

Facilities Services Weekly

January 30, 2018

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

Congratulations to our January Employee of the Month **Brickey Hearon!**

You can nominate our next employee of the month at tiny.utk.edu/fseom

ADMINISTRATION

Special Projects:

- The Flower Sale to benefit the Facilities Services Student Assistant Scholarship is now taking place. We are pre-selling flowers now through noon February 2. Please contact Veronica Huff at vhuff@utk.edu with any questions. Order forms have been emailed out to all employees and hard copies can be found with Brooke Krempe or Veronica.
More information can be found on the last page of this newsletter.

FACILITIES OPERATIONS

Building Services:

- We are providing disinfecting services to any area that a department feels should be disinfected. Lavatories, athletic areas and computer stations are getting serviced regularly.
- Floor care is an ongoing challenge this time of year. Please let us know if anything special is needed in your area.

Lock & Key Services:

- Alumni Memorial Building – install security exit devices
- West Skybox Addition – exit device falling off door.
- Sigma Alpha Epsilon – install core.
- Dabney Buehler Hall – change locks.
- Art & Architecture – make keys for printers.
- Strong Hall – install cores.
- University Housing – many recores and repairs.

ZONE MAINTENANCE

STAR Team:

- SERF room 338 Renovation.
- SERF room 439 Renovation.
- SERF room 438 Renovation.
- SERF room 309 added electrical outlets.

- Installed new door in Dabney Hall.
- Installed ice machine in Strong Hall.
- Installed eye wash in Senter Hall room 114.
- VOL Hall parking garage LED lighting upgrade.
- Andy holt tower parking garage LED lighting upgrade.
- Installed operator cases at Hodges Library.
- Repaired front door operator at Hodges Library.
- Installed 10 operators at Hodges Library.
- Repaired lower door at Hodges Library.
- Repaired door pivot at UTPD.
- Fixed North Carrick Hall ADA door.
- Ordered two ADA closers for Bailey Education Complex.
- Helped repair temperature issue at JARTU.
- Meeting for ADA operators at Mossman Building.
- Installed a pair of ADA operators at the Law College.
- Repaired two operators at Thornton Athletics.
- Welded a seat bracket for Eric Poe.
- Made plate for door closer at Henson Hall.
- Worked on door at Facilities Services Complex warehouse.
- Installed roton hinge at Henson Hall.
- Installed new door closer at Henson Hall.
- Installed new bracket for door closer at Henson Hall.
- Made a bracket and installed door closer at Plant Bio Tech.

Zone 1:

- Starting to get caught back up on work orders after winter break.
- Still dealing with some new leaks at both North and South Carrick halls.
- Thank you to Plumbing & Heating Services as we have had multiple leaks and they have been on the spot with in minutes to get the repair fixed and water back up.
- We also have a new employee in the Carrick halls. We would like to welcome Chuck Moss.

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Zone 3:

- We will install new diffusers in the Lake Avenue Day-care. Our team will also make other needed repairs at this time.
- Our team will make repairs in fraternity and sorority buildings.
- We will clean coils, change filters, and perform other preventive maintenance tasks this week.
- At UT Drive Building we will install glass as needed.

Zone 7:

SERF:

- Repaired water DI water leak.
- Removed floor tile in room 621.
- Replaced steam traps under cooling tower.
- Changed belts on fans.
- General maintenance.

Min Kao:

- Changed lights.
- Repaired air handlers.
- General maintenance.

Tickle Engineering Building:

- Repaired toilet and ceiling tile in bathroom.
- Cleaned up water on three floors.
- General maintenance.

Dougherty Engineering:

- Repaired faucets.
- Worked on Archibus list.
- General maintenance.

Perkins Hall:

- Repaired steam traps and shut off valves.
- Worked on various heating issues.

Ferris Hall:

- Repaired toilet in fourth floor womens restroom.
- Worked on heating issues.
- General maintenance.

Zone 9:

- Investigated a fire at Art & Architecture Building.
- Repaired stairwell and exit doors at the College of Nursing Building.
- Setting times to the exterior lights at the Student Health Center.

- Attended the SWOT Analysis meeting.
- Picked up trash outside of Bailey Education Complex.
- Putting Citra Sol in floor drains at Student Services and Communications.
- Answering calls.
- Repaired seats at Clarence Brown Theatre.

Zone 8:

- We will service all of our equipment - changing filters and belts, and greasing bearings and motors.
- We continue to make repairs to our foyers and common areas.
- Our team will work to complete some work requests that are overdue.
- Once Call will respond to calls , assist with lighting and other assigned duties.

Zone 11:

- Worked on and assisted Air Conditioning Services with heating issues at the Boathouse.
- Worked on AH #2 at Auxiliary Services.
- Checked and adjusted chemicals in the pools at the Football Complex.
- Checked and adjusted chemicals in the pools at Allan Jones Aquatic Center.
- Prepared to and worked during football recruiting at Neyland Stadium.
- General building maintenance throughout zone.

COMMUNICATIONS

IT Support & Maintenance:

- New computer setup.
- New scanner and computer purchases.
- Staff desk relocations.
- New employee setup.
- Recycling electronics and cardboard.
- SCADA System Assistance.
- Autodesk License Server Setup and Installations.

Communications & Public Relations:

- Congratulations to our January Employee of the Month Brickey Hearon! You can nominate our next employee of the month at tiny.utk.edu/fseom.

COMMUNICATIONS & PR ON PAGE 3

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COMMUNICATIONS & PR CONTINUED:

- The Flower Sale to benefit the Facilities Services Student Assistant Scholarship is now taking place. We are pre-selling flowers now through February 2. Please contact Veronica Huff at vhuff@utk.edu with any questions. More information can be found on the last page of this newsletter.
- The Facilities Services Student Assistant Scholarship has been created. Work continues on the web pages and promotional materials for these scholarships.
- **Reminder - The nomination forms for the John C. Parker and Bob Evans memorial scholarships are due to Brooke Krempa by January 31, 2018. Please check your email for more information or contact Brooke at krempa@utk.edu.**
- Brooke is serving on the executive committee for the Big Orange Family Campaign again this year. We have all of our team leads in place. The training lunch for all team leaders will be held next week. If you have any questions about the upcoming campaign, please contact Brooke at krempa@utk.edu.
- We are updating the Building Representative list.
- Updates are being made to the TNAPPA website. The registration pages should be up and running this week for the conference to be held at UTC in May.
- We are working on the upcoming Employee Satisfaction Survey that will be distributed in March.
- The Facilities Services bus has been rebranded.
- Our department will participate in Torchbearer Tuesday in the upcoming weeks. Look for more information soon.
- We will participate in construction walkthroughs this week and next week. Look for updated pictures on our social media pages.
- An update to the Winter Projects Catalog will be completed.
- Safety Walk web pages will be created.
- We are assisting UT Chattanooga with their plans for next year's TNAPPA Conference held at the UTC campus. More details will be available soon.
- We are working to update the Facilities Services Emergency Response Plan.
- We are working on several releases for the department.
- If you have any items, including department thank you notes, that you would like included in the next Facilita-

tor please contact Brooke at krempa@utk.edu.

- The Facilitator will be distributed this month.
- Updates are being made to the Cone Zone website.
- Updates are being made to the Facilities Services Department website.
- Old Cone Zone signs are being removed.
- Cone Zone signs are being created and updated.
- We will hire a new student assistant for the subunit in the coming weeks.
- We will begin to update the Facilities Services staff directory this month. Brooke will email everyone on the directory to confirm contact information and title.
- We will work with Training to plan a week long APPA Toolkit in March. The dates have been set and we will begin the planning process in the coming weeks. Look for more information soon.
- Updating organizational charts for all department units and subunits.
- We are working to launch new social media content. Thank you to everyone who has helped us with photos so far.
- We will frame awards our Facilities Services Complex building received.
- A new employee suggestion box will be installed in the Facilities Services Complex. More details coming soon.
- We will submit several projects to the 2018 Educational Interiors Magazine.
- Help us to nominate our next Facilities Services Employee of the Month at tiny.utk.edu/fseom.
- Help us to nominate our next Facilities Services Exceptional Team at tiny.utk.edu/exceptional.

Employee Training & Development:

Upcoming Training:

- Archibus Performance Review Training Sessions
- Wednesday, 1/31 at 10:30 and 2:00 in the Computer Lab
- There is a Building Services session scheduled for 5:00 in the Computer Lab

Training News:

- The Training team conducted a Brainstorming session with select Zone Maintenance employees on Monday, January 29 in preparation for conducting a Needs Assessment for that unit.
- Respirator Fit Testing is scheduled for Thursday, 2/1 at 1:30 and Friday, 2/2 at 10:30, both in 102.

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UTILITIES SERVICES

Air Conditioning Services:

- Installed new refrigerant system in the Welcome Center walk-in replacing an obsolete R-22 system.
- Working on vacuum pump at JIAM Building.
- Repaired evaporator coil leak in open face cooler in POD store at Hodges Library.
- Installed new ice maker in the concession area for Clarence Brown Theatre.
- Installing new reach-in freezer in the Dippers store in Hess Hall.
- We welcome two new employees to Air Conditioning Services.
- Helped facilitate repairs to steam boiler that serves Auxiliary Services Building.
- Had hot water boiler repaired that serves the Goodfriend Tennis Center.
- Repairing humidifiers in Liebert units in mezzanine area of Stokley Management Building.
- Replaced gas control valve on PVI water heater in White Residence Hall.
- Repaired gas heat in RTU at 1610 University Ave.
- Repairing secondary chilled water pump at Hodges Library.
- Repaired AHU serving the pool area of Anderson Training Center.
- Replaced oil pump on chiller #1 at the SMC Chiller house and placed it back on-line.

Plumbing & Heating Services:

- Repaired water heater at Taylor Law Complex.
- Repaired water line leak at North Carrick Hall.
- Repaired leslie steam hot water heater at Morrill Hall.
- Rebuilt leslie steam hot water heater.
- Installation of new steam line main to replace older broken down line from Hodges Library to Blueberry Falls.
- Inspection and pumping of campus steam manholes.
- Repair condensate pump at Hess Hall.
- Repair condensate pump at Aux. Services.
- Repair recirculating pump at Fred Brown Residence Hall.
- Repair water main leak on Agricultural campus behind

Vet school.

- Install new 6" feed for process chilled water at SERF.
- Replaced bottle filler at Jessie Harris.
- Repaired DI water leak at Dabney Buehler Hall.
- Repair Hot water line at Dabney Buehler Hall.
- Repaired PVI steam hot water heater at Fred Brown Residence Hall.
- Repaired leak in room 355 at Dabney Buehler Hall.
- Repaired hot water heater leak at Volleyball complex.

Steam Plant:

- Replace blowdown valve on #3 boiler.
- Cleaned up shop area.
- Changed out float valve on #2 boiler.
- Deaerator tank tuning.
- Worked on replacing stainless steel blowdown lines.

CONSTRUCTION SERVICES

Campus Projects:

- Admin Parking Garage: replace expansion joint.
- Alumni Memorial: Add tunnel ventilation; Add door control switch in room 210 and Auditorium.
- Anderson Training Center: Additional card readers.
- Andy Holt Tower: Polish concrete floors on P2 level.
- Ayres Hall: Sound reducing work in room 227.
- Bailey Education Complex: Paint and carpet rooms A304 and A305.
- Baker Center: New flooring for third floor patio.
- Biosystems Engineering Labs: 480 volt power to equipment in room 163.
- Campus: Evaluate parking garages; Parking Garage lighting improvements; Sidewalk and ADA work; Outside lighting improvements; Window replacements at Hoskins, Jessie Harris, Ferris Hall, and Perkins Hall.
- Classrooms: Summer classroom renovations (13), Update Technology (five), Carpet replacements (three).
- College of Nursing: Paint rooms 244, 301A, 309, and 367; Shelving in room 207.
- Communications: Paint room 440.
- Concord Campus: Move from Fleming warehouse; Demo and construction.

CONSTRUCTION CONTINUED ON PAGE 5

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CONSTRUCTION CONTINUED:

- Conference Center: Build-back to basement; Paint room 212 and 239.
- Dougherty Engineering: Electric in room 102.
- Early Learning Center: Add mag lock to back door, main lobby.
- Engineering Sciences Building: Renovate for Nuclear Engineering.
- 11th Street Garage: Remove 2 UPS and add emergency lighting.
- Facilities Services Complex: Install glass break detectors; Install wind turbine; Install new lights; Install fire alarm devices; Changes to rooms 107, 110 and 111 for new occupants; Install bollards; Repair curb.
- Food Safety: New flooring in room 200.
- Food Science: Add door between rooms 113 and 114.
- Golf Facility Building: Automatic gate for entrance; Move storage building.
- Haslam Business Building: Add Store front framing and doors in three areas on fifth floor; Add family restroom on fourth floor; Wall repairs in room 430; Repair mirror film in room 216; Divide room 632 into two workspaces and extend a wall in room 601.
- Haslam Music Building: Add corner protectors.
- Hess Hall: Add card access to 2K laundry room doors.
- Hodges Library: Assist with office renovations and Graduate Commons renovation; Install ADA operators on restroom doors; Clean all windows; Replace transition strips in front of elevators on second, third, and fourth floors.
- Humanities and Social Sciences: Upgrade fire alarm system to speaker devices; Add sensors in new vault.
- Jewel Building (COAD FAB Lab): Electric, lighting, and painting in basement.
- JIAM: Helium recovery piping system.
- Kingston Pike: Install raceways and equipment for parallel UPS system.
- McClung Museum: Carpet in room 103A.
- Min Kao: Add access controls to rooms 338, 538, and 540; Antennas on roof for radios.
- Morgan Hall: Renovations per POCA Phase 2 in room 226; Replace wood floors and paint rooms 121C and 123; Tuck pointing north, east and west; install ground and bus bar for telecommunications.
- Nielson Physics: Add window room 217A.
- North Carrick, South Carrick and Reese Halls: Inspect exterior walls and remove loose concrete.
- Perkins Hall: Installation of control gate on Middle Drive; Paint room 73E.
- Plant Biotech: Paint room 371.
- Polk Avenue Building: Painting, carpet, and baseboards.
- Pratt Pavilion: Door controls for parking area entry door.
- SERF: Renovate room 309; Renovate rooms 109, 210, 202, and 205 for Nuclear Engineering; Paint and flooring in room 414.
- SMC: Paint and/or carpet rooms 309 and 330.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Conduit for compactor; receptacle in second floor corridor; New location for projector screen in room 212.
- Student Services: Move panic buttons in rooms 409 and 412; Paint room 413D.
- Student Union: Add capacity for voice transmitting through fire alarm system; Panic alarms in G2 and G3.
- Taylor Law: Paint third floor Faculty Hallways and third floor Conference Room.
- Thompson Boling Arena: Paint corridor behind dining kitchen; Door repairs; Add panic hardware to stairway door; Paint and graphics in dining.
- Tom Black Track: Repair damaged ceiling above restrooms.
- TRECS: Refinish courts.
- Tyson Alumni House: New interior signage.
- UT Drive Building A: Renovations for Radiation Safety.
- UT Gardens: Install boardwalk.
- Veterinary Medical Center: Door controls on 12 doors in Vet Teaching Hospital.
- Vol Hall: Add fire alarm devices to make two apartments for hearing impaired.
- Vol Shops: Add card readers at Commons, Cumberland, and Art & Architecture locations.
- 1610 University Ave.: Paint room 210.
- 1817 Melrose Ave.: Add storm door to front entry.

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Valentine's Day Flower Sale

Benefiting

The Facilities Services Student Scholarship Fund

Roses

**Red, Lavender, Yellow,
Orange or Assorted**

1 Rose - \$3

3 Roses - \$7

6 Roses - \$12

12 Roses - \$20

Carnations

Red, Pink & White

3 Carnations - \$3

6 Carnations - \$5

12 Carnations - \$10

We are pre-selling flowers now through February 2. All orders will be available to pick up on February 14. Proceeds from the sale will go directly to the newly formed Facilities Services Student Scholarship Fund.

Order forms must be filled out to pre-order flowers for Valentine's Day. These forms have been emailed to all employees and are also available with Veronica Huff. All forms and payments must be submitted to Veronica by 12 p.m. Friday, February 2.

About the scholarship fund - The Facilities Services Student Assistant Scholarship was created to provide a scholarship opportunity for student assistants within the department who are receiving real world experience in their chosen field of study.

Contact Veronica at 974-2391 or vhuff@utk.edu for more information.