

Facilities Services Weekly

April 10, 2018

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

The 2018 Employee Satisfaction Survey is open. Hard copies of the survey can be submitted to Brooke Krempa in FSC or you can submit the survey electronically at tiny.utk.edu/FS2018Survey. The survey deadline is **Friday, April 27**. More information can be found on Page 7.

ADMINISTRATION

Special Projects:

- Student Employee Appreciation Week started yesterday and will run through April 13. Please remind your student employees to stop by Facilities Services Complex room 134 to pick up their gift bag. They are also welcome to the snacks & food we will provide throughout the week in 134. Please email Veronica Huff at vhuff@utk.edu or Brooke Krempa at krempa@utk.edu for more information.

FACILITIES OPERATIONS

Building Services:

- We now have 8 Clorox T360 machines which are used to disinfect all areas of our buildings and work stations.
- We are servicing the Science Olympiad the weekend of April 7th and 8th.
- We will be servicing the Orange and White Game the weekend of April 14th.

Landscape Services:

- Thompson Boling Arena: Complete tree project to create a screen along the south building face.
- Campus Wide: Service storm drains and address run-off problem areas during recent rain events.
- Campus Wide: Landscape bed prep and mulch application (continued).
- Blueberry Falls: Coordinating repairs of landscape and hardscape (continued).
- Campus Wide: Swap/installation of new outdoor trash/recycle units (continued).
- Continue performance reviews.
- Interview candidates for vacant and seasonal positions (on-going).

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

Turf:

- In-house irrigation upgrades and additions (continued).
- Treatment for broadleaf weed control.
- Mow campus and adjust schedule for Vet School Open House and Picnic on the Plaza.

Arboriculture:

- Tree replacements: Agricultural Campus.
- Veterinary Medicine: Remove hazardous limbs and general tree canopy cleaning.
- Sorority Village: Remove hazardous limbs and general tree canopy cleaning.
- Campus wide: Update tree inventory data (continued).

Lock & Key Services:

- Student Union: Replace electronic lock
- Strong Hall: Install combination lock
- Alumni Memorial: Repair locks
- HPER: Repair file cabinet
- Lindsey Nelson Stadium: Install mortise locks
- South & East Stadium: Repair lock
- Pi Beta Phi: Repair combo lock
- Jane & David Bailey Complex: Replace exit device
- JIAMS: Replace lock on lock box
- University Housing: Many recores and repair

Recycling:

Recycling Totals for March 25th to April 7th:

- Bottles/Cans: 12,180 pounds; 6.09 tons.
- Paper: 16,120 pounds; 8.06 tons.
- Cardboard: 23,060 pounds; 11.53 tons.

UT RECYCLING CONTINUED ON PAGE 2

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UT RECYCLING CONTINUED:

- Glass: 4,300 pounds; 2.15 tons.
- Manure: 22,000 pounds; 11 tons.
- Compost: 35,951.8 pounds; 17.9755 tons.
- Weekly Totals: 113,611.8 pounds; 56.80 tons.

Recycling Totals for Fiscal Year 2018:

- Bottles/Cans: 323,230 pounds; 161.62 tons.
- Paper: 366,080 pounds; 183.04 tons.
- Cardboard: 631,270 pounds; 315.64 tons.
- Glass: 122,940 pounds; 61.47 tons.
- Manure: 586,200 pounds; 293.10 tons.
- Compost: 626,461 pounds; 313.23 tons.
- Fiscal Year Totals: 2,656,181 pounds; 1,328.09 tons.

ZONE MAINTENANCE

Zone 1:

- There was vandalism on the ceiling tiles in multiple buildings over the weekend.
- We will be spending time this morning cleaning up and replacing.
- All the heat in the buildings was turned back on Friday.
- The exhaust fan for the Morrill Hall laundry room is working again.

Zone 2:

- Strong Hall: Replaced faulty bathroom stall hardware in all restrooms, assisted in hot water system repair, and general maintenance.
- Jessie Harris: Replaced exhaust hood and air handler belts on roof, installing ballast and LED lights.
- White Avenue Early Learning Center: Repaired light in west bathroom, worked auto sound system in basement, repaired toilet on second floor restroom.
- SMC: White board on sixth floor, repaired handicap door on mezzanine floor, general maintenance.
- Haslam Business: Assisted in fire alarm testing, belts on fourth floor return fan, hung banner in room 402, general maintenance.
- Baker Center: Belts replaced on return fan, received filter order, replaced belt on exhaust fan number 3, general maintenance.

Zone 3:

- We will be working on quarterly inspections.
- Our team will be making repairs at The Lake Avenue Daycare.
- At Facilities Services Complex we are continuing to clean mechanical rooms.
- Our focus this week will be cleaning mechanical areas.

Zone 7:

- LED lighting project at SERF.
- Unstopped drains at Tickle Engineering Building, hang stuff in offices, replaced ballasts, and lights general maintenance.
- Fixed lights, helped Air Conditioning Services in fixing air conditioning in sever rooms Min Kao.
- Worked with STAR team to get ADA door fixed, worked with Air Conditioning Services to get building cooled down.

Zone 8:

- We will be cleaning mechanical areas and stocking parts for repairs.
- At South Greenhouse, our team will be working on the Priva control systems making adjustments.
- At JIAMS, we are working with contractors to resolve outstanding issues from construction.
- At JJARTU, we are working with researchers to control proper temperatures.
- One Call will be working on exterior lighting and responding to calls.

Zone 9:

- Cleaning Bull Pond at McClung tower plaza.
- Cleaning fountain at Clarence Brown Theatre.
- Replacing lobby lights at Clarence Brown Theatre to LED.
- Removed and replaced pump and motor for bull pond.
- Art & Architecture working on LED upgrade.
- McClung Museum putting in L.E.D fixtures.
- Hearing and speech cleaned all duct work.
- Switching units from air conditioning to heat and heat to air conditioning daily in the offices at Communications and Student Services.

ZONE 9 CONTINUED ON PAGE 3

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ZONE 9 CONTINUED:

- Turning heat on and off at Hearing and Speech daily.
- Cleaning gutters out at Clarence Brown Theatre.
- Unstopped roof drain for cross walk between Humanities and McClung tower.
- Keeping doors closed at Humanities until the new doors are installed.
- Unlocking doors at Music Building.
- Unlocking doors at Humanities.
- Keeping leafs blown off plaza at Andy Holt Tower.
- Dusting return vents off for housekeeping.
- Cleaning pool filters.

Zone 11:

- At Regal Soccer Stadium checked and made repairs after High School games.
- At Lindsey Nelson Stadium checked and made repairs for Florida game.
- At Football Complex checked and adjusted chemicals in pools.
- At Allen Jones Aquatic Center checked and adjusted chemicals in pools.
- At Neyland Stadium continuing to put stadium back together for Orange & White game.
- At Sherri Parker Lee Stadium checked and made repairs after Georgia.
- Throughout zone general building maintenance.

COMMUNICATIONS & INFO SERVICES

Information Services:

- Setup and install new computers.
- Prepare computer for Orange & White game.
- Purchase parts and printer toner.
- Assist OIT with server testing.
- Assist OIT with network outage troubleshooting at Facilities Services Complex.
- Assist Telephone Services with VOIP testing.
- Audio Visual setup and troubleshooting.
- Order network ports for new buildings.
- Begin moving equipment out of Berry Hall.
- Setup new offices and Training Lab at Neyland Biology Annex.

- AutoCAD installations.
- Printer maintenance and troubleshooting.
- Move some files on Department Sharepoint Site.
- Change settings on Department Time Clocks in preparation for Payroll Software Upgrade.
- Setup new conference computers.
- Clear hard drive space on Legacy Database Server.

Communications & Public Relations:

- The 2018 Facilities Services Employee Satisfaction Survey has been distributed. The online version of the survey can be found at tiny.utk.edu/FS2018Survey. Hard copies have been distributed and can be returned to Brooke Krempa in the Facilities Services Complex. The deadline to submit the employee satisfaction survey is Friday, April 27.
- This week is Student Employee Appreciation Week! Please remind all of your student employees to drop by room Facilities Services Complex room 134 to pick up their gift bags and daily snacks/food.
- Thank you to everyone who participated in Big Green Friday last week! Congratulations to our prize winner Rick Gometz.
- We would like to welcome our new student assistant Mattie Jennings to Facilities Services.
- Last week we participated in Torchbearer Tuesday. Thank you to Veronica, Joe Suits, Jason Cottrell, Bryan Lord, Keith Downen, Bethany Morris, Caroline Brown, Jay Price, Derek Bailey, and Austin Stoner for their help during the event.
- Work continues on the Facilities Services Student Assistant Scholarship Fund Golf Tournament.
- We are updating the Building Representative List.
- The list of campus Family Restrooms and Wellness Rooms has been updated on our website.
- If you have any items you would like included in the Facilitator, including thank you notes, please email Brooke at krempa@utk.edu.
- We are working on a tree planting event for Arbor Day.
- Two Educational Interiors portfolios will be submitted this week.
- We are working on updated social media content.
- Work on the emergency response plan continues.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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- We have started the plans for this year's Facilities Services Fourth of July Picnic. This year's event will be held Thursday, June 28.
- We are assisting where needed with the upcoming TNAPPA Conference at UTC May 14 and 15.
- Updates are being made to the Facilities Services website.
- We are working on several releases for the department.
- Work continues on the department org chart and directory updates.
- Please remind your student assistants to apply for the Facilities Services Student Scholarship Fund. The deadline is April 20.
- Cone Zone updates are ongoing.
- We are currently updated staff photos for our website. If you would like your photo updated, please contact Brooke at krempa@utk.edu.
- 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 SERVICES

Air Conditioning Services:

- Biosystems Engineering: Replaced refrigerator.
- SERF: Repaired cold room.
- Massey Hall: Replaced condenser unit.
- Kingston Pike Building: Replaced chilled water pump.
- Carousel Theatre: Replaced compressor in condenser unit.
- White Hall: Repaired heat pumps.
- Temple Hall: Preventative maintenance on air compressor.
- UT Drive Services Building A: Replaced solenoid valve.

Electrical Services:

- UTFS FA/BA: Fire Alarm System testing in various buildings on Campus.
- 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 FA/BA: Haslam Football Practice Facility.
- UTFS: Neyland Stadium Renovation-Utilities support.
- UTFS: New Dining Facility Project – Utilities Support.
- UTFS: HV Maintenance TRECS.
- UTFS: ES Hess Hall 1200A 480V Panelboard Repairs due to Water Damaged.
- UTFS Electrical Services – Preparations for the Orange and White Game at Neyland Stadium.

Steam Plant:

- Continue to install the new LED lighting,
- Replaced chemical pump controller.
- Continue to install new shelving in preparation of installing condensate polisher.
- Worked on dealkalizer controls.
- Took # 1 boiler off of hot stand-by, lite off #1 boiler.
- Replace blow off valve on 75 HP air compressor.
- Cut and trimmed grass.

CONSTRUCTION SERVICES

Campus Projects:

- Admin Parking Garage: replace expansion joint; Repair support beam.
- Alumni Memorial: Add tunnel ventilation; Add door control hardware in room 210 and Auditorium.
- Anderson Training: Additional card readers.
- Andy Holt Tower: Signage on P2, 7, and 8; Data and power sixth floor reception area.
- Art and Architecture: Blinds for room 215A.
- Austin Peay: NE wall waterproofing.
- Auxiliary Services: New dock leveler.
- Ayres Hall: Receptacles for DAS System.
- Bailey Education: Make three offices in room 502; Electric for projector room 325.
- Biosystems Engineering Labs: 480-volt power to equipment in room 163; Paint room 108.
- Blount Hall: ADA signage on ground, first and fourth floors.

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- Business Incubator: Gravel pad for bike sharing.
- Brehm Animal Sciences: Voice Messaging in Fire Alarm Panel.
- Campus: Evaluate parking garages; Parking Garage lighting improvements; Sidewalk and ADA work; Outside lighting improvements; Window replacements Hoskins Library, Jessie Harris, Ferris Hall, and Perkins Hall; Eyewash replacements in several labs; Replace steam line sections and valves; Repair Blue phones; Install hand dryers in several buildings.
- Classrooms: Summer classroom renovations (18), Update Technology (7), Carpet replacements (3), Cloud Ceilings (2).
- College of Nursing: Paint rooms 244, 301A, 309, 367; Shelving in room 207.
- Communications: Paint rooms 90, 107V and 440; Move display case and paint; Receptacles for DAS System; Renovate restrooms; Paint external stairways.
- Concord Campus: Move from Fleming Warehouse; Demo and construction.
- Conference Center Building: Build-back to basement; Paint rooms 212 and 239.
- Dabney Buehler Hall: Electric work in room 218; Paint room 612.
- Dougherty Engineering Building: Connections for sinks in rooms 336 and 337; paint rooms 204, 336 and 508; Capstone repairs and caulking.
- Dunford Hall: New blinds for six rooms on fourth floor.
- Early Learning Center: Add mag lock to back door, main lobby; Blue light in room 205; Power for workstation in room 205.
- Engineering Sciences Building: Renovate for Nuclear Engineering.
- 11th Street Garage: Remove 2 UPS and add emergency lighting.
- Facilities Services Complex: Install glass break detectors; Install wind turbine; Install new lights; Install fire alarm devices; Install bollards; New locks on Rooms 122 and 122A; Convert room 139 into an office.
- Fleet Management: Drill hole for data line.
- Glazer Building: Electric for two ceiling projectors and screens.
- Golf Facility Building: Automatic gate for entrance; Move storage building; Pad for fuel tanks.
- Greve Hall: Build wall in room 633; Electric work in rooms 632 and 633; Monitor in sixth floor corridor; New signage on sixth floor; Door holders on sixth floor.
- Haslam Business Building: Add Store front framing and doors in three areas on fifth floor; Add family restroom on fourth floor; Wall repairs in room 430; Divide room 632 into two workspaces and extend a wall in room 601; Three glass rooms on sixth floor; Divide room 624 into two offices; Divide room 450 into two offices; Add receptacles and data raceways in rooms 460 and 462; Voice Messaging in Fire Alarm Panel.
- Haslam Music Building: Add corner protectors; Paint band room doors and install Plexiglas.
- Hesler Biology: Receptacles for DAS System.
- Hess Hall: Add card access to 2K laundry room doors.
- Hodges Library: Assist with office renovations and Graduate Commons renovation; Clean all windows; Wall reinforcing and painting for digital sign in room 552; Repair smoke evacuation system.
- Hoskins Library: Hang room dividers in rooms 105A and 191Q.
- HPER: New flooring in weight room.
- Humanities and Social Sciences: Add door controls in classrooms; Renovate room 209.
- Jewel Building (COAD FAB Lab): Electric, lighting, and painting in basement.
- JIAM: Helium recovery piping system; Utility piping in room 272; Eyewash installation in room G015.
- Joan Cronan Volleyball: Add light switch to conference room; Exterior lighting replacement.
- Lake Avenue Garage: Clean and stain upper concrete walls.
- Laurel Apartments: Receptacles for DAS System.
- Middlebrook Building: Paint and lights on second floor.
- Min Kao: Add access controls to rooms 338, 538, and 540; Antennas on roof for radios.
- Morgan Hall: Renovations per POCA Phase 2 in room 226; Replace wood floors and paint rooms 121C and 123; Tuck pointing north, east and west; install ground and bus bar for telecommunications; Renovate room 218.
- Neyland Stadium: Panic alarm in Volshop.
- Neyland Thompson Sports Center: Repair leaking windows.
- Nielson Physics: Add window Room 217A.

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- North Carrick, South Carrick and Reese Halls: Inspect exterior walls and remove loose concrete.
- Perkins Hall: Installation of control gate on Middle Drive; Paint room 73E.
- Plant Biotech: Paint room 371.
- Polk Avenue Building: Painting, carpet, and baseboards.
- Presidential Court: Repair ceiling in pizza area.
- SERF: Renovate room 309; Renovate rooms 109, 210, 202, and 205 for Nuclear Engineering; Paint and flooring room 414; Add speakers and lights for fire alarm rooms 338, 338A, and 339; Electric in room 622; Gas to lab top in room 603.
- SMC: Paint and/or carpet rooms 309, 330, 341; Voice Messaging in Fire Alarm Panel; Receptacles for DAS System; Paint and carpet room 611; Paint room 630.
- Stadium Drive G10: Repair broken cable.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Conduit for compactor; receptacle in second floor corridor; New location for projector screen in room 212; Electric work in room 720; Electric, exhaust and moving casework in room 719.
- Student Services: Paint and carpet rooms 401B and Communications 467; Relocate outlet for Zoom System 109E.
- Student Union: Panic alarms G2 and G3; Remove trash cans and add slat wall in Volshop.
- Taylor Law Center: Paint third floor Faculty Hallways and third floor Conference Room; Change cabinet doors in rooms 225 and 262; Receptacles for DAS System; Paint rooms 202 and 202C; Room signs.
- TBA: Door repairs; Add panic hardware to stairway door; Receptacles for metal detectors.
- Temple Hall: Window sealing and repair.
- Tickle Engineering: Power to new equipment in room 204A.
- Tom Black Track: Repair damaged ceiling above restrooms; Sinks and electric in concessions
- TREC: Paint gym and room 228
- UT Gardens: Install boardwalk.
- Veterinary Medical Center: Door controls on 12 doors in Vet Teaching Hospital.
- Vol Shops: Add card readers at Commons, Cumberland, and A&A locations; Add mirrors in Commons Store.

FACILITIES SERVICES VACANCIES

Material Control Clerk - Facilities Services - Requisition ID - 18000000HS

Air Conditioning Spec I (3 Positions) - Requisition ID - 18000000D9

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

Landscape Serv Foreman (Two Positions) - Requisition ID - 18000000DU

Building Technician - Requisition ID - 180000009H

Sr Maintenance Specialist (One Call) - 2 Positions - Requisition ID - 17000001LY

Maintenance Specialist I - Requisition ID - 180000009G

Carpenter I - FS Construction (2 Positions) - Requisition ID - 1800000083

Exterminator I - Requisition ID - 180000007P

Painter I - Requisition ID - 17000001LD

Landscape Aide I (Two Positions) - Requisition ID - 17000001QK

Welder I - Requisition ID - 17000001IR

Asst Bldg Srvs Foreman (3 Positions) - Requisition ID - 160000018S

Sr Steam Plant Operator - Requisition ID - 170000010Y

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

Sr Line Installer I - Requisition ID - 17000000AO

Line Installer I - Requisition ID - 16000000M2

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

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MEMORANDUM

TO: All Facilities Services Employees
FROM: Brooke Krempa, communications coordinator
DATE: March 27, 2018
SUBJECT: 2018 Facilities Services Employee Satisfaction Survey

Facilities Services employees are asked to share their opinion by taking part in the 2018 Facilities Services Employee Satisfaction Survey. The survey has been distributed today, March 27, 2018.

The purpose of the survey is to evaluate the perspectives and opinions of the department's nearly 700 employees regarding the conditions surrounding their daily work experience.

The survey will be made available to every employee within the department and while responses are not required, we hope every employee will voice their point of view to help all of us improve our day-to-day work environment.

Surveys will be **anonymous**, but we do ask those who respond to indicate the area of the department or unit where they work, so any issues facing the various areas of the department can be accurately addressed.

Our survey acts as a platform for employees to anonymously express their opinions, suggestions, comments and ideas that will help our department make positive progress.

In addition to helping us as a department acknowledge and address interdepartmental successes and issues, data generated by the survey results will be utilized to respond to the 2018 Association of Physical Plant Administration (APPA) Facilities Performance Indicators (FPI) Survey.

Hard copies of the survey will be made available to employees, interactive .pdf and blank .pdf copies have been sent to employees via email, and an online option is also available. The online version can be found at <https://tiny.utk.edu/FS2018Survey>.

You can submit the hard copy of the survey by returning it in person to communications coordinator Brooke Krempa at the Facilities Services Complex or through campus mail to Brooke by **Friday, April 27, 2018**.

If you have any questions or concerns about the 2018 Employee Satisfaction Survey, please contact Brooke Krempa at 214-7662 or bsteve14@utk.edu.