

Facilities Services Weekly

September 11, 2017

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

Chuck Thompson Award Nominations Now Open!

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

Building Services:

Arena:

- Thursday, September 14: Faith Hill & Tim McGraw Concert.

- Friday, September 15: Volleyball Games at 4:30 p.m. and 7 p.m.
- Saturday, September 16: Volleyball Games at 10 a.m., 12 p.m., 4:30 p.m., and 7 p.m.

Lock & Key Services:

- We are repairing locks at Delta Tau Delta, the Early Learning Center, and Howard Baker Center.
- Remove key stuck in a lock at Jessie Harris.
- Repair door at Student Health Center that will not lock.
- Lock changes at the Science & Engineering Building.
- Many recores and repairs throughout University Housing.

UT Recycling:

Recycling Totals for September 3 through 9:

- Bottles/Cans: 5,960 pounds.
- Paper: 6,540 pounds.
- Cardboard: 19,500 pounds.
- Glass: 1,100 pounds.
- Manure: 8,500 pounds.
- Compost: 17,947.5 pounds.
- Totals: 59,547.5 pounds, 29.77 tons, 368 pallets.

Recycling Totals for Fiscal Year 2018:

- Bottles/Cans: 48,940 pounds, 24.47 tons.
- Paper: 109,840 pounds, 54.92 tons.
- Cardboard: 150,260 pounds, 75.13 tons.
- Glass: 18,400 pounds, 9.20 tons.
- Manure: 159,700 pounds, 79.85 tons.
- Compost: 100,520 pounds, 50.26 tons.
- Totals: 587,660 pounds, 293.83 tons, 1,161 pallets.

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COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

ZONE MAINTENANCE

Zone 3:

- We will clean guttering and spruce up the exteriors of our buildings during the next week.
- Our team continues to work on our quarterly inspections and clean all mechanical areas.
- In addition, we are meeting the needs of all Fraternities and Sororities by working on lighting issues and other needed repairs.

Zone 7:

- At SERF we continue to change ceiling tiles, change lights, repair toilets, replace bearings, and work on HVAC controls. We also repaired AHU No. 9 last week. We are preparing for the football game on Saturday by cleaning the grounds and repairing entrance doors. We also continue general maintenance.
- At Min Kao Electrical Engineering & Computer Science we changed ceiling tiles and lights, worked on restrooms, and we are preparing for Saturday's football game by cleaning the grounds and repairing entrance doors. We also continue general maintenance.
- At the Tickle Engineering Building we continue to change lights and are preparing for the Saturday football game by cleaning the grounds and repairing entrance doors. We also continue general maintenance.
- At Pasqua Engineering we continue to change lights and are preparing for the Saturday football game by cleaning the grounds and repairing entrance doors as needed. We also continue general maintenance.
- At Estabrook Hall we continue to change lights and are preparing for the Saturday football game by cleaning the grounds and repairing entrance doors. We also continue general maintenance.
- At Dougherty Engineering Building, maintenance repaired several air conditioning units and preparing for the Saturday football game by cleaning the grounds and repairing entrance doors.
- At Perkins Hall we are dealing with current moisture issues and preparing for the Saturday football game by cleaning the grounds and repairing entrance doors.
- At the Biology Annex we continue general building maintenance along with checking lights and repairing or replacing them as needed.

Zone 8:

- We will continue to work on quarterly inspections and clean all mechanical areas while recycling bulbs, ballasts, and other materials.
- We will work to keep all building preventive maintenance on schedule by checking and changing filters and greasing motors and bearings as scheduled.
- Our team will work to replace broken and damaged windows in cytogenetics.
- One Call will continue to respond to calls and assist in checking exterior lighting and making needed repairs. Additionally, One Call will run generators and checking pools on the weekend.

Zone 9:

- We are draining and cleaning the fountain at Clarence Brown Theatre for the football game.
- We are in the process of cleaning drywell pits for tailgaters at the Communications Building.
- We continue to check locks prior to game day to ensure everything is sealed.
- Our team is repairing leaks during the storms as they appear.
- We continue answering calls.
- We have replaced the air handler in the Communications mechanical room 33.
- We installed a Plexiglas case around some artifacts at McClung Museum.
- We cleaned out the Bull Pond.
- We are in the process of taking down all fliers that are not on bulletin boards.
- We are cleaning up and shoveling out the mud around Humanities & Social Sciences from the construction and storms.
- We continue to pick up trash around buildings.

Zone 11:

- At Neyland Stadium we completed work preparing for Indiana State's visit with help from Zone 9 and Zone 7.
- At the Football Complex and Allan Jones Aquatic Center we checked and adjusted chemical in pools.
- At Thornton Athletic Center we assisted Air Conditioning Services on air flow in south hallway.
- At Goodfriend Tennis Center we checked and replaced light bearings.

Facilities Services Weekly

September 11, 2017

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

COMMUNICATIONS

Employee Training & Development:

- We've received a stock of new Facilities Services lanyards. If you would like one, please see Rebecca, Ashley, Ian, or Laura Jo.
- Everyone that participated in the Facilities Services Game day Training and signed a green sheet will be receiving credit in K@TE toward their 32-hours of training required by HR.
- Training worked with Employee and Organizational Development to organize "Beyond Brainstorming: Creative Problem Solving" training for Facilities Planning and Design Services and Customer Service training for Zone Maintenance.

Upcoming Training:

- OSHA Lockout/Tagout (LOTO) Webinar
Wednesday, September 13, 2017
1 p.m. to 2 p.m.
Facilities Services Complex Room 101/102
Please let Rebecca Alcorn (ralcorn@utk.edu) know if you'll be attending.
- Four sessions of ATV training will be offered in the month of October. This training will be offered quarterly.
Tuesday, October 10: 9 a.m. to 10 a.m.
Tuesday, October 10: 2 p.m. to 3 p.m.
Thursday, October 19: 5 p.m. to 6 p.m.
Wednesday, October 25: 12:30 p.m. to 1:30 p.m.
- If you're interested in attending a session, or have questions as to whether this training is required for you, please reach out to Rebecca, Ashley, or Ian.

IT Support & Maintenance:

- Setup a new computer for 1-800 printing and moved the printer to a new location.
- New computer setups.
- Printer, email and computer troubleshooting.
- Archibus report creation
- Rebuilding and updating some tablets in the Construction unit.
- Test camera for Building Services.
- Computer setup for first home game.
- Register Building Access devices for Electrical Services.
- Adobe License management.

- Setup for video conferences.
- Gather software prices for Electrical Services.

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.
- Brooke will attend the Homeland Security National Seminar & Tabletop Exercise in Salt Lake City, Utah this October.
- We completed a document that details the Facilities Services projects that took place during the summer months. This was sent to administration last week.
- 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 guidelines the committee created were sent to the scholarship office last week.
- Our department's annual Pink Day will be held October 4. More information will be distributed through department email later this week.
- 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. 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.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

Facilities Services Weekly

September 11, 2017

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

COMMUNICATIONS & PR CONTINUED:

- 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.
- Various fliers are being created/edited.
- 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.
- All of the projects we submitted to the Educational Interiors magazine were chosen for print.
- Brooke will attend the Endeavor Summit this Friday.
- 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 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

Air Conditioning Services:

- Removing old trane chiller from the Natalie Haslam Music Center chiller house in preparation of installation of new Diakin chiller.
- We completed repairs to all the cooling units inside the Jumbotron at Neyland Stadium and we are in the process of completing preparations at Neyland Stadium for the first football game of the 2017 season.
- We are installing a new air handler in place of AHU No. 10 at the Communication Building.
- We will install a new load slide assembly in the screw compressor chiller at the Baker Building.
- We are completing the installation of new redundant ten ton air conditioning unit in ION Lab at Senter Hall.
- We will install new seals in circulating pumps in the Panahellic Building at Sorority Village.
- We are completing installation of a new air compressor in Hodges Library.
- We are completing repairs to P-TAC units for Greeve Hall.
- We repaired the sandwich cooler at the Subway location in Fred Brown Residence Hall and the ice maker on the eighth floor of Andy Holt Tower.
- We are continuing to move BAS devices behind the UT firewall for added security.

Steam Plant:

- We continue to install area lighting.
- We have wrapped both of the blow-down tanks.
- The exhaust fan at the condensate tanks was installed.
- We continue work on shelves for storing lab materials.
- We installed a new motor on a condensate pump.
- We are working on the brine tank for dealkalizers.

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.

ELECTRICAL SERVICES CONTINUED ON PAGE 5

Facilities Services Weekly

September 11, 2017

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

ELECTRICAL SERVICES CONTINUED:

- 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/ES/FA Support for Football game at Neyland Stadium.

CONSTRUCTION SERVICES

Campus Projects:

- Alumni Memorial: Paint room 115.
- Andy Holt Tower: 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 Building: Install expansion joint covers; Paint blue air ducts.
- Austin Peay: Carpet in suite 215; Paint and carpet in room 303B and room 303G.
- Bailey Education: Paint rooms 204, A304, 420, and A512.
- Baker Center: New flooring for third floor patio; Carpet repairs in various areas; Hang canvas prints.
- 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.
- College of Nursing: Repair settling walls.
- Communications Building: Flooring, paint, etc. in room 107Q; Paint rooms 98 through 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 (White Avenue): Replace two air conditioning units.
- 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.
- Glazer Building: Install door in corridor.
- Goodfriend Tennis: Add receptacles.
- Greve Hall: Change entrance in room 217.
- Haslam Business: Power for several areas (digital signage); Divide room 511/512 into two rooms.
- Natalie Haslam Music Center: Add chair rail in ground floor rooms.
- Hesler Biology: Door controls on Greenhouse doors; Carpet room 442.
- Hess Hall: Electric work in laundry.
- Hodges Library: Painting several rooms; Assist with office renovations and Graduate Commons renovation; Window film on rooms 209 and 641; Paint orange walls and vinyl glass lettering in 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.

CONSTRUCTION CONTINUED ON PAGE 6

Facilities Services Weekly

September 11, 2017

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

CONSTRUCTION CONTINUED:

- Morgan Hall: Paint, flooring and furniture in rooms 126 and 201; Renovate rooms 119 and 218; Painting in room 118.
- 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 room 329, 328, 339, 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.
- 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: 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.
- Taylor Law: Put camera wiring in wall and add switch in rooms 88 and 89; Water bottle filler on third floor; New receptacle in room 277; Wiring in rooms 88 and 89.
- Tyson Alumni House: New interior signage.
- UT Gardens: Install boardwalk.
- Veterinary Medical Center: Door controls on twelve 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 and A locations.
- 1610 University Avenue: Paint room 229.



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

Facilities Services Weekly

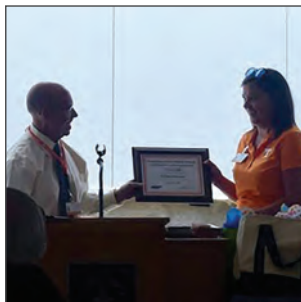
September 11, 2017

ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT
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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

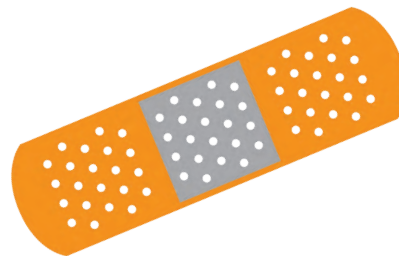
Facilities Services Weekly

September 11, 2017

ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT
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.