

# Facilities Services Weekly

June 4, 2018

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

## Facilities Services **4<sup>th</sup>** of July Picnic 12 p.m. Thursday, June 28 at FSC

### *Congratulations to May's Facilities Services Exceptional Team!*

Mike Duncan, Jeff Cole, Danny Hall, Jimmy Brewer, Mike Cook, Jim Smith,  
Destin Cash, Tim Faulkner, Michael Hastie & Randy Huelsman

#### ADMINISTRATIVE & SUPPORT SERVICES

##### Business Services:

- Regarding parking on campus for staff this coming fiscal year (2018-2019), every staff member will need to let his/her supervisor know if he/she will be renewing his/her parking permit for the upcoming year. Supervisors will need to notify Amanda Ruelle of all staff allocations using the provided spreadsheets for their responses. These spreadsheets will be emailed to each director today, Monday, May 21. The deadline for this notification is June 14, 2018 at 5 pm.
- Staff members who have a Staff Accessible (handicapped) parking permit will need to visit either the Parking Services office off of Neyland Drive or at Circle Park to renew his/her Staff Accessible parking permit and show his/her Driver License, vehicle registration, and state issued parking placard, even if he/she has done this before. Staff need to show their documents each year to renew their Staff Accessible permit.
- The parking rates will be the same as last year, based on employee salary. Online sales for staff permits will begin July 16th at 10 am. The current parking permits expire July 31, 2018. The new permit year begins August 1, 2018.

#### FACILITIES OPERATIONS

##### Building Services:

- The Haslam Business Building is now being cleaned from 4 a.m. to 12:30 p.m.
- The Haslam Business Building has been converted to the "Tiny Trash" System.
- Hand dryers are being installed in lavatories across campus.
- Certified Cleaning Professional Classes now include training on the Clorox T-360 machine.

##### Lock & Key Services:

- Mossman Building: Installing cores.
- Humanities and Social Sciences: Changing locks over to stay locks.
- Haslam Business Building: Installing locks on cubicles and keying.
- Strong Hall: Removing deadbolts from storefront doors.
- University Housing: Many repairs and recores.

##### Landscape Services:

- Destination Imagination: Clean-up following event.
- Kingston Pike Building: Provide hauling service for chiller unit replacement.

LANDSCAPE SERVICES CONTINUED ON PAGE 2

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## LANDSCAPE SERVICES CONTINUED:

- Sorority Village: Assist with excavation for new ADA ramp.
- Hessler Biology: Assist with excavation for sidewalk repairs
- Campus Wide: Landscape bed prep and mulch application (continued).
- Campus Wide: Swap/installation of new outdoor trash/recycle units (continued).
- Interview candidates for vacant and seasonal positions (on-going)
- Landscape Academy: Conduct training sessions and continue development of upper level curriculum.

## **Turf:**

- Humanities Lawn (southeast corner): Install irrigation and grade for topsoil and sod.
- Circle Park: Sod renovation project.
- Spot treatment of campus for broadleaf clover control.
- Mow campus and adjust schedule for new student orientations and conference events.

## **Arboriculture:**

- Training new student staff (continued).
- Black Cultural Center/Hopecote/Fred Brown: Clearance pruning.
- Emergency call-back Friday (6/1/18) evening.
- Watering of newly planted trees (on-going).
- Campus wide: Update tree inventory data (continued).

## **ZONE MAINTENANCE**

### **STAR Team:**

- Moved material out of Barry Hall to Fleming Warehouse.
- Repaired operator at Dunford Hall.
- Repaired an operator at Hodges Library.
- Installed six new operators at the new Mossman Building.
- Dropped off the operators at the new dorm buildings 3 and 6.
- Moved equipment to Neyland Biology Annex.
- Built tables at Fleming Warehouse.
- Inspected Senter Hall.
- Organized vendors for Mossman Building move.

### Zone 1:

- Cooling towers in the dorms will all be cleaned by the end of the week.
- Staying on top of work orders as conferences start this summer.
- There will be someone from Breeden's insulation in the Carrick's this month for a few weeks replacing some insulation on the pipes.

### Zone 3:

- We will work on lighting at Facilities Services Complex.
- Our team will work on Preventative Maintenance at the Lake Avenue Daycare.
- We continue to work on PM work at the Fraternities and Sororities.
- We will be focusing on cleaning shop areas and mechanical rooms.

### Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Zone wide LED lighting.
- Student Union flushing coils.
- Hesler cooling tower cleaning
- Security lighting.
- Hesler greenhouse LED lighting.

### Zone 7:

- General maintenance throughout zone.

### Zone 8:

- We will be cleaning our remaining cooling towers.
- Our team continues to clean condensing coils and working on AC units.
- We will be cleaning shop areas and mechanical areas.
- One Call has been assisting with LED conversions and answering calls.

### Zone 9:

- Answering calls.
- Getting ready to clean cooling towers
- LED upgrade at Art & Architecture.

ZONE 9 CONTINUED ON PAGE 2

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## ZONE 9 CONTINUED:

- Keeping fountain at Clarence Brown Theatre clean.
- Replaced motor for fountain pump at Clarence Brown Theatre.
- Replaced air handler condensation pan in room 326 of Nursing.

## Zone 11:

- Pratt Pavilion: Working on changing light on courts.
- Football Complex: Checked and adjusted chemicals in pools.
- Allen Jones Aquatic Center: Checked and adjusted chemicals in pools, and worked on drive pool.
- Neyland Stadium: Checked and general maintenance on skyboxes and areas for events.
- General building maintenance throughout zone.

## COMMUNICATIONS & INFO SERVICES

### Information Services:

- New computer installations.
- Legacy database conversion.
- Computer system security plan.
- Fiscal year end purchases.
- Adobe updates and logins.
- Timelapse camera discussions.

### Training:

- The Training Team is happy to welcome their new student worker Gina Carvagno to the team.
- Ian and Ashley have completed two aerial work platform training sessions. If you or anyone on your team needs to operate an aerial lift, please contact the training team at [fstraining@utk.edu](mailto:fstraining@utk.edu) to get training scheduled.
- The Training Team is partnering with UTPD to host Rape Aggression Defense (RAD) Training for female employees of Facilities Services. The final course is being held Tuesday, June 5.
- Ian conducted Archibus training for Landscape Services Foremen last week.
- The PSTCC Training Program is continuing on as scheduled. June 1 marked the start of the fourth cohort in the program.

- Forklift training evaluations are being scheduled for the days between June 7 and June 15. If this pertains to your group, we will be in touch about scheduling as we get closer to the dates.
- We're nearly halfway through the year. If your birthday has come and gone but you have not yet completed your OSHA training, please make time to do so.
- Rebecca is working on scheduling a meeting with Mary Lucal and Jeff Maples for FS staff to discuss the new smoke free campus policy. Please reach out to Rebecca at [ralcorn@utk.edu](mailto:ralcorn@utk.edu) if you're interested in participating in this meeting.
- Training for the 4th of July Picnic will be provided by UTPD and the Emergency Management Administration on Law Enforcement and You and See Something, Say Something, respectively.

### Communications & Public Relations:

- Congratulations to May's Facilities Services Exceptional Team - Mike Duncan, Jeff Cole, Danny Hall, Jimmy Brewer, Mike Cook, Jim Smith, Destin Cash, Tim Faulkner, Michael Hastie & Randy Huelsman!
- The fourth of July Picnic will be held at noon Thursday, June 28 at the Facilities Services Complex. Check out the last pages of this newsletter for more information.
- Congratulations to our first Facilities Services Student Scholarship recipients Taylor DeArmond and Ryan Cunningham! A formal announcement and award ceremony will be forthcoming.
- Employee comment boxes will be installed. Stay tuned for the locations and the online form to be released later this month.
- Fourth of July Picnic planning is in full swing.
- Work has begun on the Fiscal Year 2018 Facilities Services Annual Report. This report will be completed before classes resume in the fall.
- We are updating the Building Representative List.
- If you have any items you would like included in The Facilitator, including thank you notes, please email Brooke at [krempa@utk.edu](mailto:krempa@utk.edu).
- We are working to update the Facilities Services staff directory. If you have not sent your list to Brooke yet, please email it to her by June 15.
- Work continues on the department organizational charts.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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## COMMUNICATIONS & PR CONTINUED:

- Website updates are being completed on almost a daily basis.
- Brooke will attend the 2018 Emergency Management summer workshop June 14 and 15.
- We are working on the Employee Satisfaction Survey report.
- We are completing training on Lynda.com.
- Cone Zone updates are ongoing.
- Planning has begun for our fall semester Facilities Services DIY series.
- Help us to nominate our next Facilities Services Employee of the Month at [tiny.utk.edu/fseom](http://tiny.utk.edu/fseom).
- Help us to nominate our next Facilities Services Exceptional Team at [tiny.utk.edu/exceptional](http://tiny.utk.edu/exceptional).

## UTILITIES SERVICES

### Air Conditioning Services:

- Hess Hall: Repaired two systems each serving separate elevator rooms
- Greve Hall: Repaired two PTAC units.
- Dougherty Engineering Building: Repaired condenser for room m010b.
- UT Drive Services A: Repaired PTAC.
- Publications: Removed faulty condenser fan relay.
- CRC: Repaired leak on CRU#2.
- Early Learning Center: Washed two condenser coils.
- Dabney Buehler Hall: Repaired split system serving 332b.
- Allen Jones Aquatic Center: Repaired chiller, repaired Aeon rooftop unit.
- Fred Brown Residence Hall: Replaced evaporator coil in heat pump.
- Kingston Pike Building: Replaced Trane chiller with new McQuay chiller.

### Steam Plant:

- Started receiving #2 diesel.
- Painted wall in stock room for condensate polishers.
- Mowed and trimmed grass.
- Test ran 2MW generator.
- Worked on fill valves for receiving #2 oil.

- Continue to work on LED lighting.
- Worked on level control logic on fuel oil tanks.
- Added alarms to fuel oil tanks.

## CONSTRUCTION SERVICES

### Campus Projects:

- 1817 Melrose: Install clotheslines.
- 1840 Melrose: Paint windows; Paint conference room.
- Admin Parking Garage: Repair support beam.
- Alumni Memorial Building: Add tunnel ventilation; Add door control hardware in room 210 and Auditorium.
- Anderson Training Center: Additional card readers; Assist with renovations of Coach Pruitt's office.
- Andy Holt Tower: Signage on floors P2, seven, and eight; Provide power to cubicle on sixth floor.
- Art and Architecture: Clean windows.
- Austin Peay: NE wall waterproofing.
- Auxiliary Services: New dock leveler.
- Ayres Hall: Receptacles for DAS System.
- Bailey Education Building: Make three offices in room 502; Electric for projector in room 325.
- Baker Center: Paint room 118 and Honors spaces.
- Blount Hall: ADA signage on ground, first and fourth floors.
- Burchfiel Geography: Receptacles for monitors on first and third floors.
- Brehm Animal Sciences: Voice Messaging in Fire Alarm Panel.
- Campus: Evaluate parking garages; Parking Garage lighting improvements; Sidewalk and ADA work; Outside lighting improvements; Window replacements Hoskins, Jessie Harris, Ferris Hall, and Perkins Hall; Eyewash replacements in several labs; Replace steam line sections and valves; Repair Blue phones; Install hand dryers in several buildings; Grow Lab on Terrace Avenue.
- Classrooms: Summer classroom renovations (18), Update Technology (7), Carpet replacements (3), Cloud Ceilings (2).
- College of Nursing: Paint rooms 244, 301A, 309, and 367; Shelving in room 207.

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CONSTRUCTION CONTINUED ON PAGE 5

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## CONSTRUCTION CONTINUED:

- Communications Building: Move display case and paint; Receptacles for DAS System; Renovate restrooms; Paint external stairway treads; Paint, carpet and minor renovations in room 43; Carpet in room 430; Blinds in room 476.
- Concord Campus: Move from Fleming Warehouse; Demolition and construction.
- Conference Center Building: Build-back to basement.
- Dougherty Engineering Building: Capstone repairs and caulking.
- Early Learning Center: Add mag lock to back door, main lobby.
- 11th Street Garage: Remove two UPS and add emergency lighting.
- Facilities Services Complex: Install glass break detectors; Install wind turbine; Install new lights; Install fire alarm devices; Install bollards; New locks on room 122 and 122A; Convert room 139 into an office.
- Fleet Management: Drill hole for data line.
- Glazer Building: Electric for two ceiling projectors and screens; Carpet several rooms.
- Goodfriend Tennis: HVAC for first and second floors.
- Golf Facility Building: Move storage building; Pad for fuel tanks.
- Greve Hall: Build wall in room 633; Electric work in rooms 632 and 633; Monitor in sixth floor corridor; New signage on sixth floor; Door holders on sixth floor.
- Haslam Business Building: Add Store front framing and doors in three areas on fifth floor; Wall repairs in room 430; Divide room 632 into two workspaces and extend a wall in room 601; Three glass rooms on sixth floor; Divide room 624 into two offices; Voice Messaging in Fire Alarm Panel.
- Henson Hall: Card readers in two rooms.
- Hesler Biology: Receptacles for DAS System.
- Hess Hall: Add card access to 2K laundry room doors; Paint Dippers.
- Hodges Library: Assist with office renovations and Graduate Commons renovation; Wall reinforcing and painting for digital sign in room 552; Repair smoke evacuation system.
- HPER: New flooring in weight room.
- Humanities and Social Sciences: Add door controls in classrooms; Renovate room 209.
- International House: Replace counter top and sink.
- Jewel Building (COAD FAB Lab): Electric, lighting, and painting in basement.
- JIAM: Helium recovery piping system.
- Joan Cronan Volleyball: Exterior lighting replacement.
- Kingston Pike Building: Replace expansion joint in wall.
- Lake Avenue Garage: Clean and stain upper concrete walls.
- Laurel Apartments: Receptacles for DAS System.
- McCord Hall: Raceways for data.
- Melrose Hall: Renovate G102.
- Middlebrook Building: Paint and lights on second floor.
- Min Kao: Antennas on roof for radios.
- Morgan Hall: Renovations per POCA Phase 2 in room 226; Tuck pointing north, east and west; install ground and bus bar for telecommunications; Renovate room 218; Paint rooms 121, 122, 309 and 309A.
- Nielson Physics: Add window in room 217A.
- North Carrick, South Carrick and Reese Halls: Inspect exterior walls and remove loose concrete.
- Perkins Hall: Remove screen, mount monitor and paint in room 219; Paint and carpet in room 201.
- Plant Biotech: Electric in room 401.
- SERF: Lower receptacles in room 414; Receptacle in island in room 702.
- SMC: Paint and/or carpet in rooms 309, 330, 341, 611, 630, 635 and several fifth floor offices; Voice Messaging in Fire Alarm Panel; Receptacles for DAS System.
- Stadium Drive G10: Repair broken cable.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Conduit for compactor; Electric work in room 720; Electric, exhaust and moving casework in room 719.
- Student Services: Paint and carpet fourth floor office suite (and Communications); Relocate outlet for Zoom System in room 109E.
- Student Union: Panic alarms G2 and G3; Remove trash cans and add slat wall in Volshop.
- Sutherland Avenue Rec Sports: Washer and Dryer in main building.

CONSTRUCTION CONTINUED ON PAGE 6

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## CONSTRUCTION CONTINUED:

- Taylor Law: Change cabinet doors in rooms 225 and 262; Receptacles for DAS System; Painting several areas.
- Temple Hall: Window sealing and repair.
- Tickle Engineering Building: Power to new equipment in room 204A.
- Tom Black Track: Sinks and electric in concessions.
- TREC: Paint gym and room 228.
- UT Drive Services Building C: Renovate for College of Nursing.
- UT Gardens: Install boardwalk.
- UT Police: Office in room 114.
- VolShops: Wireless entry alarms in three VolShops.
- White Avenue Garage: Repair roof leaks.
- Veterinary Medical Center: Door controls on 12 doors in Vet Teaching Hospital; Painting in Pendergrass Library.
- Zeta Tau Sorority: Remove outlets, add data.

## **FACILITIES SERVICES VACANCIES**

**Landscape Aide I** - Requisition ID - 18000000KI

**Electrician I** - Requisition ID - FS Construction - 18000000QI

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

**Painter I** - Requisition ID - 17000001LD

**Maintenance Specialist I** - Requisition ID - 18000000DS

**Air Conditioning Spec I (3 Positions)** - Requisition ID - 18000000D9

**Sr Maintenance Specialist (One Call)** - Requisition ID - 2 Positions - 17000001LY

**Welder I** - Requisition ID - 17000001IR

**Sr Steam Plant Operator** - Requisition ID - 170000010Y

**Plumbing & Heating Spec I (2nd shift)** - Requisition ID - 17000000G4

**Sr Line Installer I** - Requisition ID - 17000000AO

**Line Installer I** - Requisition ID - 16000000M2

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

**Job postings can be found at [hr.utk.edu](http://hr.utk.edu)**

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## Join Facilities Services on Social Media



@utkfacserv



@utfacilities



@UTFacilitiesServices



UT FacilitiesServices

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**More info at [fs.utk.edu](http://fs.utk.edu)**

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## Time for a 3D Tomo Mammogram?



**UT Medical Center's Mobile Mammography Unit  
Will provide screenings at**

**UT Campus - Circle Park Drive**

**Friday, June 15, 2018**

**9am- 4pm**

**Criteria for Screening Mammogram:**

Age 40+

No current breast problems

No personal history of breast cancer

Inform us if you have breast implants

At least one year since your last screening mammogram

**Insurance is filed for each participant.\***

**Women age 40+ without insurance, call to qualify for grant funding.**

**\*BCBS insurance covers 3D Tome after applying to the deductible.**

**If questions about BCBS coverage, call your BCBS customer service number on the back of your insurance card.**

**To schedule an appointment please call the  
UT Breast Health Outreach Program at**

**865-305-9753**

This program made possible through support from the Susan G. Komen East TN,  
Champions for a Cause, and National Breast Cancer Foundation

# Facilities Services Weekly

June 4, 2018



## WANT TO TAKE CLASSES BUT DON'T KNOW WHERE TO START?

Staff and faculty who are interested in taking a class or entering a degree program at UT are invited to a special event on **June 11, 2018**.

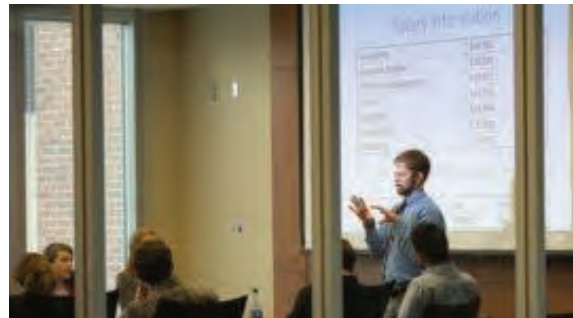
**Where: Scripps Studio, 402 Communications Bldg.**

**When:**

- **11:30 a.m. – Undergraduate Admissions session**
- **12:30 p.m. – Graduate Admissions session**

**RSVP to [HR@UTK.EDU](mailto:HR@UTK.EDU) so we have plenty of materials on hand!**

A group of current UT employees who are taking classes will share their experiences. Representatives from Enrollment Services and Graduate Admissions will be in attendance to answer questions and share information about the admissions process.





# Facilities Services Weekly

June 4, 2018



**Facilities Services Department**

## **4<sup>th</sup>** of July **Picnic 2018**

**12 p.m. Thursday, June 28**  
**Facilities Services Complex**



We will hold a short training session, followed by a  
Fourth of July picnic & raffle.

This event is zero waste and will be tented.

**Free Employee Raffle**  
**90+ Prizes & Giveaways**

Event & Attraction Tickets, UT Gear,  
Membership Packages, and more!

**More Information:**

Please contact Brooke at 214-7662 or  
[Krempa@utk.edu](mailto:Krempa@utk.edu) for more information.

Shuttle Schedule to be announced.



# Facilities Services Weekly

June 4, 2018

## Facilities Services *4<sup>th</sup>* of July Picnic 2018 Bus & Shuttle Schedule

### Concord Lot Shuttles

In addition to our normal picnic bus schedule, we will also shuttle individuals from Concord to our Fourth of July Picnic this year.

All individuals driving UT vehicles are asked to park in the Concord lot. Two shuttles from the Concord lot to the Sutherland Avenue building will be available starting at 11:00 a.m. with return service ending at 3 p.m.

Those who wish to drive their personal vehicles to the picnic are welcome to park at the Sutherland Avenue building – if space runs out there is overflow parking available at Concord.

The bus schedule will run similar to what it has in previous years.

### Bus Schedule

10:45 a.m. — Steam Plant

10:50 a.m. — Nursing on Volunteer Blvd.

11:00 a.m. — Intersection of James Agee Street & White Avenue

11:10 a.m. — The Hill (Nielsen Physics)

11:10 a.m. — The Hill (Intersection of Middle Way & Circle Drive)

11:15 a.m. — Conference Center

DROP OFF AT SUTHERLAND AVE

11:30 a.m. — Ag Campus (Bus stop between Ellington & Brehm)

11:35 a.m. — Facilities Services Building on Volunteer (front of building)

**The picnic will be held at 12 p.m. Thursday, June 28 at the Facilities Services Complex, 2040 Sutherland Avenue.**

If you have any questions about the bus schedule, shuttles, or the picnic, please contact Brooke at 214-7662 or krempa@utk.edu.