

Facilities Services Weekly

November 12, 2018

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

ADMINISTRATION

Special Projects:

- *“We gain strength, and courage, and confidence by each experience in which we really stop to look fear in the face...we must do that which we think we cannot.”*
- Eleanor Roosevelt.

ADMIN & SUPPORT SERVICES

Admin & Support Services:

- Premium-Free November: Paychecks distributed in November 2018 will reflect a premium-free holiday. All employees enrolled in health insurance plans through the state of Tennessee will receive a break from paying premiums in November. Savings for the month will range from \$66 to \$389, depending on plan type.

FACILITIES OPERATIONS

Building Services:

- We have begun servicing all interior areas of Neyland Stadium during football games.
- Beginning Monday, November 12, Blount and Senter halls will receive cleaning service from 4 a.m. to 12:30 p.m. Monday through Friday.
- Student Union Phase II has begun occupancy.
- High lift training is underway.

Landscape Services:

- Homecoming SGA Bonfire: Build, light and clean-up bonfire.
- Homecoming Parade: Sweep debris behind parade and assist with teardown of floats.
- Homecoming Game: Prep and campus clean-up.
- Storm (11-6-2018): Clean-up of tree limbs and leaves campus wide.
- Seasonal Flowers: Finish planting pansies and begin installation of tulip bulbs campus wide.
- Utility repair asphalt patches: Middle Drive, UT Drive, Sorority Village.
- Sinkhole: Excavate for storm pipe repair near LaPorte Stadium.
- Excavate for sidewalk repairs.

- Campus wide landscape replacements and upgrades: Order plant material for fall/winter planting.
- Campus Wide: Swap/installation of new outdoor trash/recycle units (continued).
- Interview candidates for vacant and seasonal positions (on-going).
- Landscape Academy: Conduct training sessions and continue development of upper level curriculum.

Turf:

- Prepare and service snow removal equipment for the winter.
- Leaf removal.
- Daily mowing/grooming of new event lawns and football tailgating.
- Winterize irrigation systems.

Arboriculture:

- Storm clean-up (11-6-18).
- BEE Campus USA committee planning meeting.
- Develop tree list for fall/winter planting.
- Campus wide: Update tree inventory data (continued).

Lock & Key Services:

- UT Building Services A – set up padlock.
- Student Services Building – rekey suites 212 and 219.
- Pi Kappa Phi – install locks and key.
- Dougherty Engineering Building – install locks.
- Hodges Library – install lock.
- Student Union Phase II – install cores.
- Buildings 3 & 6 – install cores as needed.
- University Housing – many recores and repairs.

ZONE MAINTENANCE

Zone 3:

- We will assist with the installation of a water heater at Delta Tau Delta Fraternity.
- Our team will work on several sorority houses this week addressing heat systems and assisting with holiday preparations.
- We will replace some floor tiles at the Lake Avenue Day-care.
- With the cold temperatures, our focus will be on heating systems and making sure they are functioning properly.

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Zone 7:

- Dougherty Engineering Building: Worked on LED lighting project; addressing several plumbing at HVAC issues.
- Perkins and Ferris halls: A lot of HVAC work.
- Tickle Engineering and Min Kao: Repaired lights and doors.
- General maintenance throughout zone.

Zone 8:

- We will clean coils and air handlers at JIAMS.
- At JARTU our team will look at steam traps and make needed repairs.
- At the Brehm Animal Science Arena we will replace lights and conduct an overall inspection of equipment.
- We continue to work on LED light conversions to provide better lighting and promote energy savings.
- One Call will respond to calls and assist with lighting projects.

Zone 9:

- Drained fountain at Clarence Brown Theatre.
- Drained Bull Pond at McClung Tower.
- Getting buildings ready for cold weather.
- At Student Services and Communications Building changing fan coil units from heat to cooling, and back to heat multiple times.
- Fueling generators.
- Answering calls.
- Taking classes.
- Checking doors for ball games.
- Cleaning off roofs.
- Hauling off bulbs and ballast.
- Cleaning cooling towers at SERF.

Zone 11:

- South Stadium: Worked on heat in Vol Card office.
- Regal Soccer Stadium: Checked and made needed repairs before SEC games.
- Football Complex: Checked and adjusted chemicals in pools; Worked on indoor field lights.
- Allan Jones Aquatic Center: Checked and adjusted chemicals in pools; Prepared for swim meets.
- Neyland Stadium: Made needed repairs for football

game vs. Kentucky.

- Goodfriend Tennis Center: Worked on broken sewer line.
- General building maintenance throughout zone.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- **Volunteer First Impressions Contest Now Open:** Facilities Services launched its new Volunteer First Impressions Contest today. The department will address areas on campus that may need some sprucing up. Entries will be judged on their overall impact to the campus community, ease of delivery, and scope is within the limit of \$10,000 or less to complete. Ten campus projects will be awarded. For more information please visit tiny.utk.edu/volfirstimpressions or email Brooke Krempa at krempa@utk.edu. All Facilities Services employees are welcome to submit projects to the contest. Please email Brooke with any questions about the contest.
- All Facilities Services employees are invited to a breakfast with Interim President Randy Boyd on November 29. The breakfast will be held from 7:30 to 8:30 a.m. at the Facilities Services Complex. Please see the last pages of this newsletter for more information.
- The Facilitator will be distributed tomorrow. Please check your email for a link to the newsletter.
- The Bob Evans and John C. Parker Scholarship announcements will go out this week. Please contact Brooke Krempa at krempa@utk.edu for more information. Brooke will collect these scholarship applications until January 31, 2019.
- The communications committee is in the process of holding the second round of small focus groups. All groups will be completed by November 7. If you have any questions about these focus groups, please contact Brooke Krempa at krempa@utk.edu.
- The 2018 Facilities Services Holiday Party will be held at the TN Terrace at 12 p.m. Thursday, December 13. Third shift and Steam Plant party dates will be announced soon.
- The 2018 Facilities Services 3rd Shift Holiday Party will be held at the Facilities Services Complex rooms 101 and 102 at 10 p.m. Thursday, December 13.

COMMUNICATIONS & PR CONTINUED ON PAGE 3

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COMMUNICATIONS & PR CONTINUED:

- The 2018 2nd & 3rd Shift Steam Plant Holiday Party will be held at 12 a.m. Monday, December 17 at the Steam Plant.
- The awards in our Facilities Services Complex break room will be updated.
- We are working with campus events to plan the breakfast with Randy Boyd.
- Look for the new Recycling tips section appearing weekly in TN Today and VolUpdate.
- Brooke is working with the Culture Task Force to finalize new awards programs and vision icons.
- We are working with the Office of Emergency Management to create flyers describing the various classroom locking systems on campus.
- Brooke will be creating new content for the digital screen in the Facilities Services Complex.
- The APPA FPI Survey is now open. Brooke will complete the 450 question survey in December.
- We are currently trying to fill two vacant student positions in our unit. If you know of a student who would be interested in working with Communications & PR please email Brooke at krempa@utk.edu.
- The new Tiny Trash communications plan has been implemented.
- The Big Orange Family Campaign executive committee meeting was held last week. If you were a team lead last year and would like to serve again, please contact Brooke Krempa at krempa@utk.edu.
- We are planning November events including Employee of the Month and Exceptional Team.
- Planning has begun for the 2019 Facilities Services Student Assistant Scholarship Fund Golf Tournament.
- Planning for our three holiday parties is in full swing. Thank you to everyone who volunteered to help during the parties.
- Organizing various media availabilities and releases.
- Planning is in the beginning stages for a Sightlines SEC meeting that UT Facilities will host in March. The three day event will take place March 6 through 8.
- Employee comment boxes have been installed. Box locations include:
 - 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.
- If you have an idea for a new comment box location, please contact Brooke Krempa at krempa@utk.edu.
- Work has begun on the Fiscal Year 2018 Facilities Services Annual Report. There has been a delay in the completion of this report due to missing information.
- Various videos are being edited for distribution. Our next video series will be the DIY Cleaning vs. Disinfecting Series to accompany our September workshop presented by FS Training and Building Services.
- We are updating department and unit photos for both the website and for our annual report.
- TNAPPA website updates are taking place.
- We are working on updated messaging for various department programs.
- We are updating the Building Representative List.
- 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.
- Website updates are being completed on almost a daily basis.
- We will help plan the meals provided for our staff who work during the football games.
- 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.

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Employee Training & Development:

Upcoming Training Deadlines:

- CCP hard floor hands-on training will be conducted at the International House and Hodges library on Tuesday and Thursday. Transportation will be provided by bus from FSC to I-house.
- JLG Liftpod training will be conducted at Hodges library room 129 for selected custodial employees from Zone 2 at 5:30pm and at FSC 101 for employees from Zone 11 at 7:30pm on Nov 14.
- PAPR respiratory protection and confined space overview training will be held for 2nd and 3rd shift One Call employees at 11pm on Nov 14.

Training News:

- Congratulations to Beth O'Neill for being promoted to Training Specialist.
- HAZWOPER Training is being conducted for 11 participants at the Facilities Services Complex.
- Cohort 5 for the PSTCC Training Program began on 11/9.
- The training team has begun conducting a Needs Assessment for the Utilities Services Unit. The first Needs Assessment was given to the Plumbing Shop. All other Utilities shops will have their needs assessments administered by the end of November.

IT Support & Maintenance:

- Research warranty laptop replacement.
- Annual reports.
- Computer security investigation.
- Interdepartmental communications.
- Laptop troubleshooting and repair.
- Conference room setup.
- Purchasing.
- Printer warranty repair.
- Software research.
- Human Resources satellite office setup at the Facilities Services Complex.
- Hardware inventory.
- Building access and fire alarm network setups.
- K@TE video assistance.

UTILITIES SERVICES

Air Conditioning Services:

- JARTU: Repaired fish tank water heater in lab.
- CRC: Repaired air compressor for building.
- Business Incubator: Began replacement of wall mounted cooling unit.
- SERF: Repaired cold room 711.
- Plant Biotech: Repaired freezer.
- SERF: Reset alarms and monitored cold room in building.
- Senter Hall: Diagnosed problem on liebert unit.
- Orange Hall: Cleaned and repaired multiple WSHP for building.
- White Hall: Cleaned and repaired multiple WSHP for building.
- Hesler Biology: Repair heating water pump no. 2.
- Baker Hall: Repair compressor no. 2 on McQuay chiller.
- Senter Hall: Connected Mossman chilled water system to Senter Hall and Hoskins Library.
- Hoskins Library: Replaced chilled water control valves on AHU 4 and 5.
- JIAMS: Repairing no. 3 chiller.
- Austin Peay: Repair steam coil in AHU no. 2.

Electrical Services:

- UTFS FA/BA: Fire Alarm System Testing various buildings on Campus.
- UTFS Electrical Repairs Hoskins Library.
- UTFS HV Electrical Maintenance: Campus Wide.
- UTFS Support: New GIS 15KV Swg, UT Main Substation.
- UTFS – ESF: Utilities support.
- UTFS Electrical Metering: Wireless Network.
- Neyland Stadium: Missouri Football Game.
- UTFS Electrical Services: Campus Event Support.

Plumbing Services:

- Relocation of vent lines at Glazer Building in Oak Ridge.
- Replace shower valve in Carrick Hall.
- Repair broken drain line in Carrick Hall.

PLUMBING CONTINUED ON PAGE 5

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PLUMBING CONTINUED:

- Repair water leak in Morrill Hall.
- Repair leak in heating water at Greves Hall.
- Disconnect plumbing to trailer at Golf.
- Repair sink hole at Tom Black Track.
- Repair water leak at Tom Black Track.
- Repair and unstop drain stoppage at Reese Hall.
- Drill holes for new lactation room at Hodges Library.
- Install new hot water heater in fraternity.
- Installation eye wash for project.
- Find and unstop sewer blockage at Tennis Facility.
- Provide support pregame and during football game.
- Install heat converter in Hodges Library.
- Replace steam trap in SERF.
- Replace steam trap in TREC.
- Turn steam on for buildings along UT drive.
- Repair leak on steam station in the Natalie Haslam Music Building.
- Replace steam trap in Dougherty Engineering Building.
- Inspect and pump steam vaults.
- Baker Center: Paint railings around rooftop garden.
- Basler Boathouse: Access control.
- Blount Hall: ADA signage on ground, first and fourth floors; Build offices in room 401; Work in restrooms on first floor; Electric work in room 106.
- Buehler Hall: Provide locking for classrooms 300 and 555; Paint and tile in room 352.
- 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; Grow Lab on Terrace Avenue; Parking lot on Lake Avenue; Repair Pedestrian Bridges.
- Clarence Brown Theatre: Remove a sink.
- Communications Building: Carpet in room 430; Convert room 432 into an office; ADA opener on door near Dean's office; Sleeve and junction box for patio; Paint and carpet room 338; New sink in room 426D; Access controls and door for room 43; ADA door operators for Suite 91.
- Concord Campus: Demolition and construction.
- Dabney Buehler Hall: Repair acid drains; Painting, strip/wax floors in rooms 666 and 667; Paint and tile in room 352.

Steam Plant:

- Wired in the polisher.
- Mounted the two FVD in MCCA.
- Started pulling the wire from MMC breaker to drives.
- Reran wire from old receptacle to bypass old rusted conduit.
- Continue to work on basement lighting.
- Continue to run piping to new polisher.

CONSTRUCTION SERVICES

Campus Projects:

- Admin Parking Garage: Repair support beam.
- Anderson Training Center: Electric work in cafeteria.
- Andy Holt Tower: Signage on levels P2, seven, and eight; Install new flooring in elevators; Paint rooms 506, 507 and 509; Hook up electric to workstations in room P209.
- Auxiliary Services: New dock leveler.
- Delta Tau Delta: Repair restroom ceilings; Preparation for washers and driers; Electric work; Repair ceiling.
- Dougherty Engineering Building: Capstone repairs and caulking; Electric in room 102; 208-volt power in room 606; 208-volt power in room 206; Electric for cubicles in room M015.
- Early Learning Center: Taller fence.
- ETREC Johnson Animal Research: Emergency power in room C111.
- Ferris Hall: Paint and carpet in room 205 and suite 206.
- Golf Maintenance Building: Reroute water.
- Haslam Business Building: Outlets for rooms 319, 320, 321 and 322; Electric in rooms 242 and 499A; Chair rail in team rooms.
- Henson Hall: Access control for rooms 104 and 107; Panic button in room 404; Painting in rooms 323, 402 and 403.

CONSTRUCTION CONTINUED ON PAGE 6

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- Hess Hall: Add card access to 2K laundry room doors; Architectural and Engineering services for apartment additions.
- Hodges Library: Assist with office renovations and Graduate Commons renovation; Repair smoke evacuation system; Build a wall in 130; Projector screen in room 309; Lactation room in room 255B; Painting around booths on fifth floor; Access control for several rooms.
- HPER: Seal wood in room 354.
- International House: Replace counter top and sink.
- Jessie Harris: Extend rooms 209 and 242 into storage rooms; Carpet in room 240.
- Kingston Pike Building: Replace expansion joint in wall; Paint orange stripe in room 110.
- Lee Softball Stadium: Access control.
- McClung Museum: Wall and floor renovations in Gallery 104A.
- McClung Tower: Carpet for rooms 608, 610 and 706; Reconfigure room 801.
- Middlebrook Building: Paint and lights on second floor.
- Min Kao: Drain piping for nitrogen in room 533.
- Morgan Hall: Renovations per POCA Phase 2 in room 226; Tuck pointing north, east and west; Flooring in room 210C; Paint and carpet in room 302J.

CONSTRUCTION CONTINUED ON PAGE 7

YOU'RE INVITED

Breakfast with Interim President Randy Boyd 7:30 - 8:30 a.m. Thursday, November 26 Facilities Services Complex

Randy Boyd will assume the role of Interim President on Monday, November 26th. During that week, Mr. Boyd will be visiting each campus to meet with various groups.

He will visit the Knoxville campus on Thursday, November 29th.

Members of the Facilities Services staff are invited to breakfast with Interim President Boyd from 7:30-8:30 a.m. in the Break Room & Large Conference Room of the Facilities Services Complex.

If you have any questions about this breakfast, please contact Brooke Krempa at krempa@utk.edu.

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- Mossman Building: Electronic door lock override switches.
- Neyland Stadium: Repair steel mesh on guard rail at Gate 10.
- Perkins Hall: Install outside electric pedestals in two locations; Correct items on EHS Inspection List in sub-basement.
- Plant Biotech: Electric for podium and painting in rooms 156, 157 and 158.
- Regal Soccer Stadium: Access control.
- SERF: Door controls in room 419; Paint and carpet in rooms 511, 511A and 513; Replace nitrogen generator; Access control for room 201.
- Stadium Drive G10: Repair broken cable.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Stokely Management Center: Receptacle and data raceway in room 319.
- Strong Hall: Conduit for compactor.
- Student Aquatic Center: Test concrete patch on pool deck.
- Student Health Center: Replace x-ray machine.
- Student Services Building: Renovation for Enrollment Services; Office walls in rooms 109H1 and 109I; Make room 109E larger; Renovation for Vol Card Office on fourth floor.
- Student Union: Add dock lift; Remove cosmetic cases in Volshop.
- Taylor Law Complex: Painting several areas; Make offices in room 356.
- Thompson-Boling Arena: Fire stopping.
- Tyson Alumni House: Renovate first floor restroom.
- UT Drive Services Building C: Add awning.
- UT Facilities Services Complex Sutherland: Charging stations.
- Veterinary Medical Center: Widen road on Old Cherokee Road.
- 2121 Stephenson Drive: Add a customer service window.

Join Facilities Services on Social Media



@utkfacserv



@utfacilities



@UTFacilitiesServices

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
- 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.

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JOIN US FOR THE
2018 FACILITIES SERVICES

Holiday

PARTY

THURSDAY, DECEMBER 13

BEGINNING AT NOON

THE TENNESSEE TERRACE AT NEYLAND STADIUM

Lunch, Door Prizes & Holiday Cheer!

For more information please contact Brooke at 214-7662 or krempa@utk.edu

Bus Schedule & Route:

- 11:00 a.m. - Steam Plant
- 11:05 a.m. - Nursing on Volunteer
- 11:10 a.m. - Intersection of James Agee Street and White Avenue
- 11:15 a.m. - Conference Center
- 11:30 a.m. - The Hill (Nielsen Physics)
- 11:35 a.m. - Intersection of Middle Way and Circle Drive
- 11:30 a.m. - Ag Campus (Bus stop between Ellington and Brehm)
- 11:45 a.m. - Facilities Services Complex (Sutherland Avenue)

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Annual Toy Drive

November 11 - December 9

The 10th annual toy drive honoring the memory of Ryan McDonald has begun.

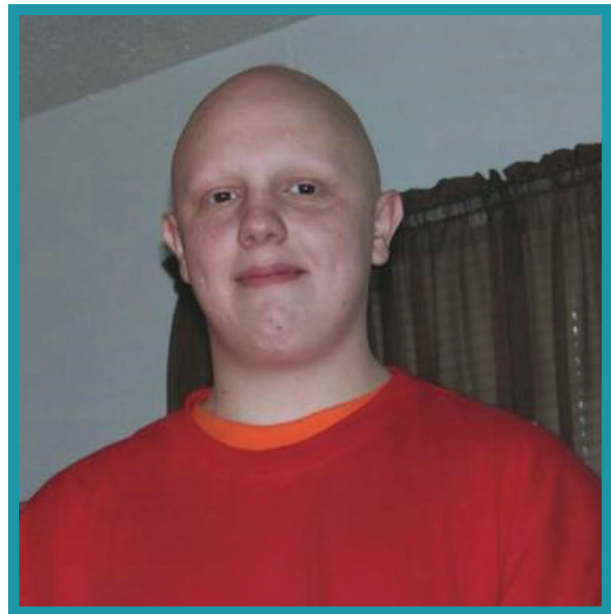
This year's toy drive will be held November 11 to December 9.

Ryan was killed tragically during a shooting at Central High School in 2008 when he was 15 years old.

The toy drive aims to inspire hope for area children dealing with difficult times during the holiday season.

To honor Ryan's memory, as well as his aspirations to become a children's counselor, toys are collected by Roger McDonald every year in his nephew's name. The toy drive benefits Helen Ross McNabb and Child & Family of Tennessee.

If you would like to make a donation, please bring unwrapped new toys to the collection box that will be placed near the front entrance of the Facilities Services Complex, 2040 Sutherland Avenue.



Donations can also be given at all Knox area Ingles grocery stores including locations in Powell, Karns, Halls, Farragut, and Merchants Drive.

All toys must be donated by December 9.

For more information, please contact Roger McDonald at 705-9994 or jmcdona3@utk.edu.