September 25, 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

Lock & Key Services:

- Dougherty Engineering Building repair lock.
- Min Kao repair lock.
- Pi Kappa Phi repair combination lock.
- Humanities repair exit hardware.

- Science & Engineering Building repair exit hardware-stairwell.
- Kappa Alpha change codes-combination locks.
- Allan Jones Aquatic Center replace desk locks.
- University Housing many recores and repairs.

Recycling:

Recycling Totals for September 17 through 23:

- Bottles/Cans: 9,620 pounds.
- Paper: 13,020 pounds.
- Cardboard: 26,720 pounds.
- Glass: 1,020 pounds.
- Manure: 13,000 pounds.
- Compost: 23,760 pounds.
- Totals: 87,140 pounds; 43.57 tons; 449 pallets.

Recycling Totals for Fiscal Year 2018:

- Bottles/Cans: 71,640 pounds; 35.82 tons.
- Paper: 134,620 pounds; 67.31 tons.
- Cardboard: 190,220 pounds; 95.11 tons.
- Glass: 22,580 pounds; 11.29 tons.
- Manure: 184,700 pounds; 92.35 tons.
- Compost: 146,693 pounds; 73.35 tons.
- Totals: 750,453 pounds; 375.23 tons; 1,610 pallets.

Game Day Recycling Totals - Indiana State:

- Attendance: 99,015.
- Single Stream (Plastic/Cans): 14,540 pounds.
- Cardboard: 2,300 pounds.
- Glass: 140 pounds.
- Wood and Wooden Pallets: 600 pounds.
- Food Compost: 2,830 pounds.
- Food Donation: 1,350 pounds.

UT RECYCLING CONTINUED ON PAGE 2

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UT RECYCLING CONTINUED:

- Total Diverted: 21,760 pounds; 10.88 tons.
- Landfill: 26.78 tons.
- Total Waste (Diverted and Landfill): 37.66
- Diversion Ratio: 28.89%

ZONE MAINTENANCE

STAR Team:

- Electrical work in room 525 Strong Hall.
- Install ice machine in Strong Hall.
- Electrical work in JIAM rooms 268 and 272.
- Lab commissioning and decommissioning at SERF.
- Installed three new handicap operators at Hodges Library.
- Repaired door closer in athletics.
- · Changed windows at Clement Hall.
- Caulked windows at Hess Hall.
- Installed new tinted glass at TRECS.
- Cut three new glass pieces for Dabney-Buehler Hall.
- Changed broken window at Vol Hall.
- Installed new handicap operator at the Pride Center.
- Installed three new glass pieces at Dabney Hall on chemical hoods.
- Repaired handicap closer at Stokley Hall.
- · Picked up windows for Andy Holt Tower.
- Repaired doors at JIAM.
- Installed 17 new windows at Andy Holt Tower on the bottom east side.
- Cut glass for Morrill Hall.

Zone 1:

- Everyone has been working to stay on top of their work orders
- Changing a lot of ceiling tiles at both Carrick Halls do to vandalism.
- Steven Andrews is now the new maintenance person in Morrill Hall.
- The last maintenance position in Fred Brown Residence Hall has been filled by Aaron Wheeler.

Zone 2:

Hodges Library:

- Snaked out drain line at first floor custodial closet room 102.
- Installed three new ballasts at one stop on the orange LED lights.
- Replaced door closer on ground floor south side of building, replaced cold water zurn stem in main women's restroom on fourth floor.
- Replaced five belts on air-handler #1 in the penthouse.
- Replaced broken stall latch in men's secondary restroom on first floor.
- Replaced two belts on return air fan motor #4 in south machine room.
- General building maintenance.

Melrose Hall:

- Installed air conditioning unit on third floor.
- Changed two u-bulbs and ballasts on first floor g-section.
- Replaced three toggle light switches in f-section on the third floor.

International House:

Changed belt on AHU#3.

Baker Center:

- Changed Varicel filters on AHU #3.
- Checked belts on roof EF.
- Replaced the ballast on one accent lighting fixture and one can light in Toyota Room.

Tyson Alumni House:

Checked belts on AHU units one through five.

UTPD:

- Repaired outside lights in 11th Street Garage.
- Changed filters at UTPD.

Taylor Law College:

- General maintenance.
- Addressing lights, leaks, and air conditioning.
- Annual maintenance on generator.
- Clean and replace batteries.
- Sink faucet actuators.

Panhellenic Building:

General maintenance.

ZONE 2 CONTINUED ON PAGE 3

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ZONE 2 CONTINUED:

- Replace bulbs.
- · Check filters and equipment.

Vol Shop:

- · Conducted a walk through.
- Check bulbs, outside lighting, and roof top.

Haslam Business:

- Completed outside lighting repair.
- Assisted Air Conditioning Services with a leibert unit repair.
- Insulated to offices on sixth floor.
- General maintenance.

SMC:

- Worked on induction unit repairs.
- Cleaned overhead lights on plaza at elevators.
- Completed drain treatment.
- General maintenance.

Zone 3:

- We will focus on exterior lighting.
- Our team will inspect all equipment and perform routine maintenance.
- We will work in Fraternities on compliance issues.
- Fall is rapidly approaching and we will check rooftops and guttering.

Zone 7:

- Replaced ceiling tiles and lights in SERF.
- Assisted with chill water outage at SERF.
- Working on Min Kao restrooms.
- Checking doors at Min Kao.
- Working on Min Kao roof leak.
- Assisted Plumbing & Heating Services with steam issues at Pasqua.
- General maintenance at Estabrook Hall.
- Worked on air conditioning units at Dougherty Engineering.
- Completed Doughtery Engineering room to room inspections.
- Repaired lights as needed in Dougherty Engineering.
- Completed Perkins Hall room to room inspection.
- Replaced ceiling tiles and repaired lights in Perkins Hall.

General maintenance in all buildings throughout zone.

Zone 8:

- Our team will focus on tidying up mechanical rooms.
- We will service our equipment and change filters and belts.
- Our team will inspect roof tops and guttering.
- One Call will answer calls and work on exterior lighting.

Zone 9:

- Digging dirt out of ditches and weep holes around retaining wall at Humanities.
- Removing posters in hallways.
- Cleaning up trash.
- Cleaning dry wells.
- Cleaning ponds.
- Using leaf blower to keep entrance of Andy Holt Tower clean daily.
- Answering calls.
- · Ran generators.
- Replaced air handler motor at Claxton.

Zone 11:

- At Neyland Stadium checked and made repairs in preparation for U Mass game.
- At Football Complex checked and adjusted chemicals in pools.
- At Allan Jones Aquatic Center checked and adjusted chemicals in pools.
- At South Stadium checked and replaced light, and assisted Air Conditioning Services with an air conditioning unit in room 517.
- At Regal Stadium replaced faucet in bathroom, assisted Air Conditioning Services with air conditioning unit in training room.
- Throughout zone general building maintenance.

COMMUNICATIONS

IT Support & Maintenance:

- Moved computer and monitors for training.
- Rebuilt a PC for SERF and Facilities Services Complex.
- Resolved a network issue for SERF as well.

IT SUPPORT & MAINTENANCE CONTINUED ON PAGE 4

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IT SUPPORT & MAINTENANCE CONTINUED:

- Fixed a permissions issue and did a software install for Electrical Services.
- Fixed a sound issue for the computer in Conference Room 102.
- Thwarted two attempted PC hijacks.
- Helped Building Services with cameras.
- Register devices for Electrical Services.
- Printer maintenance.
- Returned failed hard drive and video cable for warranty replacement.
- Setup drive mapping and permissions for new users.
- Process software purchase for Design Services.
- Campus power outage notifications.
- We would like to send out a big job well done to everyone who had recognized and evaded the many phishing emails our department has been bombarded with lately.
- Updated FS Staff email list.

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!
- 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 placed during the summer months. This was sent to administration last week.
- 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 October
 4. More information will be distributed through department email later this week.
- 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.
- 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.
- 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.
- 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.

COMMUNICATIONS & PR CONTINUED ON PAGE 5

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COMMUNICATIONS & PR CONTINUED:

- 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 <u>tiny.utk.edu/exceptional</u>.

Employee Training & Development:

Training News:

- The training unit has a new email address. Get in touch with us by emailing fstraining@utk.edu.
- If you attended Safety Fest, let us know so you can get HR 128 credit.

Upcoming Training:

- ATV Training is scheduled for October. Email us if you need to register.
- Confined Space training will be scheduled for the end of October. Email us if you regularly work in confined spaces.

UTILITIES

Air Conditioning Services:

- Installed new chiller in Music Chiller House.
- Repaired Liebert unit in IT room 247 at the Haslam Building.
- Completing installation of redundant cooling system in Ion lab at Senter Hall.
- Performed repairs to package unit serving the WUOT transmitter building on Sharps Ridge.

- Installing new P-tac unit in ticket office at Neyland stadium.
- Installed new slide-load control in screw compressor in air cooled chiller serving the Baker Center.
- Completed installation and duct tie-in on AHU # 10 in basement of Communications Building.
- Replaced condenser fan motor in split system serving the fleet services office.
- Repaired small Liebert unit on mezzanine level of the West Skybox.
- Repaired split system in IRIS room 137 at Auxiliary Services Building.
- Repaired AAON unit serving the Vol Shop at gate 20 of Neyland Stadium.
- Performed repairs to cold room B-313 at Walters Life Sciences.
- Performed repairs to cold room 416 in the SERF Building.
- Repaired ice machine at Presidential Court.
- Performed repairs to split system serving second floor of the Boathouse.

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 Substa-
- UTFS HV WCR Building 3 & 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.
- UTFS Art & Architecture Electrical Troubleshooting for HVAC.
- UTFS ES –Hodges Library HVAC Air Compressor Support.
- UTFS ES Serf Chiller Building Air Compressor Repairs.
- UTFS HV Steam Plant Gas Compressor Testing.
- UTFS Building Access Steam Plant Gate Repairs.
- UTFS ES Campus Event Support.

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Plumbing & Heating Services:

- · Completed rodding orders.
- Maintained fire hydrants.
- Performed monthly maintenance on steam line valves.
- Maintained condensate lines and condensate pumps.
- Repacked expansion joint at Pasqua Nuclear Enginneering.
- Repaired condensate pump leak at Ellington Plant Science Building.

Steam Plant:

- Cut pipe at ash silo for silo removal.
- Took exhaust fan out of ash removal room.
- Drained boiler and replaced pop off valves on #2 boiler.
- Cleaned area at gas compressors.
- Disconnected lights under silo.
- Test ran 2 MW generator.
- Mowed and trimmed grass.

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 Building: 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, 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 rooms 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.
- Dougherty Engineering Building: Paint room 206A; Electric in room 102.
- Early Learning Center: Replace two air conditioning units (White Avenue).
- 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 Building: 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 fifth floor.

CONSTRUCTION CONTINUED ON PAGE 7

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CONSTRUCTION CONTINUED:

- Natalie Haslam Music: Add chair rail in ground floor rooms; Add corner protectors.
- Hesler Biology: Door controls on Greenhouse doors; Carpet in 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 Go16 and Go20; Refinish woodwork in room 121.
- Hoskins Library: Build classroom 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 Boo9C; 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 in 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 Go99C; Carpet in room 103A.
- McClung Tower: Paint and carpet in room 217; Paint in rooms 912B and 1018.
- McCord Hall: Paint and flooring in rooms Bo12, 102, 103, 104 and 105.
- 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 in 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: 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, and 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 in 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.
- 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.
- 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.
- 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 A&A locations.
- 1525 University Avenue: Add glass break protection to lower windows.
- 1610 University Avenue: Paint rooms 229.

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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 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