

Facilities Services Weekly

July 31, 2017

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

Congratulations to our July Employee of the Month Bill Mills!

You can nominate another member of our team at tiny.utk.edu/fseom

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.
- Put finishing touches on the Elevator and Bottle Filling Station equipment entry and PMs.

Quote of the Week:

- "It always seems impossible until it's done."
- Nelson Mandela

ADMIN & SUPPORT SERVICES

Admin & Support Services:

- Congratulations to Sherrill Cox on her retirement from the University of Tennessee after 16 years of dedicated service! We wish you all the best!
- 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:

- Worked on block wall at Reese Hall.
- Installed bulletin board and several items at College of Nursing.
- Installed five acoustic panels and two framed pictures at the International House.

- Installed bookshelves at Melrose Hall.
- Installed a new door at Carrick Hall.
- Installed several portraits at Austin Peay.
- Repaired wood on recital stage at Natalie Haslam Music Building.
- Worked on Wayfinding building signs.

Sign Shop:

- Worked on Wayfinding signs.
- Signage for the eighth floor of Andy Holt Tower.
- Signs for Parking Services.
- Installed vinyl lettering at Incubator.
- Various name plates.

Paint Shop:

- Worked on Tyson House exterior.
- Worked on common areas at HPER.
- Plaster repair at Jessie Harris.

Lock & Key Services:

- Provided keyed padlock for the Hesler Biology Building.
- Repaired locks at Kappa Kappa Gamma Sorority.
- Need to replace second floor restroom door handle in Presidential Court.
- Rekeying locks in Plant Biotech.
- Change all of basement cores to construction in Conference Center.
- Fix kitchen entrance in Kappa Delta Sorority which is not latching.
- Many recores and repairs in various University Housing.

Landscape Services:

- Bush hog campus perimeter roadway buffers.
- Paving patches throughout campus following utility repairs.
- Install irrigation system and prep for sod install at McClung Museum.

LANDSCAPE SERVICES CONTINUED ON PAGE 2

Facilities Services Weekly

July 31, 2017

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

LANDSCAPE SERVICES CONTINUED:

- Install outdoor furniture and bike hoops at 1610 University Ave.
- Repair landscape and irrigation following chilled water line repair at White Hall.
- Remove old building signs where new one have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).
- Conduct training sessions and continue development of upper level curriculum at Landscape Academy.

Turf:

- Irrigation upgrades at Student Services/Communications Building, McClung Museum, and Pedestrian Mall (continued).

Arboriculture:

- Crown Clean and Hazard Prune at Clarence Brown Theater.
- Install water bags and water around all new trees on campus.
- Removal of dead tree at SERF.
- Crown Clean/Hazard Prune at Pedestrian Mall.

ZONE MAINTENANCE

Zone 1:

- All students will be moved into dorms starting in two weeks. Potential for overtime this week while we turn the buildings and get them ready for the new school year.
- All leslies will be rebuilt in the next two weeks.
- The air conditioning is back online now at the Carricks and Morrill Hall.

Zone 3:

- We will work in the Sorority and Fraternity houses to make repairs before the students return.
- Our team will clean around the Bass Building to spruce the exterior of the building up.
- At the Glazer Building we will install a new water heater and replacing two bathroom vanities.
- In our other buildings we will perform regular maintenance to prepare for the start of fall classes.

Zone 7:

- In SERF we repaired AHU 9.
- We're getting ready for Monday's power outage at SERF.
- We replaced several wall PAC lights and several ballasts at SERF.
- We are getting ready for the HRU outage on August 8 in SERF.
- We are also doing general maintenance in SERF.
- In Min Kao we are getting ready for the power outage.
- We are checking all restrooms, checking all machines, as well as doing general maintenance in Min Kao.
- In Dougherty Engineering we fixed lights, worked on air conditioning units, worked on general maintenance, and we are getting prepared for students to return.
- In Perkins Hall we repaired several air conditioning units.
- In Ferris Hall we repaired several air conditioning units.
- We assisted with parking garage G10 lighting project and stadium preseason maintenance.

Zone 8:

- We will work in various classrooms to get them ready for the new school year.
- Our team will focus on lighting, air conditioning units and mechanical rooms.
- We will rebuild leslies and check restrooms in our buildings.
- One Call will work on garage lighting and answer calls to assist our customers.

Zone 9:

- We will be acid washing the HPER pool.
- We will change the lights to LED in HPER handball court.
- We are also unstopping toilets, hanging white boards, answering calls, unlocking doors, and putting together furniture.

Zone 11:

- We continue to prepare Neyland Stadium for the upcoming football season with help from maintenance personnel from Zones 7 and 9.
- At the Football Complex we checked and adjusted chemicals in pools and changed belts on air handler #1.

EMPLOYEE TRAINING CONTINUED ON PAGE 3

Facilities Services Weekly

July 31, 2017

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

- At Allan Jones we checked and adjusted chemicals in pools in preparation for upcoming swim meets.
- At South Stadium we replaced wheel bearing in window air conditioning unit.
- At Auxiliary Services we assisted the Air Conditioning Services with replacing the chiller and began changing filters in air handlers.
- At Lindsey Nelson Baseball Stadium we worked on the air conditioning unit on the second floor.
- Throughout the zone we continue to complete general building maintenance.
- Setup of Employee Training & Development email/calendar system.

Communications & Public Relations:

- **Congratulations to Bill Mills who was named our July Employee of the Month last week!**
- Work has started on this year's Facilities Services Annual Report. The deadline for all subunit to submit information is Friday, August 11.
- We are planning upcoming workshops.
- We are working with Landscape Services to create an additional scholarship opportunity through Facilities Services. The committee has been formed and will meet for the first time next week.
- A report detailing the Employee Satisfaction Survey has been completed.
- 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.
- We are updating the Facilities Services Department Emergency Response Plan.
- 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 have been made to the Cone Zone website.
- Updates are being made to the Facilities Services Department website.
- 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 several releases for the department.
- Five projects have been submitted to the American School & University Architectural Portfolio magazine in July. The hard copies of the portfolios will be mailed out this week.
- We will begin to update the Facilities Services staff directory in August. Brooke will email everyone on the directory to confirm contact information and title.
- A department communications survey is being created. We will distribute this in the fall.

COMMUNICATIONS

Employee Training & Development:

- Respirator Fit testing will be conducted at the Steam Plant at 3:30 – 4:30 p.m. Another makeup session will be held on Tuesday from 1-3 p.m. in FSC 102.
- Employees who are medically approved during 2017 may attend. Please bring your respirator and allow new employees to select a respirator before attending.
- Save the Date! Online registration opens soon for Safety Fest TN 2017 held in Oak Ridge September 11 – 15.
- Safety Fest is a great way to participate in safety classes and network with local and regional sponsors promoting safety and emergency management.
- Visit their website at Safetyfesttn.org.
- The schedule at a glance:
 - Safety Forum: Sept. 12, 9:00 - 11:00 AM
 - Safety Brunch: Sept. 12, 11:00 AM
 - Safety Expo: Sept. 12, 11:00 AM - 5:00 PM & Sept. 13, 9:00 AM - 3:00 PM
 - Fire Department Conference: Sept. 13, 8:30 AM - 5:00 PM & Sept. 14, 8:30 AM - 5:00 PM
 - Emergency Management Forum: Sept. 13, 1:00 PM - 4:00 PM
 - Emergency Management Expo: Sept. 14, 9:00 AM - 3:00 PM.

IT Support & Maintenance:

- Training classes.
- Cleanup of Fleming Warehouse space.
- Recycling electronic parts, cardboard and paper.
- Conference room setup and documentation.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

Facilities Services Weekly

July 31, 2017

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

COMMUNICATIONS & PR CONTINUED:

- We are assisting Media & Marketing with the back to school construction update article.
- Cone Zone signs have been created for projects taking place this summer and Fall.
- 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:

- We will be making repairs to the trane chiller at the Natalie Haslam Music Center.
- We will be repairing elevator equipment and the air conditioning at the Haslam Business College.
- We will repair traulsen freezer number seven and traulsen cooler number nine at Hess Hall.
- We will be making repairs to the number one chiller at the Humanities and Social Sciences building.
- We will be repairing the number three liebert unit at Stokely Management Center.

Plumbing and Heating Services:

- We rebuilt the condensate pump at Hoskins Library.
- We replaced the steam regulator at Law College and Ellington Plant Science.
- We pumped storm water from steam vaults.
- We checked and greased mainline pumps.
- We started condensate pumps back up at the Panhellenic Building.
- We replaced the heat converter with a leslie water heater.

Steam Plant:

- Replaced steam line going to heater in shop.
- Re-insulated steam line in shop.
- Weekly logs.
- Continue training in PLC logic.
- Mowed and trimmed grass around steam plant.

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 room 303B and room 303G.
- Bailey Education Complex: 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 Athletic Center: 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; Bottle filling station; Repair door and paint bookcases room 293; Signage for JEM suite.
- Conference Center Building: 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.

CONSTRUCTION CONTINUED ON PAGE 5

Facilities Services Weekly

July 31, 2017

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

CONSTRUCTION CONTINUED:

- Dabney-Buehler Hall: Second floor settling repairs; Paint rooms 485 and 611.
- Dougherty Engineering: Several room renovations on the second and third floors.
- Dunford Hall: Paint room 2624 and room 2641.
- Early Learning Center: Replace two A/C units (White Ave).
- 11th Street Garage: Additional solar panels.
- Facilities Services: Install glass break detectors; Install wind turbine; Install new lights; Install fire alarm devices.
- Fibers and Composites Building: Wire electricity for monitors.
- Frieson Black Cultural Center: Install panic button in room 224.
- Glazer Building: Install door in corridor.
- Goodfriend Tennis: Add receptacles.
- Greve Hall: Change entrance in room 217.
- Haslam Business: Accordion Doors in room 220; Power for several areas (digital signage); Divide room 511 and 512 into two rooms; Add receptacles in atrium.
- Haslam Music: Add chair rail in ground floor rooms.
- Hearing and Speech: New blinds in room 233.
- Hesler Biology: Concrete work and drains in greenhouses; Door controls on Greenhouse doors.
- Hess Hall: Electric work in laundry.
- Hodges Library: Renovate Miles Reading Room 135; Painting several rooms; Assist with office renovations and Graduate Commons renovation; Window film on room 209 & 641; Paint orange walls and vinyl glass lettering in room G016.
- Hoskins Library: Build classroom 190.
- HPER: Add emergency lighting.
- Humanities and Social Sciences: Upgrade fire alarm system to speaker devices.
- Jessie Harris: Sidewalk and step repairs; Carpet room 421.
- Kingston Pike: Install raceways and equipment for parallel UPS system; Paint restroom.
- McClung Tower: Paint room 209; Paint and carpet in rooms 415, 602, 606, 714.
- McClung Museum: Replace brick walkway with concrete.
- McCord Hall: Paint and flooring in rooms B012, 102, 103, 104, and 105.
- Middlebrook Building: Replace walls and ceilings in room 120/120A.
- Min Kao: Add receptacles in rooms 338, 633, 634, and 636.
- Morgan Hall: Paint, flooring and furniture in room 126 and in room 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; Add windows to rooms 207A and 217A.
- Perkins Hall: Electric and raceways for bollards.
- 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, Volunteer Hall.
- Senter Hall: Concrete and drains in greenhouse.
- SERF: Improvements to chilled water system; Renovate room 309; Safety shower in room 207B; Paint room 311.
- SMC: Paint and/or carpet fourth floor offices; Paint and carpet in rooms 601 and 630; Paint two walls in room 623.
- Sports Bubble: Demo work.
- Steam Plant: Demo ash silo.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Wiring for refrigerator; Conduit for compactor.
- Student Services: Paint rooms 111K, 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 rooms 88 and 89; Water bottle filler on third floor; New receptacle in room 277; Wiring in rooms 88 and 89.
- Thompson-Boling Arena: Dining area demo.
- TRECS: Replace entry vestibule doors.
- Tyson Alumni House: Outlets for monitors on first floor; New interior signage.
- UT Gardens: Install boardwalk.

CONSTRUCTION CONTINUED ON PAGE 6

Facilities Services Weekly

July 31, 2017

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

CONSTRUCTION CONTINUED:

- UT Visitors Center: Moving and electric for new tables in kitchen.
- 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.

FACILITIES SERVICES VACANCIES

2nd & 3rd Shift Custodian (Building Services Aide I) - Requisition ID - 170000011S

Asst Bldg Srvs Foreman - Requisition ID - 160000018S

Sr Steam Plant Operator - Requisition ID - 170000010Y

Landscape Serv Foreman - Requisition ID - 17000000JP

Transfer & Hauling Service Assistant II - Requisition ID - 17000000WF

Sr A/C Specialist I - Requisition ID - 17000000W1

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

Landscape Aide I (4 Positions) - Requisition ID - 170000003S

Senior A/C Specialist II - Requisition ID - 16000001NO

Air Conditioning Spec I (4 Positions) - Requisition ID - 16000000F8

Line Installer I - Requisition ID - 16000000M2

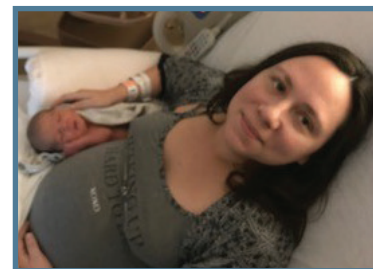
Painter I (Two Positions) - Requisition ID - 16000000ZY

Part-time Temporary Custodian (Building Services Aide I) - Requisition ID - 16000000DU

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

Congratulations!

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



SRAPPA 2017 Registration is NOW OPEN!

The 2017 SRAPPA Annual Conference hosted by the University of North Carolina at Charlotte.

SRAPPA is excited to bring all of its colleagues from public and private universities, community colleges, and K-12 institutions together this year for a great opportunity to learn, network, share, and discover.

- This year's conference will be held from October 25 – 28, 2017 at the Westin Charlotte Hotel located at 601 S College St, Charlotte, NC 28202
- SRAPPA Member Early Registration Rate is \$450.
- Early Registration and the Early Registration rate end on August 31st.

Registration for SRAPPA can be found at: www.srappa2017.com/educational-programs--registrations.html

Registration for the hotel can be found at: www.westincharlottehotel.com/

More information about this year's SRAPPA program can be found at: www.srappa2017.com.

Facilities Services Weekly

July 31, 2017



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!