

Facilities Services Weekly

April 17, 2019

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

FACILITIES OPERATIONS

Building Services:

- The Haslam School of Business held a luncheon for our employees who received the outstanding Team Award in March!
- The Mossman Building is now being serviced on fourth shift with foreman Roxy Lyons and crew.
- We will have a table at the Visitor's Center on April 24 for the University Job Fair.
- A case of norovirus was reported in the SERF Building. It has been treated.

Landscape Services:

- Orange & White Game: Preparation, support and clean-up of events associated with the game.
- Hoskins Library: Walk through landscape improvements with contractor and develop the punch list
- Tickle College of Engineering entry wall: Spruce up area for dedication ceremony.
- Steam Plant: Excavate for new water main installation.
- Mashburn Garden (Clarence Brown Theatre): Finish installation of plantings and mulch (continued).
- Smokey Dog Sculptures: Set precast bases at all locations throughout campus (continued); Landscape improvements at Ayres Hall location; Spruce up areas surrounding sculptures for unveiling ceremony.
- Birchfiel Geography: Excavation exploration for leaking steam (continued).

Turf:

- Topsoil installation for turf improvements (continued).
- Apply herbicide to remove rye grass in Bermuda event lawns.
- Pressurize irrigation systems throughout campus and make repairs as needed.

Arboriculture:

- Develop summer work plan.
- Develop tour route for International Society of Arboriculture conference.
- Finalize application for BEE Campus USA submittal package (continued).
- Campus wide: Update tree inventory data (continued).
- Performance reviews.

- Interview candidates for vacant and seasonal positions (on-going).
- Landscape Academy: Conduct training sessions and continue development of upper level curriculum.

Lock and Key Services:

- Hodges Library: Install and repairs.
- South/East Stadium: Repair combination lock.
- Conference Center: Replace door hardware.
- Student Union Phase II: Switch locks Dining Services – wrong functions.
- Plant Biotech: Exit Door/interior – push pull handle torn off.
- Dogwood/Magnolia: Installing cores.
- University Housing: Many recores and repairs.

Sanitation Safety

- Randy Hamilton, Superintendent of Sanitation Safety, is now a member of the Entomological Society of America. After completing a 12 week study course, an additional 10 weeks of personal studies, and passing the proctored exam, he is now an Associate Certified Entomologist.

ZONE MAINTENANCE

Zone 1:

- We are starting to get a lot more work orders for air conditioning as it gets warmer outside.
- Work orders are also starting to pick up as the end of the semester comes to an end.
- We will also be cleaning the #1 cooling tower one day this week at Reese Hall.

Zone 3:

- Our team will work on air handling units and cleaning coils this week.
- We will clean the cooling tower at the Facilities Services Complex.
- At Fraternities and Sororities we will make repairs to lighting and change filters.
- Our team will complete our annual service on emergency generators.
- At Lake Avenue we will install new faucets in their kitchen.

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Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Pellissippi training.
- Move filters to proper buildings.
- Alumni Memorial Building opening doors for classes.
- Order doors that need replacement.
- Install ordered doors.
- Order replacement louver motor for greenhouse cooling system.
- Modify wiring on louver motor to allow installation.
- Performance reviews.
- Hesler order parts and schedule relocation of humidifiers in growth chamber 6.
- Generator logging.
- Austin Peay scheduled terrazzo floor repairs on hold.
- Neilsen Physics schedule roof repairs.
- Hesler prepare for cooling season clean tower.
- Hesler repair DI water leak.
- Dabney AHU6 steam coil broken.
- Dabney AHU1 no chilled water at coil.
- Dabney AHU4 steam coil has been removed.
- Dabney room 309 heating coil removed.
- Schedule transport for team to complex for training.
- Walters Life Science LED upgrade.
- Austin Peay LED upgrade.

Zone 7:

- At Min Kao we are cleaning roof drains, adjusting some door closers, fixing some noisy lights, and working on slow drains.
- This week in Ferris and Perkins we have been coordinating with contractors on window project at Ferris, coordinating with contractors, cleaning and restoring brick at Perkins, walkthroughs, fixing automatic door buttons on Ferris and Perkins front doors, clearing drain in Ferris room 209, and replacing water filters on fountains in Ferris and Perkins.
- At SERF we have worked on floor tile.
- General maintenance and cohort training throughout zone.

Zone 8:

- Our team will work in Bio Systems Soil and Science Lab Building replacing light fixtures.
- We will change processed chilled water filters at JIAM.
- At JARTU we will change out the motor on AHU #2.
- In Plant Biotech we are changing our growth chambers over to LED lighting.
- One Call will assist with LED upgrades and respond to calls.

Zone 9:

- Demoing HPER pool filter system.
- Working on LED light upgrade at Art & Architecture.
- Mold training.
- Unlocking doors.
- Answering calls.
- Changing mechanical rooms over to LED.
- Cleaning up pool mechanical room at HPER.
- Keeping Bull pond clean at McClung Tower.
- Keeping fountain clean at Clarence Brown.

Zone 11:

- At Sherri Parker Stadium we are checking and making needed repairs ahead of Mississippi State.
- At Lindsey Nelson Stadium we are checking and making needed repairs ahead of Georgia.
- At Neyland Stadium we were preparing for Orange & White Game.
- At Football Complex we checked and adjusted chemicals in pools.
- At Allan Jones Aquatic Center we have checked and adjusted chemicals in pools.
- Throughout zone we are conducting general building maintenance.

Star Team:

- Installing SERF nitrogen generators.
- Lab commissioning in SERF.
- Investigative work on JIAM Lab exhaust.
- Repairing acid drain in Dabney Buehler Hall.
- Working on exhaust in Jessie Harris room 17.
- Lab commissioning in Mossman Building.
- Mossman electrical in rooms 361 and 214.

STAR TEAM CONTINUED ON PAGE 3

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STAR TEAM CONTINUED:

- Conference Center Building: Change T8 bulbs to LED bulbs.
- Taylor Law Center: Change T8 bulbs to LED bulbs.
- Walters Life Science: Change T8 fixtures to LED fixtures.
- Art & Architecture: Change T8 fixtures to LED fixtures.
- BESS Labs: Change T8 lamps to LED.
- Hodges Library: Change T8 lamps to LED
- Repaired door operator at Perkins Hall.
- Installed door operator at BESS office.
- Repaired door operator at Massy Hall.
- Checked door operator at JIAM.
- Repaired door operator at Walters Life Science.
- Checked door operator at music.
- Replaced mirrors at Haslam Business.
- Repaired door at Bailey Education.
- Adjusted door at Collage of Nursing.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- Congratulations to our April Exceptional Team - the 2019 Big Orange Family Campaign Team Leads: Chip Pennoyer, Sandra Britt, Joe Suits, Edward Jeter, Ed McDaniel, Rick Gometz, Dean Wessels, Rank Wyrick, Wally Beets, Jason Cottrell, Ashley Savage Gilliam and Dan Smith!
- April Employee of the Month will be announced next week.
- Megan is working on updating the website and our organizational charts for the Facilities Services 2.0 Reorganization.
- Brooke and Rebecca attended a Big Orange Family Campaign debrief on Tuesday.
- Strong Hall was submitted to Educational Interiors last week.
- We are working with Communications & Marketing for the summer project article.
- Anna will compile the 2019 summer project report.
- Brooke and Rebecca will attend the KUB emergency exercise next week.

- Completing a responsibilities handbook for the Comm. Coordinator position.
- Tiffanie Casteel will replace Brooke on the TNAPPA Board.
- Anna is taking over social media responsibilities.
- Work on the 2019 Golf tournament continues.

IT Support & Maintenance

- Laptop upgrades.
- HD replacement.
- Move staff to new locations.
- Conference room setups.
- Computer parts purchase.
- Phishing email help.

Employee Training & Development:

Upcoming Training:

- Archibus Work Order Training, Wednesday, April 17 from 9-12 in FSC 101/102. Please RSVP to Rebecca (ralcorn@utk.edu) or Anna (ahamil24@utk.edu).
- TMS Sensor Faucet and Manual Flush Valve Training – 8:30 and 10:00 sessions in FSC 101 on Thursday, April 18. Please RSVP to Rebecca (ralcorn@utk.edu) or Anna (ahamil24@utk.edu).
- Baker Distributing is doing a lunch and learn for the A/C shop on Thursday, April 18.
- APPA Drive-in Workshop FSC 101/102 on Tuesday, April 23 from 10-2. Lunch is provided. Please RSVP to Rebecca (ralcorn@utk.edu) or Anna (ahamil24@utk.edu).
- Two-Factor Authentication meeting with OIT in FSC 101 from 2-4 on Thursday, April 25.
- APPA Supervisor's Toolkit April 29 through May 3 in FSC 101/102. There is still room left for more people to participate in this great supervisory training opportunity. Please RSVP to Rebecca (ralcorn@utk.edu) or Anna (ahamil24@utk.edu).

Training News:

- All members of the training team are serving on one or more hiring committees.
- We are sending 7 new employees through orientation on the 15th and 16th.

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UTILITIES SERVICES

Air Conditioning Services:

- Reese – Chiller and tower demolition.
- JARTU – Repairs on chiller 1.
- Hesler – Repaired cooling tower.
- Hoskins – Cooling tower repair.
- Baseball – Repaired York condensing unit.
- Softball - Repairs on Skybox air conditioning.
- Student Union – Icelink machine repaired.
- Plant Biotech – Air Drier maintenance.
- Baseball – repaired split system Aeon.
- Sigma Kappa – repaired kitchen air conditioning unit.
- SERF – 735 cold room repair.
- CRC – Repaired units 1 and 3.
- Stokely Hall – repaired unit in 320.
- Bass – Repaired rooftop unit.

Electrical Services:

- UTFS FA/BA – Fire Alarm System Testing various buildings on Campus.
- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS – Andy Holt Chiller Replacement – electrical support.
- UTFS - Grounds Steam Plant Hill- Landscape Trailer electrical support .
- UTFS HV Contractor Support - Main Substation Support.
- UTFS ES Mossman – Electrical Support.
- UTFS HV Concord Electrical Service.
- UTGS AG Ellington Plant Science – Design support.
- UTFS Electrical – ESF Design Support.
- UTFS HV Pat Head Summit – Street Lighting Support.

Plumbing Services:

- Install new 4” and 6” water lines to Steam Plant from meter.
- Install new water fountain at Steam Plant.
- Install new rest room fixtures at Steam Plant.
- Repair DI leak at Hesler.
- Install package boiler at Baker Center.
- Testing of campus fire hydrants.
- Inspection of campus water meters.

- Repair water leak on heating water loop in HPER.
- Install temporary water source for Tickle Building for water outage on main.
- Repair sink in Zeta Tau Alpha.
- Repair drains in pent house of Plant Biotech.
- Repair clogged drain in Art & Architecture.
- Provide football game support.
- Installing new condensate main lines from pumps to tanks in steam plant.
- Installing piping for new chiller at Andy Holt Tower and Communications.
- Repair steam leak at gate 7 of Stadium.
- Repair condensate pumps at ETREC..
- Repair condensate pumps at Crop Genetics.
- Repair condensate pumps at Jesse Harris.

Steam Plant:

- Continue to work on stainless steel piping.
- Worked on dealkalizers.
- Worked on running new air lines and control wires for relocating DA fill valve.
- Installed monitor in control room for security system.
- Removed insulation on valve at DA tanks to investigate leak.
- Test ran 2 MW generator.
- Worked on #4 boiler low water cut out float switch
- Opened up #5 boiler for boiler inspection, washed and cleaned out, after inspection closed up and prepared for light off.

Join Facilities Services on Social Media



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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.

Comments: (1) We have a big problem with parking at the FS complex. EVERY afternoon the parking lot is still filled with personal vehicles that do not have parking permits. When I bring my work truck back I have nowhere to park and have to wait for people to clock out and leave before I can park or I have to park in the upper lot which is not the best place to leave a truck full of equipment. Could we please get this taken care of? No one in the shops seems to care and its becoming worse daily.

(2) When will the issue of employees driving their personal vehicle from Concord and filling up the rear parking lot in the afternoon be addressed? Personal vehicles are being parked in front of the door and we cannot access the door due to this. Also it is difficult to find a parking space for our service trucks due to employees illegally parking in these spaces.

Response: Both of you have a very good points. You are completely correct. In response we sent to all Directors and to the ERC the following message:

"Please remind all of your team that in order to park in Lot 50 (the Lot in front or north of FSC or the upper Lot) you MUST have a Lot 50 Permit- NO EXCEPTIONS! That does NOT mean you can bring your vehicle over from Concord or elsewhere "for just a few minutes while I clock out" - AGAIN NO EXCEPTIONS! Please also remind all of your team that NO personnel vehicles are allowed in the Lot SW of FSC - NO EXCEPTIONS EVEN IF YOU HAVE A LOT 50 PERMIT!"

"If you see anyone violating these Parking rules you are to give them a verbal warning and if needed (which I sincerely hope will not be) progressive

discipline. If we see a number of people continue to park illegally in violation of these Parking Rules we will ask Parking and Transportation to send over their Parking Enforcement Officers to widely ticket all violators."

Comment: I would like to see a program developed that would recognize retired employees by maybe naming machine rooms and work areas after them. A lot of these folks spent most of their adult life here supporting the University and I think it would be fitting to acknowledge their efforts by naming their work areas after them.

Response: *An interesting, intriguing idea. I like developing a program to recognize employees who have given an exceptional contribution to our team and UT. The Chancellor is the only one who can name a room or area but the idea is worth exploring. The first step would be for us to develop what criteria we would use to nominate a potential honoree and what group would review and make recommendations.*

Comment: June 21st is National Bring Your Dog to Work Day. So many people in Facilities Services own and love dogs, so what are the chances that we could observe this holiday? Allergies could be worked around and we could maybe even organize a petting area for the students. It would be awesome!

Response: *As I dog lover I understand the request. We'll certainly be celebrating with our pooch even if we cannot bring her to UTK. The Campus has a specific policy that does not allow animals on campus unless they are service dogs or there is a specific event. We'll ask if it might be possible for limited pet visits as part of this National Day.*

**COMMENTS SECTION CONTINUED
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Comment: Why is it that my Director is allowed to work a flex time schedule that allows my Director to leave every day at 3:00? When other exempt staff ask about working a flex schedule, we are told that is not something we allow. It would appear that we have a “Do as I say and not as I do” policy around here and that directors get to play by a different set of rules. It creates a very poor perception. Thank you.

Response: *Many Directors work some alternate hours either before the shift, after the shift or both in order to answer emails; process requests from across campus; review reports from the State, System and UTK and write responses; and develop schedules for their team before their team arrives and before they begin working with those across campus. These hours are in addition to a normal 40 Hour Week and are part of what Director positions require. In contrast because many of our areas work in teams or need to work extensively with customers a work schedule outside their normal work shift is not always possible. In some however a modified 5 day flex schedule is possible and we have some who have been approved to do so.*

If you wish to suggest you be allowed to work a modified work schedule I recommend you develop a specific proposal and discuss with your supervisor and Director. The proposal should include why you wish to have a modified schedule, how it will benefit our team and how you will still accomplish the requirements of your position.

Regarding your specific comment I have discussed with your Director. Your Director is ready to discuss when you come forward with a specific proposal and request.

FACILITIES SERVICES Employee Comment Box Locations:

- 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 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.