

Facilities Services Weekly

October 23, 2017

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

Congratulations to our 2017 Chuck Thompson Awards Winners

Veronica Huff & Jim Hastie!

ADMINISTRATION

Special Projects:

- Collaborating with Sustainability about the collection of equipment data for all campus Bottle Filling Stations.
- 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:

- “There are only two options: make progress or make excuses.” - Tony Robbins

FACILITIES OPERATIONS

Landscape Services:

- Design and order trees for screening the southeast corner of Thompson Boling Arena.
- Henson Hall: Landscape improvements in north green-space between building and Cumberland Avenue (continued).

- Clarence Brown Theatre: Assist with transport of trailer containing stage scenery/props.
- Athletics: Assist with transport of trailer containing indoor track equipment.
- Facilities Services Complex: Assist Construction with excavation for sidewalk install.
- Alumni Memorial Building: Assist Plumbing with steam vault repairs.
- Seasonal Flower Beds: Finish seasonal change-out. Planting winter pansies and tulip bulbs (continued).
- 1840 Fraternity Park: Excavate and assist sewer line repairs (continued).
- Remove old building signs where new one have been installed (on-going).
- Interview candidates for vacant and seasonal positions (on-going).
- Landscape Academy: Conduct training sessions and continue development of upper level curriculum.

Turf:

- Aerate, install topsoil, oversee areas for annual improvements (continued).
- Pesticide applications for broadleaf weed suppression (continued).

Arboriculture:

- Campus wide: Dead tree removal.
- Campus wide: Update tree inventory data (continued).

Lock & Key Services:

- Early Learning Center – replace bathroom lock.
- Dabney/Buehler Hall – lock spins/repair.
- Andy Holt Tower – make keys for file cabinet.
- HPER – repair lock on mechanical room.
- South & East Stadium – key pad not working.
- Aramark Dining Services – change safe combinations multiple Buildings.
- University Housing – many recores and repairs.

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Rapid Response Team:

- Hanging banners.
- Moves at Natalie Haslam Music Building, Hoskins Library, Andy Holt Tower, and Walter Life Science.
- Events at Perkins Hall and Circle Park.
- Taking care of all other request that come in during the week.

Recycling:

Recycling Totals for October 15 through 21:

- Bottles/Cans: 10,500 pounds.
- Paper: 5,100 pounds.
- Cardboard: 10,520 pounds.
- Glass: 1,120 pounds.
- Manure: 9,000 pounds.
- Compost: 20,593.4 pounds.
- Totals: 56,833.4 pounds; 28.42 tons.

Recycling Totals for Fiscal Year 2018:

- Bottles/Cans: 114,160 pounds; 57.08 tons.
- Paper: 154,520 pounds; 77.26 tons.
- Cardboard: 247,860 pounds; 123.93 tons.
- Glass: 29,380 pounds; 14.69 tons.
- Manure: 226,700 pounds; 113.35 tons.
- Compost: 227,418 pounds; 113.71 tons.
- Totals: 1,000,038 pounds; 500.02 pounds; 2,014 pallets.

ZONE MAINTENANCE

Zone 1:

- We are staying caught up on work orders in all buildings.
- Orange Hall has air conditioning up and running. We have been working out some of the air system issues.
- The Clement Hall and Massey Hall roof lights have been switched over to LEDs. We only have Reese Hall left to complete.

Zone 2:

Baker Center:

- Re-install handrails on second floor balcony.
- Re-lamp outdoor light on south side of building, on the column in the Rotunda area, and the women's second floor ladies room.

International House:

- Clean air supply vents in vaulted ceiling.
- Reattached light in ceiling on first floor.

Tyson House:

- Re-lamp ceiling fixture main entrance.

SMC:

- Ordered parts for the roof top air handler repair. Starting repair on October 23.
- Repaired lights in stairwell.
- Replaced some ceiling tiles in room 225.
- Replaced soundproofing on fourth floor.

Haslam Business Building:

- Changed filters on two air handlers in west wing attic.
- Worked on refrigerator in kitchen fifth floor.
- Cable secure some furniture on third and fourth floor.
- General Maintenance.

Zone 3:

- Our Team will work on lighting and cleaning mechanical rooms.
- We have some work requests to complete at Fraternities and Sororities.
- Leaves are falling and we will continue to check rooftops and guttering to keep all drains clear.
- With the change in temperature we will check our units to ensure they are in good working condition.

Zone 8:

- We are working on lighting and making general repairs to our common areas.
- At Morgan Hall, with the assistance of the welding team, we are installing ventilation fans.
- At the JIAMS Building we are cleaning mechanical rooms and finishing up some outstanding work requests.
- One Call will answer and respond to calls. They are assisting with the lighting upgrade in the White Avenue parking garage.

Zone 9:

- We are policing bathroom stalls for fliers.
- Cleaning up after ballgame.
- Unlocking doors.
- Checking exit doors and stairwell doors.

ZONE 9 CONTINUED ON PAGE 3

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ZONE 9 CONTINUED:

- Getting equipment information.
- Dusting HVAC vents.
- Cleaning walkway to Andy Holt Tower.
- Tearing posters down in public areas.
- Picking tape off walls and doors.
- Putting together furniture.
- Cleaning fountains.
- Changed lobby lights at Clarence Brown Theatre to LED.
- Changing air filters.

COMMUNICATIONS

IT Support & Maintenance:

- Setup USB laser pointers in FSC rooms 101 and 102.
- Fixed an IP phone issue.
- SketchUp Viewer for the laptop in FSC room 101.
- Printer Maintenance.
- Purchase server for Electrical Services.
- New computer setup.
- Troubleshoot hard drive and monitor problems.
- Help setup new offices for Zone Maintenance and Building Services.
- Power outage notices.
- Consult on phishing emails and send samples to OIT.
- Training – EDGE 2017 conference.
- Listserv troubleshooting and maintenance.
- Computer repair after power failure.
- Work on 2017 Self-Assessment Controls Recommendations.
- Assist users with Annual Health Benefits Enrollment logins.
- Purchase software for Design Services.

Communications & Public Relations:

- Congratulations to our 2017 Chuck Thompson Outstanding Employee winners Veronica Huff & Jim Hastie!
- Pictures from the awards ceremony can be found on our Facebook page and an announcement including highlights from their nominations can be found at fs.utk.edu/announcements/CTA.html. Thank you to everyone who submitted nominations and to our 2017 committee.

- The October Exceptional Team dinner will be held tomorrow. The winning team will be announced after the event.
- Our October Employee of the Month will be named tomorrow.
- We are working on our subunit annual report that will be submitted by the end of October.
- The Healthy Lifestyle Series hosted by the Center for Health Education & Wellness will begin this week.
- We are updating the Building Representative list.
- 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. Brooke attended the annual fall board meeting last week at UTC.
- We are working to update the Facilities Services Emergency Response Plan.
- We are working on several releases for the department.
- Updates are being made to the Cone Zone website.
- Updates are being made to the Facilities Services Department website.
- Work has begun on the 2017 APPA FPI survey.
- Cone Zone signs are being created and updated.
- We will hire a new student assistant for the subunit in the coming weeks.
- The Facilitator will be distributed next week. If you have any information you would like included in the bi-monthly newsletter please contact Brooke at krempea@utk.edu.
- 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.
- Updating organizational charts.
- We are working to launch new social media content. Thank you to everyone who has helped us with photos so far.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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COMMUNICATIONS & PR CONTINUED:

- We will frame awards our Facilities Services Complex building received.
- We are working on training requirements.
- We are working on new social media profiles.
- Stay tuned for ways to donate clothes and meals to those in need this holiday season.
- 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.

Employee Training & Development:

Upcoming Training

- ATV Training – Wednesday, October 25 at 12:30 p.m. in Facilities Services Complex room 101.
- IRIS Travel Training – Thursday, October 26 at 2 p.m. in Facilities Services Complex room 102.
- Confined Space Training – Wednesday November 8 at 3 p.m. in Facilities Services Complex room 101.
- Required Workers Comp Training for General Superintendents and Supervisors.
- APPA Drive-In Workshop at MTSU on Wednesday, November 29. Contact fstraining@utk.edu to get registered.

Training News

- The Training team will be rolling out the first installment of the new Building Services Unit Level Orientation after the next FS Orientation session.
- Don't forget to get your OSHA Training complete if your birthday is in October. If you need assistance with accessing your OSHA Training or if you have questions about it, please contact fstraining@utk.edu for help.

UTILITIES

Air Conditioning Services:

- Replace evaporator in cold room 219 at Plant Biotech.
- Replaced ice machine at Dunkin Donuts.
- Performing repair to growth chambers B006B and B006E at Hesler biology.
- Replacing condensate pump in Liebert unit at Humanities Building.
- Performing repairs to chiller #2 at Taylor Law College.

- Repairing heating water pump at the Natalie Haslam Music Building.
- Replaced conductors at the cooling towers serving Fred Brown Residence Hall.
- Made repairs to chiller #1 at the Conference Center.
- Preparing re-heat coils for replacement at 331 Dabney-Buehler Hall.

Electrical Services:

- UTFS FA/BA – Fire Alarm System Testing various buildings on Campus.
- UTFS Outdoor Lighting Systems.
- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS Support - NEW GIS 15KV Swg, UT Main Substation.
- UTFS HV - WCR Building 3 and 6 Construction Support.
- UTFS FA – Fire Alarm Thompson Boling Arena (TBA) – Fire Watch Athletics support TBA events.
- UTFS HV – Mossman construction support.
- UTFS FA/BA – Haslam Football Practice Facility.
- UTFS HV Steam Plant – Gas Compressor Testing.
- UTFS – Building Access – Steam Plant Gate Repairs.
- UTFS - ES Campus Event Support.
- UTFS – Ag Campus Lighting.
- UTFS - Parking C25 Lighting.
- WCR – Dining Facility – Utilities Design Review.

Plumbing & Heating:

- Repair water pumps at Ellington Plant Science.
- Cut concrete for grounds at Henson Hall.
- Replaced strainer at Neyland Stadium.
- Unstopped bathtub drain in Morrill Hall.
- Repaired line at Hess Hall.
- Cut and Capped an old sink drain at Art & Architecture.
- Repaired leak on roof drain.
- Preparing stadium for upcoming game.
- Test and repair fire hydrants.
- Repair roof drain leak at Carrick Hall.
- Fit and weld piping for new chiller at Natalie Haslam Music Building.
- Repaired condensate pumps.
- Repaired main line pumps.

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Steam Plant:

- Replaced pop off valves on #4 boiler.
- Worked on eye-hy on #4 boiler.
- Working on installing emergency stairs at back of building.
- Repaired water valve on deaerating tank.
- Replaced motor on turbine seal air fan.
- Mowed and trimmed grass.
- Test ran gas compressors.

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.
- 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.
- 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.
- Campus: Evaluate parking garages; Parking Garage lighting improvements; Raze three houses; Power washing.
- 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.

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- 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.
- 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.

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2017 Employee of the Month Award Recipients



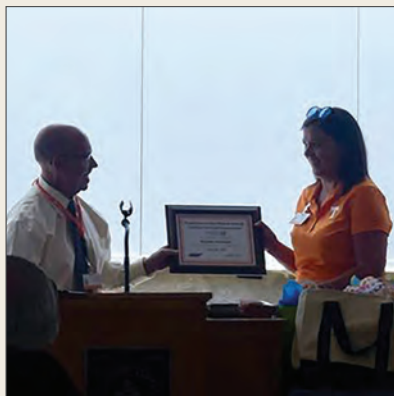
September: **Peter Scanlan**



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!

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.