

# Facilities Services Weekly

February 5, 2018

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

## THE BIG ORANGE Family CAMPAIGN

Campaign runs February 5 - March 2.

See the last page of this newsletter for more information about the campaign, our department team leads & available funds.

### ADMINISTRATION

#### Special Projects:

- Thank you to everyone who purchased Valentine's Day flower to benefit the Facilities Services Student Assistant Scholarship Fund! The support of this scholarship from within our department has been amazing! Find more information about the new scholarship at [tiny.utk.edu/FacilitiesFunds](http://tiny.utk.edu/FacilitiesFunds).

### FACILITIES OPERATIONS

#### Landscape Services:

- Snow/Ice Event (2-02-2018): Remove water from surfaces to allow wind an opportunity to dry campus before freeze. Apply ice melt product as needed.
- Steam upgrades: Assist Plumbing Services with excavation and installation of steam line upgrades between Hodges Library and Blueberry Falls Park.
- Facilities Services Complex: Install new landscape improvements.
- Campus Wide: Swap/installation of new outdoor trash/recycle units.
- Performance review training.
- Start performance reviews.
- Interview candidates for vacant and seasonal positions (on-going).
- Landscape Academy: Conduct training sessions and continue development of upper level curriculum.

#### Turf:

- Leaf removal from gutters on one level buildings.
- Pre-emergent herbicide application to all turf areas.

#### Arboriculture:

- Campus wide: Install new trees.
- Facilities Services Complex: Install new trees.
- Campus wide: Update tree inventory data (continued).

#### Lock & Key Services:

- West Skybox – repair exit device.
- Alumni Memorial – installing secure exit devices – Auditoriums.
- Student Union –Phase II – setting up cores.
- Facilities Complex – install new lock Bunker.
- Dairy Farm/Walland – change locks on Residences.
- University Housing – many recores and repairs.

#### UT Recycling:

##### Recycling Totals for January 21 through 27:

- Bottles/Cans: 7,420 pounds.
- Paper: 10,860 pounds.
- Cardboard: 16,280 pounds.
- Glass: 2,240 pounds.
- Manure: 16,000 pounds.
- Compost: 23,118.40 pounds.
- Weekly Totals: 75,918.4 pounds; 37.96 tons.

##### Recycling Totals for January 28 through February 3:

- Bottles/Cans: 5,700 pounds.
- Paper: 8,000 pounds.
- Cardboard: 12,980 pounds.
- Glass: 1,900 pounds.
- Manure: 20,000 pounds.
- Compost: 18,165.3 pounds.
- Weekly Totals: 66,745.3 pounds; 33.37 tons.

##### Recycling Totals for Fiscal Year 2018:

- Bottles/Cans: 260,350 pounds; 130.18 tons.
- Paper: 281,900 pounds; 140.95 tons.
- Cardboard: 465,170 pounds; 232.59 tons.
- Glass: 101,380 pounds; 50.69 tons.
- Manure: 475,700 pounds; 237.85 tons.
- Compost: 467,040 pounds; 233.52 tons.
- Fiscal Year Totals: 2,051,540 pounds; 1,025.77 tons; 3,545 pallets.

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## ZONE MAINTENANCE

### Zone 1:

- Staying caught up on work orders throughout buildings.
- Handling issues with hot water at Massey Hall.
- Eddie Hibbert is now working in Orange & White halls.
- Vandalism is still occurring in North Carrick Hall.

### Zone 2:

Strong Hall:

- Checked and repaired lights in all labs and conference rooms.
- General maintenance.

SMC:

- Repaired various lights on the second floor and sixth floor.
- Repaired divider at dock doors.
- General maintenance.

Haslam Business Building:

- Repaired any imperfections on fifth floor for Chancellor Davenport's visit.
- Complete filter change and grease of air handlers 7 and 8.
- General Maintenance.

Hodges Library:

- Replaced two belts on #2 exhaust fan in south machine room.
- Installed new LED light above coping machine in north commons.
- Rebuilt leaking actuator valve on sixth floor.
- Tighten all loose toilet seats on sixth floor.
- Reinstalled toilet paper dispenser in fourth floor women's restroom.
- Changed belts on south #2 return air fan motor and greased #1 and #2 RAF motors.
- Greased water pump #6 and high pressure pump #2 in south machine room.
- Changed belts on RAF #5 in south machine room.
- Replaced cracked 3/4 copper elbow on chemical supply line in south machine room.
- Installed new flush head on toilet in women's secondary restroom on second floor.
- Replaced one thermostat and calibrated five others in the Administrative office on the sixth floor.

### Zone 3:

- We will continue to make upgrades at the Lake Avenue Day Care.
- At the Middlebrook Pike Building we continue to work on lighting upgrades.
- Our team will change the air filters and belts in our air handling units.
- At the Radiological Safety Building we will work with contractors to make repairs to the roof.

### Zone 8:

- In Brehm Animal Science we will assist customers with some office arrangements to better their work space.
- We continue to prepare the animal holding for upcoming events.
- At McCord Hall we will make repairs to the HVAC units.
- We will install light fixtures and ceiling tiles at Morgan Hall.
- Once Call will answer calls and work on exterior lighting.

### Zone 9:

- Rebuilt leslie at TRECS.
- Unlocking doors throughout campus for contractors, students and professors.
- Assisting contractors at Clarence Brown Theatre.
- Changed fourth floor elevator lobby lights to LED at Communications Building.
- Turning heat on and off daily at Hearing and Speech.
- Snow watch.
- Answers calls for second and third shift during snow watch.
- Changing all air filters at Art & Architecture after fire.
- Repairing water fountains at Clarence Brown Theatre and Carousel Theatre.
- Dusting vents at Humanities Building.
- Hauling salt.
- Put together salt spreaders for the zone.
- Replaced entrance lights at Andy Holt Tower.
- Meeting roofers for warranty work at Humanities, McClung Tower and Andy Holt Tower.
- Salting sidewalks and entrances after snow.
- Investigating stolen golf cart at Humanities upper parking.

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## Zone 11:

- Assisted Electrical Services with smoke heads at the Boathouse.
- Checked and adjusted chemical in the pools at the Football Complex.
- Adjusted chemicals in the pools at Allen Jones Aquatic Center.
- Worked during snow watch on Friday.
- Prepared for and worked during football recruiting.
- General maintenance throughout zone.

## COMMUNICATIONS

### Communications & Public Relations:

- The Big Orange Family Campaign Starts today. Please see the last page of this newsletter for more information about the campaign. If you have any questions about the campaign or your team lead, please contact Brooke Krempa at [krempa@utk.edu](mailto:krempa@utk.edu).
- Congratulations to Ed McDaniel, Chip Pennoyer the their teams for reaching 100% participation during the first day of the Big Orange Family Campaign! Lock & Key Services and Plumbing Services are two of three groups to reach 100% on campus during the first day of the campaign!
- Be Well and the VolWell Advisory Committee will be at the Facilities Services Complex tomorrow from 11 a.m. to 1 p.m. for "It's Quittin' Time in Tennessee." Free resources will be available to help you or someone you know quit using tobacco products.
- The Facilities Services Student Assistant Scholarship has been created. Work continues on the web pages and promotional materials for these scholarships.
- Thank you to everyone who bought Valentine's Day flowers to support our new Student Assistant Scholarship!
- We are updating the Building Representative list.
- We created training badges for Employee Training & Development. Check out the next Facilitator for more information about how we are rolling them out and other training opportunities.
- Last week we held a media availability for Gordon Nelson and Building Services for Volunteer TV.
- We are collaborating with SLAM to create a Strong Hall promotional video.

- Educational Interiors applications have been submitted. We will enter three projects to the magazine.
- We are working with UT Alumni to increase our social media presence.
- Updates are being made to the TNAPPA website. The registration pages should be up and running this week for the conference to be held at UTC in May.
- We are working on the upcoming Employee Satisfaction Survey that will be distributed in March.
- Our department will participate in Torchbearer Tuesday in April. Brooke is seeking volunteers from each unit to participate in the event. Look for more information soon.
- We will participate in construction walkthroughs this week and next week. Look for updated pictures on our social media pages.
- An update to the Winter Projects Catalog will be completed.
- Safety Walk web pages will be created.
- We will meet with the Facilities Services Support department for the University of Texas at Austin next week to discuss our social media tools and strategies.
- 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 different units throughout the department.
- If you have any items, including department thank you notes, that you would like included in the next Facilitator please contact Brooke at [krempa@utk.edu](mailto:krempa@utk.edu).
- The Facilitator will be distributed this month.
- Updates are being made to the Cone Zone website.
- Updates are being made to the Facilities Services Department website.
- We have been updating staff photos. If you would like your photo updated, please email Brooke Krempa at [krempa@utk.edu](mailto:krempa@utk.edu).
- Old Cone Zone signs are being removed.
- Cone Zone signs are being created and updated.
- We will hire a new student assistant for the subunit in the coming weeks.

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COMMUNICATIONS & PR ON PAGE 4

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February 5, 2018

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## COMMUNICATIONS & PR CONTINUED:

- 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.
- We will work with Training to plan a week long APPA Toolkit in March. The dates have been set and we will begin the planning process in the coming weeks. Look for more information soon.
- Updating organizational charts for all department units and subunits.
- A portion of the Facilities Services Scholarship Fund committee will meet this week to discuss our upcoming scholarship golf tournament. Check you emails soon for more details about the event.
- We are working to launch new social media content. Thank you to everyone who has helped us with photos so far.
- We will frame awards our Facilities Services Complex building received.
- A new employee suggestion box will be installed in the Facilities Services Complex. More details coming soon.
- 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).

## Employee Training & Development:

### Upcoming Training:

- Archibus Performance Review Module Training:
  - Wednesday, February 7 at 9 a.m. in the Computer Lab.
  - Wednesday, February 7 at 1:30 p.m. in the Computer Lab.
- Handicap Operator Troubleshooting:
  - Tuesday, February 6 at 6:30 a.m. at Berry Hall
  - Tuesday, February 6 at 8:30 a.m. at FSC 102
  - Wednesday, February 7 at 4:30 p.m. at FSC 101
  - Thursday, February 8 at 8:30 a.m. at FSC 102
- Landscape Academy Courses:
  - Wednesday, February 7 at 10 a.m. at the Old Office Conference Room 108
  - Wednesday, February 7 at 1:00 p.m. at the Old Office Conference Room 108
- APPA Supervisor's Toolkit:
  - March 12 – 16 in FSC 101/102

## Training News:

- February 26 – March 2 we will be hosting a Supervisor Bootcamp for Building Services Supervisors at the Visitor's Center. This is a partnership between Facilities Services and University Housing.
- We will be kicking off the first cohort of the Pellissippi Maintenance Training program in March. Foremen have their kick off meeting 2/15; March cohort participants have their kick off meeting 2/20.

## UTILITIES SERVICES

### Air Conditioning Services:

- Adding chiller controls to Music Chiller House.
- Installing control relays on chiller controller at Hesler Chiller House.
- Repaired evaporator coil in reach-in cooler #2 at Hodges Library.
- Installed transfer relay on air compressor at Andy Holt Chiller House.
- Installed new air compressor head unit at Jessie Harris.
- Replace bad control thermistor on geo-thermal heat pump unit at Sigma Kappa sorority.
- Replace leaking re-heat coils in VAV boxes at Buehler Hall.
- Performed repairs to unit heater at Auxiliary Services Building.
- Re-built secondary chilled water pump at Hoskins Library.
- Replace bad contactor on chiller at the Baker Center.

### 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 – Fire Alarm Thompson Boling Arena (TBA) – Fire Watch Athletics support TBA events.
- UTFS FA/BA – Haslam Football Practice Facility.
- UTFS – Building Access – Steam Plant Gate Repairs.
- UTFS – Ag Campus Lighting.
- UTFS – HV Electrical – Mossman Arc Resistant Switchgear Modifications.

**ELECTRICAL SERVICES CONTINUED ON PAGE 5**

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## **ELECTRICAL SERVICES CONTINUED:**

- UTFS – Biology Annex Electrical Service.
- UTFS – Neyland Stadium Renovation – Utilities support.
- UTFS – New Dining Facility Project – Utilities Support.

## **Steam Plant:**

- Repaired leak on condensate discharge piping.
- Changed out site glass on #4 boiler.
- Replaced blow down lines on #5 boiler.
- Worked on condensate lines going to DA tanks.
- Started installing new LED light fixtures.
- Monthly logs.

## **CONSTRUCTION SERVICES**

### **Campus Projects:**

- Admin Parking Garage: replace expansion joint.
- Alumni Memorial Building: Add tunnel ventilation; Add door control hardware in room 210 and Auditorium.
- Anderson Training Center: Additional card readers.
- Andy Holt Tower: Polish concrete floors on P2 level; Signage on P2, 7, and 8.
- Bailey Education Complex: Paint and carpet rooms A304 and A305; Make three offices in room 502.
- Baker Center: New flooring for third floor patio.
- Biosystems Engineering Labs: 480 volt power to equipment in room 163; Install power poles for data in room 278.
- Campus: Evaluate parking garages; Parking Garage lighting improvements; Sidewalk and ADA work; Outside lighting improvements; Window replacements Hoskins, Jessie Harris, Ferris Hall, and Perkins Hall; Eyewash replacements in several labs.
- Classrooms: Summer classroom renovations (18), Update Technology (7), Carpet replacements (3), Cloud Ceilings (2).
- College of Nursing: Paint rooms 244, 301A, 309, 367; Shelving in room 207.
- Communications: Paint room 440; Move display case and paint.
- Concord Campus: Move from Fleming warehouse; Demo and construction.
- Conference Center Building: Build-back to basement; Paint rooms 212 and 239.

- Dunford Hall: New blinds for six rooms on the fourth floor.
- Early Learning Center: Add mag lock to back door, main lobby; Blue light room 205; Power for workstation room 205.
- Engineering Sciences Building: Renovate for Nuclear Engineering.
- 11th Street Garage: Remove 2 UPS and add emergency lighting.
- Facilities Services Complex: 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 bollards; Install two car chargers.
- Food Safety: New flooring in room 200.
- Food Science: Add door between rooms 113 and 114.
- Golf Facility Building: Automatic gate for entrance; Move storage building; Pad for fuel tanks.
- Haslam Business Building: Add Store front framing and doors in three areas on fifth floor; Add family restroom on fourth floor; Wall repairs in room 430; Repair mirror film for room 216; Divide room 632 into two workspaces and extend a wall in room 601; Three glass rooms on sixth floor; Divide room 624 into two offices; Divide room 450 into two offices.
- Haslam Music: Add corner protectors; Paint band room doors and install plexiglass.
- Hess Hall: Add card access to 2K laundry room doors.
- Hodges Library: Assist with office renovations and Graduate Commons renovation; Install ADA operators on restroom doors; Clean all windows; Replace transition strips in front of elevators on second, third and fourth floor.
- Hoskins Library: Light switches for rooms G015 and 219.
- HPER: New flooring in weight room.
- Humanities and Social Sciences Building: Upgrade fire alarm system to speaker devices; Add sensors in new vault.
- Jewel Building (COAD FAB Lab): Electric, lighting, and painting in basement.
- JIAM: Helium recovery piping system; Utility piping in room 272; Eyewash installation in room G015.
- Kingston Pike: Install raceways and equipment for parallel UPS system.

**CONSTRUCTION CONTINUED ON PAGE 6**

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## CONSTRUCTION CONTINUED:

- Min Kao: Add access controls to rooms 338, 538, and 540; Antennas on roof for radios.
- Morgan Hall: Renovations per POCA Phase 2 in room 226; Replace wood floors and paint in rooms 121C and 123; Tuck pointing north, east and west; install ground and bus bar for telecommunications.
- Nielson Physics: Add window in room 217A.
- North Carrick, South Carrick and Reese Halls: Inspect exterior walls and remove loose concrete.
- Perkins Hall: Installation of control gate on Middle Drive; Paint room 73E.
- Plant Biotech: Paint room 371.
- Polk Avenue Building: Painting, carpet, and baseboards.
- Pratt Pavilion: Door controls for parking area entry door.
- Presidential Court: Repair ceiling in pizza area.
- SERF: Renovate room 309; Renovate rooms 109, 210, 202, and 205 for Nuclear Engineering; Paint and flooring in room 414.
- SMC: Paint and/or carpet rooms 309 and 330.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Conduit for compactor; receptacle in second floor corridor; New location for projector screen in room 212.
- Student Union: Add capacity for voice transmitting through fire alarm system; Panic alarms G2 and G3.
- Taylor Law: Paint third floor Faculty Hallways and third floor Conference Room.
- TBA: Paint corridor behind dining kitchen; Door repairs; Add panic hardware to stairway door; Paint and graphics in dining.
- Tom Black Track: Repair damaged ceiling above restrooms.
- TRECS: Refinish courts.
- UT Drive Building A: Renovations for Radiation Safety.
- 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 University Commons, Cumberland Avenue, and Art & Architecture locations.
- 1610 University Ave.: Paint room 210.
- 1817 Melrose Ave.: Add storm door to front entry.

## FACILITIES SERVICES VACANCIES

Electrician I - FS Construction - Requisition ID - 1800000046

Landscape Aide I - Requisition ID - 17000001QK

Electrician I - Requisition ID - 17000001PN

Building Technician - Requisition ID - 17000001LK

Painter I - Requisition ID - 17000001LD

Air Conditioning Spec I (5 Positions) - Requisition ID - 1700000185

Welder I - Requisition ID - 17000001IR

Irrigation Technician II - Requisition ID - 17000001GC

Senior Electrician I - Requisition ID - 17000001BC

2nd & 3rd Shift Custodian (Building Services Aide I) - Requisition ID - 170000011S

Asst Bldg Srvs Foreman (3 Positions) - Requisition ID - 160000018S

Sr Steam Plant Operator - Requisition ID - 170000010Y

Landscape Serv Foreman - Requisition ID - 17000000JP

Maintenance Specialist I (8 Positions) - Requisition ID - 16000001MH

Plumbing & Heating Spec I (2nd shift) - Requisition ID - 17000000G4

Sr Line Installer I - Requisition ID - 17000000AO

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

Line Installer I - Requisition ID - 16000000M2

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

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## This year's Big Orange Family Campaign will run from February 5 to March 2.

The campaign will push to enhance a culture of philanthropy and family among faculty and staff through increasing participation as donors. As staff there is a solid history of giving back in many ways, including financial support. The university's collective support is essential to show corporations, foundations and individuals that faculty and staff believe in the mission and vision of this university. Gifts and pledges will make a strong statement to the region and our alumni that the university is worthy of support.

If you have made a gift to any fund at UT since July 1, 2017, THANK YOU! You have already participated in the Big Orange Family Campaign and will receive a special thank you postcard through campus mail.

If you have not contributed, a team leader for your unit will be coming by to talk to you about the Big Orange Family Campaign in the coming weeks. You can also give online or change your payroll deduction anytime at [giving.utk.edu/family](http://giving.utk.edu/family).

### Facilities Services Team Leaders

**Campus Executive Committee:** Brooke Krempa

**Building Finishes, Paint & Sign Services:** Bill Mills

**Arena, Building Services Custodial Athletics:** Ann Free & Sandra Britt

**Plumbing Services:** Chip Pennoyer

**Electrical Services:** Austin Stoner

**Lock & Key Services:** Ed McDaniel

**Construction Services:** Rick Gometz

**Administrative & Support Services:** Dean Wessels

**Steam Plant:** Frank Wyrick

**Air Conditioning Services:** Wally Beets

**Zone Maintenance Section A:** Paul Hash

**Zone Maintenance Section B:** Red Gibson

**Landscape Services, Sanitation Safety, Rapid Response Team:** Jason Cottrell

**Building Services:** Ashley Savage Gilliam & Ian Miller

**Exempt Staff:** Rebecca Alcorn

### Facilities Services Specific Funds

Our department has four funds that you can give to through this campaign:

**The Facilities Services Student Assistant Scholarship Fund** - The newly formed Facilities Services Student Assistant Scholarship Fund benefits current student assistants working within our department. The fund is meant to provide a scholarship opportunity for students who are receiving real world experience at Facilities Services in their chosen field of study. The first scholarship will be awarded for the 2018-2019 academic year.

**The Chuck Thompson Outstanding Employee Award** - Mr. and Mrs. Richard C. Thompson, son and daughter-in-law of a former Assistant Director of the Facilities Services Department, have established a \$15,000 endowment with the University. The income from this endowment will be used to make two (2) annual cash incentive awards for non-exempt employees of the Facilities Services Department in the name of Charles F. (Chuck) Thompson.

**The Bob Evans Memorial Scholarship Fund** - This scholarship is open to candidates who are children, grandchildren, step-children or step-grandchildren of individuals who are currently employed or retired from the UT Knoxville Facilities Services Department.

**The John Parker Scholarship Endowment** - Mrs. Martha Parker has established the John C. Parker, Sr. Memorial Scholarship Endowment in memory of Mr. Parker. The scholarship is given to a student who is a legal dependent of a Facilities Services employee (current, retired, or deceased).

You can designate your donation to one of these funds by writing the fund's name on your donation card or by entering the fund's name online at the payroll deduction website. Please remember that if you do not specify a fund with your donation card then your gift will go to a general UT fund.

If you have any questions about the campaign please contact Brooke Krempa at 214-7662 or [krempa@utk.edu](mailto:krempa@utk.edu). More information can also be found at the Big Orange Family Campaign website at [giving.utk.edu/family](http://giving.utk.edu/family).