

# Facilities Services Weekly

May 13, 2019

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

## FS 2.0 Revised Schedule:

**May 17** Due Date for Internal Applications

**May 17 - 31** Evaluation Committees Conduct Initial Interviews to Include All Internal Applicants

**June 3 - 17** Second Round of Interviews with the Hiring Manager, Director

**June 17 - 30** Directors Consider Position Recommendations, Make Selections

**July 1** Selections Announced

Additional information about the open positions associated with the Facilities Services Reorganization 2.0 is now available on the Facilities Services website at <https://fs.utk.edu/admin/facilities-services-next-generation-reorganization-2-0/>.

## FACILITIES OPERATIONS

### Landscape Services:

- Installation of summer flowers.
- General support for commencement ceremonies.
- Ag Campus: Assist with water valve replacements on River Drive.
- Order outdoor furniture for campus improvements.
- Min Kao Engineering: Repair irrigation damaged during sanitary sewer upgrade.
- Jesse Harris: Asphalt repair following fire line upgrade.
- Hoskins Library: Monitoring landscape improvements as the contractor completes punch list items (cont.).
- Steam Plant: Repair asphalt pavement and concrete walk following new water main installation.

### Turf:

- Adjusting the mowing schedule to accommodate commencement ceremonies.
- Verticut, aerate, and top-dress event lawns.
- Broadleaf control applications.
- Pressurize irrigation systems throughout campus and make repairs as needed (cont.).

### Arboriculture:

- Chainsaw safety training.
- Begin summer work plan .
- (Campus wide) Update tree inventory data (cont.)
- Finish 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 – repair lock.
- 1800 Frat.Park – Assist for access all rooms.
- Pi Kappa Phi – change all codes.
- Mossman – Vivarium – change lock function (14) doors.
- Student Union Phase I – repair lock.
- Walter’s Life Science – meeting with departments preparing for keying.
- University Housing – many recores and repairs.

ZONE MAINTENANCE BEGINS ON PAGE 2

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## ZONE MAINTENANCE

### Zone 3:

- We will be working on lighting at the Black Culture Building.
- Our team will be making repairs to exterior lighting at Sorority Village.
- We will be changing air filters and cleaning condensing units at the Fraternities.
- With the end of the school year, we will also be working on our summer projects.

### Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Pellissippi training.
- AMB Opening doors for classes.
- Order doors that need replacement.
- Install ordered doors.
- Order replacement louver motor for greenhouse cooling system.
- Hesler greenhouse ridge vent repeat motor failure.
- Transport to archibus training.
- Transport to sensor faucet training.
- Generator logging.
- Austin Peay Scheduled terrazzo floor repairs on hold.
- Neilsen Physics schedule roof repairs.
- AMB Schedule roof repair.

### Zone 7:

- At Ferris, Perkins, and Tickle, we are conducting walkthroughs, servicing air handling units, and cleaning condensing coils.
- At SERF, we conducted general maintenance, repaired floor tiles, installed switches in hallway heaters, fixed toilet leaks, and greased pumps
- Worked on online OSHA training.
- At Min Kao, we have changed filters, washing coils, and doing general building maintenance.
- At Dougherty, we have worked on A/C units.

### Zone 8:

- We will be working in our classrooms and common

areas to make repairs.

- Our team continues to work in BESS Lab Building upgrading lighting.
- In Food Safety and Processing, we will be working in coolers and freezers to assist with cleaning and maintaining the space.
- We will be working on exhaust fans and louver motors in our greenhouses.
- One Call will be responding to calls and assisting with lighting upgrades.

### Zone 9:

- Changing pool deck lights to LED at Student Aquatics.
- HPER pool filter installation is complete and pool is open.
- Working on LED upgrade at HPER
- Replacing air hose reels at A&A.
- Answering calls.
- Unlocking doors.
- Cleaned cooling tower at Humanities.
- Cleaned chillers at McClung Museum.

### Zone 11:

- Assisted with 2019 Commencement Ceremonies in conducting general maintenance.
- At the Football complex, we changed the indoor field lights that we out and also did general building maintenance.
- Throughout the zone, we are starting to clean out air cooled chillers and change air filters
- At Neyland Stadium, we are working on converting more t-8 fluorescent lights to LED and go through the skyboxes and other rooms doing general maintenance for upcoming events.

## COMMUNICATIONS & INFO SERVICES

### IT and Computer Maintenance:

- Training.
- New Computer Setup.
- Computer upgrades.
- Printer Maintenance.
- Office Planning.

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IT/COMPUTER MAINT. CONTINUED ON PAGE 3

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## IT/COMPUTER MAINTENANCE CONTINUED:

- Investigate Software Purchase.
- Vehicle Management.
- Adobe Annual Renewal for FS.
- Audio-Video assistance.
- Network Registration Management.
- Validated network ports.
- File recovery.
- Completed Archibus Report.
- Work with staff who received scam email message.
- Network drive problems over VPN.

## Communications & Public Relations:

- Anna has completed the 2019 Summer Projects Report. Tim has posted the report to the website. You can find it by visiting: <https://fs.utk.edu/wp-content/uploads/2019/05/Summer-Projects-2019.pdf>
- Anna is taking over social media responsibilities.
- Work on the 2019 Golf tournament continues.
- Before photos for the 2019 Volunteer First Impressions Project sites have been taken.
- Congratulations to Anna Best for graduating from UTK with her Bachelor's of Science in Communication and Public Relations!

## Employee Training & Development:

- Be sure to sign up for Two-Factor Authentication as soon as possible! Visit the Training Unit today or go to <https://oit.utk.edu/accounts/2fa/> to find out how to sign up.
- TNAPPA is today and tomorrow, May 13-14. The conference is in Memphis this year.
- The 2019 Facilities Services Student Assistant Scholarship Golf Tournament will be held this Friday, May 17 at Three Ridges Golf Course in Knoxville, TN.

## Training News:

- We are welcoming two new employees this week.

## UTILITIES SERVICES

### Air Conditioning Services:

- Middlebrook – repaired cooling for unit.
- 11th street – repaired air compressor for sprinkler system.

- Brehm – repaired freezer.
- Visitors center – repaired attic unit for upstairs.
- Goodfriend Tennis – repaired AC unit.
- Plant Biotech – repaired growth chamber.
- Dougherty – repaired Aeon unit on second floor.
- Humanities – worked on chiller 2 issues.
- Humanities – repaired expansion tank.
- Dabney Buehler – repairing multiple busted coils.

### Electrical Services:

- UTFS FA/BA – Fire Alarm System Testing various buildings on Campus.
- UTFS HV Electrical Maintenance – Cable Replacement – 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 Power Outage for UT Ckt 5.
- UTGS AG Ellington Plant Science – Utility support.
- UTFS HV Pat head Summit – Street Lighting.

### Plumbing:

- Investigation and preparation for sewer line replacement at the Steam Plant.
- Installation of new internal water line to supply water from Hesler to Austin Peay.
- Replace water main valve on River Drive.
- Install 2 new valves on water main on River Drive.
- Repair leak in restroom at Stadium.
- Repair water line in Stadium.
- Repair water leak in Dunford.
- Install bottle filler in Communication.
- Repair water main on Ag Campus close to North Greenhouse.
- Repair water leak at Vet School.
- Repair drain leak at Brenda Lawson.
- Repair drain leak in Clement.
- Install bottle filler in Temple Court.

UTILITIES CONTINUED ON PAGE 4

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## UTILITIES CONTINUED:

- Repair water fountain at Nursing.
- Unclog Drain at Panda Express.
- Installing new equipment at JARTU.
- Repair regulator at Vet School.
- Repair Regulator at Strong Hall.
- Repair condensate pump at Quonset greenhouse.
- Repair condensate pump at South College.
- Inspection of steam line and preparation for campus steam outage.
- Pump steam vaults on campus.
- Repaired signage for parking services.
- Repair of steps and platform in steam tunnel.
- Claxton: Paint 438, 439, 452, 453; carpet 233; Signage for 203; Power for monitor.
- Communications: ADA opener on door near Dean's office; Paint and carpet 338; Access controls and door 43; ADA door operators for Suite 91; Carpet 473, 474, 469, 462; Strip and stain doors 401 and 476; Paint 469 and 473; Whiteboard paint walls 75; New counter top in 262; Paint 61A; Carpet 66, 91, 101, 107; paint 432A; Demo cabinets, install counter and furniture 91.
- Conference Center Building: Replace carpet in 308 and 309.
- Dabney Buehler: Repair acid drains.
- Dunford Hall: Remove wall between 114 & 115; Remove closets 134.
- Early Learning Center: Remove tire mulch from playground (Lake Ave.).
- Fab Lab (Jewel Building): Replace glass store front; Electrical connections for CNC router.
- First Impressions Contest: 10 Projects for contest winners.
- Food Science: Replace door 305; Lab cabinet additions 306.
- Garages: Conduits for antennas and camera in Vol Hall Garage and McClung Garage.
- Greve Hall: Paint, carpet, etc. G02 and G06; Paint 3rd floor corridor.
- Haslam Business Building: Patch and paint 6th floor corridor.
- Hess Hall: Renovate OIT rooms in K and H areas.
- Hodges Library: Paint 650 and 617; Track light in 125A; Patch and paint 131, 605, 652, 654, and 642; Receptacles in 652 and 653; Renovate classroom 253; Accent painting in rooms 145 and 306.
- HPER: Power for monitor.
- Jessie Harris: Extend 209 & 242 into storage rooms; Carpet 240; Window blinds in several classrooms; Install monitor 428; Window cleaning and blind replacement on 4th floor; Paint 239 and 240; Carpet 427; Power for monitor.
- JIAM: Electric and plumbing in 113 and 256; Electric and exhaust connection in 242.
- Laurel Hall: Paint interior.
- McClung Museum: Remove wall and renovate 64B.

## Steam Plant:

- Worked on boiler 1 steam flow transmitter.
- Rewired conductivity probe on #4 boiler.
- Worked on lighting in Steam Plant.
- Continue to work on condensate piping.
- Started the campus wide steam outage.
- Removed the old condensate piping.

## **CONSTRUCTION SERVICES**

- Admin Parking Garage: Repair support beam.
- Anderson Training: Add drain for fryer 002A.
- Andy Holt Tower: New signage on 6th floor; Paint 511 and 611; Panic buttons in 403C and 403D.
- Art & Architecture: Carpet room 204; Access controls in 121; Painting and misc. work in Wood Shop.
- Bailey Education: Power for monitor.
- Baker Center: Paint railings around rooftop garden.
- Biosystems Lab Building: Renovate classrooms 199A and 199B.
- Biosystems Office Building: Carpet in 302.
- Birchfiel Geography: Paint and LVT 303 and 304.
- Campus: Window replacements Hoskins, Jessie Harris, Ferris, and Perkins; Eyewash replacements in several labs; Replace steam line sections and valves; Install hand dryers in several buildings; Security locking for classrooms; Seal penetrations in several buildings.
- Carrick Halls (North and South): Clean exterior and apply brick sealer.
- Ceramics Annex: Demolition and new green space.
- CONSTRUCTION CONTINUED ON PAGE 5

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## UTILITIES CONTINUED:

- McClung Tower: Reconfigure 801.
- Morgan Hall: Renovations per POCA; Paint and carpet 302I and 314B.
- Mossman Building: Electronic door lock override switches; Voice messaging over fire alarm system.
- Neyland Thompson: renovate restroom; Install ceiling fans in practice field area.
- Nielsen Physics: Tuck point parapet wall; Paint and flooring in 512; Convert room 201 into collaborative space; Replace spline ceilings on 6th floor; New flooring in 210 and 207.
- Nuclear Engineering: Projector screen and painting.
- Nursing: Convert 342 to an office; Water bottle filler.
- Off Campus: Carpet for UT Flight Operations.
- Parking Lots GF2, GF3 and GF4: Repave.
- Plant Propagation Building: Fencing, power and deck for growth container.
- SERF: Replace nitrogen generator; Painting and casework removal 115; Electric work in 108; Power for 633; Change locks 309; Power pole in 515B.
- SMC: Power in 201 and 241; Removable handrail at loading dock; Paint 4th floor.
- Senter Hall: Access control exterior doors.
- Student Services: Renovation for Enrollment Services; Blinds in 333, 334, 335, 336, 337; Painting 111A.
- Student Union: Signs for various areas; Panic buttons in 383; Glass wall, door, access control, electric work, and cabinet in Post Office.
- Taylor Law: Paint 347, 349, 153, 278 and stairways; Remove shelves, patch carpet 102 and 401; Carpet ground floor of library.
- Temple Hall: Bottle filler.
- Tom Black Track: Repair track surface.
- TREC: Bike rack; Renovate studio 8/10.
- Vet Research and Ed Center: Wiring for temperature alarms; Concrete work for water filler.
- Vol Hall: Replace brick at patio.
- Walter Life Sciences: Carpet F213; Renovations for new occupants.
- 1610 University Avenue: Paint and misc. 102 and 118.

## Join Facilities Services on Social Media



@utkfacserv



@utfacilities



@UTFacilitiesServices

## FACILITIES SERVICES Employee Comment Box Locations:

- Facilities Services Complex Break Room
- Facilities Services Shop Area
- Hodges Library outside room 171a (new)
- Steam Plant (near time clock)
- Steam Plant Hill Breakroom (new)
- 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
- The electronic employee comment box can be found at [tiny.utk.edu/fscommentbox](http://tiny.utk.edu/fscommentbox).

## Employee Comment Box Section on Next Page

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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 Director of Energy, Terry Ledford and Assistant Director of Landscape Services, Jason Cottrell in Associate Vice Chancellor Dave Irvin's absence.*

*If you have a question about one of the responses, please email Associate Vice Chancellor Dave Irvin at [irvin@utk.edu](mailto:irvin@utk.edu).*

*During that conversation, additional information came to light that has clarified why this comment may have been submitted. All levels of personnel in Facilities Services are encouraged to review and familiarize themselves with details of the policy at: <https://fs.utk.edu/wp-content/uploads/2018/06/Essential-Personnel-Policy.pdf>. Section B-1 states, "... the associate vice chancellor for Facilities Services, and/or a director(s) in FS shall declare an emergency...". Section A-5 states, "It is the responsibility of all personnel to ask his/her supervisor if there are questions regarding this policy."*

**- Jason Cottrell, Assistant Director of Landscape Services**

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**Comment:** No one knows what we are supposed to do in the event of an active shooter. I brought this up at one of the focus groups last year and still no one knows. I think it would be a helpful thing to be informed about.

**Response:** *We will be providing emergency response training for all employees, including active shooter training. This will be similar to what we have done for the Facilities Services Complex in the past.*

**- Director of Energy, Terry Ledford**

**Comment:** Would someone please explain the Essential Personnel Policy to the managers within Landscape Services? Like who is able to make the call and not for stuff like contracted work.

**Response:** *I have had an opportunity to clarify the Essential Personnel Policy with the supervisors in Landscape Services.*