

# Facilities Services Weekly

October 8, 2018

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

*Congratulations to our October Employee of the Month James Moore!*

You can nominate our next recipient at [tiny.utk.edu/fseom](http://tiny.utk.edu/fseom)

## 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.

## ADMINISTRATION

### Special Projects:

- Thank you to everyone who supported the fifth annual Facilities Services Pink Day. This year the department raised \$220 for Susan G. Komen East Tennessee.

## FACILITIES OPERATIONS

### Landscape Services:

- Ayres Hall Lawn: Preparation for ESPN SEC Nation event.
- Shriner Circus: Pre- and Post-event support.
- Seasonal Flowers: Plant fall/winter pansies campus wide (continued).
- 2111 Terrace Avenue: Complete demolition and site remediation.
- Facilities Service Complex: Excavate and install base for additional parking.
- Sorority Village: Geothermal repairs.
- Thompson Boling Arena: Install new trash/recycle receptacles.
- 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:

- Aerate and over-seed campus wide.
- Daily mowing/grooming of new event lawns and football tailgating.
- Adjust irrigation schedules to accommodate and events

### Arboriculture:

- Develop tree list for fall/winter planting.
- Fraternity Park: Remove dead pine.
- Clearance pruning over streets and parking lots.
- Biosystems Engineering: Spray for control of kudzu on east slope (continued).
- Campus wide: Update tree inventory data (continued).

### Recycling:

#### Recycling Totals from October 1 through 7:

- Bottles/Cans: 5,660 pounds.
- Paper: 7,820 pounds.
- Cardboard: 4,920 pounds.
- Glass: 3,500 pounds.
- Manure: 8,000 pounds.
- Compost: 13,749.9 pounds.
- Total Recycling: 43,649.9 pounds; 21.82 tons.

#### Recycling Totals for Fiscal Year 2019:

- Bottles/Cans: 94,765 pounds; 47.38 tons.
- Paper: 136,500 pounds; 68.25 tons.
- Cardboard: 222,222 pounds; 111.11 tons.
- Glass: 37,840 pounds; 18.92 tons.
- Manure: 216,500 pounds; 108.25 tons.
- Compost: 172,665 pounds; 86.33 tons.
- Total Recycling: 880,492 pounds; 440.25 tons; 1,753 pallets.

## ZONE MAINTENANCE

### Zone 3:

- We will continue to clean guttering and rooftops.
- Out team will change filters and check belts.

ZONE 3 CONTINUED ON PAGE 2

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## ZONE 3 CONTINUED:

- At sororities we will perform routine maintenance and make repairs.
- We have some repairs to make at the Lake Avenue Daycare.
- Our team will focus on cleaning our machine rooms this week.

## Zone 7:

- General maintenance throughout zone.

## Zone 8:

- We will clean gutters and rooftops.
- Our focus will be on performing routine maintenance on our equipment next week.
- We have some work requests that need to be completed and we will work to close them out.
- We will clean mechanical rooms and check for any issues that need to be addressed.
- One call will respond to calls and assist with LED lighting.

## Zone 11:

- Sherri Lee Stadium: Finished converting T-8 lamps to T-8 LED lamps.
- Regal Soccer Stadium: Completed building checks for upcoming soccer game.
- Football Complex: Checked and adjusted chemicals in pools; General building maintenance.
- Allan Jones Aquatic Center: Checked and adjusted chemicals in pools; General building maintenance after Orange & White swim meet.
- Neyland Stadium: Went through various skybox levels for upcoming events; General building maintenance.
- Performed general building maintenance throughout zone.

## COMMUNICATIONS & INFO SERVICES

### Communications & Public Relations:

- ***Congratulations to our October Employee of the Month James Moore!***
- The last department-wide meeting will be held tonight, Monday October 8 at 10 p.m. in Facilities Services Complex rooms 101 & 102.
- Two department-wide meetings were held last week. Once all the meetings have concluded a summary of task

force progress and meeting questions will be released to the department.

- Thank you to everyone who submitted a nomination for this year's Chuck Thompson Outstanding Employee Awards. This year we received 99 total nominations. The committee will meet to determine the recipients next week.
- Thank you to everyone who supported the fifth annual Facilities Services Pink Day. This year the department raised \$220 for Susan G. Komen East Tennessee.
- The Communications Committee will hold another round of small focus groups October 10 through November 7. A member of the committee will be contact your group/zone in the coming weeks to schedule the meeting.
- 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.
- Look for the new Recycling tips section appearing weekly in TN Today and VolUpdate.
- Brooke would like to welcome her new student assistant Aleja Kemp to her team.
- Brooke will participate in the LifeSafe Stakeholder and Marketing Strategy meetings this week at UTPD.
- Thank you to Ashley Savage Gilliam and Joe Suits who presented during our September Facilities Fundamentals Workshop. They both did a fantastic job.
- We are working with the Office of Emergency Management to create flyers describing the various classroom locking systems on campus.
- 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.
- We are reevaluating the communications plan for My Tiny Trash.
- We are planning October events including the department wide meetings, employee of the month, exceptional team, Pink Day and Chuck Thompson Awards.
- Planning has begun for the 2019 Facilities Services Student Assistant Scholarship Fund Golf Tournament.
- Planning has begun for the 2018 holiday parties.
- Organizing various media availabilities and releases.

COMMUNICATIONS & PR CONTINUED ON PAGE 3

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## COMMUNICATIONS & PR CONTINUED:

- 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](http://tiny.utk.edu/fscommentbox).
- 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 to update the awards plaques in the Facilities Services Complex break room.
- 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 The Facilitator, including thank you notes, please email Brooke at [krempa@utk.edu](mailto: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.
- 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 working with Special Projects to plan upcoming student assistant scholarship fund raisers.
- Help us to nominate our next Facilities Services Employee of the Month at [tiny.utk.edu/fseom](http://tiny.utk.edu/fseom).
- Help us to nominate our next Facilities Services Exceptional Team at [tiny.utk.edu/exceptional](http://tiny.utk.edu/exceptional).

## IT Support & Maintenance:

- Surplus old computers and monitors.
- Monitor warranty repair.
- Work power outage at old building.
- Troubleshoot network connection for Legacy Database Server.
- Power Outage notifications.
- New computer setup.
- Warranty time clock replacement.

## Employee Training & Development:

- We held two Benefits chats with representatives from HR the week of 10/1. One was for our 1st and 4th shift employees and the second was for our 3rd shift Building Services Employees.
- A Benefits chat will be held for 2nd and 3rd shift Steam Plant employees on Monday, October 8 at midnight.
- We will be celebrating the completion of the third cohort for the PSTCC Training Program on Friday, October 12.
- Development of FS Supervisor Training continues.
- Meetings with the Training Committee continue monthly, with our primary focus being to address the SWOT Analysis comments.

## UTILITIES SERVICES

### Air Conditioning Services:

- Vet Hospital: Started demo/installation of liebert units in telephone server room.
- Plant Biotech: Rebuilt primary chilled water pump No. 3.
- Jesse Harris: Repaired air conditioning system serving room 229.

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## AC SERVICES CONTINUED:

- SMC: Started installation of new emergency air cooled chiller for data center.
- Hess Hall: Replace compressor in Liebert unit for telephone server room.
- Andy Holt: Brought new heating water steam converter online.
- Fred Brown Residence Hall: repaired WSHP in room 613.
- JIAMS: Replaced vacuum pump.
- Architectural Landscape: Replaced high pressure limit switch in #2 unit.
- Architectural Landscape: Replaced compressor in #5.
- McClung Tower: Replaced condenser fan motor on elevator room unit.
- JARTU: Repaired vacuum pump.
- Ellington Plant Sciences: Replaced fan motor on condenser.
- College of Nursing: Repaired air compressor.
- Allan Jones Aquatic Center: Replaced condenser unit for electrical room.

## Electrical Services:

- UTFS FA/BA – Fire Alarm System Testing various buildings on Campus.
- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS Support - NEW GIS 15KV Swg, UT Main Substation.
- UTFS – Power Outage HV Ckt 9.
- UTFS Electrical Metering – Wireless Network.
- UTFS Electrical Services - CAMPUS Event Support.

## Plumbing Services:

- Replaced steam trap at Carrick Hall.
- Repairs in steam vault at Blueberry Falls.
- New Piping for new Chiller at Stokley Management Center.
- Disconnected and moved boiler to Auxiliary Services.
- Organize shop area for welding area.
- Repair and installation of new pool drain in UT Drive.
- Unstopped line at Reese Hall.
- Repaired drain at Carrick.
- Inspect and pump steam vaults.
- Inspect and repair handrails.
- Installing kitchen equipment and sinks with new countertops.

## Steam Plant:

- Monthly and weekly reports.
- Worked on logic for new polisher.
- Brought new polisher inside the building and place in position.
- Worked on cleaning up DCS logic.
- Continue to install new lighting.
- Built new stand for polisher pumps.
- Mowed and trimmed grass.

## 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; Paint rooms P115, P225G, P271 and 533; Renovate room P228; Install new flooring in elevators.
- Austin Peay: NE wall waterproofing.
- Auxiliary Services: New dock leveler.
- Bailey Education Complex: Make three offices in room 502; Install monitor in room 305; Install visual doorbell in room 212; Power to Smartboard in room 118.
- Basler Boathouse: Access control.
- Blount Hall: ADA signage on ground, first and fourth floor; 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.
- Business Incubator: Wash front windows; Opening in wall between 104A and B.
- 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.
- College of Nursing: Paint rooms 244, 301A, 309 and 367; Clean windows.
- Communications: Paint, carpet and minor renovations in room 43; Carpet in room 430; Blinds in room 476; Convert room 432 into an office; ADA opener on door near Dean's office; Sleeve and junction box for patio; Install projector screen in room 316; Paint and carpet in

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## **CONSTRUCTION CONTINUED:**

- room 338; New sink in room 426D.
- Concord Campus: Demo and construction.
- Conference Center: Paint rooms 309L and 309M.
- Dabney Buehler: Repair acid drains.
- Delta Tau Delta: Repair restroom ceilings; Prep for washers and driers; Electric work; Repair ceiling.
- Dougherty Engineering: Capstone repairs and caulking; Replace hood sash in room 337; Electric in room 102; 208-volt power in room 606.
- Dunford Hall: Painting in offices, Office renovation in room 103B; Signage for Student Disability Services; Cabinets for break room 2444; Paint room 115; Replace doors for rooms 105, 106, 115; Remove counter top and base cabinet in room 121.
- ETREC Johnson Animal Research: Emergency power in room C111; 208-volt power in room C105.
- Early Learning Center: Clean outside of building.
- Engineering & Sciences Annex: Add a door to room 105A.
- Ferris Hall: Paint and carpet room 205 and suite 206.
- Golf Maintenance Building: Reroute water.
- Goodfriend Tennis: HVAC for first and second floors.
- Greve Hall: Paint rooms 302 through 311.
- Haslam Business: Outlets for rooms 319, 320, 321 and 322; Electric in rooms 242 and 499A; Paint rooms 509 and 606; Chair rail in team rooms.
- Henson Hall: Access control for rooms 104 and 107.
- 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 room 130; Paint bulkheads near Special Collections; Projector screen in room 309; Dimmable lights room 314; Lactation room in 255B.
- HPER: Seal wood in room 354.
- International House: Replace counter top and sink.
- Jessie Harris: Extend rooms 209 and 242 into storage rooms; Carpet room 240; Tile floor and painting in rooms 210 and 306 through 311.
- JIAM: New electric panel on first floor, new receptacles in rooms 156 and 158B; Cooling water in room 158B.
- Kingston Pike Building: Replace expansion joint in wall; Add mag locks to two doors; Paint orange stripe in room 110.
- Laurel Apartments: Antenna.
- Lee Softball Stadium: Access control.
- McClung Museum: Wall and floor renovations in Gallery room 104A.
- McClung Tower: Paint and carpet room 410.
- Middlebrook Building: Paint and lights on second floor.
- Min Kao: Door controls on room 102.
- Morgan Hall: Renovations per POCA Phase 2 in room 226; Tuck pointing north, east and west; Flooring in room 210C.
- Neyland Stadium: Replace roof access doors at West Skybox; Repair steel mesh on guard rail at Gate 10.
- Nielson Physics: Add window in room 217A.
- North Carrick, South Carrick: Inspect exterior walls and remove loose concrete.
- Perkins Hall: Add partition walls in room 223D; New cubicle in room 317; Renovate rooms 106, 115, 116 and 223D; Install out-side electric pedestals in two locations.
- Plant Biotech: Electric for podium and painting in rooms 156, 157 and 158.
- Regal Soccer Stadium: Access control.
- SERF: Power drops in room 310; Door controls in room 419; Paint and carpet rooms 511, 511A and 513.
- SMC: Paint and/or carpet rooms 325, 327 and 629; Voice Messaging in Fire Alarm Panel; Receptacle and data raceway in room 319; Patch and paint room 309.
- Stadium Drive G10: Repair broken cable.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Conduit for compactor; Digital clock in room B001.
- Student Services: Relocate outlet for Zoom System in room 109E; Renovation for Enrollment Services; Painting room 211; Office walls in rooms 109H1 and 109I.
- Student Union: Add dock lift; Remove cosmetic cases in Volshop.
- Sutherland Ave. Rec. Sports: Washer and Dryer in main building.
- Taylor Law: Change cabinet doors in rooms 225 and 262; Painting several areas; Make offices in room 356.
- Thompson-Boling Arena: Ceiling and Signage in Exit Corridor; Fire stopping; Air Conditioning outlets in east media room.
- Tyson Alumni House: Renovate first floor restroom.
- UT Drive Services Building C: Add awning.
- UTFS Sutherland: Charging stations.