

Facilities Services Weekly

September 7, 2017

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

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.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- We continue to work on signage for Parking Services and Tickle Engineering.
- We completed signs for Stormwater.
- Various name plates.

Paint Shop:

- We painted the exterior of Hopecote and restrooms at Haslam Music.
- At Morgan Hall we repaired plaster.
- At the Tennis Court we finished and painted new walls.

Building Finishes:

- Installed white board at College of Nursing.
- Installed quartz board and other items at SMC.
- Replaced block at Reese Hall.
- Formed and poured concrete at Communication Building.

- Replaced door Massey Hall.
- Installed flag at Auxiliary Services.
- Repaired door at Howard Baker Center.
- Installed three bulletin board at Henson Hall.
- Installed blackboard at Ayres Hall.
- Installed computer monitor at Plant Biotech.
- Installed banner at Tyson House.

Building Services:

- Supervisor Al Oliviera has accepted a position at Daytona (FL) State College. We wish him the best. Donna Norris is replacing Al on second shift on the Agricultural Campus.
- It's Football Time in Tennessee!! Building Services will have a presence during all home football games at the following buildings: Strong Hall, Haslam Business, Law College, Hodges, Student Union, Music Building, Thompson Boling Arena, Football Complex, The Hill, Communications/Student Services, and of course Neyland Stadium. We will also have teams at Circle Park, Vol Village, and the parking garages.

Lock & Key Services:

- At Presidential Court we need to change locks all exit doors and rekey padlocks.
- We will be repairing multiple doors at the Plant Biotech building.
- Change combination on front door of Delta Tau Delta.
- Make and deliver a file cabinet key for Austin Peay Building.
- Rekey RA rooms at Stokely Hall.
- Repair a lock at Bailey Education.
- Change combination lock on safe for Parking Services/Fleming.
- Many recores and repairs at University Housing.

Recycling Totals for August 20 through August 26:

- Bottles/Cans: 7,680 pounds.
- Paper: 10,840 pounds.
- Cardboard: 21,620 pounds.
- Glass: 2,240 pounds.
- Manure: 8,000 pounds.
- Compost: 21,079.5 pounds.

UT RECYCLING CONTINUED ON PAGE 2

Facilities Services Weekly

September 7, 2017

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

UT RECYCLING CONTINUED:

- Totals: 71,459.5 pounds, 35.73 tons.

Recycling Totals for Fiscal Year 2018:

- Bottles/Cans: 42,980 pounds, 21.49 tons.
- Paper: 103,300 pounds, 51.65 tons.
- Cardboard: 130,760 pounds, 65.38 tons.
- Glass: 17,300 pounds, 8.65 tons.
- Manure: 148,200 pounds, 74.10 tons.
- Compost: 82,573 pounds, 41.29 tons.
- Totals: 525,113 pounds, 262.56 tons, 793 pallets.

ZONE MAINTENANCE

Zone 2

- At the White Ave. Early Learning Center we cleaned out gutter.
- At Taylor Law we continue general maintenance along with cleaning drywells, replacing ballasts and bulbs, and cutting and replacing stained ceiling tiles.
- We replaced lights and belts on A/C blower motors at the Panhellenic Building.
- At the Vol Shop on Cumberland we checked lights, removed bugs from lenses, checked the roof top, and cleaned roof drains.
- At Strong Hall we repaired exhaust fan pulley, checked eye wash stations, addressed punch list items, and continue general maintenance.
- At Jesse Harris we installed a window A/C and replaced belts on exhaust fans
- At Hodges Library we replaced three burnt-out exit signs, installed three LED light fixtures on 1st floor, changed broken and stained ceiling tiles throughout the building, replaced burnt-out lights in the auditorium also, and also cleaned the outside sidewalk drains at north end of One Stop.
- We repaired leaking condensation line at A/H No. P-7. Changed belts on No. 2 and No. 4, return air fan motors in west machine, and replaced cracked belts on steam exhaust fan.
- Also at Hodges we tightened up loose chair desk tops and installed a new door closer at stairwell eight loading dock.
- In Melrose Hall we installed six new A/C units, two in room G101, and one in each of the following rooms: G203, E109a, E102, and E211.

- At SMA we rebuilt an induction water control valve in room 424, rebuilt a water control valve and replaced actuator, replaced some lights in stairwell, and continued general maintenance.
- At Haslam Business we replaced a light fixture in room 308, ordered filters for air handlers, replaced dimming bulbs on first floor hallways, and continued general maintenance.

Zone 3:

- We will be working at the Lake Avenue Early Learning Center. Our team will be cleaning entrances and exhaust grills.
- With school well underway our focus will be on preventive maintenance. We will be inspecting all equipment and making any adjustments or repairs.
- Our team will be testing exterior lighting and repairing or replacing any non-working fixtures.
- We continue to work on converting fixtures over to LED equivalents to save time and reduce energy cost.

Zone 7:

- At SERF we will continue general maintenance consisting of repairing lights, sinks, and replacing ceiling tiles.
- Min Kao maintenance projects will consist of general maintenance, checking doors, light repairs, working on restrooms, and cleaning the penthouse.
- At Tickle we will be continuing general maintenance, checking the building, and ensuring light and machinery function.
- General maintenance will continue at Pasqua and Estabrook.
- Maintenance completed at Dougherty included changing belts on exhaust fans and replacing stops on problematic toilets. We also have fixed coil units leaking in labs/classrooms.
- At Perkins we continue general maintenance, repairing lights, and checking doors.
- At Ferris we continue general maintenance, performed annual maintenance on air compressor, and checked doors.

Zone 8:

- Our team continues to work in our common areas. We will be cleaning our mechanical areas.
- This week we will be making any needed repairs to ex-

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September 7, 2017

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COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

terior lighting.

- We will be performing preventative maintenance tasks. Changing filters and checking belts will be our focus.
- One Call will be responding to calls and assisting with checking and repairing exterior lighting.

Zone 9:

- We cleaned a leslie at Humanities.
- Repairing lights and cleaning fountains for the play at Clarence Brown.
- Replacing door closers at Student Aquatic.
- Answering calls.
- Repairing various lights on overtime in A&A.

Zone 11:

- At Neyland Stadium we continue to work on the Stadium, preparing for a winning season, with help from Zone 7, Zone 8, and Zone 9.
- At the Football Complex and the Allen Jones Aquatic Center we checked and adjusted chemicals in pools.
- At Thorton we assisted Plumbing Shop on sewage pump.
- At Goodfriend Tennis center we checked and replaced lights as needed.
- We continue general building maintenance.

COMMUNICATIONS

Employee Training & Development:

- OSHA Lockout/Tagout (LOTO) Webinar
- Wednesday, September 13, 2017 from 1:00 PM – 2:00 PM. Located in: Facilities Services Complex Room 101/102
- Please let Rebecca Alcorn (ralcorn@utk.edu) know if you'll be attending.

Communications & Public Relations:

- Chuck Thompson Nominations are now open. Check your email for more information. Online nomination forms can be found at tiny.utk.edu/ChuckThompson. The nomination deadline is October 5 and the ceremony will be held October 24. Please help us to name our exceptional employees of 2017!
- The second annual Facilities Services on-site flu clinic will be held Monday, September 18 in Facilities Services Complex room 101. Free flu shots will be available for

employees from 9:30 a.m. to 12:30 p.m. Please check your email for more details including the shot waiver form and other requirements.

- We are working on a document that details the Facilities Services projects that took place during the summer months. This report will be sent to administration tomorrow.
- We are working on this year's annual report. 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.
- We are planning upcoming workshops. The next Facilities Fundamentals Workshop will be held September 19 and Matt Layne from Landscape Services will present. Look for more information as the event nears.
- We are working with committee members to create an additional scholarship opportunity through Facilities Services. The committee held its second meeting today and we are drawing up the scholarship guidelines for the group.
- A report detailing the Employee Satisfaction Survey was completed and sent to administration last week.
- Various fliers are being created/edited.
- We are updating the Building Representative list and the Emergency Contact list.
- Updates are being made to the TNAPPA website.
- The Facilities Services bus will be rebranded. We are working with Marketing to have this completed before football season begins.
- 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.
- The Facilities Services promotional video is on YouTube. You can view the video [here](#).
- Several projects were submitted to the American School & University Architectural Portfolio magazine in July.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

Facilities Services Weekly

September 7, 2017

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

COMMUNICATIONS & PR CONTINUED:

These include Volunteer Boulevard, the Facilities Services Complex, Stokely Hall, Mossman Building, and the G16 garage.

- All of the projects we submitted to the Educational Interiors magazine were chosen for print.
- We will attend SafetyFest next month.
- 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.
- Cone Zone signs have been created for projects taking place this summer.
- We are working to launch new social media content. Thank you to everyone who has helped us with photos so far.
- 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. Look for more details in the coming months.
- 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.
- 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

Plumbing and Heating Services:

- Performed Monthly Maintenance on Steam Line Valves.
- Maintained Condensate Lines and Condensate Pumps.
- Completed Rodding Orders.
- Helped Prep Stadium.
- Maintained Fire hydrants.

Air Conditioning Services:

- Repairing P-TAC units for Greeve Hall.
- We installed a ten ton A/C unit in the ION Lab at Senter Hall for redundant cooling capacity.
- We are completing repairs to A/C units located inside the Jumbotron and performing work in East and West Sky boxes and entire stadium in preparation for the upcoming football season.
- We rebuilt No. 1 primary pump at the Plant Biotech Chiller House.
- We also installed new A/C unit in the elevator equipment room in the penthouse for Haslam Business.
- We'll be performing repairs to a VRF unit at Dougherty Engineering Building.
- We performed repairs to an A/C unit at Regal Soccer Stadium.
- We will be replacing chilled water control actuator in Liebert unit in IT room at SMC.

CONSTRUCTION SERVICES

Campus Projects:

- Andy Holt Tower: Paint third floor office suite; Eighth floor door controls; Paint room 505; Painting and signage on eighth floor; Polish concrete floor in room P226; Remove power pole in room P211.
- Art and Architecture: Install expansion joint covers; Paint blue air ducts.
- Alumni Memorial: Paint room 115.
- Austin Peay: Carpet in suite 215; Paint and carpet in rooms 303B and 303G.
- Bailey Education Complex: Paint rooms 204, A304, 420, and A512.
- Baker Center: New flooring for third floor patio; Carpet repairs in various areas; Hang canvas prints.
- Boathouse: Replace motors on the boat lifts.
- 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; New roof on Circle Park Info Building; Raze 3 houses; Power washing.
- Classrooms: Working on 24 classroom renovations.

CONSTRUCTION CONTINUED ON PAGE 5

Facilities Services Weekly

September 7, 2017

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

CONSTRUCTION CONTINUED:

- College of Nursing: Repair settling walls
- Communications Building: Flooring, paint, etc. in room 107Q; Paint rooms 98-104; Remove a door and build a wall in room 455/456; Paint room 476; Add chair rail in room 262; Paint and carpet in room 426; Carpet in room 256; paint room 464; Bottle filling station; Repair door and paint bookcases in room 293; Signage for JEM suite: Paint ceilings in rooms 309 and 310.
- 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.
- Dabney-Buehler Hall: Second floor settling repairs; Paint room 485; Electric and exhaust in room 562.
- 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; Changes to rooms 107, 110 and 111 for new occupants; Install two lockable bollards.
- Fibers and Composites Building: Electric for monitors.
- Glazer Building: Install door in corridor.
- Goodfriend Tennis Center: Add receptacles.
- Greve Hall: Change entrance in room 217.
- Haslam Business Building: Power for several areas (digital signage); Divide room 511 and 512 into two rooms.
- Natalie Haslam Music Building: Add chair rail in ground floor rooms.
- Hearing and Speech: Paint room 101.
- Hesler Biology: Door controls on Greenhouse doors; Carpet in room 442.
- Hess Hall: Electric work in laundry.
- Hodges Library: Painting several rooms; Assist with office renovations and Graduate Commons renovation; Window film on doors for rooms 209 and 641; Paint orange walls and vinyl glass lettering for room G016; Refinish woodwork in room 121.
- Hoskins Library: Build classroom 190.
- HPER: Add emergency lighting; Paint rooms 370 and 389.
- 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.
- Jessie Harris: Sidewalk and step repairs.
- JIAM: Electric for room 160.
- Kingston Pike: Install raceways and equipment for parallel UPS system; Paint restroom.
- McCord Hall: Paint and flooring in rooms B012, 102, 103, 104, and 105.
- Melrose Hall: Carpet in Pride Center.
- Middlebrook Building: Replace walls and ceilings in room 120/120A.
- Min Kao: Add receptacles in rooms 338, 633, 634, and 636.
- Morgan Hall: Paint, flooring and furniture in room 126 and 201; Renovate rooms 119 and 218; Painting in room 118.
- Neyland Stadium: Repairs prior to football season.
- Nielson Physics: Add window in room 217A.
- Perkins Hall: Electric and raceways for bollards.
- Pratt Pavilion: Repair exterior siding panels; Door controls for parking area entry door.
- 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.
- SMC: Paint and/or carpet rooms 329, 328, 339, fourth floor offices; Paint and carpet in rooms 601 and 630; Paint two walls in room 623; Power for and hang displays; Paint rooms 605 and 619.
- 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 Services Building: Paint rooms 111K, 111Q, 201, and 320.
- Student Union Phase I: Add capacity for voice transmitting through fire alarm system; Add slat wall in Volshop; Remove graphics and repaint columns in Vol Bookstore.
- Taylor Law: Put camera wiring in wall and add switch in

CONSTRUCTION CONTINUED ON PAGE 6

Facilities Services Weekly

September 7, 2017

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

CONSTRUCTION CONTINUED:

- rooms 88 and 89; Water bottle filler on third floor; New receptacle in room 277; Wiring in rooms 88 and 89.
- Tyson Alumni House: Outlets for monitors on first floor; 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 A & A locations.
- 1610 University Avenue: Paint room 229.

Give us your feedback!

Tell us what you think about eLearning course topics and subject matter you would like to have available.

eLearning is a convenient way to keep up with your professional development. We would love to hear your feedback on how we can make online training more meaningful for you!

This quick survey will be open through September 15; please take a few minutes and share your thoughts!

https://utk.co1.qualtrics.com/jfe/form/SV_8ulKZz65KAAMzDv

This information is being gathered by EOD, not by Facilities Services Training, but it will give valuable insight into the kind of training Facilities Services employees feel is necessary for them to be successful and safe in doing their jobs.

FACILITIES SERVICES VACANCIES

Sr Star Team Member - FS Zone Maintenance - Requisition ID - 17000001A6

Accounting Assistant III - Facilities Services (2 Positions) - Requisition ID - 170000019E

Training Specialist - Facilities Services - Requisition ID - 170000018J

Electrician I - FS Construction - Requisition ID - 170000015L

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

Asst Bldg Srvs 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

Heavy Equipment Operator (2 Positions) - Requisition ID - 17000000BJ

Sr Line Installer I - 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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Facilities Services Weekly

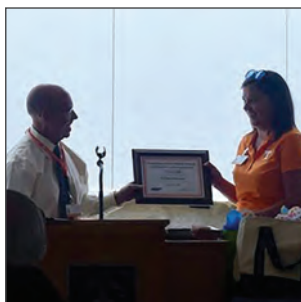
September 7, 2017

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

2017 Employee of the Month Award Recipients



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

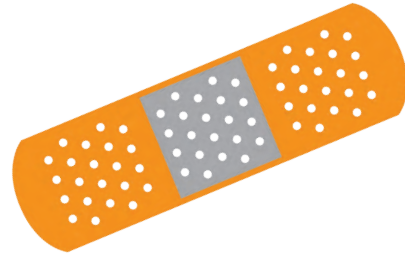
Facilities Services Weekly

September 7, 2017

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COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION



FSC on-site flu shot clinic planned



A flu shot clinic will be held at the Facilities Service Complex

Monday, September 18

from

9:30 a.m. to 12:30 p.m.

in

**Facilities Services Complex
Conference Room 101**

Flu shots will be free to employees enrolled in the state's health insurance plans and who bring a copy of their Caremark prescription card with them. Otherwise flu shots will cost \$25 payable in cash or check.

Employees **must** complete the **Shot-Waiver Form** if they intend to receive their flu shot at the Facilities Services Complex. The form has been emailed to all employees. Hard copies can be found with Brooke Krempa.

If you have any questions about the on-site flu shot clinic, please contact Brooke at 214-7662.