

Facilities Services Weekly

July 17, 2017

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

Congratulations to the July Facilities Services Exceptional Team:

Mike Musselman, Mike Capps, Randy Mathes, Doug Mikels, Wes Hinshaw, Jeff Barnes,
Jim Smith, Dusten Gibson, Dan Reener, Mark Hensley.

Help us to nominate our next exceptional team at tiny.utk.edu/exceptional.

ADMINISTRATION

Special Projects:

Quote of the Week:

- “The harder the conflict, the more glorious the triumph.”
Thomas Paine

FACILITIES OPERATIONS

Building Services:

- All Clorox machines are in use disinfecting athletic facilities.
- This semesters CCP Program is completed with 10 new graduates.
- Hard Floor work and carpet cleaning continue across campus.

Arena:

- Melissa Ingram has accepted the Supervisor position in Athletics on second shift.

Landscape Services:

- Sorority Village: Assist with geo-thermal repairs.
- McClung Museum: Install topsoil adjacent to new walk.
- 1610 University Avenue: Remove existing landscape shrubs and excavate for new bicycle and furniture pad.
- White Hall: Excavate for repair of chilled water line.
- Remove old building signs where new signs have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).
- Landscape Academy: Conduct training sessions and continue development of upper level curriculum.

Turf:

- Irrigation upgrades at Student Services/Communications, McClung Museum, and Pedestrian Mall (continued).
- Make seasonal adjustment to irrigation systems due to increased temperatures and decreasing rainfall.

Arboriculture:

- G-10 garage: Prune for clearance of staircase to create access for lighting upgrades.
- Thompson Boling Arena: Clean and raise and thin canopy on east pin oaks and willow oaks.
- All new trees: Install water bags and water.
- Volunteer Boulevard: Assist contractor with tree limb removal for equipment clearance.

Lock & Key Services:

- Bailey Education Complex – repair door.
- Law Library – replace locks on cabinets.
- JIAMS – repair locks.
- Min Kao – latch broken.
- Haslam Business – replace locks on cabinets.
- Veterinary School – install dummy cylinder.
- University Housing – many repairs and recores.

UT Recycling:

- UT Recycling is happy to welcome some members from Knoxville Leadership Scholars with the Community Action Plan project to help promote the mug project this coming school year.
- UT Recycling has been updating bin stickers and posters on campus.
- We are looking forward to presenting to some staff from Hodges Library and Hall Directors to share what we do at UT Recycling.
- Our volunteers this summer have been incredibly helpful with sorting batteries and stickering bins!

Recycling Totals for July 9 through 15:

- Bottles and Cans: 2,680 pounds.
- Paper: 20,800 pounds.
- Cardboard: 11,720 pounds.
- Glass: 2,200 pounds.
- Manure: 25,000 pounds.

UT RECYCLING CONTINUED ON PAGE 2

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UT RECYCLING CONTINUED:

- Compost: 5,841.3 pounds.
- Weekly Totals: 68,261.3 pounds; 34.13 tons.

Recycling Totals for Fiscal Year 2018:

- Bottles and Cans: 5,120 pounds; 2.56 tons.
- Paper: 21,960 pounds; 10.98 tons.
- Cardboard: 18,840 pounds; 9.42 tons.
- Glass: 4,220 pounds; 2.11 tons.
- Manure: 60,000 pounds; 30 tons.
- Compost: 9,425 pounds; 4.71 tons.
- Fiscal Year Totals: 115,345 pounds; 59.78 tons; 418 pallets.

ZONE MAINTENANCE

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Earth and Planetary Sciences heat and air conditioning continued.
- Walters Life Science Building fume hood repair.
- Alumni Memorial Building room 210 lighting repair.
- Waste recycle.
- Walters Life Science Building roof leak repair.

Zone 7:

- Replaced motors for air conditioning in the elevator room at SERF.
- Changed lights in overhead fixtures in SERF labs and hallways.
- Replaced outlets in SERF lab 309.
- In SERF continued repairs and preparations for the return of students.
- Worked with Air Conditioning Services to ensure chillers in SERF were functioning properly.
- In Min Kao checked roof drains and cleaned drains in pits.
- Working on Min Kao labs.
- Repaired sink in Min Kao.
- Checked Min Kao doors.
- Addressed air conditioning and plumbing issues in

Dougherty Engineering.

- Replaced lights in Dougherty Engineering.
- General maintenance throughout the Dougherty Engineering building.
- Replacing window air conditioning units as needed throughout Perkins Hall.
- Replacing ceiling tiles in Perkins Hall.
- Assisting contractor on remodel of opening doors at Perkins Hall.
- Assisted Electrical Services with a power outage at Ferris Hall.
- General maintenance throughout Ferris Hall.

Zone 9:

- Changing light bulbs.
- Changing ballasts.
- Rebuilding toilets.
- Unstopping toilets.
- Unstopping sinks.
- Cleaning off bridge at Andy Holt Tower daily.
- Putting together furniture.
- Hanging pictures.
- Changing air filters.
- Putting chlorine in pools.

Zone 11:

- At Neyland Stadium we are beginning to get the stadium ready for the season with the help from maintenance personnel from zones 7 and 9.
- At the Football Complex we are checking and adjusting chemicals in pools and assisting contractor in moving steam lines.
- At Allan Jones Aquatic Center we are checking and adjusting chemicals in pools and preparing for swim meets.
- At South Stadium we changed the window air conditioning unit in room 313.
- At Auxiliary Services we worked on several air conditioning units that were leaking.
- At Regal Soccer Stadium we checked and replaced lights.
- At Sherri Parker Lee Stadium we worked on the air conditioning unit for the team room.
- General building maintenance is taking place throughout the zone.

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COMMUNICATIONS

IT Support & Maintenance:

- Update all time clocks to new models.
- Printer troubleshooting.
- Software purchase, installation and updates.
- Computer setup for new employees.
- Troubleshoot TeleTime system with payroll.
- New computer installations.
- Training.
- Coordinate network outage with OIT.
- New employee orientation.
- Assist with phishing email reporting.
- Electronics recycling.
- Adjust server permissions for users.

Office of Sustainability:

- Applying to have UT designated as a Bike Friendly University designation, in partnership with UTOPS.
- Developing the FY 18 budget for the Student Environmental Initiatives Facilities Fee Committee.
- Climate Action Plan revisions.
- Boardwalk installation at the UT Garden's wetland, via a Green Fee and Grant funding combination.

Employee Training & Development:

- In order to increase the number of training hours we are recording for our department, and to help you attain your recommended 32 hours of training per year, the Training & Development subunit is excited to announce the distribution of training "green sheets." These sheets are now located in all of the conference and meeting rooms in the Facilities Services Complex and are being sent via campus mail to supervisors at locations other than the FSC.

You'll notice that they are basically a class roster...simple to fill out! Please use them when you and your team have a training event, such as:

- vendor presented training on new equipment
- off-site safety training
- lunch & learn on professional topic

We'll be using them for training we facilitate here in the department as well.

Remember, the goal is to increase the amount of training hours we are capturing, so when it doubt, fill it out!

Return the sheets to the "completed" slot in the wall-mounted conference room holders, or send back to the training office through campus mail (Comm & Info Services box).

We appreciate everyone's help with this! We know you all work hard to make sure are all of our FS employees are well-trained for their jobs and continually improving.

- All students passed the final module of the advanced Custodial Certification Program. Congratulations to Kevin Ammons, Jason Carringer, Coty Cross, Veronica Cross, Eric Harris, Roxy Lyons, Beverly Schubert, Sherwin Taylor, Steve Traylor and Lisa Ward on becoming certified custodial technicians! Your hard work and dedication make the program a success. Awards ceremony date will be announced and will be held after receiving certificates. Stay tuned!
- Employees who completed the Aerial Lift Safety Trainers class received cards and certificates from the Institute for Public Service: Congratulations to Charlie Anderson, Paul Hash, Bill Mills, Ian Miller, Austin Shoffner, Ashley Savage-Gilliam.

Communications & Public Relations:

- **Congratulations to the July 2017 Facilities Services Exceptional Team - Mike Musselman, Mike Capps, Randy Mathes, Doug Mikels, Wes Hinshaw, Jeff Barnes, Jim Smith, Dusten Gibson, Dan Reener, Mark Hensley.**
- **Help us to nominate our next exceptional team at tiny.utk.edu/exceptional.**
- Work has started on this year's Facilities Services Annual Report.
- We are planning upcoming workshops.
- We are working with Landscape Services to create an additional scholarship opportunity through Facilities Services. The committee will be formed this month.
- A report detailing the Employee Satisfaction Survey will be completed this week.
- Annual usage graphs have been created for Zone Maintenance and STAR Team.
- Various flyers are being created/edited.
- We are updating the Building Representative list and the Emergency Contact list.
- Updates are being made to the TNAPPA website.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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- 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.
- Updates are being made to the Cone Zone website.
- Updates are being made to the Facilities Services Department website.
- We are finalizing payments from the TNAPPA Conference.
- The July Exceptional Team lunch was held on Friday.
- The Facilities Services promotional video is on YouTube. You can view the video [here](#).
- We have registered to attend CommuniCon this August.
- We are working on graphs for Zone Maintenance.
- We are working on several releases for the department.
- Several projects will be submitted to the American School & University Architectural Portfolio magazine in July. We will submit the portfolios this week.
- 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.
- Cone Zone signs have been created for projects taking place this summer.
- We will attend the 2017 Office of Emergency Management Planning Workshop for two days this week.
- We are working on training requirements.
- Our customer satisfaction report has been completed.
- 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.

UTILITIES

Air Conditioning Services:

- Repairing leak in chilled water lines serving Morrill Hall.
- Performing repairs to units at Middlebrook Pike Building.
- Repairing RTU #6 at 1610 University Avenue.
- Installing new heat wheel and damper set in AAON unit at 1610 University Avenue.
- Completed installation of two new heat pump units at 2106 Terrace Avenue.
- Performing repairs to AAON unit serving the CRC Lab

building on the AG Campus (old plot barn).

- Checked room E202 at Walters Life for complaint of temp swings.
- Performed repairs to BAC cooling tower vibration switch at Fred Brown Residence Hall.
- Performing repair to air conditioning unit serving the training room at the Regal Soccer Stadium.
- Made repairs to walk-in cooler in room 313 of the Food Science and Tech Building.

Steam Plant:

- Continue to remove old vacuum lines.
- Continue to work on lighting in plant.
- Working on annual reports.
- Clean out drained on condensate pumps.
- Cut and trimmed grass at steam plant.
- Sprayed weed killer on hill side behind plant.

CONSTRUCTION SERVICES

Campus Projects:

- Andy Holt Tower: Paint third floor office suite; Eighth floor door controls; Paint room 505; Painting and signage on eighth floor.
- Art and Architecture: Demo Photo Lab; Installing overhead power in fourth floor studio; Install expansion joint covers; Hang three white boards in classroom; Paint blue air ducts.
- Austin Peay: Carpet in suite 215.
- Bailey Education Complex: Paint rooms 204, A304, and 420.
- Baker Center: New flooring for third floor patio.
- Biosystems Lab Building: Add floor receptacles in room 276.
- Brenda Lawson: Painting several areas; Replace kalwall.
- Business Incubator: Renovation for Anderson Center rooms 112 and 114; Refinish door on room 104B.
- Campus: Evaluate parking garages; Parking Garage lighting improvements; New roof on Circle Park Info Building.
- Ceramics Annex: Make repairs to kiln.
- Classrooms: Working on 23 classroom renovations.
- Clement Hall: New landscaping and site improvements.

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CONSTRUCTION CONTINUED:

- College of Nursing: Repair settling walls; Painting several rooms; Divide room 232 into two offices.
- Communications: Flooring, paint, etc. in room 107Q; Paint rooms 98 through 104; Remove a door and build a wall in rooms 455/456; Paint room 476; Add chair rail in room 262.
- Conference Center: Paint, chair rail and/or blinds in room 432; Renovations to room 406; Painting and stone work in atrium; Install graphics and white boards in room 120.
- Dabney-Buehler: Second floor settling repairs.
- 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; Install wind turbine; Install new lights; Install fire alarm devices.
- Frieson Black Cultural Center: Install panic button in room 224.
- Glazer Building: Install door in corridor.
- Greve Hall: Change entrance in room 217.
- Haslam Business: Accordion Doors in room 220; Power for several areas (digital signage); Divide room 512 into two rooms.
- Hearing and Speech: Hang blinds.
- Hesler Biology: Concrete work and drains in greenhouses; Door controls on Greenhouse doors.
- Hodges Library: Renovate Miles Reading Room 135; Painting several rooms; Assist with office renovations and Graduate Commons renovation; Window film on rooms 209 and 641.
- HPER: Add emergency lighting.
- Humanities and Social Sciences: Upgrade fire alarm system to speaker devices.
- Jessie Harris: Sidewalk and step repairs.
- Kingston Pike: Install raceways and equipment for parallel UPS system.
- McClung Tower: Paint room 209; Paint and carpet in rooms 415, 602, 606 and 714.
- McClung Museum: Replace brick walkway with concrete.
- Middlebrook Building: Replace walls and ceilings in rooms 120/120A.
- Morgan Hall: Paint, flooring and furniture in rooms 126 and 201; Renovate rooms 119 and 218; Painting in room 118.
- Neyland Stadium: Repair concrete.
- Nielson Physics: Paint and carpet in room 307; Paint rooms 406A, 407A and 407B.
- Pratt Pavilion: Repair exterior siding panels.
- Presidential Court: Renovations to room 112.
- REC Sports Turf Fields: Leveling and patching.
- Roofs: Baker Center Dome, SERF, Austin Peay, Hesler, and Volunteer Hall.
- Senter Hall: Concrete and drains in greenhouse.
- SERF: Improvements to chilled water system; Renovate room 309; Safety shower in room 207B.
- SMC: Paint and/or carpet fourth floor offices; Paint and carpet in rooms 601 and 630; Paint two walls in room 623.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Wiring for refrigerator.
- Student Services: Paint rooms 111Q, 201 and 320.
- Student Union: Add capacity for voice transmitting through fire alarm system.
- Taylor Law: Paint and LVT in room 255.
- Thompson-Boling Arena: Dining area demo.
- TRECS: Replace entry vestibule doors.
- Tyson Alumni House: Outlets for monitors on first floor; New interior signage.
- 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.
- 1610 University Avenue: Paint room 229.

Fleet Management Parking Lot Temporary Closure

The Fleet Management parking lot will be closed for re-stripping this weekend, Saturday, July 22 and Sunday, July 23.

The parking lot and fuel island will both be closed so fuel will have to be purchased off campus if needed these two days.

If at all possible, please fill up any vehicles being used during the weekend by Friday night.

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2017 Employee of the Month Award Recipients



June: Brooke Krempa



May: Jerry Lethco



April: Bill Wilson



March: Joe Suits



February: Maria Martinez



January: Mike Musselman

Congratulations to our 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 website, fs.utk.edu, or by following this link: 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 tiny.utk.edu/FSEOM