

Facilities Services Weekly

June 13, 2017

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

Congratulations to our May Employee of the Month Jerry Lethco!

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

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

Lock & Key Services:

- Dabney-Buehler Hall – replace locks.
- Orange Hall – change const. cores to regular maintenance.
- Tickle Engineering Building – install thumb latch.
- Auxiliary Services – repair door locks.
- University Housing – many recores and repairs.

UT Recycling:

Reminder for Facilities Service Complex:

- Chip, candy, and other foil lined wrappers are NOT recyclable. Please place these in your tiny trash bin, or in other landfill bins located around the office. We appreciate you working with us on reducing contamination of the recycling bins. Please continue to recycle paper, plastic bottles, and cans.

Recycling Totals for May 28 through June 3:

- Bottles and Cans: 3,520 pounds.
- Paper: 7,620 pounds.
- Cardboard: 9,540 pounds.
- Manure: 10,500 pounds.
- Compost: 7,114.6 pounds.
- Weekly Totals: 38,294.6 pounds; 19.15 tons; 396 pallets.

Recycling Totals for June 4 through 10:

- Bottles and Cans: 2,920 pounds.

UT RECYCLING CONTINUED ON PAGE 2

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UT RECYCLING CONTINUED:

- Paper: 8,760 pounds.
- Cardboard: 8,080 pounds.
- Manure: 17,000 pounds.
- Compost: 6,827.6 pounds.
- Weekly Totals: 43,587.6 pounds; 21.79 tons.

Recycling Totals for Fiscal Year 2017:

- Bottles and Cans: 412,170 pounds; 206.09 tons.
- Paper: 537,240 pounds; 268.62 tons.
- Cardboard: 713,949 pounds; 356.97 tons.
- Manure: 574,880 pounds; 287.44 tons.
- Compost: 657,881 pounds; 328.94 tons.
- Fiscal Year Totals: 2,896,120 pounds; 1,448.06 tons;
4,343 pallets.

ZONE MAINTENANCE

Zone 1:

- Going through the rooms now that freedom school has left.
- Still going through the buildings do preventive maintenance work.
- Changing filters in all the buildings.
- Staying caught up on work orders and trying to get in front of them as summer gets here.
- Keeping buildings and rooms ready as we have multiple conferences coming in.

Zone 2:

Haslam Business:

- Repaired all classroom lighting.
- Checked and secured all bolted chairs in classrooms.
- Serviced all leiber units in Haslam Business Building.
- Replaced faucet in women's restroom.
- Changed oil and filters on Haslam Business Building generator.

SMC:

- Put lock on cabinet on seventh floor.
- Changed all filters on main floor and serviced all four leibert units.
- Replaced emergency ballast in second floor hallway.
- Cleaned coils on carrier unit in generator shack.

Hodges Library:

- Removed urinal from wall and snaked out drain line.
- Installed new wax ring in men's restroom fourth floor.
- Snaked out drain line on sink in women's restroom on fifth floor.
- Replaced broken sink stem in men's restroom on the fourth floor also rebuilt sloan flush valve on urinal.
- Calibrated thermostat in room 522-d.
- Installed new door closer on door at Melrose entry.
- Replaced burnt-out t-8 bulbs and changed damaged ceiling tiles in systems on sixth floor.
- Hung new emergency exit door at One Stop also removed leaves from roof at north and south commons.
- Installed new door closer at Melrose entry side of Hodges.
- Calibrated four thermostats in room 646.
- Unstopped drain on fourth floor roof.
- Rebuilt sloan flush valve on first floor men's restroom.
- Replaced blinking LED light at circulation desk.
- Unstopped sink in sixth floor break room.
- We are in the process of installing new compact quad toilet paper dispensers in all restrooms.

International House:

- Replaced cracked belt on air-handler number three.
- Replaced burnt-out bulb on ground floor.

Melrose Hall:

- Cut and replaced broken window glass in room 401-e section.

Zone 3:

- We will make needed repairs to lighting in our buildings.
- Our Team continues to service our air handler units. We are changing belts, filters and greasing bearings.
- Repairs continue at the Glazer Building and are nearing completion.
- Our main focus this week will be checking all HVAC units to make sure they are cooling and keeping customers comfortable.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.

ZONE 6 CONTINUED ON PAGE 3

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ZONE 6 CONTINUED:

- Alumni Memorial Building auditorium lighting.
- Student Union lighting and more.
- Earth and Planetary Sciences Building heat and air conditioning improvement.
- Dabney-Buehler Hall fume hood motor replaced.

Zone 7:

- Changed oil and all filters for Min Kao emergency generator.
- Changed out some old ceiling tiles at Min Kao.
- Checked 10-inch water valve and water sensors in SERF.
- Assisted Lock & Key Services with fixing some doors at SERF.
- Changed oil and all filters for emergency generators at Dougherty Engineering.
- Assisted Air Conditioning Services with fixing issues with AHU 3 at Tickle Engineering Building.
- General building maintenance throughout zone.

Zone 8:

- We are cleaning cooling towers and making any needed repairs they may need.
- Team members will check all lighting and make any needed repairs.
- At JIAMS we will work to resolve domestic water temperatures.
- We continue to service our HVAC equipment.
- One Call will respond to calls and work in high volume buildings across campus.

Zone 9:

- Assisting other zones with lighting upgrades.
- Maintaining indoor and outdoor pools.
- Answering calls.
- Lighting upgrades.
- Addressing the everyday needs of our buildings and occupants.

Zone 11:

- At the Football Complex checked and adjusted chemicals in pools and changed lights on practice field.
- 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 and cleaned air conditioning coils on units.
- At Lindsey Nelson Stadium preparing for baseball camps and replaced soap dispenser.
- At South Stadium cleaned window air conditioning unit filters.
- At Thorton Athletic Center worked on leaking toilet.
- General maintenance is taking place in buildings throughout zone.

COMMUNICATIONS

Communications & Public Relations:

- **Congratulations to Jerry Lethco who was named May Employee of the Month!**
Help us to name our next employee of the month and submit a nomination for a member of our team at tiny.utk.edu/fseom.
- The Facilities Services Fourth of July Picnic will be held at noon **Thursday, June 29** at the Facilities Services Complex, 2040 Sutherland Avenue.
- **Congratulations to the Facilities Services June Exceptional Team - TNAPPA Team Leads. This month's team members are Ashley Savage Gilliam, Laura Jo Anderson, Jason Cottrell, Amanda Ruelle, Tiffanie Casteel, Maria Martinez, Veronica Huff, Ted Murphy, Randy Hamilton and Preston Jacobsen.**
- 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.
- We are updating the Building Representative list and the Emergency Contact list.
- Updates are being made to the Cone Zone website.
- The June Communications Council Meeting is this week.
- Updates are being made to the Facilities Services Department website.
- We are finalizing payments from the TNAPPA Conference.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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COMMUNICATIONS & PR CONTINUED:

- Organizing the June Exceptional team lunch for next week.
- 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.
- 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.
- 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.

Employee Training & Development:

- Facilities employees who are interested in Professional Development opportunities are encouraged to visit UT's Non-credit Programs [website](#). There you will find quick links to Personal and Professional course offerings and programs, upcoming course schedules, and FAQ's on registration. Professional Development courses, seminars, and certificate programs provide information essential for job and career success. These courses offer numerous opportunities to change or advance your career while maintaining your current job. You can sharpen skills with a few quick classes or add a certification with a longer course. Click [here](#) to view the current Spring/Summer catalog.
- We are currently working with a Non-Credit Program coordinator to offer Microsoft Office computer training with Construction Services project managers using our Facilities Services Computer Lab. If you are interested in participating or scheduling a similar class, inquire with Ashley or Laura Jo.
- A Fall Protection training class is scheduled in room 102 on Tuesday at 1:30 p.m. for selected employees from Zone Maintenance, Paint and Sign Services and Construction Services. This training will be presented by Miller Honeywell sponsored by Grainger in conjunction

with Environmental Health and Safety, a will cover an overview of fall dynamics, the ABC's of fall protection, rescue, and inspection of fall arrest devices.

- Custodial Certification Program Module 7 testing will be moved from Tuesday to Wednesday in the computer lab from 3-5 p.m.
- Landscape Academy started last week with 200 level classes offered on Wednesdays throughout the summer. This training was revised and improved and will incorporate a new cohort of trainees who were hired during 2016/2017.
- Training Reminder: For two weeks beginning Monday, June 12, online training will be unavailable. Laura Jo and Ashley are working with other system-wide departments to ensure a smooth transition to the new platform. Watch for email updates as the new look for online training launches at the end of this month.

UTILITIES

Air Conditioning Services:

- Repairing cold room on sixth floor of SERF.
- Performing repairs on EGC units at Hesler.
- Installing new heat pump units in the Outdoor Tennis Building.
- Performing repairs to tower water pump at SERF chiller house for chiller #2.
- Replaced fan motor in cooling tower at Fred Brown Residence Hall.
- Preparing to replace bad gearbox in cooling tower at Hesler chiller house.
- Replacing 50hp motor in cooling tower #4 at SERF chiller house.

Steam Plant:

- Monthly Reports.
- Continue to work on area lighting.
- Worked on turbine cooling fan motor.
- Lock out tag out and drained #1 and #3 boiler.
- Opened up #1 and #3 boilers washed down getting ready for inspection.
- After inspection reassembled boilers and placed back in service.
- Cut and trimmed grass around steam plant.

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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 for room P205; Paint room 505; Painting and signage on eighth floor; Carpet repairs in rooms P115 and 201.
- Art and Architecture: Demo Photo Lab; 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.
- 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 Complex: 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 room 460; 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.
- Conference Center: 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: Change entrance in room 217.
- Haslam Business: Install door for room 406; Accordion Doors in room 220; Panic alarms in four offices; Power for several areas (digital signage); Floor receptacles in atrium areas.
- Hearing and Speech: Hang blinds.
- Henson Hall: Move receptacles in several rooms.
- 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: Replace acid storage tank.
- 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.
- 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.

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CONSTRUCTION CONTINUED:

- Neyland Stadium: Repair concrete.
- Nielson Physics: Paint and carpet room 307; Paint rooms 406A, 407A and 407B.
- Perkins Hall: Install interlocking rubber tile in room S002.
- Pratt Pavilion: Repair exterior siding panels.
- Presidential Court: Renovations to room 112.
- REC Sports Turf Fields: Leveling and patching.
- Roofs: Baker Center Dome, SERF, Claxton, Austin Peay, Tyson House, Hesler, 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 rooms 252, 319, several rooms on fourth floor, and fifth floor offices; Electric for monitor 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: Power to compactors.
- Student Health: Install ladder from second floor roof to the first floor roof.
- Student Services: Paint rooms 201 and 320.
- Student Union: Add raceway for camera; Signage in G3.
- Taylor Law: Painting several offices and common areas on second and third floors; 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.

FACILITIES SERVICES VACANCIES

Rapid Response Team Member - Requisition ID - 17000000TC

Air Conditioning Foreman I - Requisition ID - 17000000TD

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 - 16000001NO

Air Conditioning Spec I (3 Positions) - Requisition ID - 16000000F8

Line Installer I - Requisition ID - 16000000M2

Asst Bldg Srvs Foreman (5 Positions) - Requisition ID - 1500000139

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 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.



Facilities Services Weekly

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2017 Employee of the Month Award Recipients



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