

Facilities Services Weekly

May 30, 2017

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

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

Building Services:

- All 10 candidates in the current Cleaning Certification program have passed the Basic Module.
- Floor work is taking place in Dabney-Buehler Hall and the SERF Building on The Hill. These areas look great.

- Wood floor restoration is taking place in Ayres Hall.
- Strong Hall is open and we are beginning to staff the facility.

Lock & Key Services:

- Haslam Business Building – change locks and repair lock.
- Min Kao – repair lock.
- Austin Peay – repair lock cylinder spinning.
- HPER – repair door lock.
- Hoskins Library – repair lock.
- Ayres Hall – repair lock.
- University Housing – many recores and repairs.

Rapid Response Team:

- Finishing up the Strong Hall move and getting ready for Phase 2 of JIAM.
- We have moves at Presidential Court, Bailey Education, nine at Jessie Harris, three at Communications, two at Nursing, Taylor Law, and Perkins Hall.
- Events at Baker Building and SERF.
- Addressing other work orders that come in during the week.

UT Recycling:

Recycling Totals for May 21 through 27:

- Bottles and Cans: 8,060 pounds.
- Paper: 9,900 pounds.
- Cardboard: 20,940 pounds.
- Manure: 8,000 pounds.
- Compost: 17,060.1 pounds.
- Weekly Totals: 63,960.1 pounds; 31.98 tons.

UT RECYCLING CONTINUED ON PAGE 2

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UT RECYCLING CONTINUED:

Recycling Totals for Fiscal Year 2017:

- Bottles and Cans: 405,730 pounds; 202.87 tons.
- Paper: 520,860 pounds; 260.43 tons.
- Cardboard: 684,009 pounds; 342 tons.
- Manure: 532,880 pounds; 266.44 tons.
- Compost: 626,460 pounds; 313.23 tons.
- Fiscal Year Totals: 2,769,939 pounds; 1,384.97 tons; 3,947 pallets.

ZONE MAINTENANCE

STAR Team:

- Renovating SERF room 309.
- Moving researchers into Strong Hall.
- Installing filter system on chilled water system at Art & Architecture.
- Vibration testing of pumps and motors.
- Replaced broken glass at North Carrick Hall.
- Repaired door at Humanities/Social Science Building.
- Lightning project at Humanities Garage.
- Repaired handicap doors at Student Union.
- Repaired handicap operator at SERF.
- Repaired Sally Port at UT Police Department Building.

Zone 3:

- We continue to clean our mechanical rooms and machinery.
- Our team will paint hand rails at some of our houses.
- We work on projects at The Bass Building.
- At the Early Learning Center, we will clean around the entrances while the occupants are away.
- At UT Drive Building A we will service the generator.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Student Union lighting and more.
- Earth and Planetary Sciences Building heat and air conditioning improvement.

- Destination Imagination preparation.
- Student Union clean condenser.
- Dabney Buehler Hall fume hood repair.

Zone 7:

- Installed CUH motors in hallways and air handler maintenance in penthouse of SERF.
- Working on air conditioning issues are Dougherty Engineering.
- The air conditioning units at Perkins Hall were worked on.
- The Biology Annex was cleaned up.
- General maintenance in all zone buildings.
- Assisting with completion of the LED lighting project at the Auxiliary Services Building.

Zone 8:

- We would like to welcome James Cox. He will be working on our Second Shift One Call Team.
- Our team will continue to clean condensing coils and fine tune our HVAC systems to better serve our customers.
- We continue to work in the Greenhouses. Exhaust fans and louver motors are our main focus.
- One Call will continue to answer calls and work on special projects.

Zone 11:

- At Sherri Parker Lee Softball Stadium we are preparing for the NCAA Tournament.
- Washing air conditioning units and changing filters at Goodfriend Tennis Center.
- Washing air conditioning units and changing filters at Cronan Volleyball Facility.
- Washing air conditioning units and changing filters at the Wayne G. Basler Tennessee Boathouse.
- Washing air conditioning units and changing filters at Regal Soccer Stadium.
- At the Thornton Athletics Student Life Center we are working on general maintenance issues.
- At the Football Facility we are working on changing filters and lights, and preparing for visitors and recruits
- We are preparing to change filters on all units throughout Neyland Stadium.

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COMMUNICATIONS

Communications & Public Relations:

- The Facilities Services Fourth of July Picnic will be held at noon Thursday, June 29 at the Facilities Services Complex.
- Work has started on this year's Facilities Services Annual Report.
- We are working to fill student assistant vacancies.
- A report detailing the Employee Satisfaction Survey will be completed next month.
- We are updating the Building Representative list.
- 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.
- 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.
- The May Facilities Services Employee of the Month will be announced this week.
- We created a new UT themed poster for the AVI meeting earlier this month.
- 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.

UTILITIES

Steam Plant:

- Cut grass and cleaned up around Steam Plant.
- Continued to remove the bottoms of the coal bunkers.
- Continue to replace some of the lighting with new LED fixtures.
- Weekly logs and preparing for monthly logs.
- Continue to train new personnel.

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 in room P205; Paint room 505; Painting and signage on eighth floor; Carpet repairs in rooms P115 and 201.
- Art and Architecture: Exhaust system for laser cutters on third floor; Renovations to third floor Print Center; Demo Photo Lab; Continuing work in Kitchen (painting and floor).
- Austin Peay: Carpet in suite 215.
- Auxiliary Services: Power for new equipment.
- Ayres Hall: Reconfigure landscape furniture in rooms 313 and 327.
- Bailey Education: Paint room 201; Reconfigure modular furniture in suite 332; Paint rooms A304 and A305.
- Baker Center: New flooring for third floor patio.
- Biosystems Lab Building: Carpet and floor receptacles in room 278; Add two receptacles in room 173C.
- Black Cultural Center: Water bottle fillers on first and second floors
- Blount Hall: Water bottle filling station on first floor.
- Brenda Lawson: Painting several areas
- Business Incubator: Renovation for Anderson Center rooms 112 and 114.
- Campus: Evaluate parking garages; Parking Garage lighting improvements; New roof on Circle Park Info Building.
- Ceramics Annex: Make repairs to kiln.
- Classrooms: Working on 23 classroom renovations for summer.
- Claxton Ed: 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.

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- Communications: Install sign for room 460; Flooring, paint, etc. in room 107Q; Paint rooms 98 through 104.
- 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: Install exhaust fan in chase from room 103, Second floor settling repairs; Move power from wall to table in room 432.
- Dougherty Engineering Building: 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: Install glass break detectors; Install wind turbine; Install new lights; Install fire alarm devices.
- Glazer Building: Install door in corridor.
- Greve Hall: New room signs and hanging pictures on sixth floor; Change entrance in room 217; Water bottle filler on second floor.
- Haslam Business: Install door for room 406; Accordion Doors in room 220; Panic alarms in four offices; Power for several areas (digital signage); Install hand driers on first, second, third and fourth floor; Floor receptacles in atrium areas.
- 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: Renovate Miles Reading Room 135; Painting several rooms; Assist with office renovations, Graduate Commons and One Stop/VA Services; Install hand driers on first and second floor; Window film in rooms 209 and 641.
- HPER: Add emergency lighting.
- 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: Additional electrical service for several labs for phases 1 and 2; Replace acid storage tank.
- Kappa Delta Sorority: Move sprinkler lines for HVAC access.
- 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.
- McCord Hall: Wiring for office cubicles.
- Middlebrook Building: Replace walls and ceilings in rooms 120 and 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.
- Perkins Hall: Install interlocking rubber tile in rooms S002; Carpet in rooms 115 and 311.
- 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, and Volunteer Hall.
- Senter Hall: Concrete and drains in greenhouse.
- SERF: Electric additions to room 520; Improvements to chilled water system; Renovate room 309; Safety shower in room 207B.
- SMC: Paint and/or carpet rooms 252 and 319, several rooms on fourth floor, fifth floor offices; Electric for monitor in 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: New signage; Power to compactors.
- Student Health: Install ladder from second floor roof to the first floor roof.
- Student Services: Paint rooms 201 and 320; Add door operator in room 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 second and third floors; Reconfigure offices (phase 2); Paint and LVT in room 255; Digital signage project; Paint patio furniture and exterior railings; Paint suite 157.

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- 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

Electrician I - Requisition ID - 17000000QD

Maintenance Specialist I (8 Positions) - Requisition ID - 16000001MH

Sr Maint Specialist I (Pools) - Requisition ID - 17000000HT

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

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

Senior A/C Specialist II - Requisition ID - 16000001N0

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

New Look for Online Safety Training Log-In

An important change is coming to our online training. The UT System in conjunction with OIT, the Ag Institute, and the Health Science Center has purchased a new system that will house online learning content. This new system is going to replace Skillport, which is the system that currently houses the Skillssoft courses.

What does this mean for us?

It means that the look and feel of how we get to our Skillssoft courses is going to change. However, once you start the courses, the player window (start and stop buttons, menu, table of contents) and the substance of the courses will all be the same.

It also means that there will be at least two weeks in June (12th -23rd) where we will be unable to access the Skillssoft courses while the transition from one platform to another happens.

How is Facilities Training going to help?

Ashley and Laura Jo will be undergoing training on how to use the new system. After training, they will develop some job aids (printed guides and videos, we hope) to show you the steps for navigating the new layout and help you and your employees get to the courses.

Laura Jo will also go ahead and publish the list with those who have birthdays in June a little early, for those who want to get their training complete before the two-week outage.

Should we be worried about the record of our training this year?

Nope! Every Skillssoft course you have taken has been recorded in your IRIS Training History. No records will be altered due to this change.

What should we do next?

You don't need to do anything differently! Complete your online training as you had planned...or if your birth-month is June, perhaps a little early. Watch for more announcements from your Facilities Training team!

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May 30, 2017



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.



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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>