

# Facilities Services Weekly

February 3, 2020

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

Congratulations to our February Employee of the Month, Geneva Andrew!  
Thank you for all you do here at Facilities Services!

## Helpful Hint from the Haberdasher-

The graphic to the left is an example of the barcode on every uniform. All of the information listed serves as identification for ensuring that the uniform is returned to its rightful owner. If the building number is the same as yours, but not your initials, just refer to the locker legend to find out to whom that piece belongs. Likewise, if the building number is different, please tell your supervisor or foreman so this can be corrected and the uniform can be routed to the right person.

- Jim Tolbert

Reading Your Uniform  
**Barcode**



If you're spring cleaning and looking to get rid of some extra luggage, please consider cleaning it up and bringing it in to be donated to a local foster care agency!

Foster kids are often asked to transport their belongings from place to place in a trash bag. Providing real luggage to these children offers comfort and dignity in the midst of an already stressful situation.

If you have luggage that you'd like to donate, you can drop it off with Veronica or Sam. Donations will be delivered directly to DCS.

**Deadline to Donate: Friday, February 28**

## January Exceptional Team

Congratulations to our January Exceptional Team, for all of their hard work every day, especially on the RMC renovation project at the UT Conference Center! We are so grateful for this team! January Exceptional Team includes: Dusten Gibson, Randy Mathes, Brian Riley, Eric Gometz, Mike Musselman, Mikey Capps, Mark Hensley, Fred Mikels, Brian Wyrosdick, Kyle Moffett, Jim Smith, Brian Beeler and Dustin Webb.



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## FACILITIES OPERATIONS

### Building Services:

- All floors of Hodges have been hit through the week with the Clorox Total 360 Machine
- Hodges 4th Floor Room 410 was carpet cleaned and sprayed with 360 machine.
- Bathrooms on the 1st floor of Hodges were scrubbed and cleaned with multipurpose machine.
- All carols on the 5th floor of Hodges have been cleaned of graffiti.
- Carpet was cleaned on the 4th floor of Greve Hall, and the Clorox Total 360 system was used in every office space on floors 4, 5 and 6.
- Bathrooms on the 4th and 5th floors of Greve Hall were scrubbed with the orbital and cleaned with the multipurpose machine.
- M-floor of Stokely Management Center was hit with the high speed machine to remove scuffs and marks.
- The Clorox Total 360 System was used in every room at Haslam Business.
- Haslam's 4th floor conference room 334 carpet was cleaned and windows were done with window cleaning kit.
- Haslam's 5th floor Room 515 was carpet cleaned, and microwave and refrigerator were cleaned out.
- Carpets have been cleaned in Melrose rooms E-105, E-101, E-202, E-203, E-204 and E-205.
- Every floor and office in Building F of Melrose was treated with the Clorox Total 360 System.
- In Austin Peay, carpets were cleaned in Rooms 215D, 203, and 301I. Floors were burnished on the first floor.
- In Nielson Physics, carpet was cleaned in Rooms 108 and 203, and the 4th floor floors were burnished.
- In Hesler, the floors in Room 106 were stripped/waxed.
- In Dabney Buehler, floors were stripped/waxed in Room 303. Floors were scrubbed/waxed in Rooms 501, 502, 503, and 504, and hallway floors were burnished on the 4th, 5th and 6th floors.
- At Burchfiel, floors were burnished in Room 101 and on the 4th floor.
- At Walters Academic, carpets were cleaned in Rooms 405, 406, 407, F317, F318, F319, F331-339, F225, M305 and M305a.
- Andy Holt Tower Rooms 529 and 531 were detail cleaned and carpet cleaned.
- Nursing College Rooms 127, 154 and 327 were detail cleaned.
- Floors 1 and 2 in the Law College were scrubbed and buffed.
- Floors 1, 2, 3 and 4 of Student Services and Communications were scrubbed.
- The 2nd Floor of Bailey Education was stripped/waxed.
- Carpet was cleaned in Room 414-C of Farris.
- Min Kao, Dougherty, Perkins, Tickle and Farris were all sanitized with the Clorox Total 360 System.
- The Office of Sustainability conducted recycling audits for Humanities, Art + Architecture, Clarence Brown Theatre and the Carousel Theatre.

### Lock & Key Services:

- Auxiliary Services – repair safe
- Hodges Library – change function locks
- Ayres Hall – replace exit hardware
- Min Kao – check locks
- Veterinary Hospital – install cores
- Tickle Engr. – recore locks
- Glazer Bldg. – reverse locks
- University Housing – many recores and repairs

### Sanitation Safety:

- Performed bed bug heat treatment.
- 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 to January :

- Bottles/Cans: 8,400
- Paper: 8,520
- Cardboard: 13,900
- Manure: 4,000
- Compost: 17,904
- Total: 52,724

#### Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 230,500
- Paper: 205,200
- Cardboard: 360,780
- Manure: 297,000

FS OPERATIONS CONTINUED ON PAGE 3

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## FS OPERATIONS CONTINUED:

- Compost: 281,751
- Total: 1,375,231

## **ZONE MAINTENANCE**

### Zone 1:

- Working to stay ahead of the work orders coming in
- worked this past weekend to tie Reese hall into the PCB hot water till we replace Leslie at Reese
- We are starting to have problems with vandalism at N. Carrick with ceiling tile again

### Zone 2:

- We are answering calls, unlocking doors, and working on PMs.
- We finished the LED upgrade for Clarence Brown scene shop.

### Zone 5:

- At Football Complex checked and adjusted chemicals in pools, preparing for football recruits
- At Neyland Stadium checked and made needed repairs ahead of football recruits
- At Allen Jones checked and adjusted chemicals in pools, prepared for swim meet
- At Auxillary Services checked and replaced lights as needed
- Throughout zone Gen Building Maintenance

### Zone 6:

- We are maintaining environmental equipment, addressing work order issues and conducting generator logging.
- We have compiled information for the weekly newsletter.
- At Nielsen Physics, Hesler and Dabney, we have completed roof repairs.
- At Mossman, we have continued the line flushing project and conducted an equipment inventory.
- At Walters Academic, we repaired a heating water leak, installed heating water stops and continued the LED lighting project.

### Zone 7:

- At AMB, we have repaired leaks in the steam tunnel,

cleaned the elevator track and conducted a walk through for the LED change over in AMB 204. Control panel replacements and upgrades have taken place. We have also conducted general maintenance.

- At Min Kao, we are working on ceiling tiles, changing filters, working on the return fan and conducting general maintenance.
- At Jessie Harris, we have replaced belts on the roof exhaust, cleaned the elevator tracks, replaced a broken window crank, hung a marker board, replaced change over controls on a heater and conducted weekly checks.
- At Fibers and Composites Manufacturing, we cleaned the elevator track, checked and repaired a dead outlet and conducted weekly checks.
- At Senter Hall, we reset the vacuum pumps in labs and conducted weekly checks.
- At Nuclear Engineering, we replaced the flush valve and changed filters and belts.
- At Ferris Hall, we are conducting regular walk throughs, repairing exterior lights and servicing exhaust fans.
- At Perkins Hall, we are conducting regular walk throughs, repairing the air handling unit in room 118, replacing steam cutoff valves and traps, and repairing a downspout leak.
- At Tickle Engineering, we are changing lights in the building, making rounds and checking equipment.
- At SERF, we have changed the HEF belts and AHU filters, greased bearings, replaced ballasts, fixed outlets, assisted the zone, moved hydrogen tanks, replace bulbs, completed a fume hood flow diagnosis, assisted the plumbing shop and electrical shop, replaced soap dispensers, fixed make up water pressure, reset breakers, cleaned, replaced sink sensor batteries and conducted general maintenance.

### Zone 8:

- We will be assisting Tremco at JIAM with access to all parts of the building.
- At Brehm Animal Science, we will evaluate the Arena for an upcoming event.
- We will continue to de-ice the blast freezer door at Food Safety and Processing.
- The LED lighting upgrades at Plant Biotech and CRC Material Science will continue toward completion.
- One-Call will be responding to calls and assisting in

**ZONE MAINTENANCE CONTINUED ON PAGE 4**

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## ZONE MAINTENANCE CONTINUED:

buildings with maintenance requests.

### Zone 9:

- Work continues on our LED lighting upgrades at the White Avenue Daycare and Middlebrook Pike Building.
- We will continue to focus on a quick response to all received calls and work requests.
- Daily, weekly and monthly PM requests will continue to be an area of our focus.
- Sororities and Fraternities provide a heavy amount of work requests that will require a high priority response.

## COMMUNICATIONS & INFO SERVICES

### Communications & Public Relations:

- The Facilities Services website has been updated to reflect the recent FS 2.0 organizational changes to the department. Please check out the new look and content. If you see information for your unit that you feel should be updated, please contact Tim Baker (baker41@utk.edu)
- 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](https://tiny.utk.edu/fscommentbox).
- Help us nominate our next Facilities Services Employee of the Month at [tiny.utk.edu/fseom](https://tiny.utk.edu/fseom).
- Help us to nominate our next Facilities Services Exceptional Team at [tiny.utk.edu/exceptional](https://tiny.utk.edu/exceptional).

### Employee Training & Development:

#### Upcoming Training:

- We will provide the final Performance Review Training session on February 11 at 8:30a. To sign up for a session, please contact Anna Best at ahamil24@utk.edu.
- Your 2020 OSHA Training can be accessed at any time at <https://tennessee.csod.com/samldefault.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:

- Phishing email investigations.
- Cellphone email setups.
- Password maintenance.
- New office setups at Walters Academic and FSC.
- File storage and size management.
- IRIS updates.
- 911 form management.
- Inventory tagging.
- Desktop and laptop troubleshooting.
- Surface Pro 7 installations.
- Drive mapping.
- Printer purchase.
- Electronics and cardboard recycling.
- Please be aware that the University has experienced multiple spoofing/fraud attempts in the last week. These came in the form of emails sent to employees that appeared to be from their supervisor. In both cases, the fraud scheme asked the employees to buy gift cards for them for a specific purpose.

Do not buy anything from an email request without first validating it in person with your supervisor. Your supervisor will not ask you to purchase gift cards without first validating the reason directly with you. Do not use your personal credit card to buy anything for the University without first getting direct personal approval from your supervisor.

If you receive an email requesting you to buy gift cards, closely review the email by hovering over the address. This is especially true if you are reading the email on your phone where the full address can be hidden. If you determine the email is fraudulent, please report it to your campus' or institute's IT department.

If you have any questions, please our IT team.

## UTILITIES SERVICES

### Air Conditioning Services:

- Replaced ice machine on basement ice bins at Presidential Court

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UTILITIES CONTINUED ON PAGE 5



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## UTILITIES CONTINUED:

- Replaced ice machine on kitchen ice bin at Southern Kitchen
- Replaced condensate pump on minisplit at JIAMS
- Replaced air end on compressor at Tickle
- Replacement of minisplits in 428 underway at Jessie Harris
- Rebuilt Taco heating water pump at SERF
- Leak check on No. 2 Trane chiller at Walters Life
- Installed new air handler at Bailey
- Repaired Trane chiller at the Business Incubator
- Began installation of chilled water pumps that will serve Senter Hall at Mossman
- In the process of repairing a short in the BAAS at Walters Life
- Repaired fire damper control for AHU 1 at Taylor Law
- Re-established communications with main device at Fred Brown
- Repaired AHU 4 at Min Kao
- Repaired VAV control at the Kingston Pike Building
- Replaced and re-commissioned the main BAS controller at JIAMS
- Lawson
- Laying out placement of poles on Pat Head Summit for Rock Lighting job
- Check on the DEMO contractors at Morrill
- Daily marking of TN 1-800 tickets
- Replaced damaged lights with new LED bollard lights at lot 9 entrance near lower 2 ponds at Blueberry falls
- Working with contractors testing new H.V. cables at Surge
- Drilled 3 holes for pole bases and setting boxes for Pat Head Summit lighting project
- Assisted A/C shop with transporting 3 new AHU with book truck and trailer to Claxton Education
- Performing visual checks and reporting on transformers across campus
- Installed 3 new bollard lights at Art and Architecture. Two replaces damages from vehicles and the other to match
- Fire wrapped new cables, bolted together and landed grounds in new manhole at Surge
- Worked football recruiting. Turned on/off lights at Neyland Stadium.
- Night shift answered alarm calls and worked on lights

## Electrical Services:

### Security/Fire Alarm:

- Security group installed readers at Morgan Hall, Publications Building, and Middlebrook Building
- Security group ran trouble calls on campus
- Fire Alarm group disabled fire alarms for contractors at the Vet Hospital and Anderson Training
- Fire Alarm group replaced clocks at Min Kao
- Fire Alarm group assisted TA with micro-switch installation on hood systems
- Fire Alarm group worked on alarm issues at Allen Jones Aquatic
- Fire Alarm group assisted on fire alarm and gas safety systems at JIAMS
- Fire Alarm group replaced batteries at Strong and Stokely Hall
- Fire Alarm group assisted MASCO with pump tests.
- Fire alarm group ran campus fire alarm calls

### High Voltage:

- Night shift checking on problem on flag pole at Brenda

### Secondary Electrical:

- Performed lighting survey at Thompson Boling Arena
- LED Lighting support at Neyland Stadium
- UPS repairs support at Min Kao
- UPS repairs support at Haslam
- ATS repair work at Hesler
- Lighting control repairs at Claxton
- Ground fault troubleshooting to main electrical service at TRECS

### Plumbing Services:

- Repaired Leslie water heater at Carrick Hall
- Repaired Leslie water heater at Reese Hall
- Repaired broken drain in ceiling at Student Services
- Installed ice maker at the Conference Center
- Cleaned out water filter at Strong Hall
- Unstopped water fountain drain at McClung Museum
- Installed copper water lines for nitrogen system

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- Installed bottle filler at Student Services

### Steam Plant:

- Working on phase 2 of replacing stainless steel water blowdown line
- Took #2 steam driven feed water pump out of service to replace bearings
- Completed monthly test on 2MW generator
- Completed test on overhead crane system
- Worked on gas compressors logic
- Worked on brine level logic
- Worked on DA tanks
- Replaced lighting on roof
- Worked on logic in DCS for steam total

## **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; Add receptacle to 604.
- Art & Architecture: Modify office 229; New counter tops in 1st floor restroom; Repair pedestrian bridge; Repair carpet in 224.
- Bailey Education: Signage for 5th floor.
- Biosystems Lab Building: Renovate classrooms 199A and 199B.
- Birchfiel Geography: Remove sink and cabinets, patch surfaces 305; Add receptacle for monitor 406.
- Boathouse: Remove bridge.
- Campus: Window replacements- Perkins Hall; Eyewash replacements in several labs; Security locking for classrooms; Install license plate cameras; Repair damages from auto accident near Art and Architecture Building; LED lighting upgrades to outside lights; Replace university seals.
- Clarence Brown Theatre: Provide emergency locking for assembly spaces.
- Claxton Education: Paint 231.
- Communications: ADA opener on door near Dean's office; 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; Replace designs in carpet on 4th floor; Patch and paint 311F; Communication Room ground bars, lighting, emergency power circuits, door access control.

- Dabney Buehler: Repair acid drains; Renovate lab 674 (casework, utilities and floor); Add receptacle in 341; Receptacle for refrigerator 353; Paint, clean floors and receptacle 302 and 304.
- 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; Repairs around amphitheater (Lake Ave.).
- Fab Lab (Jewel Building): Replace glass with frosted glass and security film in store front; 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; Install cyclorama, curtain system and additional electric in room 170.
- Hoskins Library: Access controls 200; Paint and carpet for 110C.
- HPER: 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; Connect vacuum pump to exhaust and add nitrogen to fume hoods.
- Lindsey Nelson Stadium: Corrections for SFMO.
- McClung Museum: Replace doors 6, 7, stairwell.
- McClung Tower: Carpet 917 and 920; LVT in 1115; Paint and carpet 606A, 704, 709.

CONSTRUCTION CONTINUED ON PAGE 7

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## CONSTRUCTION SERVICES CONTINUED:

- McCord Hall: Remove tile flooring in 110, 110A, 111, 111A, 112A and 113-Polish floors; remove wall separating 110 and 110A; Paint 112A and 113.
- Melrose Hall: Renovations to rooms on 1st floor E and F; Plaster repair and paint G-411.
- Morgan Hall: Renovations per POCA; Paint and carpet 302I and 314B; Renovate suite 103; corridor painting.
- 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: 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; Repair pedestrian Bridge.
- 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 538; Cabinetry and connections for new lab 506; Paint and carpet 601 and 602.
- Sherri Parker Stadium: Corrections for SFMO; Redo concrete ramp; Replace door and frame to maintenance shop.
- Stokely Hall: Furnish and install hose reel near Fresh Market.
- Strong Hall: Replace door lock switches; Add 2 compartment sink 109; Add door access control to classrooms.
- 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.
- 1610 University Av.: Make office in 211; Receptacle and data for new desk location; Build recess in wall for Smart TV.

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## **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](https://tiny.utk.edu/fscommentbox).



To suggest an additional box location, or for more information, please contact Sam Ledford at [sjones80@utk.edu](mailto:sjones80@utk.edu).