

Facilities Services Weekly

February 27, 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 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 Finishes:

Sign Shop:

- Wayfinding Building Signs.
- Sticker for UT Recycling.
- Signage for graduate school.
- Various name plates.

Paint Shop:

- Worked on common areas of Blount Hall.
- Stained door for Sorority Village.
- Painted Chancellor's Office.

Building Finishes:

- Worked on Tickle Engineering Bridge.
- Repair stone at White Ave. Daycare.
- Installed plaques at Student Services.
- Installed pictures at Greve Hall.
- Repaired sidewalk at Early Learning Center.
- Worked on Wayfinding Building Signs.
- Repaired concrete on bridge at Humanities.

Landscape Services:

- JIAMS: Excavate for alterations to existing acid recovery tank.
- Cherokee Farm: Excavate for two irrigation system repairs.
- Support Services Center: Begin excavation for break-room patio and sidewalk.

LANDSCAPE SERVICES CONTINUED ON PAGE 2

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LANDSCAPE SERVICES CONTINUED:

- Lake Loudoun Blvd.: Install ornamental grasses along street curb
- TREC: Minor landscape alterations to transition with new Volunteer Blvd. streetscape.
- Turf: Apply fertilizer and pre-emergent herbicide campus wide.
- Turf: Mow areas of campus as needed.
- Clement Outdoor Plaza: Install planters and furniture on patio.
- Arboriculture: Install tree cables and safety pruning on Ayres Hill.
- 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 one have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).

Lock & Key Services:

- Earth & Planetary Science – repair combination lock.
- Physics – rekey lock.
- Conference Center – install exit hardware.
- Science & Engineering – install lock.
- Presidential Court Dining – repair lock.
- Dougherty Engineering – repair lock.
- Science Lab Building – setting up and installing cores.
- University Housing – many recores and repairs.

Rapid Response Team:

- Moves at Temple Hall, Presidential Court, Dunford Hall, Bailey Education, and the Business Incubator.
- Events at Natalie Haslam Music Building, West Sky Boxes, Art & Architecture, Min Kao, and East Sky Boxes.
- Getting ready for the JIAM and Strong Hall moves.
- Addressing all other requests we get in during the week.

UT Recycling:

Totals for the week of February 19 through 25:

- Bottles/Cans: 6,420 pounds.
- Paper: 12,740 pounds.

- Cardboard: 14,420 pounds.
- Manure: 13,200 pounds.
- Compost: 20,334.5 pounds.
- Weekly Totals: 67,114.5 pounds; 33.56 tons.

Running Fiscal Year 2017 Totals:

- Bottles/Cans: 303,550 pounds; 151.78 tons.
- Paper: 381,260 pounds; 190.63 tons.
- Cardboard: 501,509 pounds; 250.75 tons.
- Manure: 379,600 pounds; 189.80 tons.
- Compost: 425,827 pounds; 212.91 tons.
- Fiscal Year Totals: 1,991,746 pounds; 995.87 tons.

ZONE MAINTENANCE

Zone 1:

- When spring break starts we will be changing filters and ceiling tile in the buildings.
- We will get some plumbing work done in different dorms around campus.
- Getting caught up on work orders that could only be done during spring break.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Hanging emergency procedures.
- Nielsen lighting project.

Zone 7:

- SERF - worked on changing lights in machine room to LED, working on fixing old broken floor tile.
- Dougherty Engineering - Working room to room checking and fixing.
- General maintenance throughout zone 7.

Zone 8:

- Our team continues to work tiling the stairwells in Plant Bio Tech.
- We continue to work on cleaning our mechanical rooms.
- At JIAMS we are working on a project to make servicing the neutralization tank easier.

ZONE 8 CONTINUED ON PAGE 3

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ZONE 8 CONTINUED:

- We continue to work in our Greenhouses to prepare for the summer months.
- One Call has been working on several issues with leaks in restrooms and other areas.

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:
 - 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.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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COMMUNICATIONS & PR CONTINUED:

- 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 on a customer satisfaction form for the website.

UTILITIES

Air Conditioning Services:

- Completing installation of new split system air conditioning unit in the pressbox of Sherri Lee Softball Stadium.
- Performed repairs to ice machine at Student Union Building.
- Completed repairs to primary chilled water pump at JIAM building.
- Performed repairs on cold room 626 at the SERF Building.
- Replaced fan motor in cold room 206 at Walters Life Science.
- Salvaging chilled water pumps from Humes Hall before demolition starts on Monday.
- Repaired primary chilled water pump at Anderson Training Center.
- Performed repairs to chiller #2 at Andy Holt Chiller House.
- Assisting construction with installation of new VAV boxes at Taylor Law Building.
- Installed new temperature alarm in room 130 at Philander-Claxton Building.
- Ordering new replacement control valve that serves RTU #1 at McClung Museum.

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 - WCR Construction Support.
- UTFS Electrical Services Support – Chiller Improvement Project.
- UTFS FA – Fire Alarm Thompson Boling Arena (TBA) – Fire Watch Athletics support TBA events.

Plumbing Services:

- Replaced pressure reducing on the main water station in Morgan Hall.
- Repaired leak in ceiling at South Carrick Hall.
- Replaced a drinking fountain in North Carrick Hall.
- Anderson Training Center had leak in ceiling.
- Made repairs on water line and installed backflow cover on the Agricultural Campus.
- Installing new chiller at the Arena.
- Pumping steam man holes campus wide.
- At Hesler Biology installing new roof drains.
- New sewer line for the new greenhouse project.

Steam Plant:

- Installed oil flow meter.
- Worked on chemical pumps.
- Worked on wiring in shop area.
- Continue to work on painting shop.
- Removed air compressor for maintenance and painting.
- Completed weekly logs.
- Worked on feed water pumps.
- Steam Plant produced over 19,000,000 pounds of steam.

CONSTRUCTION SERVICES

Campus Projects:

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

CONSTRUCTION CONTINUED ON PAGE 5

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CONSTRUCTION CONTINUED:

- Art and Architecture: Electric work for kitchen renovation.
- Bailey Education: Reconfigure modular furniture.
- Blount Hall: Painting several offices; Carpet in A005, A006, A007.
- Burchfiel Geography: Paint room 104.
- Business Incubator: Renovation for Anderson Center 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 460; Remove bulletin board and install sign in 333; Painting in room 61, 68 and 70.
- Conference Center: Paint, chair rail and/or blinds 432; Renovations to 406.
- 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 2nd and 3rd floors.
- Early Learning Center: Replace two a/c 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 406; Renovate 406 into a studio; Rework entrance to kitchen 501; Divide room 522 into two spaces; Accordion Doors 220; Panic alarms in four offices; Add access panel and conduits for 220; Add raceways to 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 121.
- McCord Hall: Carpet room 101.
- Melrose Hall: ADA door operator F Section.
- Min Kao: Replace entry carpet.
- Morgan Hall: Complete Fire Alarm System; Paint, flooring and furniture 126 & 201; Renovate 119 & 218.
- Nielsen Physics: Replace windows in machine shop.
- Perkins Hall: Add a doorway to hallway; Install interlocking rubber tile in S002.
- Pratt Pavilion: /repair exterior siding panels.
- 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.
- SERF: New swipe card access 522; Polish concrete floor in 610.
- Sherri Lee Stadium: Two more outfield lights; Minor renovations to Press Box.
- SMC: Paint and/or carpet 252, 319, 424, 5th floor offices; Electric for monitor 406.
- Student Health: Install ladder from second floor roof to the first floor roof.
- Delta Tau Delta: Repair basement ceiling.
- Taylor Law: Painting several offices and common areas on 2nd and 3rd floors.
- Tickle Engineering: Lock modifications, window treatments to classrooms.
- 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 37902
(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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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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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>