

Facilities Services Weekly

April 1, 2019

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

Congratulations to our latest Employee of the Month - Judy Jones!

You can help nominate our next winner at tiny.utk.edu/fseom

FACILITIES OPERATIONS

Lock and Key Services:

- JIAM – Repair exit hardware.
- Biosystems Engineering – Replace locks w/ stay locks and rekey.
- Mossman Building – Change lock functions and reverse locks on multiple doors.
- University Housing – Many recores and repairs.

UT Recycling:

Public Drop-Off Awareness Week Attendance:

- Monday: 51 people.
- Tuesday: 52 people.
- Wednesday: 81 people.
- Thursday: 67 people.
- Friday: 68 people.
- Saturday: 121 people.
- Sunday: 23 people.
- TOTAL count: 463 people.

ZONE MAINTENANCE

Zone 1:

- We are starting to get more work orders with the end of the year getting closer.
- We worked in White Hall over the weekend changing bulbs and batteries in doors.
- We have a new maintenance employee in Magnolia Hall, Tony Arms.

Zone 3:

- We will work on our Preventative Maintenance duties over the next week.
- At the Facilities Services Complex we will clean the cooling tower.
- At Sororities and Fraternities our team will change filters and servicing equipment.

- At the Glazer Building we will be work with Plumbing Services to resolve sewage odor issues.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Pellissippi training.
- Opening doors.
- Generator logging.
- Toting ladders.
- Dabney AHU15 steam coil broken.
- Walters Life Science LED upgrade.
- Austin Peay LED upgrade.

Zone 7:

- At Min Kao we are working on doors, hanging items on the wall, and starting to wash coils.
- At Ferris and Perkins halls we are coordinating with contractors on the window project at Ferris, coordinating with contractors to clean and restore brick at Perkins, conducting walkthroughs, replacing oil coalescing filter in the Perkins low pressure air system, and replacing grease fittings and pressure gauges in pump number two in Ferris pump house.
- At SERF we are replacing floor tiles, belts, air filters, and conducting general maintenance.
- At the Dougherty Engineering Building we are fixing and replacing broken door closers in stairwells, changing belts, and greasing bearings on equipment. We are also conducting general building maintenance.
- At Tickle Engineerings we replaced ceiling tiles in bathrooms on the second and first floors and we are conducting general building maintenance.

Zone 8:

- We will work at JIAMS with AAF to install filter monitoring system to better control air quality in the building.

ZONE 8 CONTINUED ON PAGE 2

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ZONE 8 CONTINUED:

- Our Team continues to upgrade our buildings to LED lights to conserve energy and improve lighting.
- We continue to clean condensing coils preparing for warming temperatures.
- One Call will respond to calls and assist with LED upgrades.

Zone 11:

- We are working to get Neyland Stadium ready for the upcoming Orange and White Game.
- The Baseball and Softball Stadiums are being prepared for upcoming games this week.
- At Neyland-Thompson Sports Center, Brenda Lawson Athletic Center, and Anderson Training we are performing general building maintenance and completing repairs for spring football practices at the complex.
- General building maintenance at Allan Jones Intercollegiate Aquatic Center, Thornton Athletics, the Goodfriend Tennis Complex, and all throughout the Zone.

Star Team:

- Repaired operator at Stokley Hall.
- Repaired lights at 11th Street parking garage.
- Repaired operator at JIAM.
- Worked on helium recovery system at JIAM.
- Started re-inspection of buildings.
- Adjusted doors at JARTU.
- Ordered operators for Presidential Court bathrooms.
- Checked operator at Walters Life Science.
- Checked operator at Football Complex.
- Repaired door at Strong Hall.
- Caulked windows at Fred Brown Residence Hall.
- Repaired electric blinds at Fred Brown Residence Hall.
- Repaired door at Brenda Lawson.
- Replaced broken glass at Hesler Greenhouse.
- LED lighting projects at Austin Peay, BESS Lab and Walters Life Science.
- Renovating SERF room 115.
- Electrical work in Mossman rooms 214 and 316.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- Facilities Services Next Generation/Reorganization 2.0 information can be found at tiny.utk.edu/NextGen.
- We completed the announcements for the Volunteers First Impressions contest. You can see all the winners so far at tiny.utk.edu/volfirstimpressions.
- The Facilities Services Core Value Awards launched last week.
- Planning for the 2019 Student Assistant Golf Tournament has begun.
- Brooke is working on our 2019 Educational Interiors Submissions.
- Brooke is assisting the University of Memphis with their TNAPPA Conference Planning. The Conference will be held May 13 - 14.
- Planning has begun for our Spring 2019 Facilities Fundamentals Workshop. The workshop will feature the Office of Sustainability. The workshop will be held April 23.
- Cone Zone signs have been created and updated.
- We are working to distribute new department awards and initiatives.
- Employee comment boxes have been installed. Box locations include:
 - Facilities Services Complex Break Room
 - Facilities Services Shop Area
 - Steam Plant (near time clock)
 - Neyland Biology Annex near room 128
 - Ellington Plant Science room 4
 - SERF outside of room 426
 - Former Sanitation Safety (Pest Control) Area at Facilities Services Volunteer Blvd. Location
 - NEW: Steam Plant Hill
 - NEW: Hodges Library near room 171A.
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.
- If you have an idea for a new comment box location, please contact Brooke Krempa at krempa@utk.edu.
- We are working on new social media content.
- Anna will update the staff directory in the next few weeks.

COMMUNICATIONS & PR CONTINUED ON PAGE 3

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COMMUNICATIONS & PR CONTINUED:

- New department videos are being created.
- New social media content is being created.
- If you have any items you would like included in next issue of The Facilitator, including thank you notes, please email Brooke at krempe@utk.edu.
- Work continues on the department organizational charts.
- Work continues on the department Emergency Response Plan.
- We are completing training on Lynda.com and annual required training.
- Cone Zone website updates are ongoing. All updates should be complete by tomorrow.
- Please contact Brooke if you would like any content on the Facilities Services website updated.
- We are updated various web forms.
- 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.

IT Support & Maintenance

- Assist with new file storage structure for Design data.
- Power outage notices.
- Review estimate log file permissions for Admin Services.
- New computer setup.
- Computer upgrades.
- Department inventory.
- Relocate student workstation.
- Conference room support.

Employee Training & Development:

Upcoming Training:

- Tuesday, April 2 – Water Source Heat Pump Training hosted by JMP 8:00 am and 10:00 am sessions in FSC 101.
- Wednesday, April 3 – PSTCC Training Program Cohort 08 Kick-Off Meeting at 3:30 pm in FSC 101.
- Thursday, April 4 – PSTCC Training Program Hands-on Electrical Lab at Pellissippi from 12 pm - 4pm.
- Tuesday and Wednesday April 9 and 10 – Mold Awareness Training hosted by Belfor; multiple sessions in FSC 101/102

UTILITIES SERVICES

Air Conditioning Services:

- SERF - Replaced vacuum pump in tunnel.
- Stokely Hall - Replaced under counter cooler in Starbucks.
- Haslam - Replaced evaporation sensor in cooler.
- Orange Hall - Replaced compressor in unit.
- Middlebrook Pike Building - Repaired AHU -8.
- CRC – Repaired AC #2.
- Stokely Hall – Repaired stationary units in lobby.
- Business Incubator – Repaired fan motor in duct work.
- Reese Hall – Repaired Chiller.
- Haslam – Replaced motor on cooling tower.
- Stokely – Repaired Aeon unit in attic.

Electrical Services:

- UTFS FA/BA – Fire Alarm System Testing various buildings on Campus.
- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS Electrical Metering – Wireless Network.
- UTFS – Andy Holt Chiller Replacement – electrical support.
- UTFS - Grounds Steam Plant hill - Landscape Trailer electrical support.
- UTFS HV Golf Practice Facility – Contractor Support.
- Staff Lot 23 LED Retrofit Pole lights.
- Steam Plant HV support - 5MW Turbine.
- UTFS ES Mossman – Electrical Support.
- UTFS HV Concord Electrical Service.
- UTFS AG Vet School – Design support.
- UTGS AG Ellington Plant Science – Design support.
- UTFS Electrical – ESF Design Support.

Plumbing Services:

- Repair steam leak in K side of Hess Hall.
- Replacing chilled water line for Communications.
- Installation of new main feed condensate pump lines in Steam Plant.
- Installed filter/dirt separator on new chilled water system in Claxton.
- Investigation of water leak at Jessie Harris.

PLUMBING CONTINUED ON PAGE 4

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PLUMBING CONTINUED:

- Installing new water line to Anderson Training Center.
- Install new feed for hose bib at Tom Black Track.
- Light torch at Student Union.
- Repair leak at JIAMS.
- Repair leak in drain trap at Ellington.
- Repair water leak at Plant Bio Tech.
- Investigate odor at Oak Ridge Glazer building.
- Repair leak at meter at Sorority.
- Repair pump in elevator pit at Morrill Hall.
- Check and re-light gas pilots at Sorority.
- Repair water valve at Morrill Hall.
- Repair booster heater at Conference Center.
- Repair drain at Conference Center.
- Repair drain at Hess.
- Repair water line at Vet School.
- Repair toilet leak at Morrill Hall.

Steam Plant:

- Continue to work on condensate stainless steel piping and valves.
- Mowed and trimmed grass at Steam Plant.
- Installed light under steps at recirculating pumps.
- Worked on conductivity meters.
- Worked on daily logs.
- Removed piping at condensate pumps.

CONSTRUCTION SERVICES

- Admin Parking Garage: Repair support beam.
- Anderson Training: Add drain for fryer room 002A.
- Andy Holt Tower: Painting several areas on seventh floor; New signage on sixth floor; Paint room 511.
- Art & Architecture: Accessible restroom on first floor; Carpet room 204; Access controls in room 121; Painting and misc. work in Wood Shop.
- Austin Peay: Change door swing in room 409B.
- Baker Center: Paint railings around rooftop garden.
- Basler Boathouse: Access control.
- Birchfiel Geography: Paint and LVT in rooms 303 and 304.
- Blount Hall: Electric work in room 106; Cubicle power in room 414.

- Brehm Animal Science Building: Remodel suite 149.
- Campus: Window replacements Hoskins, Jessie Harris, Ferris, and Perkins; Eyewash replacements in several labs; Replace steam line sections and valves; Repair Blue phones; Install hand dryers in several buildings; Security locking for classrooms; Seal penetrations in several buildings.
- Claxton: Paint rooms 438, 439, 452 and 453; carpet room 233.
- Communications: Carpet in room 430; Convert room 432 into an office; ADA opener on door near Dean's office; Paint and carpet in room 338; Access controls and door in room 43; ADA door operators for Suite 91; Carpet rooms 473, 474, 469 and 462; Strip and stain doors in rooms 401 and 476; Paint rooms 469 and 473; Whiteboard paint walls in room 75; New counter top in room 262.
- Conference Center Building: Repair carpet near room 406; Paint rooms 312E and 312J; Monitor mounting and power to conference table.
- Dabney Buehler: Repair acid drains; Provide locking for doors in rooms 300 and 555; Rekey and 208-volt power in room 413; Painting room 491B.
- Dunford Hall: Paint and carpet on fourth floor.
- Fab Lab (Jewel Building): Replace glass store front.
- First Impressions Contest: 12 Projects for contest winners.
- Fleet Management: Blinds for front door.
- Food Safety: Repair drain and seal floor in room 21B.
- Food Science: Replace door for room 305.
- Greve Hall: Paint, carpet, etc. in rooms G02 and G06.
- Haslam Business Building: Paint rooms 608 and 609; Add receptacle in room 608.
- Hess Hall: Renovate OIT rooms in K and H areas.
- Hodges Library: Build a wall in room 130; Lactation room 255B; Paint rooms 650 and 617; ADA door opener for Special Collections; Projector for room 605; Track light in room 125A; Patch and paint in rooms 131, 605, 652, 654, and 642; Receptacles in rooms 652 and 653.
- HPER: Paint rooms 368 and 377.
- Jessie Harris: Extend rooms 209 and 242 into storage rooms; Carpet room 240; Window blinds in several classrooms.

CONSTRUCTION CONTINUED ON PAGE 5

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CONSTRUCTION CONTINUED:

- JIAM: Closers on lab doors.
- Kingston Pike Building: Power for monitor in room 111.
- Lee Softball Stadium: Access control.
- McClung Tower: Reconfigure room 801; Paint and carpet in room 713.
- McCord Hall: Remove lab casework in room 111.
- Min Kao: White boards in room 401D.
- Morgan Hall: Renovations per POCA.
- Mossman Building: Electronic door lock override switches; Wire and conduit for compactor; Voice messaging over fire alarm system.
- Nielsen Physics: Tuck point parapet wall; Paint and flooring in room 512.
- Perkins Hall: Power for copier in room 115; Power for monitors in four locations.
- Plant Biotech: Electric work in room 249.
- Plant Propagation Building: Fencing, power and deck for growth container.
- SERF: Replace nitrogen generator; Painting and casework removal in room 115; Electric work in room 108.
- SMC: Power in rooms 201 and 241.
- Stadium Drive G10: Repair broken cable.
- Student Services: Renovation for Enrollment Services; Renovation for Vol Card on fourth floor; Blinds in rooms 333, 334, 335, 336 and 337.
- Student Union: Wire and conduit for compactor; Signs for various areas; Panic buttons in room 383; Glass wall, door, access control, electric work, and cabinet in Post Office.
- Taylor Law: Paint rooms 347, 349, 153, 278 and stairways; Build a wall in room 227.
- Tom Black Track: New gutter on back of building; Repair track surface.
- TREC: Bike rack.
- Tyson Alumni House: Renovate first floor restroom.
- Vet Research and Ed Center: Wiring for temperature alarms; Concrete work for water filler.
- Vol Hall Garage: Receptacle in restroom P1.
- 1610 University Avenue: Paint and misc. in rooms 102 and 118; Light switch for second floor cubicles.
- 1817 Melrose Avenue: Doorbell on front door.

FACILITIES SERVICES Employee Comment Box Locations:

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- Facilities Services Shop Area
- Steam Plant (near time clock)
- Neyland Biology Annex near room 128
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- SERF outside of room 426
- Former Sanitation Safety (Pest Control) Area at Facilities Services Volunteer Blvd. Location
- NEW: Steam Plant Hill
- NEW: Hodges Library outside room 171A
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.



To suggest an additional box location, or for more information, please contact Brooke Krempa at krempa@utk.edu.

Join Facilities Services on Social Media



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BIG GREEN FRIDAY



WEAR GREEN ON FRIDAY, APRIL 5!



Support **Big Green Friday** & help the Office of Sustainability kick off Earth Month by wearing **green** Friday, April 5 and enter for a chance to win a prize from the VolShop!

Facilities Services employees who wear green to support Big Green Friday can enter their name into our prize drawing.

We will take a group picture in the Facilities Services Complex lobby at 9:30 a.m. April 5.

There are three ways to enter the prize drawing:

1. You can enter your name at the group picture if you choose to participate.
2. You can stop by Brooke Krempa's desk before 2 p.m. April 5 to enter your name.
3. You can take a picture of yourself wearing green and text it to Brooke at 734-945-9051 or email it to krempa@utk.edu and she will enter your name for you.

The prize winner will be drawn at 3 p.m. Friday, April 5. Please contact Brooke with any questions.

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Responses to comment box submissions

The following comments/questions were submitted to the FS comment boxes. Below each comment/question is the response from Associate Vice Chancellor Dave Irvin.

If you have a question about one of Dave's responses, please contact him at irvin@utk.edu.

Comment: Employee of the Month - It would be nice if, instead of receiving a parking spot where they work, they received an Orange Dot for the month. This way, they could visit various locations on Campus that you cannot easily find parking. Such as Vol Shops, restaurants, UT Gardens, etc.

Response: *I understand receiving an Orange Dot would be more beneficial. However only Parking and Transportation can issue Orange Dots and they provide only very, very few for the entire campus. Because of that unfortunately we cannot provide an Orange Dot to our Employee of the Month Honorees.*

Comment: I have recently witnessed two Facilities employees driving Facilities vehicles on Campus smoking cigarettes. One of these employees was a paint shop employee who took a last puff on his cigarette and tossed the butt into the landscaped median across from the Torchbearer! This points to a lack of concern for the University's policies by supervisors, managers, and some directors. It doesn't matter if they agree or disagree with the smoking policy. It's policy and that's that.

Response: *Absolutely Agree! We will reinforce to our Managers and all of our Team both that the University Policy does not allow Smoking in any UT Vehicles AND we are a Smoke Free Campus. In the future if you see a similar incident you can let those employees know our policy. Plus PLEASE let those individuals' Manager or Director know so we can take disciplinary action. If you do not know who they are or who they report to take note of the license number and/or the time you see the incident take place. We can pull up GPS records and track down the employee to have the disciplinary discussion.*

Comment: When mandatory meetings are scheduled, those schedules need to be announced well in advance, ideally one week or more. Failure to allow employees enough time to adjust schedules, especially those employees that are made to come in during their off-hours, demonstrates a lack of basic respect that is wholly unacceptable.

Response: *We understand the need to adjust schedules and make arrangements and we do try to give at least a week notice before mandatory meetings. In the case of our most recent departmental meetings we did announce over a week in advance. I am sorry if that word did not reach everyone quickly and a week in advance- we will work in the future to try to make sure that occurs.*

Comment: Either commit to responding to submitted comments in a reasonable amount of time (1 month at absolute maximum) or discontinue the entire "Comment Box" program.

Response: *We do try to respond in a reasonable timeframe. However sometimes we hold publishing answers to questions until we have a larger number to include. At other times sometimes other demands delay a response or we have to check individuals or departments for information before we can answer fully. Unless the question is time sensitive (about an upcoming event for instance) I think it is most important that we respond to all comments and questions regardless of the time frame. That I am committed to do in every case.*