

Facilities Services Weekly

October 2, 2017

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

Congratulations to our September Employee of the Month Peter Scanlan!

You can nominate another member of our team at tiny.utk.edu/fseom

Chuck Thompson Award Nominations Close This Week!

Nomination forms have been emailed to each employee and can be found at tiny.utk.edu/ChuckThompson

Nomination Deadline October 5 & Ceremony October 24

ADMINISTRATION

Special Projects:

- Continue to meet and work with our unit PM Coordinators regarding equipment and PMs.
- Creation and scheduling of PMs for equipment after equipment has been entered in Archibus.
- Creating and scheduling of PMs for routine duties performed at locations on campus.
- Verification of equipment already in Archibus to ensure accuracy before assigning PMs.
- Data entry of equipment provided by shops not already in Archibus.
- Working with Sanitation Safety on setting up their Clean Building Module to include completion of data entry of over 7,000 asbestos samples into Archibus.
- Archibus Support for Housing Services.
- Building Operations Console Project.
- Compiling data and creating reports.
- Assisting employees with training and questions concerning Archibus.
- Inventory Changes for Landscape Services.
- Attending meetings of the Facilities Services Student Assistant Scholarship Committee.

Quote of the Week:

- “Kind words can be short and easy to speak, but their echoes are truly endless.” - Mother Teresa

FACILITIES OPERATIONS

Lock & Key Services:

- Pi Kappa Phi – repair combo lock.
- Hesler Biology – install electric panic.
- Biosystems Engineering – repair lock.
- Haslam Business Building – supply and install locks.
- Student Union – rekey lock.
- Conference Center Building – provide & install exit devices.
- University Housing – many recores and repairs.

Landscape Services:

- Preparation/support for Georgia football game.
- Ayres Hall: Prep landscape and turf for ESPN Game Day.
- SERF Steam line repair: Finish curb and asphalt install.
- Set planters on Johnson/Ward Pedestrian Mall.
- JIAMS: Provide excavation support for renovations to the acid collection tank.
- Heavy Equipment: Personnel attended Trench/Excavation safety training.
- Remove old building signs where new one have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).

LANDSCAPE SERVICES CONTINUED ON PAGE 2

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LANDSCAPE SERVICES CONTINUED:

- Landscape Academy: Conduct training sessions and continue development of upper level curriculum.

Landscape:

- Seasonal Flower Beds: Begin seasonal change-out. Planting winter pansies and tulip bulbs.
- Art & Architecture: Replace green roof plantings to include irrigation installation.
- Bass Anthropology Facility: Install honorary garden to celebrate 30-year anniversary.

Turf:

- Aerate, install topsoil, overseed areas for annual improvements.
- Pesticide applications for broadleaf weed suppression

Arboriculture:

- Attending the Tennessee Urban Forestry Council Conference.
- Campus wide: Stump grinding.
- Circle Park: Prep location and obtain tree for Chancellor Davenport's Investiture service project.
- Andy Holt Avenue: Prune broken tree limbs due to truck damage.
- Campus wide: Update tree inventory data (continued).

Recycling:

Recycling Totals for September 24 through 30:

- Bottles/Cans: 10,380 pounds.
- Paper: 7,500 pounds.
- Cardboard: 9,560 pounds.
- Glass: 2,220 pounds.
- Manure: 16,000 pounds.
- Compost: 21,892 pounds.
- Totals: 62,992 pounds; 31.50 tons.

Recycling Totals for September 2017:

- Bottles/Cans: 37,940 pounds.
- Paper: 49,660 pounds.
- Cardboard: 75,840 pounds.
- Glass: 7,500 pounds.
- Manure: 48,500 pounds.
- Compost: 90,241.2 pounds.
- Totals: 305,121.2 pounds; 152.56 tons; 817 pallets.

Recycling Totals for Fiscal Year 2018:

- Bottles/Cans: 89,560 pounds; 44.78 tons.
- Paper: 142,120 pounds; 71.06 tons.
- Cardboard: 199,780 pounds; 99.89 tons.
- Glass: 24,800 pounds; 12.40 tons.
- Manure: 196,700 pounds; 98.35 tons.
- Compost: 168,585 pounds; 84.29 tons.
- Totals: 816,985 pounds; 408.49 tons; 1,610 pallets.

ZONE MAINTENANCE

STAR Team:

- Hang maps Strong Hall.
- SERF room 316 renovation.
- SERF room 439 renovation.
- Repaired door at Student Aquatic Center.
- Built door frame work for Min Kao.
- Installed door frame at Min Kao.
- Installed new glass and door at Min Kao.
- Removed glass in trophy case at football complex.
- Repaired cabinet lock at east skybox room 720.
- Repaired door lock at west skybox room 601.

Zone 1:

- Staying caught up on work orders.
- Getting everyone well and back to work as several were out sick.
- Replaced the fourth floor water fountain at Clement Hall.
- Time to start all the leslie rebuilds for the hot water in the buildings.
- Replacing a lot of ceiling tiles in the dorms due to vandalism.

Zone 2:

International House:

- Investigated water damage to window frame room 203.
- Changed belt on AHU #2.

Baker Center:

- Change tubes in rotunda column unit, kitchen hallway on first floor, and third floor hallway to restrooms.

ZONE 2 CONTINUED ON PAGE 3

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ZONE 2 CONTINUED:

- Changed flood light to honors entrance.
- Taylor Law:
- General maintenance.
 - Change and repair lights, VAV boxes, and fan coil units.
 - Repair bathroom sink auto sink faucets.
- Panhellenic Building:
- Check lighting and change bulbs.
 - Check and run water on third and fourth floors that are closed to public.
- Vol Shop:
- Check lighting.
 - Check roof top units.
- Haslam Business Building:
- Insulated two more rooms on fifth floor.
 - Bathroom faucet repairs.
 - General maintenance.
- SMC:
- Greased all air handlers.
 - Pipe tap kitchen drains.
 - Cleaned exterior lighting.
 - General maintenance.

Zone 3:

- We will clean rooftops and guttering.
- With the season changing we will focus on our heating systems, rebuilding traps, and inspecting all equipment.
- We continue to clean our mechanical rooms and tidy up our storage areas.
- We will work in fraternities and sororities to complete some work requests.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Earth & Planetary Science Building air conditioning continued.
- Walters Life Science Leak.
- Waste recycle.
- Dabney Hall filter changes.
- Garage door chiller building.

Zone 9:

- Dusting vents off.
- Taking down posters in hallways.
- Cleaning drywells.
- Cleaning ponds.
- Repairing lights.
- Changing stained ceiling tile.
- Cleaning up leaves around Andy Holt Tower.
- Cleaning out roof drains.
- Making sure stairwell doors latch.
- Answering calls.

Zone 11:

- At Neyland Stadium checked and needed repairs in preparation for Georgia game.
- At Football Complex checked and adjusted chemicals as needed in pools.
- At Allan Jones Aquatic Center checked and adjusted chemicals as needed in pools and changed airhandler go pin.
- At South Stadium checked and replaced lights as needed and assisted Air Conditioning Services on air conditioning unit in room 517.
- At Regal Stadium checked and replaced light as needed.
- Throughout zone general building maintenance.

COMMUNICATIONS

Communications & Public Relations:

- Chuck Thompson Nominations close this Thursday, October 5 at 5 p.m. Online nomination forms can be found at tiny.utk.edu/ChuckThompson. The ceremony will be held October 24. Please help us to name our exceptional employees of 2017!
- ***Congratulations to Peter Scanlan who was named September Employee of the Month!***
- Brooke will attend the Homeland Security National Seminar & Tabletop Exercise in Salt Lake City, Utah next week.
- We completed a document that details the Facilities Services projects that took place during the summer months. This was sent to administration last week.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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COMMUNICATIONS & PR CONTINUED:

- We are creating a supplemental summer projects report that details materials and contract labor.
- This year's annual report is complete. Thank you to everyone who submitted information for their units and subunits. We would also like to thank everyone who assisted us in getting pictures of each department. The report can be found on our website fs.utk.edu on the main page slider.
- Thank you to Matt Layne for presenting at our workshop last week. His presentation, along with all Facilities Fundamentals presentations can be found on the Communications & Public Relations webpage on the department website.
- We are working with committee members to create an additional scholarship opportunity through Facilities Services. The guidelines the committee created were sent to the scholarship office last week.
- Our department's annual Pink Day will be held this Wednesday, October 4. More information was sent out to the department via email. If you have any questions please contact Veronica Huff at (865) 974-2391.
- The updated Building Representative list is now on the department website.
- Updates are being made to the TNAPPA website.
- The Facilities Services bus will be rebranded. The design has been approved and has went to the printer.
- 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.
- We are working to update the Facilities Services Emergency Response Plan.
- We are working on several releases for the department. Look for Facilities news in upcoming issues of Tennessee Today.
- Updates are being made to the Cone Zone website.
- Updates are being made to the Facilities Services Department website.
- Several projects were submitted to the American School & University Architectural Portfolio magazine in July. These include Volunteer Boulevard, the Facilities Services Complex, Stokely Hall, Mossman Building, and the G16 garage.
- We will hire a new student assistant for the subunit in the coming weeks.
- All of the projects we submitted to the Educational Interiors magazine were chosen for print. The magazine will be distributed in the coming weeks.
- Brooke attended the Endeavor Summit last Friday. She will compile the notes of those from the department who attended.
- Various fliers are being created/edited.
- 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.
- We will work with Training to plan a week long APPA Toolkit in March. The dates have been set and we will begin the planning process in the coming weeks. Look for more information soon.
- Holiday Party planning has begun. This year's party will be held December 11.
- We are working to launch new social media content. Thank you to everyone who has helped us with photos so far.
- We will frame awards our Facilities Services Complex building received.
- We participated in campus cone zone sign walkthroughs last week and will continue during the next few weeks.
- We are working on training requirements.
- Our customer satisfaction report has been completed and sent to administration.
- We are assisting with our portion of a Sightlines social media presentation.
- We are working on new social media profiles.
- 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.

IT Support & Maintenance:

- Help Building Services with camera.
- Setup for video conferences.
- Install new computers.
- Assist with STAR Team Committee.
- New computer inventory.
- Software purchases.
- Desktop troubleshooting.
- Purchase new building automation server.
- Send power outage notices.

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Employee Training & Development:

Training News:

- Have training questions? Email us at fstraining@utk.edu.

Upcoming Training:

- Ashley Savage-Gilliam will be conducting Archibus Supervisor training the week of October 2 for Building Services Supervisors. If you're interested in scheduling Archibus training, contact Ashley.
- ATV Training is scheduled for the month of October. Email fstraining@utk.edu if you need to schedule to attend training.
- Mandatory Haven Training was loaded to K@TE and is a requirement for all university employees. Contact us at fstraining@utk.edu if you are having problems accessing the course.

UTILITIES

Air Conditioning Services:

- Installed new chiller in the music chiller house. Starting to make piping and electrical connections.
- Installed new compressor and condenser fan motor in split system at Fleet Management.
- Performed repairs to air conditioning unit at UTPD.
- Performed repairs to split system serving room 517 in South Stadium.
- Installed new pressure regulator on air dryer at the Auxiliary Services Building.
- Re-built #1 primary chilled water pump at the Plant Biotech chiller house.
- Checking the water source heat pump system at the Chi Omega Sorority House.
- Replacing the heating water circulating pump on the boiler at the Middlebrook Building.
- Performed repairs to a process chiller at the CRC lab building.
- Repaired an ice machine at Hodges Library.
- Repaired a reach-in cooler at the POD store in the VET School.
- Repaired the walk-in freezer at Presidential Court.
- Repaired ice machine at Presidential Court.

Plumbing & Heating Services:

- Performed monthly maintenance on steam line valves.
- Maintained condensate lines and condensate pumps.
- Fixed water leak.
- Replaced steam trap.
- Recondensated condensate pump.
- Replaced defibulizer.
- Changed steam pipe flange gaskets.
- Changed out leaking steam valve.
- Evacuated storm water from steam vault.
- Completed rodding orders.
- Fixed main sewer drain blockage at Neyland Stadium.

Steam Plant:

- Installed new condensate pump.
- Pulled new wire for condensate pump.
- Installed city water pressure transmitter.
- Wrote logic in DCS to monitor new pressure transmitter.
- Mowed and trimmed grass.
- Worked on dealkalizers to diagnose flow issues.
- Cleaned around gas compressors and fuel oil tanks.
- Installed new pressure gauges for condensate pumps.
- Lock out tag out number 2 boiler and opened up and cleaned for inspection.
- Closed up number 2 boiler and filled with water in preparation for light off.

CONSTRUCTION SERVICES

Campus Projects:

- Alumni Memorial Building: Paint room 115; Add tunnel ventilation.
- Anderson Training Center: Add electric for LED lights in upper atrium.
- Andy Holt Tower: Eighth floor door controls; Paint room 505; Paint eighth floor conference room; Polish concrete floor in room P226; Remove power pole and replace carpet in room P211; New shades in rooms 829 through 831.
- Art and Architecture: Install expansion joint covers; Paint blue air ducts; Motion detector switch for kitchen lights.

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- Austin Peay: Carpet in suite 215; Paint and carpet in rooms 303B and 303G; Remove part of wall in room 219.
- Bailey Education Complex: Paint rooms 204, 414, 314, 315, 420, and A512.
- Baker Center: New flooring for third floor patio; Carpet repairs in various areas; Hang canvas prints
- Biosystems Engineering Labs: New lighting in foyer and room 166.
- Brenda Lawson: Painting several areas.
- Business Incubator: Renovation for Anderson Center rooms 112 and 114; Refinish door on room 104B.
- Campus: Evaluate parking garages; Parking Garage lighting improvements; Raze three houses; Power washing.
- Claxton Education: Power for monitor in room 354.
- College of Nursing: Repair settling walls.
- Communications: Paint rooms 98 through 104; Remove a door and build a wall in room 455/456; Add chair rail in room 262; Carpet in room 256; Bottle filling station; Repair door and paint bookcases in room 293; Signage for JEM suite: Paint ceilings in rooms 309 and 310; Paint rooms 420, 420A, and 421.
- Conference Center Building: 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; Change doors in Clinic; Build-back to basement
- Dabney-Buehler Hall: Second floor settling repairs; Paint room 485; Electric and exhaust in room 562; Renovate rooms 341 through 343; Tuck-pointing outside rooms 472 through 483A; Install white board in room 319.
- Dougherty Engineering Building: Paint room 206A; Electric in room 102.
- Early Learning Center: Replace two air conditioning units (White Avenue).
- Ellington Plant Sciences: Paint room 281.
- Engineering Sciences Building: Renovate for Nuclear Engineering.
- 11th Street Garage: Additional solar panels; Remove two UPS and add emergency lighting.
- Facilities Services Complex: Install glass break detectors; Install wind turbine; Install new lights; Install fire alarm devices; Changes to rooms 107, 110 and 111 for new occupants; Install two lockable bollards.
- Food Safety: New flooring in room 200.
- Food Science: Add door between rooms 113 and 114.
- Fred Brown Residence Hall: Add power and fire suppression for range hood.
- Glazer Building: Install door in corridor.
- Golf Facility Building: Automatic gate for entrance.
- Goodfriend Tennis: Add receptacles.
- Greve Hall: Change entrance in room 217.
- Haslam Business: Power for several areas (digital signage); Divide rooms 511, 512, and 632 into two rooms; Add Store front framing and doors in three areas on the fifth floor.
- Natalie Haslam Music: Add chair rail in ground floor rooms; Add corner protectors.
- Hesler Biology: Door controls on Greenhouse doors; Carpet room 442.
- Hess Hall: Electric work in laundry; Replace basement door.
- Hodges Library: Assist with office renovations and Graduate Commons renovation; Window film on rooms 209 and 641; Paint orange walls and vinyl glass lettering in rooms G016 and G020; Refinish woodwork in room 121.
- Hoskins Library: Build classroom in room 190.
- HPER: Add emergency lighting; Paint rooms 370, 389, and 390; Add graphics in room 390.
- Humanities and Social Sciences: Upgrade fire alarm system to speaker devices; Paint and ceiling tiles in room B009C; Add sensors in new vault.
- International House: Install monitor mounts in rooms 112 and 206; Paint room 203.
- Jessie Harris: Sidewalk and step repairs; Carpet room 412.
- Jewel Building (COAD FAB Lab): Electric, lighting, and painting in basement.
- JIAM: Electric for rooms 122 and 160.
- Kingston Pike: Install raceways and equipment for parallel UPS system; Paint restroom.
- McClung Museum: Install access panel in room G099C; Carpet room 103A.
- McClung Tower: Paint and carpet in room 217; Paint in rooms 912B and 1018.

CONSTRUCTION SERVICES CONTINUED ON PAGE 7

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- McCord Hall: Paint and flooring in rooms B012, 102, 103, 104 and 105; Paint rooms 114 and 114A.
- Melrose Hall: Carpet in Pride Center.
- Middlebrook Building: Replace walls and ceilings in rooms 120/120A.
- Min Kao: Add access controls to rooms 338, 538, and 540.
- Morgan Hall: Paint, flooring and furniture rooms 126 and 201; Renovate rooms 119 and 218; Painting in room 118; Add quad outlet and data raceway in room 212D2.
- Nielson Physics: Add window in room 217A.
- Perkins Hall: Installation of control gate on Middle Drive.
- Pratt Pavilion: Door controls for parking area entry door; Wiring for treadmill.
- Roofs: Baker Center Dome, SERF, Austin Peay, Hesler, Volunteer Hall.
- SERF: Improvements to chilled water system; Renovate room 309; Safety shower in room 207B; Paint room 311; Lab renovation in room 439; Renovate rooms 109, 210, 202, and 205 for Nuclear Engineering.
- SMC: Paint and/or carpet rooms 329, 328, 339, and fourth floor offices; Paint and carpet in rooms 601 and 630; Paint two walls in room 623; Power for and hanging displays in rooms 608 and 609; Paint rooms 605 and 619; Window tint in room 425.
- Sports Bubble: Demo work.
- Steam Plant: Demo ash silo.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Conduit for compactor.
- Student Health: Panic button in room 201Q.
- Student Services: Paint rooms 111K, 111Q, 201 and 320.
- Student Union: Add capacity for voice transmitting through fire alarm system; Add slat wall in Volshop; Remove graphics and repaint columns in Vol Bookstore; Build shelving and fabricate cord for trailer.
- Taylor Law: Put camera wiring in wall and add switch 88 and 89; Water bottle filler on third floor; New receptacle in room 277; Wiring in rooms 88 and 89.
- Thompson Boling Arena: Add toilets and shower doors in coaches offices; Enhance vertical steel for fall protection.
- Thornton Athletics: Remove lights in lower atrium.

- TRECs: Refinish courts.
- Tyson Alumni House: New interior signage.
- UT Gardens: Install boardwalk.
- 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.
- Vol Shops: Add card readers at Commons, Cumberland, and Art & Architecture locations.
- 1525 University Avenue: Add glass break protection to lower windows.
- 1610 University Avenue: Paint room 229.

FACILITIES SERVICES VACANCIES

Building Services Aide I, FS Building Services - Requisition ID - 17000001EQ

Training Admin Spec I - Facilities Services - Requisition ID - 17000001DJ

Senior Electrician I - Requisition ID - 17000001BC

Building Services Foreman - Requisition ID - 17000001AW

Electrician I - FS Construction - Requisition ID - 170000015L

2nd & 3rd Shift Custodian (Building Services Aide I) - Requisition ID - 170000011S

Asst Bldg Svcs Foreman (5 Positions) - Requisition ID - 160000018S

Sr Steam Plant Operator - Requisition ID - 170000010Y

Landscape Serv Foreman - Requisition ID - 17000000JP

Sr A/C Specialist I - Requisition ID - 17000000W1

Electrician I - Requisition ID - 17000000QD

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

Plumbing & Heating Spec I (2nd shift) - Requisition ID - 17000000G4

Sr Line Installer I - Requisition ID - Requisition ID - 17000000AO

Landscape Aide I (4 Positions) - Requisition ID - 170000003S

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

Air Conditioning Spec I (5 Positions) - Requisition ID - 16000000F8

Line Installer I - Requisition ID - 16000000M2

Part-time Temporary Custodian (Building Services Aide I) - Requisition ID - 16000000DU

Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5

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Calling All Bakers

Student Assistant Scholarship Bake Sale October 24

Facilities Services will hold a bake sale in support of its new Student Assistant Scholarship Tuesday, October 24 during the Chuck Thompson Awards ceremony.

If you love to bake, then we would love to have you donate items for the bake sale. All proceeds from the sale will go toward the startup of our new Student Assistant Scholarship opportunity slated to launch next year.

The sale will take place in the lower level of the Facilities Services Complex and will begin at 12 p.m.

If you would like to participate, please just bake whatever you would like, break it down into single serving sizes (package, wrap, cover, baggie), price it and bring it in to Veronica Huff on Monday, October 23 or Tuesday, October 24 by 10 a.m.

We ask all those interested in baking to sign up by Friday, October 13. Bakers can sign up with Tiffanie Casteel, Veronica Huff, or online at tiny.utk.edu/FSBakeSale

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2017 Employee of the Month Award Recipients



August: John Lewis



July: Bill Mills



June: Brooke Krempa



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, or by following this link: 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 tiny.utk.edu/FSEOM

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 FACILITIES SERVICES

FOURTH ANNUAL

Pink Day!

Facilities Services invites all employees to wear pink in support of Breast Cancer Awareness Month!

Wear *Pink* on
Wednesday, October 4th

Big Orange Fridays uniform guidelines apply.

In addition there will be a Breast Cancer Awareness item sale!

Beginning at 7:30 a.m. Veronica Huff will host a Breast Cancer Awareness item sale.

All proceeds from the sale will be donated to the Susan G. Komen Foundation.

**For more information about Pink Day or the awareness items sale please contact:
Veronica Huff at 974-2391 or
Brooke Krempa at 214-7662**