

- Replaced sump pumps in elevator pits in Sherri Lee Stadium and Walters Life Science.
- At Thompson Boling Area installing new piping for new Chiller.
- Campus Low Flow project.
- Repaired a glass grain in Walters Life Science.
- Repaired broken closet flanges in Blount Hall.
- Leak in the ceiling at Thompson Boling Arena.
- Drains clogged up in Reese and Morrill halls.
- Leak in ceiling at the Vet School.
- Responding to all the Tennessee One Calls.
- Replacing storm drains outside between Plant Science and BioTech Buildings.
- Repairing handrails campus wide.

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Steam Plant:

- Cut up old stack from # 1 boiler and placed in metal scrap dumpster.
- Cut exhaust stack from old generator to manageable pieces.
- Cleaned and dusted plant.
- Did an Acronis back-up on plant computers.
- Worked on cleaning up files on engineering station.
- Monthly logs.

CONSTRUCTION SERVICES

Campus Projects:

- Alan Jones Aquatic Center: Repair damage from leak in lobby.
- Andy Holt Tower: Paint and carpet in room P226.
- Art and Architecture: Electric work for kitchen renovation.
- 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; Replace fencing C-20 Parking Lot.
- Ceramics Annex: HVAC for building.
- Cherokee Goat Farm: Run power to Goat Barn.
- Classrooms: More classroom renovations scheduled for spring break; Working on classroom renovations for summer.
- Clement Hall: New landscaping and site improvements.
- Communications: Install sign in room 460.
- Conference Center: Repair stairway walls; Paint, chair rail and/or blinds in room 432; Renovations to room 406.
- Delta Tau Delta: Repair damaged gypsum board ceiling.
- Dougherty Engineering: Several room renovations on the second and third floors.
- Dunford Hall: New entrance corridor at east end.
- Early Learning Center: Replace two air conditioning units (White Ave).
- 11th Street Garage: Additional solar panels.
- Facilities Services: Install glass break detectors; Add windows to two doors in Central Supply.

- Fibers and Composite Facility: Electric work for equipment.
- Haslam Business: Install door in room 406; Renovate room 406 into a studio; Engineering for Classroom Scheduling System; Rework entrance to kitchen 501; Divide room 522 into two spaces; Accordion Doors in room 220; Panic alarms in four offices.
- Hearing and Speech: Hang blinds.
- 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.
- HPER: Add emergency lighting.
- Intramural Fields: Install concrete in three grass circle areas.
- Jessie Harris: Sidewalk and step repairs.
- JIAMS: Additional electrical service for several labs.
- Kingston Pike: Install raceways and equipment for parallel UPS system.
- Law Complex: Renovations for faculty offices third floor.
- Melrose Hall: ADA door operator F Section.
- Middlebrook: Conference room demo.
- Morgan Hall: Complete Fire Alarm System; Paint, flooring and furniture in rooms 126 and 201; Renovate rooms 119 and 218.
- Nielsen Physics: Replace windows in machine shop.
- Perkins Hall: Add a doorway to hallway.
- Presidential Court: Replace cabinets in cafeteria.
- Roofs: Baker Center Dome, SERF, Law College, Ferris, Nielson Physics, Dabney-Buehler, Claxton, Austin Peay, Tyson House, Burchfiel, Hesler, Earth and Planetary Sciences.
- Senter Hall: Concrete and drains in greenhouse; Renovations to room 12 for new equipment.
- SERF: New swipe card access for room 522.
- Sherri Lee Stadium: Two more outfield lights.
- SMC: Paint and/or carpet in rooms 252 and 424, fifth floor offices, rooms 624, 634 and 642; Electric for monitor room 406.
- Student Health: Install ladder from second floor roof to the first floor roof.

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CONSTRUCTION CONTINUED:

- Student Union: Repair carpet and trim G3 area.
- Delta Tau Delta: Repair basement ceiling.
- Temple Hall: Convert rooms 108 and 115 to research space.
- TREC: Painting and flooring replacement.
- Tyson House: Add receptacles and wall sconces in room 106.
- UT Police Department.: Renovate communications area.
- Volunteer Hall: Controls on security gates P5; Repair EFIS.

Let's Talk Trash. Did you know...



- Every three months, Americans throw away enough aluminum in landfills to build our nation's entire commercial air fleet. Please recycle your aluminum can!
- Almost half of all the food produced in the United States goes to waste—approximately 3,000 pounds per second. Please compost your food scrapes!
- Most coffee cups are not recyclable. If for just one day, everyone used a personal mug we would save: 163,000 trees and divert 8.9 million pounds of waste from the landfill. Use a personal mug at any on-campus dining facility and receive 15% off of drip coffee and fountain drinks.

Recycling Reminders:

- Please sort the contents of your personal recycling bins in recycling stations located around the building.
- Do not throw glass or plastic bags in the green recycling bin—rather, bring those recyclables to the public drop-off at 2121 Stephenson Drive.
- Please dispose of towel paper towels in “paper towel compost” bins located in restrooms and in the break room.

FACILITIES SERVICES VACANCIES

Landscape Aide I (2 Positions) - Requisition ID - 170000003S

One Call Coordinator - Requisition ID - Zone Maintenance - 170000003D

Exterminator I - Requisition ID - 170000003E

Electrical & Electronics Technician - Steam Plant - Requisition ID - 1700000029

Senior Line Installer I - Requisition ID - 16000001RG

Steam Plant Mechanic - Requisition ID - 16000001RF

Senior A/C Specialist II - Requisition ID - 16000001NO

Air Conditioning Spec I (3 Positions) - Requisition ID - 16000000F8

2nd Shift Custodian (Building Service Aide I) - Requisition ID - 160000018P

Landscape Serv Foreman - Requisition ID - 16000001IW

Maintenance Specialist I (10 Positions) - Requisition ID - 16000001HZ

Plumbing & Heating Sp I - Requisition ID - 16000000Y4

Welder II - Requisition ID - 15000000Q3

Sr Plumb & Heating Sp I - Requisition ID - 16000001CC

Line Installer I (Two Positions) - Requisition ID - 16000000M2

Asst Bldg Srvs Foreman (5 Positions) - Requisition ID - 1500000139

Painter I (Two Positions) - Requisition ID - 16000000ZY

Temporary Assistant Carpenter (Carpenter Assistant II) - Requisition ID - 16000000DT

Part-time Temporary Custodian (Building Services Aide I) - Requisition ID - 16000000DU

Two Temporary Assistant Painters - Requisition ID - 16000000CR

Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5

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Memorandum

To: All Facilities Services Employees
From: FS Communications & Public Relations
Date: January 30, 2017
Subject: Facilities Services Best Practices Page

A new page has been created on our Facilities Services website and it showcases our department's best practices.

We created the page as a way to compile all of our documents that tell our department's story and highlight the improvements and best practices we have implemented during the past few years.

The "Our Best Practices" page can be found at tiny.utk.edu/FSBestPractices or at the top of our right navigation menu on the Facilities website at fs.utk.edu.

Some of the items the page showcases include our annual reports, expanded and no-charge services guides, Sightlines, our best in-house practices, and reorganization information.

We invite everyone to take a few minutes to familiarize themselves with the department information we compiled on this page.

Any questions about this information can be directed to Brooke Krempa at bsteve14@utk.edu.

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Presented by

Central Supply in partnership with Fastenal

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Where: Facilities Services Complex in the large hallway of Central Supply Warehouse

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Brands will include Loctite, Dewalt, Bosch, Proto, Georgia-Pacific, and Kimberly-Clark among many others.

All members of the Facilities Services family are welcome and encouraged to join us!

For more information about the fair contact Sheree Spoons at 974-8160 or sspoons@utk.edu.



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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>