

Facilities Services Weekly

January 9, 2017

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

ADMIN & SUPPORT SERVICES

Administrative & Support Services:

UT Knoxville Lunch & Learn Vendor Fair

- **February 15, 2017**

Provided by Fastenal

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:

- Working with unit PM Coordinators regarding equipment inventory, PM creation and entry of these into Archibus.
- Entering equipment into Archibus.
- Verifying building equipment previously uploaded into Archibus.
- Entering and scheduling PMs.
- TNAPPA 2017 preparations.

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 jym@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:

- Parking Services signage.
- Various name plates.

Paint Shop:

- Worked at SMC and Haslam Business Building.

Building Finishes:

- Worked on walls at Perkins Hall.
- Installed forms and concrete at Thomson Boling Arena.
- Repaired block at N. Carrick Hall.
- Installed several pictures at Greve Hall.
- Installed bike hoops at Regal Soccer Stadium.
- Installed several items at Henson Hall.

Landscape Services:

- Lead campus wide tour for state facilities management contractors.
- Snow removal training and SOP review.
- Snow event coverage (January 5th through 7th).
- Mulch application to landscape beds where leaf removal is complete (continued).
- Campus leaf removal (final wrap-up).
- Orange & White Residence Halls: Coordinating with contractor to postpone start of new landscape and irrigation installation until site is ready.
- Clement Outdoor Plaza: Concrete, landscape, and irrigation installation continuing this week.
- Arboriculture: Continue planting tree replacements and canopy clean-up in Fraternity Park.
- Remove old building signs where new ones have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).

Lock & Key Services:

- Volunteer Hall – rekey Southern Kitchen/Dining Services.
- Early Learning Center – repair lock.
- Haslam – change lock.
- Tickle Engineering Building – switch door locks.

LOCK & KEY SERVICES CONTINUED ON PAGE 2

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LOCK & KEY SERVICES CONTINUED:

- Communications Building – change lock.
- TRECS – change combination on safe/Dining.
- Stokely Family Residence Hall – installing cores.
- University Housing – many repairs and recores.

UT Recycling:

Totals for the week of December 18 through 31:

- Bottles/Cans: 4,340 pounds
- Paper: 400 pounds
- Cardboard: 9,360 pounds
- Manure: 25,500 pounds
- Compost: 4,229.3 pounds
- Weekly Totals: 43,829.3 pounds; 21.88 tons

Totals for the week of January 1 through 7:

- Bottles/Cans: 5,860 pounds
- Paper: 9,380 pounds
- Cardboard: 7,540 pounds
- Manure: 7,600 pounds
- Compost: 4,920 pounds
- Weekly Totals: 35,300 pounds; 17.65 tons

Running Fiscal Year 2017 Totals:

- Bottles/Cans: 252,110 pounds; 126.06 tons
- Paper: 304,220 pounds; 152.11 tons
- Cardboard: 400,449 pounds; 200.22 tons
- Manure: 293,600 pounds; 146.80 tons
- Compost: 301,037 pounds; 150.52 tons
- Fiscal Year Totals: 1,551,416 pounds; 775.71 tons; 704 pallets.

ZONE MAINTENANCE

Zone 7:

- Cleaned up in all machine rooms throughout Zone 7 getting everything ready for walk through.
- Changed lights, repaired water leaks, repaired door closures, and handling flow issues at SERF.
- Repaired Min Kao toilets.
- At Pasqua Engineering lights were repaired as needed.
- Repaired steam issues at Estabrook Hall.
- Repaired water fountain and water leaks at Dougherty

Engineering. Also assisted plumbing with building projects.

- Replaced mixing valve and faucet at Perkins Hall, and replaced water fountain filters throughout the building.
- Lights at Ferris Hall were repaired as needed.
- Changed filters in air handlers at Biology Annex.
- Performed cold weather watch and snow removal.

Zone 8:

- We are working in our classrooms and common areas to make any repairs needed for the start of the new semester.
- Our team continues to clean and organize our mechanical rooms.
- We just finished all of our quarterly maintenance work.
- We will be assisting staff and students this week to help them settle in for the semester.
- One Call will be working in restrooms and answering calls.
- I would like to thank the Zone 8 and One Call Teams for their hard work over the last few weeks.

Zone 9:

- Cleaning up for contractors.

COMMUNICATIONS

IT Support & Maintenance:

- Continue to classify network attached devices.
- Starting upgrades to Office 2016 for Legacy Database users.
- Setup new computers for current staff.
- Setup computers for new employees.
- Troubleshoot failing work station hard drive.
- Investigate printer firmware upgrades for older printers.
- Work with Telephone Services for DSL Modem upgrades.
- Test computer models for pop-up desk installations.
- Replace failing monitors.
- Show UTPD garage camera server locations.
- Setup Training Lab for Archibus Class.
- Investigate AP listserv problem.

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Communications & Public Relations:

- 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.
- The Building Representative List and Emergency Contact List are being updated.
- Help us to nominate our next employee of the month at: fs.utk.edu/announcements/DeptAwards.html.
- We are working on several fs.utk.edu web page updates for different subunits.
- Our Customer Satisfaction Survey has closed. A report will be generated in the next two weeks.
- Communications & PR is working with UT Video & Photography to create a five minute video showcasing the achievements of our department.
- We are reformatting and updating the department's Emergency Response Plan.
- We are working on creating and updating Cone Zone signs on campus.
- The Big Orange Family campaign is coming up. We are working on finalizing all team leads for Facilities Services.
- Updates are being made to the department website.
- TNAPPA planning continues and committee meetings are scheduled this week. These include a team lead meeting and Prize Committee meeting.
Contact Brooke with any planning questions at 214-7662 or bsteve14@utk.edu.
- Updates have been made to the TNAPPA website.
- If you have any information you would like included in the bi-monthly newsletter, please contact Brooke at bsteve14@utk.edu.
- We are going to work with Design to submit campus projects for the upcoming American School & University Educational Interiors Magazine.
- We submitted the APPA NACUBO survey for the Office of Sustainability.
- We are working on rebranding the department bus.

Office of Sustainability:

- The Office of Sustainability is working on projects for the spring semester, including Earth Month activities such as Earth Month Celebration and the Environmental Leadership Luncheon.

- We will take part in the Committee for the Campus Environment meeting taking place on Tuesday to continue work on the Climate Action Plan update.

UTILITIES

Air Conditioning Services:

- Installed new 50 ton condensing unit at Dunford Hall.
- Installing new coils in AHU serving first floor of Dunford Hall.
- Replacing new isolation valves in the heating water loop of Morrill Hall to facilitate repairs on heating water pump #1.
- Installing controls on new AHU serving room 316 at Dougherty Engineering Building.
- Reset pneumatic controllers at Hodges Library after power outage.
- Rebuilt condenser water pump at Hodges Library.
- Assisted contractors during installation of new cooling towers at Hodges library.

Plumbing & Heating Services:

- Repaired steam leaks on Walters Life Sciences Building roof.
- A steam pop off valve was replaced at Plant Sciences and HPER.
- Steam traps were placed at South & East Stadium.
- Repaired condensate pump that was leaking at Hodges Library.
- Installed new grease trap for Hodges Library Starbucks kitchen area.
- Installing new gas heaters for the goat barn at Cherokee Farm.
- Installing bottle fillers campus wide.
- Water leaks were repaired at Carrick Hall, Morrill Hall, White Avenue Daycare, the Conference Center Building, Blount Hall, and Thompson Boling Arena.

Steam Plant:

- Calibrated #1 and #5 boilers.
- Replaced ball valve on #5 boiler.
- Replaced union on #5 boiler.
- Continued to clean plant.
- Worked on #5 boiler oil flow meter calibration.

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CONSTRUCTION SERVICES

Campus Projects:

- Ayres Hall: Landscape furniture addition 327.
- Baker Center: Remove cabinets, new paint and carpet in room 209.
- Blount Hall: Carpet rooms A001 and A008.
- 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.
- Classrooms: More classroom renovations scheduled for winter break.
- Claxton: Paint room 335.
- Clement Hall: New landscaping and site improvements.
- Communications: Install sign at room 460.
- Conference Center: Repair stairway walls; Restroom renovation on fourth floor; Paint, chair rail and/or blinds in room 323, and suites 112 and 115, 313, 432.
- Cherokee Goat Farm: Run power to Goat Barn.
- Dougherty Engineering: Several room renovations on the second and third floors.
- Dunford Hall: New entrance corridor at east end.
- Equity and Diversity: Add two panic buttons.
- Early Learning Center: Replace two air conditioning units (White Ave.)
- Greve Hall: Door access controls on fifth floor.
- Goodfriend Tennis: Install HVAC in lobby office.
- Haslam Business: Install door for room 406; Renovate room 406 into a studio; Engineering for Classroom Scheduling System; rework entrance to kitchen room 501; Divide room 522 into two spaces; Accordion Doors for room 220.
- Hesler Biology: Concrete work and drains in greenhouses; Door controls on Greenhouse doors
- Hodges Library: Replace cabinet in POD Market; Renovate Miles Reading Room 135.
- HPER: Resurface tennis courts and light demo; Add emergency lighting.
- Intramural Fields: Install concrete in three grass circle areas.
- Jessie Harris: Painting and cleaning several rooms; Sidewalk and step repairs.
- JIAMS: Additional electrical service for several labs; Disconnect and reconnect equipment associated with moving.
- Kingston Pike: Install raceways and equipment for parallel UPS system.
- Law Complex: Renovations for faculty offices third floor.
- Lindsey Nelson Stadium: Door controls on weight room.
- McCord Hall: Electric for several rooms; VCT flooring in suite 201.
- Middlebrook: Conference room demolition.
- Min Kao: Door holders on corridor doors 699H; Weather stripping on door 119.
- 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.
- Presidential Court: Replace cabinets in cafeteria.
- Roofs: Baker Center Dome, Perkins, SERF, Law College, Ferris, Nielson Physics, Dabney-Buehler, Claxton, Austin Peay, Tyson House, Burchfiel, Hesler, and Earth and Planetary Sciences.
- Senter Hall: Concrete and drains in greenhouse; Renovations to room 12 for new equipment.
- SERF: New swipe card access for door 522.
- Sigma Epsilon: Repair flooring.
- SMC: Paint and/or carpet in rooms 252, 424, fifth floor offices, restrooms, and rooms 624, 634, 642; Electric for monitor room 406.
- Student Health: Install ladder from second floor roof to the first floor roof.
- Student Services: New ceiling in room 105; Paint room 320.
- Student Union: New flooring in south stairway; Repair carpet and trim in G3 area.
- Delta Tau Delta: Repair basement ceiling.
- Temple Hall: Convert rooms 108 and 115 to research space.
- TREC: Painting and flooring replacement; Raise ceiling in lower fitness area.
- Tyson House: Add receptacles and wall sconces in room 106.
- UT Police Department: Renovate communications area.
- Volunteer Hall: Controls on security gates P5; Repair EFIS.

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FACILITIES SERVICES VACANCIES

- Senior Line Installer I** - Requisition ID - 16000001RG
- Steam Plant Mechanic** - Requisition ID - 16000001RF
- Building Technician** - Requisition ID - 16000001PN
- Senior A/C Specialist II** - Requisition ID - 16000001NO
- Accounting Assistant III** - Requisition ID - Facilities Services - 16000001KC
- Air Conditioning Spec I (3 Positions)** - Requisition ID - 16000000F8
- 2nd Shift Custodian (Building Service Aide I)** - Requisition ID - 160000018P
- Landscape Serv Foreman** - Requisition ID - 16000001IW
- Maintenance Specialist I (10 Positions)** - Requisition ID - 16000001HZ
- Landscape Aide I (4 Positions)** - Requisition ID - 16000001H4
- Plumbing & Heating Sp I** - Requisition ID - 16000000Y4
- Welder II** - Requisition ID - 15000000Q3
- Sr Plumb & Heating Sp I** - Requisition ID - 16000001CC
- Line Installer I (Two Positions)** - Requisition ID - 16000000M2
- Asst Bldg Srvs Foreman (5 Positions)** - Requisition ID - 1500000139
- Painter I (Two Positions)** - Requisition ID - 16000000ZY
- Temporary Assistant Carpenter (Carpenter Assistant II)** - Requisition ID - 16000000DT
- Part-time Temporary Custodian (Building Services Aide I)** - Requisition ID - 16000000DU
- Two Temporary Assistant Painters** - Requisition ID - 16000000CR
- Seasonal Work, Three Positions, Building Services Aide I** - Requisition ID - 160000007Z
- Landscaping Aide I Seasonal temporary work** - Requisition ID - 15000000B5



EHS SAFETY CORNER



Working in a Cold Environment

Workers who are exposed to extreme cold may be at risk of cold stress. Hypothermia, frostbite, trench foot and chilblain are all examples of illnesses that can be caused by extremely cold or wet weather whenever temperatures drop. These weather-related conditions may lead to serious health problems. NIOSH offers the following tips for dealing with cold stress-related illnesses.

A victim of hypothermia, a condition in which the body uses up its stored energy and can no longer produce heat, may exhibit shivering, confusion and blue skin. If you suspect a co-worker is suffering from hypothermia:

- Request immediate medical assistance.
- Move the victim into a warm room or shelter.
- Remove wet clothing.
- If conscious, warm beverages may help increase the body temperature.
- Once the victim's temperature has increased, keep the person dry and wrapped in a warm blanket, including the head and neck.

If you have frostbite, indicated by tingling or stinging hands; numbness; or bluish or pale, waxy skin:

- Get into a warm room as soon as possible.
- Unless necessary, do not walk on frostbitten feet or toes.
- Immerse the affected area in warm (not hot) water, or warm the affected area using body heat. Do not use a heating pad, fireplace or radiator for warming.
- Do not massage the frostbitten area – this may cause more damage.

General tips to protect yourself from the cold while working include:

- Wear several layers of loose clothing for insulation.
- Tight clothing reduces blood circulation to the extremities. Be aware that certain clothing may restrict movement, which can result in a hazardous situation.
- Protect the ears, face, hands, and feet in extremely cold or wet weather.
- Boots should be waterproof and insulated.
- Include chemical hot packs in your first aid kit.
- Avoid touching cold metal surfaces with bare skin.

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2016 Employee of the Month Award Recipients



November: Charlotte Clabough

Congratulations to our November Employee of the Month Charlotte Clabough! 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, 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>



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

2015
and
2014

