

Facilities Services Weekly

November 26, 2018

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

YOU'RE INVITED

Breakfast with Interim President Randy Boyd
7:30 - 8:30 a.m. Thursday, November 29
Facilities Services Complex

On Site Job Fair at Facilities Services Complex
10 a.m. - 2 p.m. Friday, November 30
See page 6 for more details.

ADMINISTRATION

Special Projects:

- *"If you are not a part of the solution, you are a part of the problem."* - Eldridge Cleaver
- 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.

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:

- Hoskins Library is now being cleaned on fourth shift.
- Ceramic floor test refinishing is underway at the Student Union.

- The Student Union will be cleaned during first and second shift.
- Mechanical safety classes will begin shortly and will be led by Jay Price.

ZONE MAINTENANCE

Zone 1:

- Getting caught up on work orders as residents start to return.
- All buildings are gearing up for the filter change during the Holiday break.
- Residence halls are still being vandalized.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Ayres Hall Christmas tree setup.
- Walters Life Sciences Building fume hood flow.
- Walters Life Sciences Building compressor stopped.
- Dabney-Buehler Complex LED lighting upgrade.
- Alumni Memorial Building auditorium lighting.
- Student Union occupation initiated.
- Student Union sanitary pipe leak.

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Zone 9:

- Answering calls.
- Winterizing ponds and fountains.
- Documenting generators.
- Installing LED lights at Art & Architecture Building.
- Working on LED lights at HPER.
- Cleaning swimming pool filters.
- Changing out fluorescent lights with LED at TREC.
- Putting in LED lights at Student Aquatics Center.

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.
- 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.
- Assisting Media & Marketing on the campus construction update.
- We have started to put together the Winter Break project catalog.
- 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.
- Website updates are being completed on almost a daily basis.
- 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.

COMMUNICATIONS & PR CONTINUED ON PAGE 3

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COMMUNICATIONS & PR CONTINUED:

- 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:
 - 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.
- 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.
- 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.

Employee Training & Development:

Upcoming Training:

- Don't forget to complete your Title IX, OIT Security Awareness, and FERPA training before the course deadlines. Contact fstraining@utk.edu with any questions.
- Stop the Bleed Training is December 19. Two sessions are scheduled at 9:00 a.m. and 10:30 a.m. in FSC 101/102. Please sign up with someone in Training.
- Arc Flash Training is scheduled for December 5 at 8:30 a.m.

Training News:

- We're happy to announce that Beth O'Neill was promoted to Training Specialist. The posting for Training Assistant will go up sometime in December.
- CCP is nearing completion. Anticipated finish date for this group is December 13.

IT Support & Maintenance:

- Power outage notices.
- Printer repair and retirement.
- Phishing email reports.
- New computer setups.
- Online training support.
- Building access network registrations.
- Training.

UTILITIES SERVICES

Air Conditioning Services:

- Natalie Haslam Music Building: Rebuilt primary chilled water pump.
- Auxiliary Services: Completed installation of heat kits.
- Panhellenic Building: Installed new hot water pump.
- SERF 729: Repaired cooler pressure regulator.
- Aramark: Diagnosed Raising Cane's walk-in freezer.

AIR CONDITIONING SERVICES CONTINUED ON PAGE 4

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AIR CONDITIONING CONTINUED:

- Taylor Law Center: Repair #3 chiller.
- Dabney Buehler Hall: Repaired steam coil.
- JIAMS: Continue repair on #3 chiller.
- Vol Shop: RTU measurements.
- Delta Zeta: Diagnose bad expansion valve in unit.

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.
- UTFS – Fire Alarm Testing at JIAMS.
- UTFS Electrical Services - CAMPUS Event Support.

Plumbing Services:

- Install bottle filler fountain at Middlebrook Building.
- Repair water leak in hallway of Hodges Library.
- Drill holes in floor for plumbing for new lactation room in Hodges Library.
- Repair heat in goat barn at JARTU.
- Investigate and repair hot water issues at JIAMS.
- Clean out concrete wash station at Tickle Engineering Building.
- Install new man hole lid on sewer on UT Drive.
- Repair sink drain at McClung Museum.
- Repair sink pump at Hodges Library.
- Repaired steam leak in bathroom at Dougherty Engineering Building.
- Repair steam heater in Dougherty Engineering Building.
- Repair steam condensate leak in vault at TREC.
- Repair steam heater in Buehler Hall.
- Checked and pumped steam vaults on campus.

Steam Plant:

- Continue to install condensate polishers.
- Continue to work on lighting.
- Work on installing basement receptacles.
- Work on logs for TDEC.
- Replace cabinet fan.

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.
- 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.
- 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.

CONSTRUCTION CONTINUED ON PAGE 5

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CONSTRUCTION CONTINUED:

- 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.
- 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.
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YOU'RE INVITED

Breakfast with Interim President Randy Boyd
7:30 - 8:30 a.m. Thursday, November 29
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. November 29** 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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WE ARE HIRING

JOB FAIR
November 30
10 a.m. - 2 p.m.

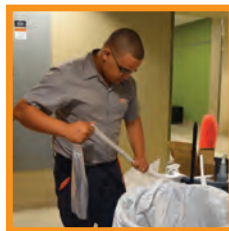
LOCATION:

Facilities Services Complex
2040 Sutherland Avenue
Knoxville, TN 37921



FACILITIES SERVICES

Positions Available: Custodial



Full Time Positions with Benefits

On-site: Applications • Interviews
Hiring Managers • Recruiters

More Information: UT Human Resources at 865-974-6643

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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.