

Facilities Services Weekly

February 20, 2017

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

Join us for the annual TNAPPA Conference at UT Knoxville this spring!



Early bird rates are still available on and before **February 28, 2017.**

See page 6 of this newsletter for more information.



February 13 through March 10

See page 7 of this newsletter for more information.

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:

Arena:

- Wednesday, February 22: Men's Basketball Game vs. Vanderbilt at 6:30 p.m.
- Thursday, February 23: Lady Vol's Basketball Game vs. Florida at 7 p.m.
- Saturday, February 25: Dierks Bentley with Cole Swindell Concert at 7:30 p.m.
- Sunday, February 26: Winter Jam at 6 p.m.

Lock & Key Services:

- Natalie Haslam Music Complex – front door is not locking properly.
- Tickle Engineering Building – combination lock needs battery pack.
- Dabney-Buehler Hall – door lock needs rekeyed.
- Hesler Biology – rekey locks.
- Presidential Court – Employee entrance repair lock.
- Science Lab Facility – setting up and installing cores.
- University Housing – many repairs and recores.

UT Recycling:

Totals for the week of February 12 through 18:

- Bottles/Cans: 8,820 pounds.
- Paper: 12,620 pounds.
- Cardboard: 16,460 pounds.

UT RECYCLING CONTINUED ON PAGE 2

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UT RECYCLING CONTINUED:

- Manure: 10,800 pounds.
- Compost: 19,210.6 pounds.
- Weekly Totals: 67,910.6 pounds; 33.96 tons.

Running Fiscal Year 2017 Totals:

- Bottles/Cans: 297,130 pounds; 148.57 tons.
- Paper: 368,520 pounds; 184.26 tons.
- Cardboard: 487,089 pounds; 243.54 tons.
- Manure: 366,400 pounds; 183.20 tons.
- Compost: 405,492 pounds; 202.75 tons.
- Fiscal Year Totals: 1,924,631 pounds; 962.32 tons; 3,026 pallets.

ZONE MAINTENANCE

Zone 1:

- Work orders are starting to come in as spring break gets close.
- We have a new maintenance employee in the dorms. We would like to welcome Eddie Hibbert.
- Humes Hall is scheduled to be fenced in this week for the start of the demolition.
- Plumbing Services will replace a check valve on the laundry Leslie this week in South Carrick.

Zone 7:

- Converted bathroom lights to LED from fluorescent in SERF.
- At Min Kao repaired lighting, installed safety book holders throughout building, and moved furniture.
- Installed three new sinks in Dougherty Engineering room 106A.
- Repaired lights in Perkins Hall.
- Completed LED lighting project at Ferris Hall.
- Routine maintenance in all buildings.

Zone 8:

- This coming week in zone 8 we are continuing to perform preventive maintenance items for this coming spring.
- We will place ceiling tile in staircases and checking all buildings for emergency lighting and replacing bulbs and ballasts as needed.

- We are also working with contractors in JIAMS to finalize preparations for all punch list items.
- One call will continue to answer calls and perform maintenance request as they come in and additionally continue to checking exterior lighting and running generators on the weekends.

Zone 9:

- Answering calls.
- Getting Chancellor Davenport's office ready at Andy Holt Tower.
- Communications third and fourth floor serviced fan coil units.
- Putting up evacuation signs.
- Changing air filters.

Zone 11:

- Neyland Stadium: working on dewinterizing the stadium to prepare for the upcoming Orange and White game.
- Softball and Baseball stadiums: preparing for the upcoming seasons going through changing lights and working on restroom needs.
- Goodfriend Tennis: working on general maintenance for the upcoming SEC tournament.
- Allan Jones Aquatic Center: working on maintenance and clean up for the SEC tournament that happened last week.
- Graphic Arts Building: continuing to work on the LED project throughout the whole building.
- Thornton Athletic Center, Neyland Thompson, Brenda Lawson, and Anderson training: working on general maintenance.
- Working on general maintenance through the rest of the zone.

COMMUNICATIONS

Communications & Public Relations:

- The Big Orange Family Campaign kicked off last 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:

COMMUNICATIONS & PR CONTINUED ON PAGE 3

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COMMUNICATIONS CONTINUED:

- 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: Chip Pennoyer
- 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: Andy Webb
- 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.
- We are working on a list of ways our department is directly tied to the academic mission of the university.
- 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.
- If you would like to register for the upcoming TNAPPA Conference, or volunteer to work during the event please contact Brooke Krempa at 214-7662.
- 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 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.

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IT Support & Maintenance:

- Have received and begun setup of new computers through this years SCUP Program.
- Have assisted Building Services and UTPD with camera installations.
- Assisted with testing new DSL line installed on Steam Plant Hill.
- Rebuilding computer at Small Engine Shop.
- Install AutoCAD Architecture 2015 on New Laptop in Design.
- Various printer and computer troubleshooting.
- Investigate options for SightLines video conference in our meeting rooms .
- Setup email accounts for new sponsored employee.
- Assist with email problems and report new phishing attempts within Facilities Services.

Employee Training & Development:

- Respirator fit testing will be held on Thursday, February 23 from 10:00 a.m. to noon in Facilities Services Complex 102. Employees and recent hires who were medically approved in January and February are welcome to attend.

Please see Ashley if you have any questions.

- An open door computer lab help session will be held on Wednesday, February 22 for first and second shift employees from 4:00 – 6:00pm in the Facilities Services Complex computer lab. Assistance with online OSHA training, Archibus, etc. will be provided.

Please see Ashley or Laura Jo if you have any questions.

UTILITIES

Air Conditioning Services:

- Installing new split system air conditioning unit in press box of Sheri Lee Softball Stadium.
- Completing installation of new 50 ton condensing unit and coil in Dunford Hall.
- Repairing ice machines in Student Union.
- Repairing louvers in AHU-S2 in the South penthouse of Plant Bio-Tech.
- Performed repair to growth chamber B002 at the Plant Bio-Tech Building.
- Perform service to building vacuum system at Plant Bio-

Tech Building.

- Replacing VFD for AHU #7 at Art & Architecture Building.
- Repaired reach-in freezer at Morrill Hall.
- Replaced evaporator fan in cold room D206 at Walters Life Science Building.

Steam Plant:

- Steam Plant produced over 20,000,000 pounds of steam.
- Finished painting motor control centers.
- Started painting shop area in basement.
- Cleaned out drain hose on condensate pump.
- Daily logs..
- Test ran 2 MW generator.

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, and 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 at room 460; Remove bulletin board and install sign in room 333; Painting in room 61.

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CONSTRUCTION CONTINUED:

- 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; 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.
- 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 for phases 1 and 2.
- Kingston Pike: Install raceways and equipment for parallel UPS system; Carpet 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, 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, rooms 624, 634, and 642; Electric for monitor in room 406.
- Student Health: Install ladder from second floor roof to the first floor roof.
- Student Union: Repair carpet and trim G3 area.
- Delta Tau Delta: Repair basement ceiling.
- Taylor Law: Painting several offices and common areas on second and third floors.
- Temple Hall: Convert rooms 108 and 115 to research space.
- TREC: Painting and flooring replacement.
- 1610 University Avenue: Install power, data raceway, and mounting bracket for monitors at 2 rooms.
- Volunteer Hall: Controls on security gates P5; Repair EFIS.



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"Opportunities for Excellence"
May 15 & 16 2017
Hosted By
The University of Tennessee, Knoxville

Join us for the annual TNAPPA Conference at UT Knoxville this spring!

Early bird rates are still available on and before **February 28, 2017**.

The Tennessee state chapter of APPA (Tennessee Association of Higher Education Facilities Officers) will meet this spring, May 15 & 16, 2017 for their 28th Annual TNAPPA Conference. This year's event will be hosted by the University of Tennessee in Knoxville, Tennessee.

We would like to invite you to join colleagues who will travel from across the state to UT Knoxville for professional networking, educational sessions, and information sharing on Opportunities for Excellence in educational facilities!

Full conference registration includes:

Monday - entry to the Hall of Resources, participation in self-guided and guided campus tours (including Neyland Stadium), and a Welcome Dinner at UT Gardens with games, prizes and entertainment.

Tuesday - entry to the Hall of Resources, breakfast, lunch, snacks during afternoon break, all educational sessions, Dr. William Bass keynote presentation, and guided focused tours.

Tuesday only conference registration includes:

Tuesday - entry to the Hall of Resources, breakfast, lunch, snacks during afternoon break, all educational sessions, Dr. William Bass keynote presentation, and guided focused tours.

Pricing information can be found on the registration form included with this letter.

Completed registration forms should be returned to Brooke Krempa or Jeanee Smith. Please see instructions on the back of the form.

More detailed information about the upcoming conference can be found at tnappa2017.utk.edu.

Information about TNAPPA can be found at tnappa.appa.org.

Please contact Brooke Krempa with any questions about the upcoming conference or how to register as a participant.

Accommodations:

Hilton Knoxville Downtown

501 W Church Ave., Knoxville, TN 31902
(865) 523-2300 TNAPPA Rate \$96.00

Holiday Inn Knoxville Downtown

525 Henley Street, Knoxville, TN 37902
(865) 522-2800 TNAPPA Rate \$106.00

Rates are valid through April 22, 2017. Space is limited

*Transportation from hotels to conference location provided.

28TH ANNUAL TNAPPA CONFERENCE

Keynote Speaker:

Dr. William Bass, Ph.D.

Schedule at a Glance

Monday, May 15, 2017

TNAPPA Golf Tournament
Dead Horse Lake Golf Course

Hall of Resources (Exhibit Hall) Open
UT Knoxville Pratt Pavilion

Welcome Dinner/Games
UT Gardens

Tuesday, May 16, 2017

Full Day Conference
Breakfast, Hall of Resources, Tours, Lunch, Keynote Speaker, Educational Sessions, Focused Tours, Hall of Resources Break down

Evening Banquet
Galleries, Dinner & Music
Knoxville Museum of Art

TNAPPA PLANNING COMMITTEE

Brooke Krempa, Jason Cottrell, Veronica Huff, Tiffanie Casteel, Mike Raabe, Ted Murphy, Maria Martinez, Amanda Ruelle, and Randy Hamilton

Contact Information:
Phone: 865-214-7662
Email: bsteve14@utk.edu



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

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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
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- 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](#).

Facilities Services Weekly

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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>