

# Facilities Services Weekly

June 26, 2017

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 29 at FSC

### ADMINISTRATIVE SERVICES

#### Central Supply Warehouse:

- The Central Supply Warehouse will be closed for inventory on Thursday, June 29 and Friday, June 30. This will make it necessary for you and others in your area to estimate as closely as possible the items you will need from the warehouse during that period. These items will need to be ordered early enough to be delivered or picked up at 4 p.m. on Wednesday, June 28.
- During these two days, any needs for warehouse stock items that cannot wait until Monday, July 3 will have to be handled via purchasing documents and placed by the shops since the procurement section of Central Supply will be closed during this time as well.

### ADMINISTRATION

#### Special Projects:

##### Quote of the Week:

- “The harder the conflict, the more glorious the triumph.”  
Thomas Paine

### FACILITIES OPERATIONS

#### Building Finishes:

##### Sign Shop:

- Replaced damaged sign at the Communication Building.
- Worked on Wayfinding Signage.
- Working on signage for Parking Services.
- Working on signs for the president’s office.
- Various name plates.

#### Paint Shop:

- Painting common areas at HPER.
- Patched ceiling and walls at Hodges Library.
- Repaired wall paper at Burchfield Building.
- Worked on elevator at Student Union.
- Repaired and painted walls at Morgan Hall.

#### Building Finishes:

- Installed block at N. Carrick Hall.
- Repaired sheet rock at Hodges Library.
- Installed signage at Communication Building.
- Installed white board at Andy Holt Tower.
- Worked on Wayfinding Building Signs.
- Worked on Cone Zone Signs.

#### Landscape Services:

- Order fall/winter seasonal flowers.
- Turf: Irrigation upgrades at Student Services/Communications, McClung Museum, and Pedestrian Mall (continued).
- Facilities Services Complex: Assist with installation of flag poles.
- Remove old building signs where new one 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.

#### Arbiculture:

- Prune canopies of oak trees for communication duct bank installation at Humanities.
- Crown raise willow oaks on Pedestrian Mall.

LANDSCAPE SERVICES CONTINUED ON PAGE 2

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## LANDSCAPE SERVICES CONTINUED:

- Crown raise elms over sidewalk/street parking at Circle Park.
- Prune hackberries hanging over G12.

## Lock & Key Services:

- Baker Center – replace lock.
- Fibers and Composites Manufacturing Facility and Engineering Annex – rekey locks and change lock function.
- Alpha Delta Pi Sorority – change locks and repair cabinet.
- EPS – install cabinet 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 June 11 through 17:

- Bottles and Cans: 3,740 pounds.
- Paper: 15,280 pounds.
- Cardboard: 14,920 pounds.
- Manure: 14,500 pounds.
- Compost: 8,606.3 pounds.
- Weekly Totals: 57,046.3 pounds; 28.52 tons.

## Recycling Totals for Fiscal Year 2017:

- Bottles and Cans: 415,910 pounds; 207.96 tons.
- Paper: 552,520 pounds; 276.26 tons.
- Cardboard: 725,209 pounds; 362.60 tons.
- Manure: 606,880 pounds; 303.44 tons.
- Compost: 666,488 pounds; 333.24 tons.
- Fiscal Year Totals: 2,967,007 pounds; 1,483.5 tons; 4,34 pallets.

## **ZONE MAINTENANCE**

### Zone 1:

- Some of the team have started their room to room that do not have conferences.
- Everyone has completed their filter change in the dorms.

- We will be cleaning and rebuilding leslies in the next coming weeks.
- North & South Carrick are scheduled for air conditioning valve replacement in the month of July.

### Zone 3:

- Installing new cabinets and counter tops in the restrooms in the Glazer Building.
- Replacing water heater at the Glazer Building.
- Checking and cleaning electrical closets and maintenance rooms to gather up recyclable materials and dispose of trash.
- Continue to perform routine maintenance checking equipment and changing filters.

### Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Student Union lighting.
- Earth and Planetary Sciences heat and air conditioning continued.
- Dabney Buehler Hall fume hood repair.
- Alumni Memorial Building room 210 lighting repair.
- Waste recycle.

### Zone 7:

- Repairs on ahu 11 at SERF.
- Assisted Air Conditioning Services with repairs on the SERF process chilled water pumps.
- Working on finding domestic hot water issues in 20 SERF labs.
- Moved glass boards in Min Kao.
- Working on Min Kao lights.
- Repairs to sinks in Min Kao.
- Helping with Min Kao labs.
- Assisted Landscape Services with sprinkler repairs at Tickle Engineering Building.
- Worked on air conditioning units throughout Dougherty Engineering.
- At Perkins Hall cleaned and replaced window air conditioning units.
- Repaired ex fan in Ferris Hall room 209.
- Assisted STAR Team with LED change out in G10 garage.

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## Zone 8:

- Working on lights in Brehm Animal Science, CRC, Bio-energy and Ceramics.
- Making repairs to the HVAC ductwork in CRC Bioenergy.
- Checking and cleaning electrical closets and maintenance rooms to gather up recyclable materials and dispose of trash.
- Continue to perform routine maintenance checking equipment and changing filters.
- One call will respond to incoming calls and assist on garage lighting projects by recycling light fixtures and ballasts.
- Running generators on second and third shift during the weekend.

## Zone 11:

- At Neyland Stadium we are working on filters and belts, and working on west side terrace for orientation for new students.
- At Neyland Thompson, Brenda Lawson, Anderson Training, we are working on general maintenance for recruits and visitors. Also assisting the contractors as needed.
- At Allan Jones and Goodfriend Tennis we are working on general maintenance for swim meets and tennis camps.
- At Graphic Arts and Parking Services we worked on air conditioning units, changing filters and cleaned coils.
- At Soccer and Softball we are working on general maintenance for camps.

## COMMUNICATIONS

### IT Support & Maintenance:

- Upgrade time clocks used by staff.
- Continue to install computers from SCUP 2017.
- Troubleshoot Legacy Database-Reviews as needed.
- Send out Power Outage Notices to campus.
- Assist with security camera at Fleming Warehouse Recycling Dock.
- Assist with Lutron computer replacement at Neyland Stadium.
- Gather info on current software options for Design Services.

- Setup iPads and software for STAR Team.
- Setup laptops for Employee Training and Development.
- Assist with calendar appointments in Outlook for Arena
- Investigate Upgrades-Patches for Kronos TeleTime Server.
- Assist with classification of network devices.
- Setup computer for new employees.
- Work on FS SharePoint Site.
- Worked on upgrades to Facilities Services Complex conference rooms.

### 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.
- We would like to welcome our new Communications & PR student assistant Rebecca Randolph.
- Work has started on this year's Facilities Services Annual Report.
- We planning upcoming workshops.
- 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 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.
- Ordering various prints for Facilities Services Department units.
- 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.
- Organizing the June Exceptional team lunch for this week.
- Planning for the upcoming Fourth of July Picnic has begun. The bus/shuttle schedule has been distributed and is included at the end of this newsletter. Please check you email for updates.
- The Facilities Services promotional video is on YouTube. You can view the video [here](#).

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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## COMMUNICATIONS & PR CONTINUED:

- 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. Our applications were submitted last week.
- Thank you cards have gone out to all businesses that participated in the TNAPPA conference.
- 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](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).

## Training & Development:

- **UPDATE:** New Look for Online Safety Training  
UT System Administration offices have pushed back the release of the new log-in port for online training. We have been told that the Skillport login is available this week, but that we should not use it after June 30. Therefore, if you have training you'd like to complete this week, feel free to do so as you have in the past. We are following the set-up process and will keep you informed of developments as best we can. Thanks for your patience and feel free to contact Laura Jo or Ashley in the Training Office if you have any questions.

## **UTILITIES**

### Air Conditioning Services:

- Completed installation of new heat pump units in outdoor tennis center building.
- Completed installation of expansion tanks in heating water loop of Blount Hall.
- Installed new lab air compressor in Food Safety Building.
- Performing service to vacuum pump system at Plant Biotech Building.
- Ordered new impeller for pump serving the process

chilled water loop at SERF.

- Assisting contractors at Thompson Boling Arena with repairing building control system that was mistakenly demo'd during renovation.
- Performed repairs on Trane Chiller at Music Building Chiller house.
- Performed repairs to chiller serving the Jessie Harris Building.
- Installed new circuit setters in two rooms of the Music Building.

### Steam Plant:

- Worked on automating the annual report.
- Worked on removing electrical and piping from ash silo.
- Removed some of the old piping from ash suction lines.
- Continue to replace lighting inside plant.

## **CONSTRUCTION SERVICES**

### Campus Projects:

- 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 4th floor studio; Install expansion joint covers; Hang 3 white boards in classroom
- Austin Peay: Carpet in suite 215.
- Bailey Education: Paint rooms 204, A304, 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; Add two receptacles in room 173C.
- 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.
- Ceramics Annex: Make repairs to kiln.
- Clarence Brown Theatre: Install tile floor in costume shop.

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CONSTRUCTION CONTINUED ON PAGE 5



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## **CONSTRUCTION CONTINUED:**

- Classrooms: Working on 23 classroom renovations.
- Claxton Education: Paint rooms 324 and 325.
- Clement Hall: New landscaping and site improvements.
- College of Nursing: Repair settling walls; Painting several rooms; Divide room 232 into two offices.
- Communications: Install sign for 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; Add chair rail in room 262.
- 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; Move power from table to wall in room 432.
- Dougherty Engineering: Several room renovations on the second and third floors; Eyewash on third floor.
- Early Learning Center: Replace two air conditioning units (White Avenue).
- 11th Street Garage: Additional solar panels.
- Facilities Services Complex: 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: Accordion Doors in room 220; Panic alarms in four offices; Power for several areas (digital signage); Floor receptacles in atrium areas; Divide room 512 into two rooms.
- Hearing and Speech: Hang blinds.
- 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; New carpet in rooms 241 and 418; Refinish door in room 115; Painting in rooms 241 and 420.
- Kingston Pike Building: Install raceways and equipment for parallel UPS system.
- 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.
- Neyland Stadium: Repair concrete.
- Nielson Physics: Paint and carpet room 307; Paint rooms 406A, 407A and 407B.
- Outdoor Tennis Building: Drill holes in concrete for new gates.
- 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.
- SMC: Paint and/or carpet in 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.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Student Services: Paint rooms 111Q, 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; Paint patio furniture and exterior railings; Paint suite 157; New carpet in suite 265.
- Thompson-Boling Arena: Dining area demo.
- TRECS: Replace entry vestibule doors; Replace turnstiles.
- Tyson Alumni House: Outlets for monitors on first floor.
- 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.
- 915 22nd Street: Add electrical for freezers and exhaust.
- 1610 University Avenue: Paint room 229.

# Facilities Services Weekly

June 26, 2017



**Facilities Services Department**

## **4<sup>th</sup>** 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](mailto:Krempa@utk.edu) for more information.

Shuttle Schedule to be announced.



# Facilities Services Weekly

June 26, 2017

## Facilities Services *4<sup>th</sup>* of July Picnic 2017 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 29 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 [krempe@utk.edu](mailto:krempe@utk.edu).



# 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](http://fs.utk.edu), or by following this link: [tiny.utk.edu/FSEOM](http://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](mailto:bsteve14@utk.edu).

Nominate someone today at [tiny.utk.edu/FSEOM](http://tiny.utk.edu/FSEOM)