

Facilities Services Weekly

June 5, 2017

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

Facilities Services **4th** of July Picnic 12 p.m. Thursday, June 29 at FSC

ADMINISTRATION

Special Projects:

- Collaborating with unit PM Coordinators regarding equipment inventory, PM creation and entry into Archibus.
- Data entry of equipment into Archibus.
- Verifying building equipment previously uploaded into Archibus.
- Entering and scheduling PMs.

NOTE:

- There have been some minor changes to the Work Request Billing Console. The console is now in page form and you will need to use the filter options as an easier way to search and process your billing console.

If you have any questions or concerns about how to filter, please do not hesitate to contact a member of the Archibus team.

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 jvm@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 Services:

- A real team effort by our employees is going into Strong Hall in getting it ready and keeping it going.
- Annual work is underway in all zones.
- Orientation support in the Student Union and Alumni

Memorial Building is provided from 7 a.m. to 1:30 p.m.

- A Building Services Supervisor is the Duty Supervisor each weekend and available through the One Call number.

Lock & Key Services:

- Dabney-Buehler Hall – replace lock.
- Humanities and Social Sciences Building – Back door Pod store – thumb latch broke.
- Dairy Administration Building – replace core/will not unlock.
- Senter Hall – Greenhouse doors – key locks.
- Communications Building – rekey locks and turn handle around.
- Science & Engineering Building – repair fourth floor corridors.
- University Housing – many recores and repairs.

Rapid Response Team:

- Moving researchers into JIAMS and Strong Hall.
- Moves at Jessie Harris, HPER, and Communications Building.
- All other requests that come in during the week.

ZONE MAINTENANCE

STAR Team:

- Renovating SERF room 309.
- Moving researchers into Strong Hall and JIAMS.
- Installing filter system on chilled water system at Art & Architecture.
- Vibration testing of pumps and motors.
- Lighting project at Humanities Garage.

STAR TEAM CONTINUED ON PAGE 2

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STAR TEAM CONTINUED:

- Repaired handicap operator at Fred Brown Residence Hall.
- Adjusted door at SERF.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Student Union lighting and more.
- Earth and Planetary Sciences Building heat and air conditioning improvement.
- Orientation preparation.
- Dabney-Buehler Hall fume hood repair.

Zone 9:

- Cleaning fountain at Clarence Brown Theatre.
- Cleaning Bull Pond at McClung Tower.
- Cleaned up the leaves off the plaza at Andy Holt Tower.
- Pressure washed plaza at Andy Holt Tower.
- Changing air filters at Humanities Building.

Zone 11:

- At Football Complex checking and adjusting chemicals in pools.
- At Allan Jones Aquatic Center checked and adjusted chemicals in pools.
- At Sherri Parker Lee Stadium preparing for softball camps.
- At Regal Soccer Stadium preparing for soccer camps.
- At Lindsey Nelson Stadium preparing for baseball camps.
- At South Stadium checked and replaced lights as needed.
- Throughout zone general building maintenance.

COMMUNICATIONS

Communications & Public Relations:

- The Facilities Services Fourth of July Picnic will be held at noon **Thursday, June 29** at the Facilities Services Complex, 2040 Sutherland Avenue.

- Work has started on this year's Facilities Services Annual Report.
- We are working to fill student assistant vacancies. Interviews begin this week.
- A report detailing the Employee Satisfaction Survey will be completed next month.
- We are updating the Building Representative list and the Emergency Contact list.
- 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.
- Planning for the upcoming Fourth of July Picnic has begun. Look for more details as the event nears.
- The Facilities Services promotional video will be updated to our YouTube channel this week.
- We are working on several releases for the department.
- Several projects will be submitted to the American School & University Architectural Portfolio magazine this summer.
- The June Exceptional Team will be announced by the end of the week.
- Cone Zone signs have been created for projects taking place this summer.
- The May Facilities Services Employee of the Month will be announced this week.
- We created a new UT themed poster for the AVI meeting earlier this month.
- 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:

- Assisting Plumbing Services with repairs to geothermal lines in Delta Zeta Sorority house.
- Installing two new heat pump units in Outdoor Tennis Center building.
- Performing repairs to split system in Goodfriend Tennis Center building.

AIR CONDITIONING SERVICES CONTINUED ON PAGE 3

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AIR CONDITIONING SERVICES CONTINUED:

- Performed repairs to walk-in cooler at Morrill Hall.
- Replaced bad cooling tower fan motor at Fred Brown Residence Hall.
- Repaired condenser water pump at Haslam Chiller House.
- Installed purge unit on chiller at Student Rec center.
- Performed repairs to HRU pump in penthouse at SERF.
- Installed new condenser fan motor at Lake Avenue Early Learning Center.
- Replacing cooling tower fan motor in tower #4 at SERF chiller house.

Steam Plant:

- Continue to train new Steam Plant personnel.
- Weekly logs.
- Installation of new LED lighting continues.
- Mowed and trimmed grass around Steam Plant.
- Lit off #2 boiler took #3 boiler off line.

CONSTRUCTION SERVICES

Campus Projects:

- Allan Jones Aquatic Center: Repair damage from roof leak in lobby.
- Alumni Memorial Building: Keypad lock on room 299A.
- Andy Holt Tower: Paint third floor office suite; eighth floor door controls; Build enclosure around telephone board in room P205; Paint room 505; Painting and signage on eighth floor; Carpet repairs in rooms P115 and 201.
- Art and Architecture: Renovations to third floor Print Center; Demo Photo Lab; Continuing work in Kitchen (painting and floor); Moving overhead power in third floor studio; Installing overhead power in fourth floor studio; Install expansion joint covers.
- Austin Peay: Carpet in suite 215.
- Bailey Education: Paint room 201; Reconfigure modular furniture in suite 332; Paint rooms A304, A305 and 420.
- Baker Center: New flooring for third floor patio.
- Biosystems Lab Building: Carpet and floor receptacles in room 278; Add two receptacles in room 173C.
- Black Cultural Center: Water bottle fillers on first and

second floors.

- Brehm Animal Science: Move electrical receptacles.
- 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 Information Building.
- Ceramics Annex: Make repairs to kiln.
- Clarence Brown Theatre: Install tile floor in costume shop.
- Classrooms: Working on 23 classroom renovations for summer.
- Claxton Education: Paint rooms 324 and 325; 208 volt power in room 130.
- Clement Hall: New landscaping and site improvements .
- College of Nursing: Repair settling walls; Painting several rooms; Divide room 232 into two offices.
- Communications Building: Install sign for room 460; Flooring, paint, etc. in room 107Q; Paint rooms 98 through 104; Remove a door and build a wall in room 455/456; Paint room 476.
- Conference Center Building: Paint, chair rail and/or blinds in room 432; Renovations to room 406; Add door between rooms 314G and 314R, remove cubicles; Painting and stone work in atrium.
- Dabney-Buehler Hall: Second floor settling repairs; Move power from wall to table in room 432.
- Dougherty Engineering: Several room renovations on the second and third floors; Eyewash on third floor.
- Dunford Hall: Mount flat panel display.
- 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.
- Glazer Building: Install door in corridor.
- Greve Hall: New room signs and hanging pictures on sixth floor; Change entrance in room 217; Water bottle filler on second floor.
- Haslam Business: Install door for room 406; Accordion Doors in room 220; Panic alarms in four offices; Power

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CONSTRUCTION CONTINUED:

for several areas (digital signage); Floor receptacles in atrium areas.

- Hearing and Speech: Hang blinds; Painting and carpet in rooms on first and second floors.
- Henson Hall: Move receptacles in several rooms throughout building.
- 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, Graduate Commons renovations; 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; New carpet in rooms 241 and 418; Refinish door in room 115; Painting in rooms 241 and 420.
- JIAMS: Additional electrical service for several labs for phases 1 and 2; Replace acid storage tank.
- Kappa Delta Sorority: Move sprinkler lines for HVAC access.
- Kingston Pike: Install raceways and equipment for parallel UPS system; Carpet room 121.
- McClung Tower: Paint room 209.
- McClung Museum: Replace brick walkway with concrete.
- McCord Hall: Wiring for office cubicles.
- Middlebrook Building: Replace walls and ceilings in rooms 120 and 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.
- Perkins Hall: Install interlocking rubber tile in room S002; Carpet in rooms 115 and 311.
- Pratt Pavilion: Repair exterior siding panels.
- Presidential Court: Renovations to rooms 112.
- REC Sports Turf Fields: Leveling and patching.
- Roofs: Baker Center Dome, SERF, Claxton, Austin Peay, Tyson House, Hesler, and Volunteer Hall.
- Senter Hall: Concrete and drains in greenhouse.
- SERF: Electric additions to room 520; Improvements to chilled water system; Renovate room 309; Safety shower in room 207B.
- SMC: Paint and/or carpet rooms 252 and 319, several rooms on fourth floor, and fifth floor offices; Electric for monitor in room 406; Paint and carpet in rooms 601 and 630.
- South and East Stadium: Replace flooring, blinds, and painting in several rooms on the third, fourth and fifth floors.
- Stokely Family Residence Hall: New signage; Power to compactors.
- Student Health: Install ladder from second floor roof to the first floor roof.
- Student Services: Paint rooms 201 and 320; Add door operator in room 201; Add emergency power receptacles for radio station servers.
- Student Union: Add raceway for camera; Signage in G3.
- Taylor Law: Painting several offices and common areas on second and third floors; Reconfigure offices (phase 2); Paint and LVT in room 255; Digital signage project; Paint patio furniture and exterior railings; Paint suite 157.
- Thompson-Boling Arena: Dining area demo; Electric work in concession area.
- Tickle Engineering Building: Lock modifications, window treatments to classrooms.
- TRECS: Replace entry vestibule doors.
- Tyson Alumni House: Outlets for monitors on first floor.
- Vet Medical Center: Door controls on 12 doors in Vet Teaching Hospital.
- Volunteer Hall: Controls on security gates P5; Run electrical and form concrete curb.
- Walters Life Sciences: Add power for incubator.
- 915 22nd Street: Add electrical for freezers and exhaust.



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EHS Safety Corner

Heat Stress Tips

Know the signs of Heat Cramps, Heat Exhaustion and Heat Stroke. For more information, visit osha.gov/SLTC/heatstress/

Pre-hydrate: drink plenty of water prior to work and drink often during the workday (2-4 cups per day).

Avoid drinking caffeine or alcohol prior to and during your time in the heat.

Acclimate yourself-get your body accustomed to working in the heat.

Know your limitations, including age and physical condition. Discuss with your healthcare provider how any medications may affect your tolerance to heat.

OSHA has a Heat Stress safety tool app that helps you calculate the heat index of your worksite, and displays a risk level to outdoor workers. The app works on both android and iphone devices.

More information may be found at:

osha.gov/SLTC/heatillness/heat_index/heat_app.html



New Look for Online Safety Training Log-In

An important change is coming to our online training. The UT System in conjunction with OIT, the Ag Institute, and the Health Science Center has purchased a new system that will house online learning content. This new system is going to replace Skillport, which is the system that currently houses the Skillsoft courses.

What does this mean for us?

It means that the look and feel of how we get to our Skillsoft courses is going to change. However, once you start the courses, the player window (start and stop buttons, menu, table of contents) and the substance of the courses will all be the same.

It also means that there will be at least two weeks in June (12th -23rd) where we will be unable to access the Skillsoft courses while the transition from one platform to another happens.

How is Facilities Training going to help?

Ashley and Laura Jo will be undergoing training on how to use the new system. After training, they will develop some job aids (printed guides and videos, we hope) to show you the steps for navigating the new layout and help you and your employees get to the courses.

Laura Jo will also go ahead and publish the list with those who have birthdays in June a little early, for those who want to get their training complete before the two-week outage.

Should we be worried about the record of our training this year?

Nope! Every Skillsoft course you have taken has been recorded in your IRIS Training History. No records will be altered due to this change.

What should we do next?

You don't need to do anything differently! Complete your online training as you had planned...or if your birth-month is June, perhaps a little early. Watch for more announcements from your Facilities Training team!

Facilities Services Weekly

June 5, 2017



Facilities Services Department

4th of July **Picnic 2017**

12 p.m. Thursday, June 29
Facilities Services Complex



We will hold a short training session, followed by a 4th of July hamburger and hot dog picnic.

This event is zero waste and will be tented.

Free Employee Raffle
75+ Prizes & Giveaways

Event Tickets, UT Gear, Small Appliances,
Electronics, and more!

More Information:

Please contact Brooke at 214-7662 or
Krempa@utk.edu for more information.

Shuttle Schedule to be announced.



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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>