

Facilities Services Weekly

February 13, 2017

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



February 13 through March 10

See page 7 of this newsletter for more information.

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 Finishes:

Sign Shop:

- Working on signage for Parking Services.
- Working on signs for Orange Hall.
- Working on signs for UT Recycling.
- Various name plates.

Paint Shop:

- Painting common areas at Hesler Biology.
- Painting room 6204 at Student Union.
- Painted ground and third floor elevator at Hoskins Library.

Building Finishes:

- Repaired sheet rock at College of Nursing.
- Repaired block on 11th floor at Carrick Hall.
- Installed items at Greve Hall.
- Installed directories at Communications Building.
- Repaired block at Vet Teaching.
- Installed TV at Andy Holt Tower.

BUILDING FINISHES CONTINUED ON PAGE 2

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BUILDING FINISHES CONTINUED:

- Installed white boards at Henson Hall.
- Worked on Wayfinding Building Signs.
- Removed Cone Zone signs off of Volunteer Blvd.

Landscape Services:

- UT Ag Extension: Landscape personnel holding a TN Department of Agriculture Pesticide Certification to attend the 2017 Grounds Management Short Courses seminar (February 15 through 16).
- Brehm Animal Science: Assist Plumbing with storm water repairs.
- Support Services Center: Begin excavation for break room patio and sidewalk.
- Turf: Assist with remediation of Tickle Engineering Building lawn due to underground communication service installation.
- Haslam Music Building: Landscape upgrade to south entry steps.
- Sorority Village: Mulch large north slope.
- Clement Outdoor Plaza: Finalized landscape and irrigation installation.
- Arboriculture: Tree replacements at Haslam Music Building.
- Mulch application to landscape beds (continued).
- Orange & White Residence Halls: Coordinating with contractor to start new landscape and irrigation installation on March 1.
- Remove old building signs where new ones have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).

Lock & Key Services:

- Haslam Business Building – supply and install mortise lock.
- Burchfiel Building – office cabinet provide key.
- Jessie Harris – repair locks/repair desk lock.
- Austin Peay – repair exit devices.
- 2121 Stephenson Drive – repair electric switch.
- Science & Engineering – replace tool box locks.
- Science Lab Facility – keying and installing cores.
- University Housing – many repairs and recores.

UT Recycling:

Totals for the week of February 5 through 11:

- Bottles/Cans: 8,860 pounds.
- Paper: 9,760 pounds.
- Cardboard: 11,380 pounds.
- Manure: 3,600 pounds.
- Compost: 18,179.4 pounds.
- Weekly Totals: 51,779.4 pounds; 25.89 tons.

Running Fiscal Year 2017 Totals:

- Bottles/Cans: 288,310 pounds; 144.16 tons.
- Paper: 355,900 pounds; 177.95 tons.
- Cardboard: 470,629 pounds; 235.31 tons.
- Manure: 355,600 pounds; 177.80 tons.
- Compost: 386,281 pounds; 193.14 tons.
- Fiscal Year Totals: 1,856,720 pounds; 928.36 tons; 3,026 pallets.

ZONE MAINTENANCE

Zone 2:

Haslam Business and SMC:

- We have been gathering our parts inventory.
- Repaired light in fourth floor womens restroom.
- Replaced faucet in restroom and general maintenance

Hodges Library:

- Removed a tombstone floor receptacle in special collections and replaced broken light switch in same location.
- Changed four air filters on our two air compressors.
- Changed filters on our Liebert unit.
- Rebuilt sloan flush valve in men's restroom on the fifth floor.
- Replaced hot and cold faucet stems in women's second floor main restroom.
- We have approximately 13,000 four-foot fluorescent light fixtures in Hodges, thanks to Dennis Frank for keeping the library lighted.
- General building maintenance.

Tyson House:

- Replaced broken porcelain light fixture.
- Replaced belts on air-handler #2.

ZONE 2 CONTINUED ON PAGE 3

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ZONE 2 CONTINUED:

International House:

- Unstopped kitchen sink drain.
- Replaced downstairs lobby light bulb.
- Replaced damaged floor tiles at lower building entrance.

Melrose Hall:

- Unstopped sink drain in room f-101.
- Replaced two bulbs and one ballast in elevator at g-section.
- Took down banner from outside of building.
- Placed faucet in restroom.
- General maintenance.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Hanging emergency procedures.
- Nielsen lighting project.
- Nielsen AHU3 repair.
- Earth & Planetary Science commode bearing leak.
- Dabney Buehler exhaust fan 8 bearing failure.

Zone 7:

- Tile work in SERF labs.
- Repaired sinks and water fountains in SERF as needed.
- Handled domestic hot water issues in SERF.
- Worked on lights and hung signs in rooms at Min Kao.
- General building maintenance at Tickle Engineering, Pasqua, Estabrook Hall, Dougherty Engineering, Biology Annex, and Perkins Hall.
- Changing fluorescent lights to LED in Ferris Hall.

Zone 8:

- Our team will be check our equipment and check the static pressure on the filtration media.
- Plant Biotech will get new tile on the landings in the stairwells over the next few weeks. Teamwork will be key in getting this task completed. We are working with the folks on the AG campus to get this completed.
- One Call will answer calls and check on key issues that need to be addressed after hours.
- Utilities will be down this weekend to make needed re-

pairs. Our folks will be here to assist with the shut down and restart of our equipment.

- The JIAMS Building is nearly complete. We are working with the contractors to wrap some loose ends up.

Zone 11:

- Neyland Stadium: work on skybox areas for various events.
- Anderson Training, Brenda Lawson, Neyland Thompson: work on general maintenance and issues for recruits and visitors.
- Sherri Lee Softball, Lindsay Nelson Baseball: getting the stadiums ready for there season opener.
- Graphic Arts: continuing to work on LED project.
- Work on general maintenance throughout the rest of the zone.

COMMUNICATIONS

Communications & Public Relations:

- 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

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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COMMUNICATIONS & PR CONTINUED:

- 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.
- 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.
- 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 was held last week. 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.
- Applications for the Bob Evans and John Parker scholarship funds have been submitted to the UT Knoxville General Scholarship Fund.
- Participant registration forms have gone out to TNAPPA principles 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 campus releases and media availabilities.
- The Building Representative List and Emergency Contact List are being updated.
- We have chosen Rosa's as our caterer for the TNAPPA banquet at the Knoxville Museum of Art.
- 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.

- 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. We are also making updates to the Cone Zone site.
- 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. A president's letter will be added this week.
- We submitted five campus projects for the upcoming American School & University Educational Interiors.
- We are working to rebrand the department bus. The design has been approved and we are now working our the logistics.
- We are working on a customer satisfaction form for the website.

IT Support & Maintenance:

- Ordered computers on this year's Staff Computer Upgrade Program.
- Rebuild computer for Zone Maintenance at SERF.
- Investigate security warning message users encounter using our website.
- Replace computer speakers and troubleshoot printing problems.
- Sent out WAVE energy saving program for trial installations to 80 users.
- Assist Electrical Services with Central Alarm System.
- Investigate Time Clock problem at Facilities Services Complex.
- Trouble Shoot AutoCAD installations on Design Laptop.

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, 4 p.m. - 6 p.m.
Wednesday, February 22nd, 4 p.m. - 6 p.m.

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UTILITIES

Air Conditioning Services:

- Assisting Allan Jones Aquatic Center with swim meet this weekend and SEC championships next week.
- Performing service on Ice-Link system at New Student Union Building.
- Changing control valves for the process chilled water loop at SERF.
- Performing a re-build on primary pump at Anderson training Center.
- Performing repairs to a roof top unit at the Kingston Pike Building.
- Replace starter for fan on the cooling tower at Alumni Memorial Building.
- Replacing sheave on the air compressor at Food Safety Building.

Plumbing Services:

- North Carrick water leak in wall.
- Dabney Hall leak in ceiling.
- Hesler Biology glass trap broken and was replaced.
- Repaired broken storm drain and repiping a new chiller.
- Repaired a leak in the ceiling at Thompson Boiling Area.
- Pumping out steam holes campus wide.
- Replacing storms lines at the Plant Science building.
- Installing new water source at Clement Hall.
- Replacing handrails campus wide.

Steam Plant:

- We produced over 21,000,000 pounds of steam.
- Worked on steam driven feed water pumps.
- Wired in new outlet downstairs.
- Daily logs and monthly reports.
- Painted both of the MCC downstairs.

CONSTRUCTION SERVICES

Campus Projects:

- Allan Jones Aquatic Center: Repair damage from leak in lobby.
- Andy Holt Tower: Paint and carpet room P226; Remove door between room 611 and common area.

- Art and Architecture: Electric work for kitchen renovation.
- Bailey Education: Reconfigure modular furniture; Paint room 526.
- Blount Hall: Painting several offices; Carpet in rooms A005, A006, A007.
- Burchfiel Geography: Paint room 104.
- 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.
- 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; Remove bulletin board and install sign in room 333; Painting in room 61.
- Conference Center: Paint, chair rail and/or blinds in room 432; Renovations to room 406; Paint orange stripe in ELI.
- Dabney-Buehler: Install exhaust fan in chase from room 103.
- Delta Tau Delta: Repair damaged gypsum board ceiling.
- Dougherty Engineering: Several room renovations on the second and third floors.
- Early Learning Center: Replace two air conditioning units (White Avenue).
- 11th Street Garage: Additional solar panels.
- Facilities Services: Install glass break detectors; Add windows to two doors in Central Supply; Install photovoltaic panels and wind turbine.
- Haslam Business: Install door for 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 for room 220; Panic alarms in four offices; Add access panel and conduits for room 220; Add raceways to rooms 599A and 604.
- Hearing and Speech: Hang blinds; Painting and carpet in rooms on first and second floors.

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CONSTRUCTION CONTINUED:

- 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; Painting several rooms; Assist with office renovations, Graduate Commons and One Stop/VA Services.
- 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; Carpet in room 121.
- Melrose Hall: ADA door operator F Section.
- 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; Install interlocking rubber tile in room S002.
- Presidential Court: Replace cabinets in cafeteria.
- Roofs: Baker Center Dome, SERF, Law College, Ferris Hall, Nielson Physics, Dabney-Buehler Hall, Claxton, Austin Peay, Tyson House, Burchfiel, Hesler, and Earth and Planetary Sciences.
- Senter Hall: Concrete and drains in greenhouse.
- SERF: New swipe card access for room 522; Polish concrete floor in room 610.
- Sherri Lee Stadium: Two more outfield lights; Minor renovations to Press Box.
- SMC: Paint and/or carpet rooms 252, 319, and 424, fifth floor offices, and rooms 624, 634, and 642; Electric for monitor in room 406; Move outlet to wall in room 631.
- Student Health: Install ladder from second floor roof to the first floor roof.
- Student Union: Repair carpet and trim G3 area; Install conduit for data/phone in G204.
- Delta Tau Delta: Repair basement ceiling.
- Taylor Law: Painting several offices and common areas.
- Temple Hall: Convert rooms 108 and 115 to research space.
- TREC: Painting and flooring replacement.
- UT Police Department: Renovate communications area.
- Volunteer Hall: Controls on security gates P5; Repair EFIS.

FACILITIES SERVICES VACANCIES

Building Services Foreman (3 Positions) - Requisition ID - 1700000062

2nd and 3rd Shift Custodians (Building Service Aide I) - Requisition ID - 160000018P

Recycling Truck Driver (2 Positions) - Requisition ID - 170000005L

Landscape Serv Foreman (2 Positions) - Requisition ID - 170000005J

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

Exterminator I - Requisition ID - 170000003E

Electrical & Electronics Technician - Requisition ID - Steam Plant - 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

Landscape Serv Foreman (2 Positions) - Requisition ID - 16000001IW

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

Plumbing & Heating Sp I - Requisition ID - 16000000Y4

Welder II - Requisition ID - 15000000Q3

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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Today begins the Big Orange Family Campaign, our time as faculty and staff to give back financially to the University of Tennessee. Your participation shows students, alumni, and donors that we are committed to UT, and it truly inspires them to give back as well.

If you have made a gift to any fund at UT since July 1, 2016, 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 from your department/unit will be coming by to talk to you about the Big Orange Family Campaign this week. You can also give online or change your payroll deduction anytime at giving.utk.edu/family.

The following are the team leaders for Facilities Services.

- 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
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- 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
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Facilities Services has three funds you can give to through this campaign. The Chuck Thompson Outstanding Employee Award, the Bob Evans Memorial Scholarship Fund, and the John Parker Memorial Scholarship Fund.

You can designate your donation to one of these funds by writing the fund's name on your donation card.

The campaign will run until March 10. If you have any questions about the campaign please contact Brooke Krempa at 214-7662 or bsteve14@utk.edu. More information can also be found at the Big Orange Family Campaign [website](#).

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

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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>