

Facilities Services Weekly

January 21, 2020

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

A Friendly Reminder Concerning Orthotic Shoe Prescriptions -

Any employee requiring special custom orthotic inserts will need to provide an updated prescription from their Podiatrist or Doctor in order to obtain an appointment this year. Our records are out of date and need to be updated. Prescriptions change because our bodies change over time. Please make an appointment with your physician as soon as possible to ensure there will be no delays in obtaining a shoe voucher when the time approaches.

Contractor Protocol -

Southern Constructors is no longer on contract. Any work \$10,000 or over will need to be bid. Remember all PD's \$10,000-\$24,999.99 are bid by Central Supply and every PD over \$25,000 goes to main purchasing to be bid.

If you purchase from contractors and are unsure of the protocol, please contact Amanda Clark.

Open Doors: A Campus & Community Connection -

Come take part in this opportunity to connect with the University of Tennessee Knoxville through casual conversations with the organizations that represent diversity and inclusion throughout campus and the Knoxville community. For more information, please see the flyer at the end of this newsletter.

FACILITIES OPERATIONS

Building Services:

- Hodges Library--- We continue to spray the Clorox 360 every day as the students come back. Every floor has been sprayed and Major traffic areas are hit daily. All emergency stair wells were swept , mopped and dusted. 2nd floor entrance rugs were shampooed, and all the glass cubical and classrooms were cleaned. All the Green Recycling bins inside and on dock area having been disinfected and cleaned out.
- Tyson House—3rd floor carped has been extracted. Room 110 was carpet cleaned and detailed for new Associate Vice Chancellor.
- International House—Great room was top scrubbed to remove scuffs and black marks. Also 1st floor bathrooms were scrubbed and detailed.
- Dunford Hall—4th and 3rd floor base boards have cleaned and starting on the 2nd floors this week.
- Haslam Business—We continue to spray the Clorox 360 every day as students come back in the peak of Flu Season. Dock area was cleaned with dock sweeper, also all entry rugs were shampooed and placed back. 4th floor family bathroom was scrubbed and detailed. 6th floor carpet extracted from water leak around water fountain. 2nd floor was hit with the Ultra High speed to remove black marks and scuffs.
- Stokely Management Center—Continuing to I-capsule the 5th and 3rd floor offices.
- Melrose—2nd floor Building F conference room carpet shampooed and offices 210 and 212.
- Volshop Neyland Stadium—Volshop near gate 21 was top scrubbed and Ultra High speed using Diamond pad.
- We scrubbed the floors inside of the student union (men/women) restrooms located on the first floor phase 2 we scrubbed both sets of restrooms on that floor.
- We have shampooed carpet inside of the event rooms

FS OPERATIONS CONTINUED ON PAGE 2

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FS OPERATIONS CONTINUED:

after certain events containing (food/drinks) this week we cleaned carpet inside of room 174 (student engagement suite) and inside of the ballroom located in the student union phase 2.

- We have been working on shampooing all of the entryway UT logo mats around the entire student union as we have had some heavy rain this week and a lot of dirt and mud tracked in on them.
- We worked inside of the Volshop

Landscape Services:

- Detailing landscape beds of remaining leaf litter
- Pruning back perennial plantings and ornamental grasses
- Begin mulch application for spring season
- Volunteer Blvd: Plant removal and replacement project to correct line-of-sight safety issues (cont.)
- Ag Campus: Excavate steam leak between Print shop and Central greenhouse (cont.)
- McCord Hall/River Drive: Installation of topsoil adjacent to new sidewalk (on hold for dry weather)
- JARTU: Installation of drainage swale near front parking lot (on hold for dry weather)
- Sorority Village: Excavate sediment from storm water detention pond, wash and replace rock (on hold for dry weather)
- Cumberland Avenue: Meet w/ the City of Knoxville/contractor to review timeline and tree preservation during project (cont.)
- Student Union II: Resolving issues with irrigation system following walk-through with contractor (cont.)

Turf:

- Assisting with bio-swale clean-up
- Detail remaining leaf removal
- Review bids for irrigation and landscape improvements at Hoskins Library and Melrose Ave.

Arboriculture:

- Tree Campus USA renewal package submittal
- Arbor Day event planning
- Third Creek bank clean-up
- Order tree replacement plan for winter planting
- SWOT analysis of campus tree inventory (cont.)
- (Campus wide) Update tree inventory data (cont.)

- Interview candidates for vacant and seasonal positions (on-going)
- Finalize career path for Landscape Services team (cont.)

Lock & Key Services:

- Student Union Phase II – repair cabinet lock
- Dougherty Engr. – core very difficult
- Pediatric Language Clinic – replace front/back door locks
- Mossman – change lock
- Mossman – install locks cabinets
- TRECS – Tower install new padlock
- UT Drive A – repair lock
- Ferris Hall – combination lock not accepting codes
- University Housing – many recores and repairs

Sanitation Safety:

- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.

UT Office of Sustainability/Recycling:

Recycling Totals for January 6 to January 12:

- Bottles/Cans: 3,940 lbs.
- Paper: 0 lbs.
- Cardboard: 13,040 lbs.
- Manure: 12,000 lbs.
- Compost: 5,216 lbs.
- Total: 34,169 lbs./17.1 tons

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 216,300 lbs.
- Paper: 169,040 lbs.
- Cardboard: 307,320 lbs.
- Manure: 273,000 lbs.
- Compost: 230,423 lbs.
- Total: 1,196,083 lbs./1,080.80

ZONE MAINTENANCE

Zone 2:

- A&A is having a new PVI hot water system installed
- and the LED upgrade is still going on. Clarence Brown

FS OPERATIONS CONTINUED ON PAGE 3

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FS OPERATIONS CONTINUED:

Theater scene shop is updating to LED as well. As well as answering calls.

Zone 5:

- At Football Complex checked and adjusted chemicals in pools, prepared for Recruits this weekend
- At Neyland Stadium checked and repairs in skiboxes ,and locker room ahead of recruits this weekend
- At Allen Jones checked and adjusted chemicals in pools, prepared for swim meet
- At Baseball Stadium Gen Building Maint began changing to LED lighting
- Through out zone Gen Building Maint

Zone 6:

- Maintaining environmental equipment.
- Inspecting and repair classrooms.
- Inspecting and repair laboratories.
- Inspecting and repair auditoriums.
- Addressing work order issues.
- Hesler greenhouse 4 ridge vent repair.
- Generator logging.
- Compile information for biweekly news letter.
- Neilsen Physics schedule roof repairs.
- Hesler Schedule roof repair.

Zone 8:

- Our team will be changing filters, inspecting AHU units, and making any needed repairs.
- We continue to upgrade lighting at Plant Biotech and CRC Material Science Buildings.
- At Brehm Animal Science, we will be replacing the motor for the fume hood.
- In Food Science, we will be providing power for a special event in the Sensory Panel to assist with research.
- We will be servicing AHU units at JIAM and working with American AAF making adjustments to the filter monitoring system.
- One Call will be responding to customer calls and assisting with maintenance projects.

Zone 9:

- We will be working at Sororities and Fraternities making repairs to lighting and performing routine filter changes.

- Our team continues to upgrade lighting at Middlebrook Pike and White Ave Daycare.
- At the Facilities Services Complex, we will be cleaning diffusers and inspecting equipment.
- Our focus this week will be to complete all outstanding work requests.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- As a reminder, if you recognize an issue on campus (cleaning, maintenance, repairs, etc.) that Facilities Services could fix BEFORE it becomes a bigger problem or is reported by a customer, please don't hesitate to make it known! You can do this either by submitting a work request in Archibus or reporting the need for Facility Repairs in the LiveSafe app. Our department shines when we work together to be the best we can be collectively. When we are the first to notice and report facility issues on campus, it shows that we take great pride in our campus and our work. Let's work together to be better in 2020 and beyond. Remember – if you recognize an issue, work request it!
- New uniforms have been delivered to most of our employees, and after a few weeks of adjustment, we understand that issues may arise. If you have issues regarding the fit of your uniform or issues with the location of delivery (because you've been reassigned to a new building), make sure you bag your uniforms together and attach a yellow help tag indicating any needed changes. More information on this will be in the next issue of The Facilitator. In the meantime, visit tiny.utk.edu/uniformfaq for basic information.
- We will continue to accept Volunteer First Impressions submissions throughout the end of January 2020. Be sure to get your submissions in for those first impression spaces around Campus you would like to see revamped! Visit <https://tiny.utk.edu/VFI2020> for more information.
- You can find the most recent issue of The Facilitator by visiting: <https://fs.utk.edu/facilitator>.
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.
- Help us nominate our next Facilities Services Employee of the Month at tiny.utk.edu/fseom.

ZONE MAINTENANCE CONTINUED ON PAGE 4

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COMMUNICATIONS CONTINUED:

- Help us to nominate our next Facilities Services Exceptional Team at tiny.utk.edu/exceptional.

Employee Training & Development:

Upcoming Training:

- We will provide Performance Review Training on January 23 at 4:30p (Building Services 2nd & 3rd Shift), and February 11 at 8:30a. To sign up for a session, please contact Anna Best at ahamil24@utk.edu.
- 2020 OSHA Training is now available! It can be accessed at any time at <https://tennessee.csod.com/saml/default.aspx>. Sign in with your NetID and password. Then, click on "Your Transcript" and "Launch" to load the training. Remember that this training is available throughout the year and can be completed at any time. Please contact the Training Unit with any questions you may have.

IT Support and Maintenance:

- Some updates to the Facilities Services Website have been added recently, including: An updated version of the UTK Building List which can be found here: <https://fs.utk.edu/utk-building-list/>. A new UTK Demolished Building List that can be found here: <https://fs.utk.edu/utk-demolished-buildings-list/> and a work Request Dashboard here: <https://tiny.utk.edu/WorkRequestDash>.
- Hiring Committee Meetings
- Email Troubleshooting
- Windows 10 Upgrades
- Cell Phone Troubleshooting
- Inventory
- Electronics Recycling
- Phishing/Scam email assistance
- Teletime troubleshooting
- Network Port Purchase and Activations
- Phone line moves
- Plant Biotech Lighting System Assistance
- New (and improved!) radios have been issued to the Utilities and Operations groups. The new radios can connect to wireless networks in addition to using traditional radio signals so that they can be used more effectively at interior locations where radio waves cannot penetrate.
- 3- Notice: Microsoft has discontinued support of

Windows 7 as of January 14, 2020. The majority of FS computers running Windows 7 have been upgraded to Windows 10.

Most of the computers still running Windows 7 are scheduled to be replaced by the 2020 Computer Upgrade Program (pending funding approval). If your computer is still using Windows 7, please check with Jim McCarter to verify that your machine is either on the list of planned replacements or is otherwise scheduled for software upgrades.

- 4- Notice: Last week, the UTK Office of Information Technology (OIT) was notified of an information security threat on one of the University's commercially purchased systems. As a result, some mobile phones are unable to connect to Office 365 for email. Deleting and re-adding the account typically resolves the issue. If you are no longer receiving email on your phone and require assistance, please contact Jim or Tim in the FS IT office.

UTILITIES SERVICES

Air Conditioning Services:

- Repaired chiller at the Conference Center.
- Repaired chiller #3 at Plant Bio.
- Replaced steam coils in AHU #6 at Hodges Library.
- Completed installation of tube bundle in heat exchanger at Bess.
- Repaired steam coil AHU #3 in Andy Holt.
- Repairs made on Aaon unit in the barn at CRC.
- Replaced thermostat at Volshop.
- Repaired door heater at Food Science.
- Repaired leak on cold room 439 at Mossman.
- Repaired leak on grown chamber 006D at Hesler.
- Repaired Dunkin' cream dispenser at Vol Hall.
- Commissioned new VFD for AHU at Allan Jones.
- Continued work on VAV project at UT Conference Center.
- Trouble shooting four VAV boxes that dropped off-line at Student Health.
- Started on programming the new Global Controller at Carrick Hall.

Electrical Services:

Security/Fire Alarm:

UTILITIES SERVICES CONTINUED ON PAGE 5

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- Security group installed new readers at Vet Med.
- Security group responded to campus calls.
- Fire Alarm group disabled the fire alarm for contractors at Vet Med.
- Fire Alarm assisted MASCO with pump tests.
- Fire Alarm assisted with fire drills at Fraternity Park and Sororities.
- Fire Alarm assisted with generators at Senter Hall and Humanities.
- Fire Alarm performed fire watch for TBA events.
- Fire Alarm troubleshoot fire alarm panels on campus and answered calls.

High Voltage:

- Continued working on temporary power at shower and bathroom trailers for renovations to locker room at Neyland Thompson Sports Complex. Checked out all power after completion.
- Hooked up pig tails and two disconnects for even at Allen Jones Swim on January 15th. Also hooked up more temporary power on the 17th. Disconnects temporary power on 18th & 19th after the event.
- Reinstalled a bollard light that was knocked down at Strong Hall.
- Making plans to continue Pat Head Summit lighting project.
- Night shift worked on lights and responded to Fire Alarm calls.
- Completed daily 1-800 markings.
- Night shift enabled fire alarms after troubles from contractors working late.
- Installed a GFIC outlet to the base of blue phones for telephone services at G-7 garage and West campus.
- Worked with electrical contractors at the new Surge building on AG Campus. Helped pull wires from new manhole vault to new HV switch. Made the switch from temporary transformer for the bee house and flower garden support building. Then started making terminations.
- Started installing new piping to relocate and get closure to flag pole at Middlebrook building for prep of new LED light.
- Made repairs to Blue phone feed on 20th street.
- Made repairs to LED light in Lot 22 Parking lot.
- Worked football recruiting on Jan 18th. Turned on/off

stadium field lights.

Plumbing Services:

- Cleared drains in the kitchen sink at 2621 Ann Baker.
- Installed new sink in men's bathroom on 1st floor of Art and Architecture.
- Replaced cracked drain at the Conference Center.
- Unstopped two floor drains at the Conference Center.
- Repaired water leak at the Aquatic Center.
- Cleared drains at Subway in Brown Hall.
- Restored hot water to the riser at Carrick Hall.
- Repaired low water pressure at Ellington Science.
- Repaired leaking sink drain at Bailey Education.
- Installed new bottle filler at Student Union.
- Restored hot water in kitchen at Student Union.
- Repaired leaking toilet at Equity and Diversity.
- Installed new kitchen sink at Melrose.
- Connected water and meters for temporary trailers at Neyland Thompson Sports Complex.
- Investigated high water bills at Hodges.
- Worked on storm drain at Neyland Thompson Sports Complex.
- Repaired sink at Volleyball.
- T&P on water heater at Carrick Hall.
- Repaired heating water leak at Walters life.
- Repaired heating water leak at Alan Jones.

Steam Plant:

- Put polisher back in service.
- Continued to work on stainless steel blowdown line.
- Replaced pressure regulator on dealkalizers.
- Performed 1-hour test run on 2MW generator.
- Worked on drain at water testing station.
- Replaced bearing on #2 condensate pump.
- Made new glass for sand blaster.
- Continue to clean out old cabinets in shop.
- Greased condensate pumps.

CONSTRUCTION SERVICES

- Anderson Training Center: New flooring, paint, and utilities for new tubs.
- Andy Holt Tower: Replace tile floor in P2 elevator lobby; Paint 4th floor lobby; Paint 609 and 611.

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- Art & Architecture: Modify office 229; New counter tops in 1st floor restroom; Panic buttons in 103A and 217.
- Bailey Education: Signage for 5th floor.
- Biosystems Lab Building: Renovate classrooms 199A and 199B.
- Birchfiel Geography: Remove sink and cabinets, patch surfaces 305.
- Campus: Window replacements- Perkins Hall; Eyewash replacements in several labs; Security locking for classrooms; Install license plate cameras; Sidewalk grinding at various locations; Repair damages from auto accident near Art and Architecture Building; Install mail collection boxes at 4 campus locations.
- Clarence Brown Theatre: Replace drinking fountain with drinking fountain with bottle filler; Provide emergency locking for assembly spaces.
- Communications: ADA opener on door near Dean's office; Connect old generator to UPS on 1st floor; Replace dimmer control in studio 46; Paint 107J and 107S; Signage for 91 and 107; Add receptacles to 53; Paint 421.
- Conference Center Building: Paint and carpet in 2nd floor suites 209, 215, 224, 230, 231; Renovation of basement for RMC; Replace designs in carpet on 4th floor.
- Dabney Buehler: Repair acid drains; Renovate lab 674 (casework, utilities and floor); Paint 303; Disconnect access control 656; Add receptacle in 341; Receptacle for refrigerator 353.
- Dougherty Engineering: Paint 210; Carpet and paint 208; Renovate 420 for breakroom.
- Dunford Hall: Replace door 2423; New shades on 2nd floor; Panic button for 2423 and 1st floor; Paint and carpet cleaning 2330 and 2331; Paint and carpet 4th floor corridor; Paint and carpet 2429; Paint and carpet 2331, 2332, 2333, 2424, 2425 and other misc. work.
- Early Learning Center: Remove tire mulch from playground (Lake Ave.); Additions to playgrounds at White and Lake Avenues.
- Fab Lab (Jewel Building): Replace frosted glass with security film in store front; Install ceiling fan in studio area; Install exterior lighting and camera inside.
- Food Science Building: Electric work 306; Paint orange in 4 areas.
- Goodfriend Tennis: Pour pad for bike racks
- Greve Hall: Paint 240, 241, 242; Box in column and paint 612, 613, 633; Hanging rods for G006A.
- Haslam Business: Divide 329 and 330 into 3 offices; Paint main corridor on 6th floor.
- Hodges Library: Patch and paint 297C, 299C, 299E, 309; Install window in door 235B.
- Hoskins Library: Access controls 200; Paint and carpet for 110C.
- HPER: Install kayak hanging system 019; Paint 376.
- Jessie Harris: Paint 102B, 102C, 102D, 102D1, 102E; Paint and blinds 332.
- JIAM: Electrical modifications for 135 and 150; Replace helium recovery system.
- Lindsey Nelson Stadium: Corrections for SFMO.
- McClung Museum: Remove wall and renovate 64B; Additional cabinets in 64; Replace doors 6, 7, stairwell.
- McClung Tower: Carpet 917 and 920; LVT in 1115.
- McCord Hall: Remove casework and utilities in 111, 112A and 113; Remove tile flooring in 110, 110A, 111, 111A, 112A and 113-Polish floors; remove wall separating 110 and 110A.
- Melrose Hall: Renovations to rooms on 1st floor E and F; Plaster repair and paint G-411.
- Min Kao: Add white boards to 435.
- Morgan Hall: Renovations per POCA; Paint and carpet 302I and 314B; Renovate suite 103.
- Mossman Building: Electronic door lock override switches; Replace door to 131A.
- Nielsen Physics: Tuck point parapet wall; Replace spline ceilings on 6th floor.
- Nursing Building: Remove wall 240A; Paint 237 and 329.
- Perkins Hall: Renovate 122 and 124; Add hanging and wall receptacles for new benches B058.
- Plant Biotech: Paint 111.
- Presidential Court: Paint 3rd floor kitchen; Paint 113 above package lockers.
- Sigma Chi Fraternity: Install sink, toilet and fire alarm device.
- SMC: Carpet and paint 607, 617, 618; Paint and electric 436; Paint 301 and 330; Paint and carpet 209, 211, 217; Power and data raceway for monitor 237 and 249; Paint 329; Foam insulation for sound proofing 2nd floor; Receptacle for monitor 211.
- SERF: Snorkel 320; Receptacle and cooling water for growth chamber 335; New receptacle 503; Renovate 510 and 512A; Renovate 217 and 218; 30-amp electric circuit

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CONSTRUCTION SERVICES CONTINUED:

- 538; Cabinetry and connections for new lab 506; Paint and carpet 601 and 602.
- Sherri Parker Stadium: Corrections for SFMO.
- Stokely Hall: paint area above lockers; Furnish and install hose reel near Fresh Market.
- Strong Hall: Replace door lock switches; Add 2 compartment sink 109.
- Student Services; Signage for 209; Correct electrical issues in Suite 111.
- Student Union: Signs for various areas; Emergency locking.
- Thompson-Boling Arena: Corrections to fire doors; New vanity in head coach's bathroom; Add capability to broadcast through fire alarm system; Replace floor tile near drink machine.
- Tom Black Track: Add water line at main gate; Raise drain to ground level.
- TREC: Renovate studio 8/10; Add door to 204; Replace carpet with artificial turf 222; Replace door 008A; Remove aluminum from ceiling 001.
- Tyson Alumni House: Paint 110.
- UT Drive Building A: Add receptacles room 100.
- UT Drive Building (Old FS Bldg.): Renovate for Engineering.
- Vet Med Center: Replace fire doors.
- Vol Hall: Replace brick at patio.
- Vol Shop Cumberland: Install door between Vol Shop and Restaurants.
- 1610 University Av.: Make office in 211; Receptacle and data for new desk location.

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
- 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 Sam Ledford at sjones80@utk.edu.

Join Facilities Services on Social Media



@utkfacserv



@utfacilities



@UTFacilitiesServices

**"I am
interested in
working at UT...."**



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

**....but do I
belong there?"**

OPEN DOORS:

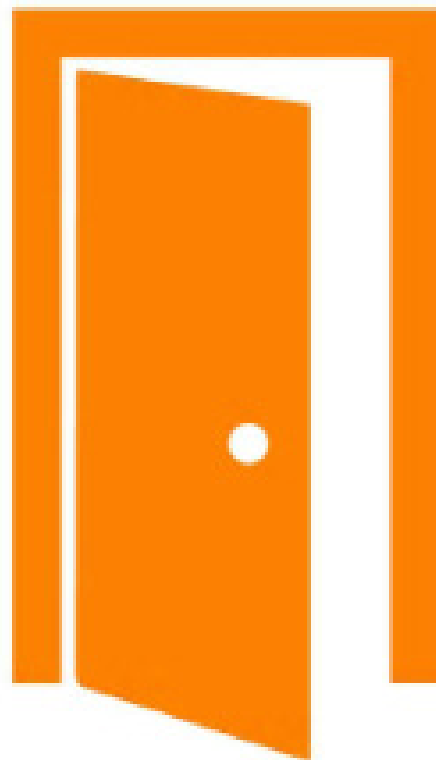
A Campus & Community Connection

* UTK Human
Resources

*Office of Diversity
and Engagement

*UTK Pride Center

*UTK Veterans
Resource Center



*Commission for
Blacks

*Commission for
Lesbian, Gay,
Bisexual, &
Transgender People

*Commission for
Women

*Council for Diversity
& Interculturalism

THURSDAY - JANUARY 30, 2020

5:00PM - 7:00PM

UT Culinary Institute & Creamery - 2712 Neyland Drive

Join us for this opportunity to connect with the University of Tennessee Knoxville through casual conversations with the organizations that represent diversity and inclusion throughout campus and the Knoxville community.

****Spanish & Sign Language Interpreters will be in attendance.****