

Facilities Services Weekly

January 30, 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 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:

- 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:

- Installed signs and tape at new Facilities Services Complex Warehouse.
- Installed signage at TREC.
- Applied sticker for UT Recycling.
- Worked on parking signs.
- Made signs for Facilities Services Complex sandwich boards.

Paint Shop:

- Worked on common areas at Hesler Biology.
- Finished room 228 at SERF Building.
- Repaired drywall at the Conference Center Building.
- Worked on room 309 at the Conference Center Building.
- Repaired drywall at Student Services.
- Repaired plaster and painted room 307 at Earth & Planetary Sciences.

Building Finishes:

- Formed and poured concrete at the Conference Center Building.
- Installed mount and monitor at Plant Biotech.
- Worked on block wall at Auxiliary Services.
- Stained and sealed concrete at the Conference Center Building.

Landscape Services:

- Mulch application to landscape beds (continued).
- Dr. Bass Anthropology Facility: Fence repair damaged by fallen tree.
- January 30: Spot treatment for ice patches.
- Clement Outdoor Plaza: Topsoil and tree installation this week.
- Arboriculture: Finish canopy clean-up in Fraternity Park, Canopy clean-up at Visitors' Center, and stump grinding.
- Visitor's Center: Grade west side of property to improve drainage.

LANDSCAPE SERVICES CONTINUED ON PAGE 2

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LANDSCAPE SERVICES CONTINUED:

- Fleming Warehouse: Grade north side of building to improve drainage and provide emergency evacuation egress.
- Orange & White Residence Halls: Coordinating with contractor to postpone start of new landscape and irrigation installation until site is ready.
- Remove old building signs where new ones have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).

Lock & Key Services:

- Dougherty Engineering – install and rekey locks.
- Conference Center Building – replace exit hardware.
- Bailey Education Complex – repair lock.
- Hodges Library – change locks to construction cores.
- Greve Hall – C store change combination on safe.
- Law College – C store change combination on safe.
- Strong Hall – set up and keying cores.
- University Housing – many recores and repairs.

UT Recycling:

Totals for the week of January 22 through 28:

- Bottles/Cans: 8,580 pounds
- Paper: 12,660 pounds
- Cardboard: Manure: 15,580 pounds
- Compost: 20,520 pounds
- Weekly Totals: pounds; 68,140 pounds; 34.07 tons.

Running Fiscal Year 2017 Totals:

- Bottles/Cans: 271,530 pounds; 135.77 tons.
- Paper: 335,040 pounds; 167.52 tons.
- Cardboard: 444,869 pounds; 222.48 tons.
- Manure: 335,600 pounds; 167.80 tons.
- Compost: 350,441 pounds; 175.22 tons.
- Fiscal Year Totals: 1,737,480 pounds; 868.74 tons.

ZONE MAINTENANCE

Zone 1:

- Stokley Residence Hall is now online and we have Bryan Elder heading up maintenance.

- We also have a new employee at the residence halls. He's been at the university for 16 years and has just come back to work in the dorms.
- We're working to stay on top of work orders.
- All the leaks we have had in the Carrick halls have been caught up on thanks to Plumbing Services.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Hanging emergency procedures.
- Nielsen Physics lighting project.
- Alumni Memorial Building cooling.
- Dabney Buehler Hall AHU 6 steam coil broken.

Zone 8:

- We will check guttering, rooftops and drywells to make sure they are clean.
- Our team will clean our mechanical rooms and gather our recyclables to dispose of them.
- We continue to work daily on lighting and general maintenance.
- Our team continues to gather equipment data for the Archibus Team.
- One Call will work on lighting and answer calls.

Zone 11:

- At Neyland Stadium replacing ceiling tile as needed, checked and replaced lights as needed, and prepared for football recruits.
- At Auxiliary Services started lighting project throughout building with the assistance of volunteers from zones 1, 7, and 9.
- At Football Complex checked and replaced lights as needed, and preparing for football recruits.
- At Allan Jones Aquatic Center checking pools, and preparing for swim meets.
- At South Stadium assisted Plumbing Services with repairing return line on P Tech unit.
- Throughout zone performing general building maintenance.

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January 30, 2017

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COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

COMMUNICATIONS

Communications & Public Relations:

- 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.
- We are working on updating the nationalized classroom list for campus.
- 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 releases.
- The Building Representative List and Emergency Contact List are being updated.
- We met with three caterers for the TNAPPA Banquet at the Knoxville Museum of Art. The meals committee will meet this week to discuss our options.
- A TNAPPA Business Partner meeting took place last week and the team lead meeting was held on Friday.
- 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.
- 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 working on creating and updating Cone Zone signs on campus.

- The Big Orange Family campaign is coming up. We have finalized team leads and would like to thank everyone who volunteered. A team lead meeting is slated in the upcoming month and all those who volunteered should receive an invitation.
- 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.
- We submitted five campus projects for the upcoming American School & University Educational Interiors Magazine.
- We are working to rebrand the department bus.
- An announcement about updates to the financial approver portion of the new key approval module will go out this week.
- We are working on a customer satisfaction form for the website.

Office of Sustainability:

- The Office of Sustainability led the Student Environmental Initiatives Committee Meeting this past Wednesday, the 25th, where new and old proposals were discussed.
- The office also met with Dr. Jeff Larsen's Sustainability Psychology course, who will be aiding us in the creation of surveys that gauge the campus's environmental literacy, initiative awareness, transportation habits, etc.

UTILITIES

Air Conditioning Services:

- Completed installation of de-stratification fans in the Allan Jones Natatorium for air quality.
- Rebuilding #1 condenser water pump at Hodges Library.
- Put new chiller at Thompson-Boling Arena on vacuum test in preparation of installing Freon and performing start-up.
- Installed new water separator in compressed air line serving the cage washer in the research animal facility in Jesse Harris Building.
- Researching capability of connecting building compactors to DDC systems for notification of remaining capacity.

AIR CONDITIONING SERVICES CONTINUED ON PAGE 4

Facilities Services Weekly

January 30, 2017

ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT
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AIR CONDITIONING SERVICES CONTINUED:

- Replacing VFD on return air fan #4 at SERF.
- Replacing VFD on secondary chilled water pump # 1A at the Kingston Pike Building.
- Replacing busted chilled water coil in AHU #4 at Dougherty Engineering Building.
- Repairing leaks in condenser coil of process chiller at the Tickle Engineering Building.
- Rebuilding pumps at the Anderson Training Center.
- Performing checks to chiller #4 at the JIAM Building in preparation of re-starting the unit.

Electrical Services:

- UTFS Security system Upgrade Contract support– Campus Wide.
- UTFS FA/BA – Fire Alarm System minor repairs/Test- ing 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 - Maintenance work on Parking Garage G10.
- UTFS Electrical Services Support – Chiller Improve- ment Project.
- UTFS SE – Allan Jones Aquatic Center HVAC Modifi- cations.
- UTFS SE – Support SERF Engineering VFD Replace- ment.
- Congratulations to UTFS Secondary for on time com- pletion of Allan Jones' new Air Moving System.

Steam Plant:

- Removed the old coal scale for #1 Boiler.
- Cleaned up coal dust from removal.
- Weekly logs.
- Turbine driven feed water pump.
- Lite off #1 boiler.
- Lite off #5 boiler.
- Area lighting.
- Worked on oil flow meters for #1 & #5 boilers.

CONSTRUCTION SERVICES

Campus Projects:

- Allan Jones Aquatic Center: Repair damage from leak in lobby.
- Andy Holt Tower: Paint and carpet room P226.
- Art and Architecture: Electric work for kitchen renovation.
- 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.
- Ceramics Annex: HVAC for building.
- 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.
- Conference Center: Repair stairway walls; Paint, chair rail and/or blinds in room 432; Renovations to room 406.
- Delta Tau Delta: Repair damaged gypsum board ceiling.
- Dougherty Engineering: Several room renovations on the second and third floors.
- Dunford Hall: New entrance corridor at east end.
- 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.
- Fibers and Composite Facility: Electric work for equipment .
- Haslam Business: Install door at 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; Panic alarms in four offices.
- Hearing and Speech: Hang blinds.
- Hesler Biology: Concrete work and drains in greenhouses; Door controls on Greenhouse doors.
- Jessie Harris: Sidewalk and step repairs.

CONSTRUCTION CONTINUED ON PAGE 5

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CONSTRUCTION CONTINUED:

- Hodges Library: Replace cabinet in POD Market; Renovate Miles Reading Room 135.
- HPER: Add emergency lighting.
- Intramural Fields: Install concrete in three grass circle areas.
- JIAMS: Additional electrical service for several labs.
- Kingston Pike: Install raceways and equipment for parallel UPS system.
- Law Complex: Renovations for faculty offices on third floor.
- Melrose Hall: ADA door operator F Section.
- Middlebrook: Conference room demolition.
- 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.
- 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; Renovations to 12 for new equipment.
- SERF: New swipe card access at room 522.
- Sherri Lee Stadium: Two more outfield lights.
- SMC: Paint and/or carpet rooms 252 and 424, fifth floor offices, and 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.
- Temple Hall: Convert rooms 108 and 115 to research space.
- TREC: Painting and flooring replacement.
- 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.

FACILITIES SERVICES VACANCIES

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

One Call Coordinator - Requisition ID - Zone Maintenance - 170000003D

Exterminator I - Requisition ID - 170000003E

Electrical & Electronics Technician - Steam Plant - Requisition ID - 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

2nd Shift Custodian (Building Service Aide I) - Requisition ID - 160000018P

Landscape Serv Foreman - Requisition ID - 16000001IW

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

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

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

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Memorandum

To: All Facilities Services Employees
From: FS Communications & Public Relations
Date: January 30, 2017
Subject: Facilities Services Best Practices Page

A new page has been created on our Facilities Services website and it showcases our department's best practices.

We created the page as a way to compile all of our documents that tell our department's story and highlight the improvements and best practices we have implemented during the past few years.

The "Our Best Practices" page can be found at tiny.utk.edu/FSBestPractices or at the top of our right navigation menu on the Facilities website at fs.utk.edu.

Some of the items the page showcases include our annual reports, expanded and no-charge services guides, Sightlines, our best in-house practices, and reorganization information.

We invite everyone to take a few minutes to familiarize themselves with the department information we compiled on this page.

Any questions about this information can be directed to Brooke Krempa at bsteve14@utk.edu.

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Presented by

Central Supply in partnership with Fastenal

When: 10 a.m. - 2 p.m. February 15, 2017

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

Several vendors will display and demonstrate products of all types 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.



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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>