

Facilities Services Weekly

July 24, 2017

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

ADMINISTRATION

Special Projects:

- Continue to work with our unit PM Coordinators regarding equipment and PMs.
- Working with Sanitation Safety on setting up their Clean Building module

Quote of the Week:

- "Alone we can do so little; together we can do so much,"
Helen Keller

ADMIN & SUPPORT SERVICES

Admin & Support Services:

- Please be aware that **every year** those with a K Tag must renew it in person as they are unable to be renewed online.
- If you need a replacement tag please visit Parking Services located at: 2121 Stephenson Drive, Knoxville, TN 37996 Phone: 865-974-6031
- Parking Services hours are 7:30 am to 4:45 pm Monday through Friday. More information can be found online at: parking.utk.edu.

FACILITIES OPERATIONS

Building Finishes:

Building Finishes:

- Working Wayfinding building signs.
- Installed white board and mirrors at Andy Holt Tower.
- Installed forms for concrete pour at Morrill Hall.
- Installed bulletin boards at Henson Hall.
- Replaced block at Reese Hall.
- Repaired block and fire caulk at Fibers & Composites Building.
- Built enclosure for air conditioning unit at Outdoor Tennis Building.

Sign Shop:

- Working on signage for Parking Services.
- Wall graphic for incubator building.
- Directory board for Claxton.
- Various name plates.

Paint Shop:

- Working on common areas at HPER.
- Working on Tyson House.

Building Services:

- Tyler Van Diver has accepted the Assistant Foreman position on third shift in Ray Davis' Zone.
- CCP Graduation Ceremony is this Thursday, July 27 at 4 p.m. in room 102 of the Facilities Services Complex.

Lock & Key Services:

- JIAMS: key door core is missing.
- Perkins Hall: install lock on closet.
- Dabney-Buehler Hall: Replace lock.
- Presidential Court: Women's restroom second floor handle missing.
- University Housing: many recores and repairs.

Landscape Services:

- Sorority Village: Finish geo-thermal repairs.
- McClung Museum: install topsoil adjacent to new walk.
- White Hall: Repair landscape and irrigation following chilled water line repair.
- Remove old building signs where new ones 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:

- Campus wide fungicide treatment for brown patch disease.
- 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:

- Regal Soccer: Prune for clearance of RV parking and field fence.
- Thompson Boling Arena: Clean, raise, and thin canopy on east pin oaks and willow oaks (finish).

LANDSCAPE SERVICES CONTINUED ON PAGE 2

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LANDSCAPE SERVICES CONTINUED:

- All new trees: install water bags and water.
- Mountcastle Park: Remove hazardous broken branches.
- Pedestrian Mall: Dead maple removal.

UT Recycling:

Recycling Totals for July 16 through 22:

- Bottles and Cans: 4,180 pounds.
- Paper: 12,220 pounds.
- Cardboard: 7,780 pounds.
- Glass: 1,320 pounds.
- Manure: 25,700 pounds.
- Compost: 6,717.6 pounds.
- Weekly Totals: 57,917.6 pounds; 28.96 tons.

Recycling Totals for Fiscal Year 2018:

- Bottles and Cans: 9,300 pounds; 4.65 tons.
- Paper: 34,180 pounds; 17.09 tons.
- Cardboard: 26,620 pounds; 13.31 tons.
- Glass: 5,540 pounds; 2.77 tons.
- Manure: 85,700 pounds; 42.85 tons.
- Compost: 16,143 pounds; 8.07 tons.
- Fiscal Year Totals: 177,483 pounds; 88.74 tons; 418 pallets.

ZONE MAINTENANCE

Zone 1:

- The underground air conditioning pipe break has been repaired that had Morrill Hall without air conditioning for a week.
- The air conditioning at both Carricks has been turned back on after repairs.
- The water has been turned back on at both North and South Carrick Hall.
- This week we will be making sure both buildings are back to normal before school starts.

Zone 3:

- We will continue to inspect HVAC units and make adjustments to better our customer's comfort.
- Our team will install pump motors in the Sorority houses.
- Classes will start in three weeks. We are making repairs so we are ready for their and students' arrival.

Zone 6:

- Maintaining environment equipment.
- Addressing work order issues.
- Alumni Memorial: Lighting in Auditorium and room 210.
- Waste recycling.
- Earth and Planetary Science: Heating and air conditioning.
- Austin Peay: Second floor women's restroom stall door and hinges replaced.
- Walter's Life Science Building: scheduled maintenance.
- Dabney-Buehler Hall: Control valve.

Zone 7:

- Worked on air conditioning units at Dougherty Engineering Building.
- Made sure all lights in Dougherty Engineering Building are in working order.
- Changed out some of the ceiling tiles in Dougherty Engineering Building.
- Handled some plumbing issues at Dougherty Engineering Building.
- Overall general building maintenance throughout Dougherty Engineering Building.
- Assisted Electrical Services with a power outage at Ferris Hall.
- Overall general building maintenance throughout Ferris Hall.
- Working on doors that are sticking at Min Kao.
- Worked on Min Kao bridge lights.
- Building entrances at Min Kao.
- Overall general building maintenance at Min Kao.
- Replacing window air conditioning units as needed throughout Perkins Hall.
- Replacing Perkins Hall ceiling tiles as needed.
- Assisting contractor on the remodel of opening doors at Perkins Hall.
- Changed lights in overhead fixtures in SERF labs and hallways.
- Replaced outlets in SERF lab 309.
- Continued repairs and preparations for the return of students at SERF.
- Working with Air Conditioning Services to ensure all SERF chillers were functioning properly.

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Zone 8:

- Our team will make repairs in classrooms and common areas.
- We will work on HVAC units to keep our customers comfortable.
- Ellington Plant Science: Plumbing & Heating Services will change our steam water. The system has had a long life since it was installed in 1964.
- One call will respond to requests. They will assist with the garage lighting project.

Zone 9:

- Replaced light bulbs.
- Replaced ballasts.
- Unstop toilets.
- Dust registers.
- Rebuilt toilets.
- Cleaned chiller in McClung Museum.
- Put chlorine in pools and ponds.
- Unlock doors.

Zone 11:

- We continue to get Neyland Stadium ready for the season with the assistance of maintenance employees in zones 7 and 9.
- At the Football Complex we have checked and adjusted chemicals in the pools and assisted the contractor to insulate steam lines.
- At Allan Jones we checked and adjusted chemicals in the pools and are preparing for swim meets.
- At South Stadium we replaced several window air conditioning units.
- At Auxiliary Services we are preparing to assist Air Conditioning Services in replacing chiller.
- At Sherri Parker Lee Stadium we are working on air conditioning unit in suites.
- There is continual general building maintenance.

COMMUNICATIONS

Employee Training & Development:

- Save the Date! Online registration opens on July 24th for Safety Fest TN 2017 held in Oak Ridge September 11 through 15.

Safety Fest is a great way to participate in safety classes and network with local and regional sponsors promoting safety and emergency management.

Classes are free, so they tend to fill up quickly. Register early! Visit their website at Safetyfesttn.org.

The schedule at a glance:

- Safety Forum: Sept. 12, 9 - 11 a.m.
- Safety Brunch: Sept. 12, 11 a.m.
- Safety Expo: Sept. 12, 11 a.m. - 5 p.m. and Sept. 13, 9 a.m. - 3 p.m.
- Fire Department Conference: Sept. 13, 8:30 a.m. - 5 p.m. & Sept. 14, 8:30 a.m. - 5 p.m.
- Emergency Management Forum: Sept. 13, 1 p.m. - 4 p.m.
- Emergency Management Expo: Sept. 14, 9 a.m. - 3 p.m.
- Custodial Certification Program awards ceremony will be held on Thursday, July 27 at 4pm in Room 102 for participants in the 2017 program.

IT Support & Maintenance:

- Recycle, surplus, and clear out Fleming Warehouse space.
- New computer installations.
- Purchase new laptops.
- Setup for new users.
- Training.
- Investigate software upgrades for payroll system.
- Coordinate network outage for Facilities Services Complex.

Communications & Public Relations:

- 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 fliers are being created/edited.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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COMMUNICATIONS & PR CONTINUED:

- We are updating the Building Representative list and the Emergency Contact list.
- Updates are being made to the TNAPPA website.
- 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:

- Auxiliary Services: replacing air cooler chiller.
- Morrill Hall: completed replacement of leaking chilled water lines.
- Carrick Hall: replaced 5 non-operating isolation valves in the chilled water system.
- Glazer Building: performed repairs to RTU serving the classroom.

- Regal Soccer Stadium: repaired AAON unit serving the training room.
- CRC Bioenergy Science and Tech Lab: cleaned condenser and made repairs.
- Middlebrook: replaced compressor in WSHP unit.
- 1610 University Ave Building: installed replacement heat recovery wheel and outside air damper set in AAON fresh air unit.
- 1610 University Ave Building: replaced compressors and condenser fan motor in RTU #6.
- Allan Jones Aquatic Center: performing repairs and service to air compressor.
- Morrill Hall: replacing ice machine on first floor.
- Min Kao: replacing 50hp motor on secondary pump serving the chilled water supply. The existing motor will be re-wound for a back-up motor and kept in stock.

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 Building 3 and 6 Construction support.
- UTFS HV: WCR Humes Demolition construction support.
- UTFS FA: Fire Alarm in Thompson Boling Area (TBA), Fire watch athletics support for TBA events.
- UTFS HV: Mossman construction support.
- UTFS HV: Strong Hall Construction support.
- UTFS: Humes demolition support.
- UTFS HV: repairs of HV conduit Joe Johnson Bridge.
- UTFS FA/BA: Haslam Football practice Facility.

Plumbing and Heating Services:

- Replaced regulators.
- Pumped steam vaults.
- Checked water leaks.
- Repaired steam leak.
- Worked for contractor.

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Steam Plant:

- Drained #3 boiler to repair level probes on water column.
- Annual reports.
- Weekly reports.
- Completed taking down old vacuum lines.
- Started taking down old water lines.
- Worked on #3 condensate pump.
- Changed out blow down valve.

CONSTRUCTION SERVICES

Campus Projects:

- Alumni Memorial: Paint room 115.
- 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; Paint and carpet in rooms 303B and 303G.
- Bailey Education: Paint rooms 204, A304, and 420.
- Baker Center: New flooring for third floor patio; Carpet repairs in various areas.
- Biosystems Lab Building: Add floor receptacles in room 276.
- Boathouse: Replace motors on the boat lifts.
- 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; Raze three houses.
- Ceramics Annex: Make repairs to kiln.
- Classrooms: Working on 23 classroom renovations.
- Clement Hall: New landscaping and site improvements.
- 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; Paint and carpet in room 426; Carpet in room 256; paint room 464.
- 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 Hall: Second floor settling repairs.
- Dougherty Engineering: Several room renovations on the second and third floors.
- Dunford Hall: Paint rooms 2624 and 2641.
- 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 rooms 511 and 512 into two rooms; Add receptacles in atrium.
- Hearing and Speech: New blinds in room 233.
- 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; Carpet in room 421.
- 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.
- Min Kao: Add receptacles in rooms 338, 633, 634, and 636.
- Morgan Hall: Paint, flooring and furniture in rooms 126

CONSTRUCTION CONTINUED ON PAGE 6

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CONSTRUCTION CONTINUED:

- and 201; Renovate rooms 119 and 218; Painting in room 118.
- Neyland Stadium: Repair concrete.
- Nielson Physics: Paint and carpet 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; Add slat wall in Volshop.
- Taylor Law: Paint and LVT in room 255; Put camera wiring in wall and add switch in rooms 88 and 89; Water bottle filler on third floor; New receptacle in room 277.
- Thompson-Boling Arena: Dining area demo.
- TRECS: Replace entry vestibule doors.
- Tyson Alumni House: Outlets for monitors on 1st 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; Pour concrete pad for bike rack and picnic table.



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INSTAGRAM
@utfacserv

Congratulations!

Congratulations to Bethany and Chris Morris on the birth of their son Liam Christopher Morris!

Liam was born Sunday morning weighing 8 lbs. 11 oz. and is 20 inches long.

FACILITIES SERVICES VACANCIES

- Asst Bldg Svcs Foreman** - Requisition ID - 160000018S
- Sr Steam Plant Operator** - Requisition ID - 170000010Y
- Building Services Foreman** - Requisition ID - 170000010V
- Landscape Serv Foreman** - Requisition ID - 17000000JP
- Transfer & Hauling Service Assistant II** - Requisition ID - 17000000WF
- Sr A/C Specialist I** - Requisition ID - 17000000W1
- Carpenter I - FS Construction** - Requisition ID - 17000000UO
- Senior Electrician I - FS Construction** - Requisition ID - 17000000UN
- Electrician I** - Requisition ID - 17000000QD
- Maintenance Specialist I (8 Positions)** - Requisition ID - 16000001MH
- Plumbing & Heating Spec I (2nd shift)** - Requisition ID - 17000000G4
- Heavy Equipment Operator (2 Positions)** - Requisition ID - 17000000BJ
- Sr Line Installer I** - Requisition ID - 17000000AO
- 2nd and 3rd Shift Custodians (Building Service Aide I)** - Requisition ID - 160000018P
- Landscape Aide I (6 Positions)** - Requisition ID - 170000003S
- Senior A/C Specialist II** - Requisition ID - 16000001N0
- Air Conditioning Spec I (4 Positions)** - Requisition ID - 16000000F8
- Line Installer I** - Requisition ID - 16000000M2
- Painter I (Two Positions)** - Requisition ID - 16000000ZY
- Part-time Temporary Custodian (Building Services Aide I)** - Requisition ID - 16000000DU
- Landscaping Aide I Seasonal temporary work** - Requisition ID - 15000000B5

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FACILITIES SERVICES

In order to increase the number of training hours we are recording for our department, and to help everyone attain the recommended 32 hours of training per year, the Training & Development Office is excited to announce the distribution of

GREEN SHEETS!

These sheets are now located in **all** of the conference and meeting rooms in the Facilities Services Complex, are available to download from the FS training website, and are being sent via campus mail to supervisors at locations other than FSC. They are to be utilized in all units.

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 a professional topic**

There are **two** ways to return completed sheets:

1. Place in the “completed” slot in the wall-mounted conference room holders.

- OR -

2. Send to the training office through campus mail. (Comm & Info Services box)

The goal is to increase the amount of training hours we are capturing, so

When in doubt, fill it out!

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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