

Facilities Services Weekly

March 20, 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 Finishes:

Sign Shop:

- Installed decals for UT Recycling.
- Worked on wall decals for Jane & David Bailey Education Complex.

- Worked on signage for Parking & Transit Services.
- Various name plates.

Paint Shop:

- Worked on Blount Hall painting.
- Painted office for new Chancellor's assistant.

Building Finishes:

- Installed whiteboard at South & East Stadium.
- Installed keyboard tray at Facilities Services Complex.
- Installed shades at Greve Hall.
- Installed new door at Hess Hall.
- Installed block at Carrick Hall North.
- Worked on new flooring panels on Tickle Engineering Bridge.
- Installed corkboard and repaired table at HPER.

Building Services:

Arena:

- Tuesday, March 21st: Baseball Game vs. Marshall at 6 p.m.
- Wednesday, March 22nd: Softball Game vs. North Carolina at 7:30 p.m.
- Thursday, March 23rd: Thompson Boling Arena - Load In and practice for First Robotics Competition from 7:45 a.m. to 8 p.m.
- Friday, March 24th: Thompson Boling Arena - First Robotics Competition from 8 a.m. to 7 p.m.
- Friday, March 24th: Softball Game vs. Ole Miss at 6 p.m.
- Saturday, March 25th: Thompson Boling Arena - First Robotics Competition from 8 a.m. to 6 p.m.
- Saturday, March 25th: Softball Game vs. Ole Miss at 6 p.m.
- Sunday, March 26th: Softball Game vs Ole Miss. at 1:30 p.m.

Facilities Services Weekly

March 20, 2017

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

UT Recycling:

Totals for the week of March 5 through 11:

- Bottles/Cans: 8,600 pounds.
- Paper: 8,360 pounds.
- Cardboard: 16,780 pounds.
- Manure: 14,200 pounds.
- Compost: 17,880.4 pounds.
- Weekly Totals: 65,820.4 pounds; 32.91 tons.

Totals for the week of March 12 through 18:

- Bottles/Cans: 7,720 pounds.
- Paper: 10,160 pounds.
- Cardboard: 5,460 pounds.
- Manure: 0 pounds.
- Compost: 3,783.2 pounds.
- Weekly Totals: 27,123.2 pounds; 13.56 tons.

Running Fiscal Year 2017 Totals:

- Bottles/Cans: 327,270 pounds; 163.64 tons.
- Paper: 407,340 pounds; 203.67 tons.
- Cardboard: 534,789 pounds; 267.36 tons.
- Manure: 401,000 pounds; 200.5 tons.
- Compost: 465,660 pounds; 232.83 tons.
- Fiscal Year Totals: 2,136,059 pounds; 1,068.03 tons;
3,317 pallets.

ZONE MAINTENANCE

STAR Team:

- Renovating SERF room 430.
- Renovating room 518 in Perkins.
- Installing filter system on chilled water system at Art & Architecture.
- LED lighting upgrade at Nielsen Physics and Auxiliary Services.
- Vibration testing of pumps and motors.
- Install shut off valves and utility lines at JIAM.
- Remove door and frame at Biology Annex.
- Install window hinges and arms at Morrill Hall.
- Install pressure regulator at JIAM.
- Install Lexan at Facilities Services Complex.
- Install Lexan at College of Nursing.

- Replace broken window at Humanities.
- Install Roton hinge at Dabney Hall.

Zone 1:

- We have had many shower walls retiled again this past week at Morrill.
- Filters were changed in the buildings during spring break.
- We had a hot water valve replaced on the main in S.C.
- We are installing a new water filter in the lobby at Hess Hall.
- Humes has been fenced off and the demo has started.

Zone 2:

Haslam Business:

- Removed all furniture and wall coverings in room 627.
- We have been repairing lights in all classrooms.
- Repaired all chairs that are bolted to the floor in all classrooms.
- Serviced all bathrooms.

SMC

- Light repair on seventh floor.
- Applied magazine racks in lobby on fourth floor.
- Checked and repaired all lighting and chairs in G2 and G4.
- General maintenance. Welcome back from spring break.

Zone 3:

- We have been working over spring break in the Day Care to repair lights and other projects while no one was there.
- Our team will be changing filters and belts on our air handling units to prepare for warmer temperatures.
- We have a new member to our team this week. Larry Pickle will be working in Zone 3 and on first shift One Call.
- Our customers are back. We will be assisting them with any issues they may have.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.

ZONE 6 CONTINUED ON PAGE 3

Facilities Services Weekly

March 20, 2017

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

ZONE 6 CONTINUED:

- Alumni Memorial Building roof leak.
- Dabney Buehler gas leak.
- Dabney Buehler 300 fire door repair.
- Earth & Planet Science heat and air conditioning improvement.
- Hesler Greenhouse drain repair.
- Nielsen Machine shop lighting project continues.

Zone 7:

- Continuing LED lighting project and general building maintenance in SERF.
- General building maintenance has taken place in Min Kao, Tickle Engineering Building, Pasqua, Estabrook Hall, Dougherty Engineering, Ferris Hall, and the Biology Annex.
- Replaced some motors on air conditioning units and general building maintenance in Perkins Hall.

Zone 8:

- We will be working on the waste system from our labs this week.
- The stairwells in Plant Biotech are complete. Donnie Lowery, Cecil Woody and Jonathan Hutsell did a good job. Many thanks for their work on that project.
- Our team will be working to make the return from Spring Break a smooth transition.
- Many thanks to the Zone 8 Team for their work in classrooms and common areas over Spring Break.
- One Call will be answering calls and assisting with projects that occur after normal operating hours.

Zone 11:

- At Neyland Stadium continuing to prepare stadium for Orange & White game.
- At Football complex checked and adjusted chemicals as needed in pools.
- At Allan Jones checked and adjusted chemicals as needed in pools.
- At Good Friends Tennis center checked roof for leaks.
- Assisted Zone 7 at checked hill for gas leaks & purged air out lines in buildings.
- General building maintenance throughout zone.

COMMUNICATIONS

Communications & Public Relations:

- The 2017 Employee Satisfaction Survey was distributed the first week of March. 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.
- 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.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

Facilities Services Weekly

March 20, 2017

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

COMMUNICATIONS & PR CONTINUED:

- 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.
-
- 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.

UTILITIES

Air Conditioning Services:

- Assisted with power outage at SERF Chiller House for Chiller Improvement Project.
- Assisted by equipment representative- performed repairs to WSHP boilers at new Facilities Services Complex.
- Started performing upgrade replacement of VAV controls in 3rd floor area of Dabney Hall.
- Repairing heating unit in fire panel room at Neyland Stadium.
- Preparing new chiller at Thompson-Boling Arena for start-up.
- Performing repairs to cracked flair nut on fan coil unit in 4th floor of Andy Holt Tower.

Steam Plant:

- Worked on brine pump for dealkalizers.
- Installed new chemical pump controller.
- Worked on weekly reports.
- Test ran 2 MW generator.
- Fabricated new rack for metal in shop.
- Installed new air line on air compressor.
- Finished installing new oil flow meters.
- Finished out painting in shop area.

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).

CONSTRUCTION CONTINUED ON PAGE 5

Facilities Services Weekly

March 20, 2017

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

CONSTRUCTION CONTINUED:

- 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.

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

Facilities Services Weekly

March 20, 2017

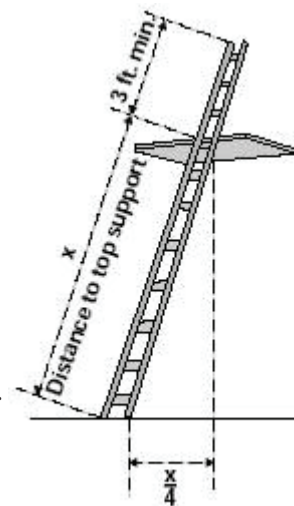
ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT
COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

EHS Safety Corner

March 2017 is National Ladder Safety Month. OSHA has some tips on the proper use of portable ladders.

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



Facilities Services Weekly

March 20, 2017

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



"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

Facilities Services Weekly

March 20, 2017

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>