

Facilities Services Weekly

March 25, 2019

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

Facilities Services: Next Generation/Reorganization 2.0
Information can be found at: tiny.utk.edu/NextGen

ADMINISTRATION

Administration:

- Thank you to everyone who attended the department-wide meetings regarding the announcement about Facilities Services: Next Generation/2.0. The principles of the plan including the presentation, video of the meeting, narrative, and organizational charts can be found at tiny.utk.edu/NextGen.

FACILITIES OPERATIONS

Lock and Key Services:

- Communications – Install locks on cubicles and key.
- Walter's Life Science – Rekey door.
- Student Union Phase II – Change function of locks and install cores.
- Ayres Hall – Make keys for cabinets.
- Hodges Library – Repair lock, install locks on cabinets.
- Music Building – Repair locks.
- University Housing – Many recores and repairs.

ZONE MAINTENANCE

Zone 1:

- Residents have started to return to the halls and work orders have started to come in.
- We had a small flood at Morrill Hall over the weekend.
- We have some new faces in the resident halls. Harley Mathews is one of the new team members in Fred Brown Hall and Tony Arms is the new team member in Magnolia Hall.

Zone 3:

- We will work with our customers to assist them with any needs they may have returning from break.
- Our team will continue to clean condensing units and coils on Air Handlers.

- We will clean the cooling tower at Facilities Services Complex.
- At the Lake Avenue Daycare we will make repairs in the kitchen area.
- We continue to make repairs at the Fraternities and Sororities and perform routine maintenance.

Zone 6:

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

Zone 7:

- We conducted general maintenance at SERF. We replaced fume hood lights and circuit setters.
- Checked rooms, assisted contractors, and conducted general maintenance at Ferris and Perkins halls.
- Checked classrooms, worked on fume hoods, and conducted general maintenance at Dougherty Engineering.
- Checked classrooms at Tickle Engineering Building.
- Continue to participate in Pellissippi online training.

Zone 8:

- We will clean cooling towers at JIAM to have them ready for this cooling season.
- Our team continues to work on LED upgrades in Morgan Hall, South Greenhouse, CRC Bio Energy, and Bio Systems Soil and Science Lab Building.
- We will continue to clean condensing coils and coils to be ready for the summer heat.

ZONE 8 CONTINUED ON PAGE 2

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ZONE 8 CONTINUED:

- We are getting ready for a filter monitoring system to be installed at JIAM. This should give us data to better service our Air Handling systems.
- One Call will respond to calls and assist with LED upgrades.

Zone 9:

- Answering calls.
- Working on LED upgrade at Art & Architecture Building.
- Changing light bulbs over to LED bulbs at McClung Tower.
- Changing lights over to LED at Andy Holt street mechanical room.
- Recycling bulbs and ballast.
- Going over performance reviews.
- Unlocking doors.
- Refilling bull pond after bull was cleaned and polished.
- Cleaning pool filters at Student Aquatics.
- Start cleaning cooling towers at Music and Humanities.

Zone 11:

- At Sherri Parker Stadium we are checking and making needed repairs ahead of Arkansas.
- At Lindsey Nelson Stadium we are checking and making needed repairs ahead of South Carolina.
- At Neyland Stadium we continue to put the stadium back together for the Orange & White Game.
- At the Football Complex we checked and adjusted chemicals in pools.
- At Allan Jones we are checking and adjusting chemicals in pools.
- Throughout the Zone we conducted general building maintenance.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- Thank you to everyone who donated during the Big Orange Family Campaign and helped our department reach over 65% participation.
- We completed the announcements for the Volunteers First Impressions contest. You can see all the winners so far at tiny.utk.edu/volfirstimpressions.

- 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
 - Coming Soon: Steam Plant Hill
 - Coming Soon: 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 updating the Building Representative List.
- We are working on new social media content.
- Anna will update the staff directory in the next few weeks.
- 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 krempa@utk.edu.
- Work continues on the department organizational charts.
- Work continues on the department Emergency Response Plan.

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COMMUNICATIONS & PR CONTINUED:

- 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

- New computer setups.
- Hard drive replacements.
- Setup in training lab.
- Setup and teardown for SEC Conference.
- Software installations.
- Printer maintenance.
- Power outage notifications.
- Computer purchases.
- Network port activations.

Employee Training & Development:

Upcoming Training:

- Safety Fest is coming up! Normally held in September, Safety Fest is scheduled for April 29 through May 3 this year. Register and see the schedule at safetyfesttn.org.
- JMP will be back to do Water Source Heat Pump Training on April 2.
- Belfor will be here to do Mold 'Awareness' Training on April 9 and 10. Please reach out to Rebecca if you would like to attend.
- The APPA Facilities Drive-In Workshop will take place on April 23 from 10am to 2pm. Register at <https://www.appa.org/login.cfm?ResultPage>.

UTILITIES SERVICES

Air Conditioning Services:

- At Volunteer Hall we replaced a compressor in the Dunkin Donuts freezer.
- At HPER we repaired a compressor.

- At Tickle Engineering we repaired an air drier.
- At Stokely we replaced under counter cooler.
- At Nuclear Engineering we replaced a compressor in RTU.
- At CRC, we repaired a unit for room 105.
- At UT Drive, we repaired unit.
- At Fred Brown, we repaired the ice maker at Subway.
- At 1610 University Avenue, we replaced minisplit.
- At Claxton, we installed new dirt separator at the chiller plant.
- At Reese Hall we continue repairs to No. 2 chiller.
- At SMC we installed a motor in the cooling tower.
- At Hesler we rebuilt the secondary chilled water pump.
- At Hesler we installed new make up water feed to No. 1 cooling tower.

CONSTRUCTION SERVICES

- Admin Parking Garage: Repair support beam.
- Anderson Training Center: Add drain for fryer 002A.
- Andy Holt Tower: Painting several areas on seventh floor; New signage on sixth floor.
- Art & Architecture: Accessible restroom on first floor; Carpet room 204.
- Austin Peay: Patch and paint room 416B; Change door swing for room 409B.
- Baker Center: Paint railings around rooftop garden.
- Basler Boathouse: Access control.
- Birchfiel Geography: Paint rooms 303 and 304.
- Blount Hall: ADA signage on ground, first and fourth floors; Build offices in room 401; Electric work in room 106; Cubicle power in room 414.
- Brehm Animal Science Building: Remodel suite 149.
- Campus: 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; Security locking for classrooms; Seal penetrations in several buildings.
- Claxton: Paint rooms 438, 439, 452 and 453.
- Communications: Carpet in room 430; Convert room 432 into an office; ADA opener on door near Dean's office; Paint and carpet room 338; Access controls and

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- door for room 43; ADA door operators for Suite 91; Carpet rooms 473, 474, 469 and 462; Strip and stain doors for 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 room 312E.
- Dabney Buehler Hall: Repair acid drains; Provide locking for doors in rooms 300 and 555; Rekey and 208-volt power in room 413.
- Dougherty Engineering Building: Electric for welder in room 110.
- Dunford Hall: Paint and carpet on fourth floor.
- Fab Lab (Jewel Building): Replace glass store front.
- First Impressions Contest: Ten projects for contest winners.
- Fleet Management: Blinds for front door.
- Food Safety: Repair drain and seal floor for room 21B.
- Haslam Business Building: Paint rooms 608 and 609; Add locks to study rooms; Add receptacle in room 608.
- Hesler Biology: Combination lock for room 438.
- Hess Hall: Renovate OIT rooms in K and H areas.
- Hodges Library: Build a wall in room 130; Lactation room in room 255B; Access control for several rooms; Paint rooms 650 and 617; ADA door opener for Special Collections; Projector for room 605; Track light in room 125A; Patch and paint rooms 131 and 605.
- Hoskins Library: Carpet rooms 110, 111 and 108.
- International House: Paint kitchen 113.
- Jessie Harris: Extend rooms 209 and 242 into storage rooms; Carpet room 240; Window blinds in several classrooms.
- JIAM: Closers on lab doors.
- Kingston Pike Building: Power for monitor in room 111.
- Lee Softball Stadium: Access control.
- McClung Tower: Reconfigure room 801; LVP and blinds for rooms 1101 and 1102.
- 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: Install outside electric pedestals in two locations; 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.
- Regal Soccer Stadium: Access control.
- SERF: Replace nitrogen generator.
- SMC: Power in rooms 201 and 241.
- Stadium Drive G10: Repair broken cable.
- Stokely Hall: Paint kitchen, dining and food storage areas.
- Student Aquatic Center: Test concrete patch on pool deck.
- Student Services: Renovation for Enrollment Services; Renovation for Vol Card on fourth floor; Blind in rooms 333, 334, 335, 336 and 337.
- Student Union: Add receptacle in Penthouse; Wire and conduit for compactor; Signs for various areas.
- Taylor Law: Make offices in room 356; Paint rooms 347 and 349, and stairways; Build a wall in room 227.
- Tom Black Track: New gutter on back of building.
- TREC: Bike rack.
- Tyson Alumni House: Renovate first floor restroom.
- UTFS Sutherland: Charging stations.
- 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.
- 1817 Melrose Avenue: Doorbell on front door.

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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.

Comment: At one time we were given tickets to events at the arena when they didn't sell enough tickets. The thought was that it was better to give away free tickets and have the seat filled, than empty, plus more than likely they will buy concessions, merchandise, etc. Could this small benefit be brought back? For most of us the cost of concert tickets is out of reach.

Response: *The Arena always tries to send extra tickets to Facilities Services personnel as they are first on our list. Unfortunately those opportunities are getting fewer and fewer. Our ability to give away tickets all boils down to the promoter, the specific contract, and if the promoter allows us to write in a clause in the event ticket sales do not reach a certain level, then we can comp a certain number of tickets. Regrettably in recent years, the way the contracts are structured, the promoters are less flexible in granting comps for various reasons. Therefore, this is not an Arena management decision and most times we are not allowed to give free tickets.*

Comment: Would like to suggest a regular seating/table configuration for room 101 and 102. 101 is typically set up as chairs in 3 rows with tables facing the windows (24-30 people). 102 is typically set up in a U-shape (16-20 people). Anyone who needs to change the configuration for meetings and training will be responsible for setting the room back to the original setup. Also, enough tables and chairs should be available in each closet for changing setups.

Response: *This is a good suggestion that would make using the room and reservations easier for all involved. We will look into making this change.*

Comment: My position requires that we use our cell phones for work. While this is not a bad practice, the reimbursement amount has not changed in 6 years. Meantime, the cost for plans and replacement phones has gone up considerably. I know that UT allows a greater amount for reimbursement than we are offered. Can this monthly dollar amount please be looked at? A reimbursement increase is way past due. I can't speak for many other universities, but at least one that I know of offered \$80 per month and a \$300 allowance every 2 years toward the cost of a new phone and this was several years ago.

Response: *The UT Facilities Services cell phone allowance is not meant to cover the entire cost of a cell phone, cell phone replacements with the newest latest and greatest device or all of expanding cell phone plans. Instead it is meant to cover the only cost of the use of the phone for the actual amount of time you are specifically using your cell phone for specific UT business. While the cost of some plans has gone up the cost of minutes has declined significantly. In fact many plans no longer have any minute restrictions and allow unlimited minutes. Thus the cost of the minutes you are using the phone for UT business has actually gone down. We also have to balance giving cell phone allowance against the large number of our employees who receive an allowance, our budget and many other needs we have to fund. For all of these reasons we disagree that a reimbursement is way past due and we will not be increasing the cell phone allowance.*

Employee Comment Box Locations:

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