

Facilities Services Weekly

March 6, 2017

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

Congratulations to Maria Martinez - Facilities Services February Employee of the Month!
Nominate another hard-working member of our team at fs.utk.edu

Join us for the annual TNAPPA Conference at UT Knoxville this spring!



See page 6 of this newsletter for more information.



February 13 through March 10

See page 7 of this newsletter for more information.

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.
- TNAPPA 2017 preparations.

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 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 Finishes:

Sign Shop:

- Signage for UT Recycling.
- Made labels for JIAMS electrical panels.
- Worked on various name plates.
- Worked on Wayfinding building signs.

Paint Shop:

- Worked on painting Blount Hall.

Building Finishes:

- Worked on Wayfinding building signs.
- Worked on Tickle Engineering Building Bridge.
- Removed blinds at Bailey Education.
- Repaired block at Vet Teaching.
- Installed desk at Melrose Hall.
- Repaired sidewalk at Lindsey Nelson Stadium.

Building Services:

- Welcome to Albano Oliveira as a Building Service Supervisor for the Agricultural Campus.
- Virginia Tech University will be here this week reviewing Building Services "T" Cleaning Program.

Arena:

- Friday, March 10: Smokey Mountain Winterfest Doors open at Registration at Arena Box Office 9 a.m., Doors Open at 5 p.m.

BUILDING SERVICES CONTINUED ON PAGE 2

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BUILDING SERVICES CONTINUED:

- Friday, March 10: Softball Game South Carolina 6 p.m.
- Friday, March 10: Baseball Game Cincinnati 6 p.m.
- Saturday, March 11: Smokey Mountain Winterfest Doors Open at 4:30 p.m.
- Saturday, March 11: Softball Game South Carolina 1 p.m. SECN.
- Saturday, March 11: Baseball Game Cincinnati 2 p.m.
- Sunday, March 12: Smokey Mountain Winterfest Doors Open at 9 a.m.
- Sunday, March 12: Softball Game South Carolina 1 p.m. SECN
- Sunday, March 12: Baseball Game Cincinnati 2 p.m.

Lock & Key Services:

- Conference Center Building - Make keys for bulletin boards.
- Physics - repair lock on stairwell door.
- Andy Holt Tower - repair lock.
- Perkins Hall - make keys for cabinets.
- Science & Engineering - repair or replace lock.
- Science Lab Building - loading and installing cores.
- University Housing - many recores and repairs.

ZONE MAINTENANCE

Zone 1:

- Staying caught up on work orders.
- Getting all of the extra parts ordered for the buildings for spring break closing.
- We have two new maintenance employees in North & South Carrick Hall - Richard Perrone and Eddie (Gabby) Hibbert.

Zone 2:

Hodges Library:

- Installed new steam unit heater motor in west machine room.
- Replaced locked up heater motor in south machine room.
- Replaced ½" chill water copper pipe on air handler #5 in south machine room. Replaced broken terrice temperature gauge on same air handler.

- Installed new belts on bathroom exhaust in the penthouse.
- New belt on penthouse air in-take.
- Adjusted two door closers on ground floor.
- Removed leaves from the roofs at North and South Commons.
- Changed belts on exhaust fans #7 and #9 on penthouse roof.
- Reinstalled 5'/8' hood that blew off during high winds.

Melrose Hall:

- Replaced steam valves in rooms 410, 405, and 404 in F section.
- Turned steam back on.

Tyson House:

- Changed six 4-foot fluorescent bulbs and five ballasts.
- Changed filters and greased all air-handlers.
- Greased hot water pump.
- Reinstalled new nonslip strips on marble steps at building entrance.

International House:

- Changed filters and greased all five air-handlers.
- Repaired emergency light on first floor.
- Removed locked up steam heater motor from lower machine room.
- General building maintenance.

Haslam Business:

- Replaced 50 feet of chemical feed line to cooling tower.
- Installing Plexiglas barrier on walls around the basins in custodial closets.
- Installed magnetic door stops in deans office.
- Repaired light in dean's suite conference room.
- Met with contractor on water leak in SMC ground floor.

SMC:

- Hung white boards on 4th floor.
- Installed magazine rack on 4th floor lobby area.
- Cleaned drain on 5th floor water fountain.
- Repaired light in stairwell.
- General maintenance.

Zone 3:

- The Zone 3 team will be making repairs in Fraternities and Sororities.

ZONE 3 CONTINUED ON PAGE 3

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ZONE 3 CONTINUED:

- We will be completing work requests and checking and maintaining our equipment.
- At Middlebrook Pike we will be working to get the gutting modified to handle the amount of rainwater that it sheds during hard rains.
- We will be addressing the metal plate around the gas pumps to better secure it.
- The Zone 3 team would like to wish Dewayne Doane the best in his retirement. He will be missed.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Alumni Memorial Building new compressor motor.
- Hanging emergency procedures.
- Nielsen roof leak.
- Austin Peay water intrusion.
- Walters Life skylight leak.
- Hesler moisture in air line.

Zone 8:

- The Zone 8 team will continue to work on the stairwells in Plant Biotech. They have completed one section of stairs and will be starting on two of three stairwells.
- We will be completing work requests and making needed repairs.
- Spring is nearly here. We will be working in our greenhouses to get them ready for our researchers.
- At Joe Johnson Animal Research and Teaching Unit we are working on the feed water pumps for the boilers.
- One Call will be answering calls and working on special projects and assisting as needed.

Zone 11:

- At Neyland Stadium started putting Stadium back together for Orange & White game.
- At Auxiliary services worked on lighting project throughout building, with the assistance of volunteers from zones 1, 7 and 9.
- At Football Complex checked and adjusted chemicals as needed in pools.
- At Allan Jones checked and adjusted chemicals as need-

ed, and replaced pump on hot tub.

- At Sherri Parker Lee Stadium preparing for opening day.
- At Lindsey Nelson Stadium preparing for opening day.
- Throughout zone general building maintenance.

COMMUNICATIONS

Communications & Public Relations:

- Congratulations to Maria Martinez who was named February 2017 Employee of the Month!
- The 2017 Employee Satisfaction Survey was distributed today. The deadline to take the survey is Friday, April 7. For more information contact Brooke at 214-7662.
- The Big Orange Family Campaign kicked off last month. The campaign will run from February 13 to March 10. During this time team leaders will be in touch with you passing out materials.
- I would like to thank everyone who volunteered to serve as a team lead this year. For questions about the campaign please contact Brooke Krempa at 214-7662 or bsteve14@utk.edu.
- We completed a list of ways our department is directly tied to the academic mission of the university.
- We're working on our American School & University Educational Interiors portfolio submissions. These will be submitted by April 10.
- You can help us to nominate our next employee of the Month at tiny.utk.edu/FSEOM. Hard copies of forms are also available with Brooke Krempa.
- If you would like to register for the upcoming TNAP-PA Conference, or volunteer to work during the event please contact Brooke Krempa at 214-7662.
- The nomination structure for the Exceptional Team Award has been changed. Anyone will now be able to nominate a team from our department. Please keep an eye out this week for the official announcement.
- We created a new page on our website that details our department's best practices. You can find a link to the page in the right navigation menu of our website at fs.utk.edu or directly at tiny.utk.edu/FSBestPractices.
- Several retirements have taken place during the last few weeks. To see pictures from the parties go to the Facilities Services Facebook page.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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COMMUNICATIONS & PR CONTINUED:

- TNAPPA Business Partner registration forms have been distributed through email and mail. More notices were distributed last week.
- A TNAPPA Team Lead Meeting will be held this week. If you have any questions or concerns about the upcoming TNAPPA Conference please contact Brooke at 214-7662.
- We are working on updating the nationalized classroom list for campus.
- Applications for the Bob Evans and John Parker scholarship funds have been submitted to the UT Knoxville General Scholarship Fund.
- Participant registration forms have gone out to TNAPPA principals across the state. Registration announcements were sent out to schools throughout the state last week.
- We are working on updating our department best practices and expanded/additional services documents for the incoming Chancellor.
- The Vol Vision Benchmarks and transition document have been completed and submitted for approval.
- Working on various campus releases and media availabilities.
- The Building Representative List and Emergency Contact List are being updated.
- We have chosen Rosa's as our caterer for the TNAPPA banquet at the Knoxville Museum of Art.
- This semester's Facilities Fundamentals Workshop will feature spring cleaning and will be presented by Gordon Nelson. The workshop is slated to take place March 9. Contact Brooke for more information.
- We are working on several fs.utk.edu web page updates for different subunits.
- Our Customer Satisfaction Survey has closed. A report will be generated in the next two weeks.
- Communications & PR is working with UT Video & Photography to create a five minute video showcasing the achievements of our department.
- We are working on creating and updating Cone Zone signs on campus. We are also making updates to the Cone Zone site.
- Updates are being made to the department website.
- Updates have been made to the TNAPPA website and conference web pages on our Facilities Services site. A president's letter will be added this week.
- We are working on a customer satisfaction form for the website.

UTILITIES

Air Conditioning Services:

- Replacing ice machine at Parking Services.
- Perform repairs to heating water boiler at the Business Incubator Building.
- Rebuild secondary chilled water pump at Claxton Chiller House.
- Replaced VAV boxes in 4th floor rooms at Dabney Hall.
- Ordering new chilled water coils for AHU # 15 at Dabney Hall.
- Repaired RTU at Glazed Building in Oak Ridge.
- Performing repairs to VAV box in Min Kao.
- Repaired split system A/C in Print & Publication Building on the AG Campus.
- Re-built primary chilled water pump at Anderson Training Center.

Plumbing Services:

- At Hesler Biology Greenhouse we are installing new sewer line for the greenhouses.
- New downspout drains and new storm line.
- At Anderson Training center repaired leak in ceiling .
- At South Stadium replaced two sinks in the womens bathroom.
- At Morgan Hall repaired backflow.
- Repaired leak at Carrick Hall.
- Replaced drinking fountain at the Student Aquatic Center.
- Replaced bottle filler HPER.
- Installing new chiller piping at the Arena.
- Installing handrails campus wide.
- Keeping all steam man holes pumped out.

Steam Plant:

- Worked on cams on logs.
- Worked on plant lighting.
- Repaired # 5 boiler exhaust fan.
- Continue to paint out shop area.
- Reinstalled air compressor in shop.
- Test ran 2 MW generator.

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CONSTRUCTION SERVICES

Campus Projects:

- Allan Jones Aquatic Center: Repair damage from leak in lobby.
- Andy Holt Tower: Remove door between 611 and common area; Paint common areas of P226.
- Art and Architecture: Exhaust system for laser cutters on 3rd floor.
- Bailey Education: Reconfigure modular furniture.
- Burchfiel Geography: Paint room 104.
- Business Incubator: Renovation for Anderson Center 112 and 114.
- Campus: Annual maintenance on the Torchbearer and Europa/Bull; Strong Bridge restoration; Evaluate parking garages; Replace fencing C-20 Parking Lot.
- Cherokee Goat Farm: Run power to Goat Barn.
- Classrooms: More classroom renovations scheduled for spring break; Working on classroom renovations for summer.
- Clement Hall: New landscaping and site improvements.
- Communications: Install sign 460; Remove bulletin board and install sign in 333; Painting in room 61, 68 and 70.
- Conference Center: Paint, chair rail and/or blinds 432; Renovations to 406.
- Dabney-Buehler: Install exhaust fan in chase from room 103.
- Delta Tau Delta: Repair damaged gypsum board ceiling.
- Dougherty Engineering: Several room renovations on the 2nd and 3rd floors.
- Early Learning Center: Replace two a/c units (White Ave).
- 11th Street Garage: Additional solar panels.
- Facilities Services: Install glass break detectors; Install photovoltaic panels and wind turbine.
- Haslam Business: Install door 406; Renovate 406 into a studio; Rework entrance to kitchen 501; Divide room 522 into two spaces; Accordion Doors 220; Panic alarms in four offices; Add access panel and conduits for 220; Add raceways to 599A and 604.
- Hearing and Speech: Hang blinds; Painting and carpet in rooms on first and second floors.
- Hesler Biology: Concrete work and drains in greenhouses; Door controls on Greenhouse doors.
- Hodges Library: Replace cabinet in POD Market; Renovate Miles Reading Room 135; Painting several rooms; Assist with office renovations, Graduate Commons and One Stop/VA Services.
- HPER: Add emergency lighting.
- Intermural Fields: Install concrete in three grass circle areas.
- Jessie Harris: Sidewalk and step repairs.
- JIAMS: Additional electrical service for several labs for phases 1 and 2.
- Kingston Pike: Install raceways and equipment for parallel UPS system; Carpet 121.
- McCord Hall: Carpet room 101.
- Melrose Hall: ADA door operator F Section.
- Min Kao: Replace entry carpet.
- Morgan Hall: Complete Fire Alarm System; Paint, flooring and furniture 126 & 201; Renovate 119 & 218.
- Perkins Hall: Add a doorway to hallway; Install interlocking rubber tile in S002.
- Pratt Pavilion: Repair exterior siding panels.
- Roofs: Baker Center Dome, SERF, Law College, Ferris, Nielson Physics, Dabney-Buehler, Claxton, Austin Peay, Tyson House, Burchfiel, Hesler, Earth and Planetary Sciences.
- Senter Hall: Concrete and drains in greenhouse.
- SERF: Polish concrete floor in 610.
- Sherri Lee Stadium: Two more outfield lights; Minor renovations to Press Box.
- SMC: Paint and/or carpet 252, 319, 424, 5th floor offices; Electric for monitor 406.
- Student Health: Install ladder from second floor roof to the first floor roof.
- Delta Tau Delta: Repair basement ceiling.
- Taylor Law: Painting several offices and common areas on 2nd and 3rd floors.
- Tickle Engineering: Lock modifications, window treatments to classrooms.
- 1610 University Avenue: Install power, data raceway, and mounting bracket for monitors at 2 rooms.
- Volunteer Hall: Controls on security gates P5; Repair EFIS.

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"Opportunities for Excellence"
May 15 & 16 2017
Hosted By
The University of Tennessee, Knoxville

The Tennessee state chapter of APPA (Tennessee Association of Higher Education Facilities Officers) will meet this spring, May 15 & 16, 2017 for their 28th Annual TNAPPA Conference.

This year's event will be hosted by the University of Tennessee in Knoxville, Tennessee.

We would like to invite you to join colleagues from across the state for professional networking, educational sessions, and information sharing on Opportunities for Excellence in educational facilities!

Full conference registration includes:

Monday - entry to the Hall of Resources, participation in self-guided and guided campus tours (including Neyland Stadium), and a Welcome Dinner at UT Gardens with games, prizes and entertainment.

Tuesday - entry to the Hall of Resources, breakfast, lunch, snacks during afternoon break, all educational sessions, Dr. William Bass keynote presentation, and guided focused tours.

Tuesday only conference registration includes:

Tuesday - entry to the Hall of Resources, breakfast, lunch, snacks during afternoon break, all educational sessions, Dr. William Bass keynote presentation, and guided focused tours.

Pricing information can be found on the registration form included with this letter.

Registration forms and information about the upcoming conference, including educational sessions and detailed schedule information, can be found at tnappa2017.utk.edu.

Information about TNAPPA can be found at tnappa.appa.org.

Accommodations:

Hilton Knoxville Downtown

501 W Church Ave., Knoxville, TN 37902
(865) 523-2300 TNAPPA Rate \$96.00

Holiday Inn Knoxville Downtown

525 Henley Street, Knoxville, TN 37902
(865) 522-2800 TNAPPA Rate \$106.00

Rates are valid through April 22, 2017. Space is limited

*Transportation from hotels to conference location provided.

28TH ANNUAL TNAPPA CONFERENCE

Keynote Speaker:

Dr. William Bass, Ph.D.

Schedule at a Glance

Monday, May 15, 2017

TNAPPA Golf Tournament
Dead Horse Lake Golf Course

Hall of Resources (Exhibit
Hall) Open

UT Knoxville Pratt Pavilion

Welcome Dinner/Games
UT Gardens

Tuesday, May 16, 2017

Full Day Conference
Breakfast, Hall of Resources,
Tours, Lunch, Keynote
Speaker, Educational Sessions,
Focused Tours, Hall of
Resources Break down

Evening Banquet
Galleries, Dinner & Music
Knoxville Museum of Art

TNAPPA PLANNING COMMITTEE

Brooke Krempa, Jason Cottrell,
Veronica Huff, Tiffanie Casteel,
Mike Raabe, Ted Murphy, Maria
Martinez, Amanda Ruelle, and
Randy Hamilton

Contact Information:
Phone: 865-214-7662
Email: bsteve14@utk.edu



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

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Today begins the Big Orange Family Campaign, our time as faculty and staff to give back financially to the University of Tennessee. Your participation shows students, alumni, and donors that we are committed to UT, and it truly inspires them to give back as well.

If you have made a gift to any fund at UT since July 1, 2016, THANK YOU! You have already participated in the Big Orange Family Campaign and will receive a special thank you postcard through campus mail.

If you have not contributed, a team leader from your department/unit will be coming by to talk to you about the Big Orange Family Campaign this week. You can also give online or change your payroll deduction anytime at giving.utk.edu/family.

The following are the team leaders for Facilities Services.

- Facilities Services Executive Committee Member: Brooke Krempa
- Building Finishes and Paint Services: Bill Mills
- Arena, Building Services Athletics: Ann Free
- Plumbing Services: Chip Pennoyer
- Electrical Services: Brooke Krempa
- Lock & Key Services: Ed McDaniel
- Construction: Danny Pritchard
- Administrative; Administrative & Support: Dean Wessels
- Steam Plant: Frank Wyrick
- Air Conditioning Services: Brooke Krempa
- Zone Maintenance Section B: Brooke Krempa
- Zone Maintenance Section A: Ed Roach
- Landscape, Sanitation Safety, Rapid Response Team: Jason Cottrell
- Building Services: Jay Price
- Exempt Staff: Brooke Krempa

Facilities Services has three funds you can give to through this campaign. The Chuck Thompson Outstanding Employee Award, the Bob Evans Memorial Scholarship Fund, and the John Parker Memorial Scholarship Fund.

You can designate your donation to one of these funds by writing the fund's name on your donation card.

The campaign will run until March 10. If you have any questions about the campaign please contact Brooke Krempa at 214-7662 or bsteve14@utk.edu. More information can also be found at the Big Orange Family Campaign [website](#).

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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>