

Facilities Services Weekly

October 29, 2018

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

Congratulations to our 2018 Chuck Thompson Outstanding Employee Winners: Joel Rummage and Rick Cannon

ADMINISTRATION

Special Projects:

- Thank you to everyone who brought in items to sell at today's bake sale. We would also like to thank everyone who supported the Facilities Services Student Assistant Scholarship Fund by purchasing one of our baked goods!

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

Lock & Key Services:

- Student Union Phase II: Setting up cores and installing.
- Dunford Hall: Rekey locks.
- Communications: Replace dog down on exit device.
- Hoskins Library: Install new lock.
- Brehm Animal Science: Install new hardware.
- Student Union Phase I: Install lock on desk.
- University Housing: Many recores and repairs.

Recycling:

Recycling Totals from October 22 through 28:

- Bottles/Cans: 11,080 pounds.
- Paper: 8,220 pounds.

- Cardboard: 16,080 pounds.
- Glass: 2,120 pounds.
- Total Recycling: 37,500 pounds; 18.75 tons.

Recycling Totals for Fiscal Year 2019:

- Bottles/Cans: 130,205 pounds; 65.10 tons.
- Paper: 158,820 pounds; 79.41 tons.
- Cardboard: 281,002 pounds; 140.5 tons.
- Glass: 52,260 pounds; 26.13 tons.
- Manure: 237,000 pounds; 118.5 tons.
- Compost: 178,144 pounds; 89.07 tons.
- Total Recycling: 1,037,431 pounds; 518.72; 2,083 pallets.

ZONE MAINTENANCE

Zone 1:

- Staying caught up on work orders.
- Making sure all buildings have heat.
- Working with Belfor at the Carricks.

Zone 2:

- Strong Hall: Checked all exhaust belts; Assisted contractors on electrical issues in basement; General maintenance.
- Melrose Hall: Replaced steam pipe between floors; Tighten packing nuts on the low side steam shutoff.
- Stokely Management Center: Replaced wall heater in women's restroom on fifth floor; Rebuilt hot water pump #3; Changed oil and filters in generator; Induction unit repair in room 304; General maintenance.
- Haslam Business Building: Changed oil and filters in generator; Handrail repair in the atrium stairwell; Put filters in stock for upcoming change; General maintenance.

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Zone 3:

- We will replace the water heater at Sigma Phi Epsilon.
- Our team will assist furniture at 1817 Melrose.
- We will complete maintenance issues at Lake Avenue Daycare.
- Our team will change air filters in various buildings.
- We continue to convert regular fixtures to LED bulbs to conserve energy.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Dabney Buehler LED lighting upgrade.
- Alumni Memorial Building lighting.
- We continue to prepare for Student Union Phase II move in.

Zone 7:

- Serviced HRU units at SERF.
- Turned on heat in Perkins Hall, Ferris Hall and Dougherty Engineering.
- General maintenance throughout zone.

Zone 8:

- We will change filters in many of our buildings.
- Our team continues to convert lighting to LED to conserve energy.
- We will change lighting fixtures in Brehm Animal Science.
- At JIAMS we will work on lighting and cleaning mechanical rooms.
- One Call will respond to calls and assist with LED lighting upgrades.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- The Chuck Thompson Outstanding Employee Awards ceremony was held today. Congratulations to our 2018 winners - Joel Rummage from Landscape Services and Rick Cannon from Electrical Services. Check out the next issue of the Facilitator for more information about Joel and Rick along with a full list of all those nominated.

- A bake sale to benefit the Facilities Services Student Assistant Scholarship Fund was held today. Thank you to everyone who brought in bake goods to sell today and thank you to everyone who participated.
- 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 awards in our Facilities Services Complex break room will be updated.
- We are working to plan an event at the Facilities Services Complex November 29.
- 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.
- We are reevaluating the communications plan for My Tiny Trash.
- 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.
- We will help to plan a food drive here at the Facilities Services Complex to benefit Smokey's Pantry. Stay tuned for further details coming soon.
- 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.
- 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.
- The Facilitator will be distributed in early November after the Chuck Thompson Awards Ceremony.
- 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.
- 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 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.
- Help us to nominate our next Facilities Services Exceptional Team at tiny.utk.edu/exceptional.

Employee Training & Development:

Upcoming Training Deadlines:

- The university has moved several mandatory online training to K@TE this year. Below is a list of training assigned during 2018.
- Security Awareness Training: due by 11/30/2008
- Title IX Training: due by 12/3/2018
- FERPA Training: due by 11/30/2018
- OSHA Training: due by 12/31/2018

IT Support & Maintenance:

- New computer setups.
- Assist with Facilities Services job fair.
- Setup digital signage.
- Teletime IP log statistics.
- Setup Spanish computer and signage.
- Invoice processing.
- Software troubleshooting.
- Radio maintenance.
- Redesigned weekly newsletter page for website.

UTILITIES SERVICES

Air Conditioning Services:

- Replaced compressor in glass freezer at Student Union Chick-fil-A.
- Repaired ice machine at Twisted Taco.

AC SERVICES CONTINUED ON PAGE 4

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AC SERVICES CONTINUED:

- Replaced ice machine at Quiznos in Vol Hall.
- Repaired open face cooler in Brown Hall.
- Repaired countertop freezer at POD store in Presidential Court.
- Continued maintenance on compressor and vacuum systems on campus.
- Repaired heating steam water converter at Morrill Hall.
- Repaired Andy Holt chilled water pump no. 3.
- Repaired both heating water pumps at Morrill Hall.
- Connected steam coil on Aon unit no. 2 at Dougherty Engineering Building.
- Repaired WSHP no. 14 at Delta Zeta.
- Repaired heating water coil in Dabney Hall room 515.
- Repaired chiller at Vol Car.
- Repaired leak on VFD cooler no. 3 York chiller at SERF.
- Install water fountain at Law College.
- Repair leak on chemical drain line at Plant Biotech.
- Install a washer box for Chris Stapleton concert at Thompson Boling Arena.
- Set up for SEC network.
- Plumbing project at UT Boathouse.
- Repair drain leak at Ellington Plant Sciences.
- Repair drain leak Andy Holt Tower.
- Repair drain leak on fountain Claxton Education Complex.
- Repair autoclave drain at Plant Biotech.
- Repair steam trap at Student Health Center.
- Repair steam shut off valve at Temple Hall.
- Unclog tag line on Pilot at Temple Hall.
- Replace regulator on steam station at Greenhouse 13.
- Repair of pump on condensate at Melrose Hall.
- Rebuild condensate pump at Plant Biotech.
- Install new pop off valves on steam at Ellington Plant Science.
- Install valve for filter tanks at the Student Aquatics Center.
- Unstop drain at Panda Express.
- Check and repair plugged drain at Student Union.
- Remove sink and cap old plumbing at Clarence Brown Theatre.
- Check and repair leak at stadium east sky box.
- Repair leak at Biosystems.
- Remove and find wedding ring from sink trap at Art & Architecture.
- Unstop drain at Starbucks in Hodges Library.
- Install ADA toilet and sink at Tyson House.
- Unclogged drain at Hess Hall.
- Unclogged drain at Law College.
- Start on replacing backflows at Steam Plant.
- Investigate sink hole close to Tom Black Track.
- Investigate gas smell at Early Learning Center.
- Repair leak in geo thermal loop in parking lot at sorority.
- Install bottle filler at Mclung Tower.
- Check and pump steam vault on campus.

Electrical Services:

- UTFS FA/BA – Fire Alarm System Testing various buildings on Campus.
- UTFS FA Hoskins Library.
- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS Support - NEW GIS 15KV Swg, UT Main Substation.
- UTFS – Neyland Stadium Renovation – Utilities support.
- UTFS Electrical Metering – Wireless Network.
- Neyland Stadium – Home Coming Charlotte Football Game.
- UTFS Electrical Services - CAMPUS Event Support.

Plumbing & Heating Services:

- Repair of sewer line from pool on UT Drive.
- Repair flange leak at Allan Jones Aquatic Center.
- Replace shower valve in Carrick Hall.
- Repair leak on drain line in wall Thompson Boling Arena.
- Inspect and clean storm drains on Volunteer at Hodges Library.
- Repair leaks on hot water line at Reese Hall.
- Repair leak on drain at Carrick Hall.

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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.
- Austin Peay: NE wall waterproofing.
- Auxiliary Services: New dock leveler.
- Bailey Education: Install visual doorbell in room 212; Power to smart board in room 118.
- 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 room 106.
- Buehler Hall: Provide locking for classrooms 300 and 555; Paint and tile in room 352.
- Business Incubator: Wash front windows; Opening in wall between rooms 104A and B.
- Campus: Window replacements in Hoskins Library, Jessie Harris, Ferris and Perkins halls; 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: 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 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; Prepare 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.
- Dunford Hall: Signage for Student Disability Services.
- ETREC Johnson Animal Research: Emergency power C111; 208-volt power in room C105.
- 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.
- Hesler Biology: Push button locks on rooms 529 and 531.
- 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; Projector screen in room 309; Lactation room in room 255B; Painting around booths on fifth floor.
- 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.
- Kingston Pike Building: Replace expansion joint in wall; Add mag locks to two doors; 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.
- 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.
- Mossman Building: Electronic door lock override switches.

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- Neyland Stadium: Repair steel mesh on guard rail at Gate 10.
- Nielson Physics: Add window in room 217A.
- Perkins Hall: Add partition walls in room 223D; New cubicle in room 317; Renovate rooms 106, 115 and 116; 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.
- SMC: Receptacle and data raceway in room 319.
- Stadium Drive G10: Repair broken cable.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Conduit for compactor.
- Student Aquatic Center: Test concrete patch on pool deck.
- Student Health: Replace x-ray machine.
- Student Services: Renovation for Enrollment Services; Office walls in rooms 109H1 and 109I; Make room 109E larger.
- Student Union: Add dock lift; Remove cosmetic cases in Volshop.
- Taylor Law: Painting several areas; Make offices in room 356.
- Thompson-Boling Arena: Ceiling and Signage in Exit Corridor; Fire stopping.
- Tyson Alumni House: Renovate first floor restroom.
- UT Drive Services Building C: Add awning.
- UTFS Sutherland: Charging stations.
- Veterinary Medical Center: Widen road on Old Cherokee Road.
- 2121 Stevenson Drive: Add a customer service window.

Join Facilities Services on Social Media



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@utfacilities



@UTFacilitiesServices

T 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
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To suggest an additional box location, or for more information, please contact Brooke Krempa at krempa@utk.edu.