

Facilities Services Weekly

March 13, 2017

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

The Facilities Services Employee Satisfaction Survey is open through **April 7**. Hard copies can be returned to Brooke Krempa in the Facilities Services Complex and an online version is available at <https://tiny.utk.edu/FS2017Survey>.

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



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 Services:

- The Cleaning Certification Program (a 22 week program in the Building Services Career Ladder) begins this week.

- Administrators from Virginia Tech University visited campus to view our Total Cleaning Program the cost-effectiveness of it.
- The Hodges Library Administration provided a breakfast for our Building Service Aides as a “Thank You” for their hard work and change of schedule.
- Roxy Lyons has been promoted to second shift Building Services Supervisor.

Building Finishes:

Sign Shop:

- Worked on signage for Parking Services.
- Installed signage at Student Services.
- Worked on various name plates.

Paint Shop:

- Painting Blount Hall.

Building Finishes:

- Installed whiteboard at East Stadium.
- Installed several items at Greve Hall.
- Installed canvas prints at Kingston Pike Building.
- Installed new door at Sigma Kappa Fraternity.
- Removed blinds and hardware at Jane & David Bailey Complex.
- Repaired baseboard at Early Learning Center.
- Worked on Tickle Engineering Bridge.

Landscape Services:

- Orange & White Dorms: Contractor to start new landscape and irrigation installation.
- Blueberry Falls Park: Landscape renovation around upper falls and planting additional blueberry shrubs.
- Cherokee Farm: Excavate and repair irrigation system wire break.

LANDSCAPE SERVICES CONTINUED ON PAGE 2

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LANDSCAPE SERVICES CONTINUED:

- Pat Summitt Plaza: Add soil to plaza planters and install ornamental grasses.
- Turf: Apply fertilizer and pre-emergent herbicide campus wide.
- Turf: Mow areas of campus as needed.
- Clement Outdoor Plaza: Install planters and furniture on patio.
- Arboriculture: Hosted Arbor Day celebration and planted 1,000 trees along Second Creek with student volunteers.
- Reese Hall: Removal of two dead pines on west side.
- Hodges Library: Limb up canopy in oak trees on the east side of building for steam line upgrade project.
- Preparation for snow forecasted on March 12.
- Hessler Biology: Provide excavation to Plumbing for storm line installation.
- Greve: Provide excavation to Plumbing for steam line repairs.
- Mulch application to landscape beds (continued).
- Remove old building signs where new one have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).

Lock & Key Services:

- Biosystems Engineering – install lock.
- Sorority Village – lock and key issues.
- PCB Chic-fil-a – repair safe.
- Fiber & Comp. Engineering Building – replace lock mens restroom.
- Greve Hall – repair dial on safe.
- Phi Sigma Kappa – Exterior door repair.
- Science Lab Building – setting up and installing cores.
- University Housing – many recores and repairs.

Rapid Response Team:

- Moves at Bailey Education, Tyson Alumni House, Perkins Hall, Art & Architecture, Clarence Brown Theatre, and Hearing & Speech Center.
- Preparing for the Strong Hall & JIAMS move.
- Taking care of all other requests we get in during the week.

UT Recycling:

Totals for the week of February 26 through March 4:

- Bottles/Cans: 7,400 pounds.
- Paper: 7,560 pounds.
- Cardboard: 11,040 pounds.
- Manure: 7,200 pounds.
- Compost: 18,169.4 pounds.
- Weekly Totals: 51,369.4 pounds; 25.68 tons; 291 pallets.

Running Fiscal Year 2017 Totals:

- Bottles/Cans: 310,950 pounds; 155.48 tons.
- Paper: 388,820 pounds; 194.41 tons.
- Cardboard: 512,549 pounds; 256.27 tons.
- Manure: 386,800 pounds; 193.40 tons.
- Compost: 443,996 pounds; 222 tons.
- Fiscal Year Totals: 2,043,115 pounds; 1,021.56 tons; 3,317 pallets.

ZONE MAINTENANCE

STAR Team:

- Moving autoclave to Strong Hall.
- Renovating SERF room 430.
- Renovating SERF room 518.
- Renovating Perkins Hall room B65.
- Installing chilled water filter system at Art & Architecture.
- Vibration testing of pumps and motors.
- LED lighting upgrade at Auxiliary Services.
- Ordered glass for Hodges Library.
- Repaired Handicap door at HPER.
- Repaired doors at JIAMS.
- Ordered glass for Plant Biotech.
- Ordered glass for Vet School.
- Repaired Handicap doors at Vet School.
- Ordered glass for Neyland Thompson Sports Center.
- Repaired door locks at Sherri Parker Lee Stadium.

STAR TEAM CONTINUED ON PAGE 3

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STAR TEAM CONTINUED:

- Replaced broken glass at Perkins Hall.
- Repaired Handicap doors at Stokley Family Residence Hall.
- Adjusted doors at JIAM.
- Installed mirrors at SMC.

Zone 3:

- We will be working on several projects during Spring Break.
- Our team will be making repairs in the Day Care Center while the children are away.
- We continue to work in the houses around campus to prepare for the summer months.
- Our team will be cleaning mechanical rooms and changing filters. We will begin cleaning condensing units to prepare for summer heat.

Zone 7:

- Continuing LED light project in SERF.
- Repaired lights as needed in Min Kao.
- Repair HVAC issues in Dougherty Engineering Building.
- Repair lights as needed in Perkins Hall.
- Replacing ballasts as needed and working on HVAC issues in Ferris Hall.
- Routine maintenance taking place in all other buildings.

Zone 8:

- Donnie Lowery, Cecil Woody and Jonathan Hutsell completed tiling the stairwell landings in Plant Biotech. They did a great job.
- We will be working in common areas and classrooms while our customers are on spring break to make needed repairs.
- Our team will be cleaning mechanical rooms and inspecting equipment while making needed repairs.
- One Call will be assisting with projects in our zones when they are not responding to calls.

Zone 11:

- At Neyland Stadium continuing to prepare stadium for Orange & White football game.
- At Football Complex checked and adjusted Chemical as needed in pools
- At Allan Jones checked and adjusted chemicals as needed in pools.
- At Lindsey Nelson Stadium checked and prepared for opening day.
- At Boathouse checked replaced lights as needed and worked on stall door in women's restroom.
- Throughout zone general building maintenance.

COMMUNICATIONS

Communications & Public Relations:

- The 2017 Employee Satisfaction Survey was distributed last week. The deadline to take the survey is Friday, April 7. For more information contact Brooke at 214-7662.
- We are putting together submissions for APPA detailing our customer service driven programs. These will be submitted on Monday, March 20.
- We're organizing registration items for TNAPPA participant and business partner registration packets and bags.
- Gathering donations for TNAPPA prizes.
- I would like to thank everyone who volunteered to serve as a Big Orange Family Campaign team lead this year.
- 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 TNAPPA 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.

COMMUNICATIONS & PR CONTINUED ON PAGE 3

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- The March Exceptional Team recipients will be announced this week.
- 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.
- 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.
- 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.
- This semester's Facilities Fundamentals Workshop was held last week. Thank you to Gordon Nelson for presenting this semester. The next workshop will be held in the fall.
- We are working on several fs.utk.edu web page updates for different subunits.
- 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.
- We are working on a customer satisfaction form for the website.

Training:

- The 2017 Custodial Certification Program (CCP) starts this week! Classes will be conducted on Tuesdays and Thursdays from 3pm-5pm in FSC 102 and will run

through July. Congratulations to Kevin Ammons, Jason Carringer, Coty Cross, Veronica Cross, Shauna Elasmir, Eric Harris, Roxy Lyons, Beverly Schubert, Sherwin Taylor, Steve Traylor and Lisa Ward who applied and were accepted into the program.

This comprehensive Basic and Advanced coursework will include the keys to customer service and building strong relationships with our campus community; understanding the chemistry and safe handling & use of chemicals; proper procedures for above floor, carpeted floor and hard floor cleaning; and disinfection and cleaning procedures for restroom and shower rooms.

A qualified team of instructors will be teaching various modules. Thanks go to Charles Arnold, Rose Desmond, Ray Davis, Mary Parker, Gordon Nelson, Rebecca Saylor, Patrick Smith and Joe Suits for agreeing to instruct in the program. After completion of all modules including passing scores on all examinations, enrollees will become certified custodial technicians recognized by ISSA's Cleaning Management Institute and will receive a 9% pay raise.

UTILITIES

Air Conditioning Services:

- Assist contractors with chiller replacement project at SERF.
- Repair number 2 chiller at Claxton.
- Assist contractors with connecting Clement Hall's chilled water system to the new Strong Hall.
- Replacing water source heat pumps at the Middlebrook Building.

Steam Plant:

- Maintenance installed oil flow meters on #1 and #5 boilers.
- Electronics department in process of connecting flow meters to boiler control system.
- Worked on ice machine.
- Changed steam trap in shop.
- Mowed grass at steam plant.
- Repaired boiler logs.
- Test ran 2MW generator.
- Worked on Dealkalizer float control.

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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; Paint 3rd floor office suite
- Art and Architecture: Exhaust system for laser cutters on 3rd floor.
- Bailey Education: Reconfigure modular furniture.
- 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.
- 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; Modify 3rd floor restroom to a family restroom.
- Conference Center: Paint 313A; Paint, chair rail and/or blinds 432; Renovations to 406; Add door between 314G and 314R, remove cubicles.
- 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.
- Food Science Building: Remove built-in desk and patch surfaces.
- Haslam Business: Install door 406; Renovate 406 into a studio; Rework entrance to kitchen 501; Accordion Doors 220; Panic alarms in four offices.
- 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.
- Intramural 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, several rooms on 4th floor, 5th floor offices; Electric for monitor 406.
- Student Health: Install ladder from second floor roof to the first floor roof.
- Student Services: Paint 201 and 320; Add door operator in 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 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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FACILITIES SERVICES VACANCIES

Rapid Response Team Mmbr - Requisition ID - 17000000CR

Sr Plumb & Heating Sp I - Requisition ID - 17000000CU

Two Temporary Assistant Painters - Requisition ID - 16000000CR

Temporary Assistant Carpenter (Carpenter Assistant II) - Requisition ID - 16000000DT

Heavy Equipment Operator - Requisition ID - 17000000BJ

Sr Line Installer I - Requisition ID - 17000000AO

Sr Maintenance Specialist - Steam Plant - Requisition ID - 170000007Y

Recycling Truck Driver I - Requisition ID - 1700000073

2nd and 3rd Shift Custodians (Building Service Aide I) - Requisition ID - 160000018P

Landscape Serv Foreman (2 Positions) - Requisition ID - 170000005J

Landscape Aide I (3 Positions) - Requisition ID - 170000003S

Exterminator I (2 Positions) - Requisition ID - 170000003E

Electrical & Electronics Technician - Steam Plant - Requisition ID - 1700000029

Senior A/C Specialist II - Requisition ID - 16000001NO

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

Landscape Serv Foreman (2 Positions) - Requisition ID - 16000001IW

Maintenance Specialist I (10 Positions) - Requisition ID - 16000001HZ

Line Installer I (Two Positions) - 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

EHS Safety Corner

Stepladder Safety

Every year over 300 people die in ladder-related accidents, and thousands suffer disabling injuries. Mark your calendar to join the American Ladder Institute (ALI) in celebrating the first-ever National Ladder Safety Month, designed to raise awareness of ladder safety and to decrease the number of ladder-related injuries and fatalities. National Ladder Safety Month is the only movement dedicated exclusively to the promotion of ladder safety, at home and at work. During March 2017, National Ladder Safety Month will bring heightened awareness to the importance of the safe use of ladders through resources, training and a national dialogue.

If you use a ladder only occasionally, chances are it's a stepladder. Accidents happen just as easily with stepladders as with other types of ladders and scaffolding, and the consequences can be just as serious.

Here are some safety tips to follow when using a stepladder:

- Inspect the stepladder to see if it is in good condition before using it. Ensure the rungs are solid and securely fitted in the stiles. Also check that the spreaders are in good shape and able to lock into place. Look for any twisting or distortions in the shape of the ladder.
- Place the ladder on a solid, even surface. Don't place it on snow or ice. If you must position the ladder in a doorway or another traffic area, make sure the route is adequately barricaded to prevent collisions.
- Lock the spreaders into place before ascending the ladder, and make sure the stepladder legs are fully open.
- A stepladder is designed to be used in the open position. Never lean it against a wall to use it as a straight ladder.
- Never climb onto the top two rungs of a stepladder. If you need to climb higher, get a longer ladder.
- Always face the ladder when climbing up or down, and keep both hands on the side rails while climbing.
- Do not carry tools or materials up or down a ladder with your hands. Instead, carry them on a tool belt, or move them with rope or a basket. Never overload a ladder with heavy materials, and do not allow more than one person on any ladder at one time.
- Do not reach out too far from the ladder in any direction. If you must reach away from the ladder to work, climb down and move the ladder to a new position.

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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:

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THE UNIVERSITY OF
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FACILITIES SERVICES

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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>