

Facilities Services Weekly

March 16, 2020

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

Hints from the Haberdasher:

ATTENTION ALL SUPERVISORS AND FOREMAN

You are the primary resource for information to your teams so please share the following information with your team. If they find an incorrectly placed uniform among their own, this will help in getting it to the right person. If the Drop Number (i.e. B530) is correct but the person's initials are wrong, just look on the locker assignment sheet that is taped to the locker set and put the uniform in its proper place. If the Drop Number is different just hang that piece on the OUTSIDE of one of the cleaning bins, email me about the issue and I will handle it as quickly as possible.

Reading Your Uniform
Barcode



2020 TNAPPA Conference - Early Bird Pricing Until April 3!

This year's TNAPPA conference, hosted by Austin Peay State University, is now open for attendee registration! The conference will be held May 18 & 19 in Clarksville, TN. Early bird pricing is available now through April 3. For more information, please visit <http://tnappa.appa.org/>. To register for the conference, please contact Rebecca Alcorn at ralcorn@utk.edu.

ADMINISTRATION

Special Projects:

- Leo and Veronica will be working from home beginning on Tuesday, March 17, 2020. If you need us for anything, we can be reached via email or cell phone. We will be working from home for an indefinite period of time or unless an emergency arises.

FACILITIES OPERATIONS

Building Services:

- At Brehm and Food Science, we cleaned the brick in the hallways and on the first floor.
- At Plant Biotech, we cleaned the tile on the second, fourth and lower level.
- At JIAM, we cleaned the concrete on the ground floor and second floor.
- At Morgan Hall, we cleaned the carpet in Suite 201.

- In Min Kao, Perkins Hall, CCB, Dougherty Engineering, Tickle Engineering, Ferris Hall and SERF, we treated classrooms, restrooms, lobbies, hallways and door handles with the Clorox T-360 machine.
- At Austin Peay, we cleaned the carpet in room 215D, 203 and 301I.
- At Nielsen Physics, we cleaned the carpet in room 108 and 203.
- At Hesler, we stripped and waxed the floors in room 106.
- At Dabney Buehler, we stripped and waxed the floors in room 303.
- At SERF, we cleaned the carpet in room 307.
- At Nuclear Engineering, we burnished the floors in room 408.
- At Dabney Buehler, we stripped and waxed the floors in 501, 502 and 502.
- At Walters Academic, we cleaned the carpet in F225, F317, F319, F331 and F339.
- We disinfected all tables, light switches and doorknobs in all buildings.

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FS OPERATIONS CONTINUED:

- We treated with the Clorox T-360 throughout Communications, Student Services, Bailey Education, Lake Avenue Daycare, Alumni Memorial and the College of Nursing.
- We scrubbed and buffed the floors at the Law College.

Sanitation Safety:

- Sanitation Safety has been working alongside other units to aid in restoration following flooding in Thompson-Boling Arena and the fourth floor of the Conference Center. Work was conducted by Building Services, Zone Maintenance and Plumbing Services before it was turned over to Belfor.
- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.

ZONE MAINTENANCE

Zone 1:

- We will be changing filters and vacuuming out A/C units and A/H through out the shut down.
- We will take care of any work orders that come in to stay caught up.

Zone 2:

- Answering calls.
- Unlocking doors.
- Working on PMs.
- Keeping up with COVID-19.

Zone 3:

- Hodges Library: Replaced hot and cold faucet stems and installed a flush handle kit in the men's main restroom on the first floor. We installed a new flush head on the urinal in the third floor men's restroom. We adjusted the door closer at room 252 as the door would not latch.
- Melrose: We changed the soap dispenser on fourth floor women's restroom at g-section, replaced fluorescent circline bulb on second floor e-section and installed a new water stop on second floor restroom at g-section.
- SMC: Lights were repaired on various floors and installed a white board on the third floor.
- Haslam Business: A filter order was received and staged

for replacement. We assisted contractors on M floor renovation. The Leibert units have been serviced

- Greve Hall: Placed a new stem and washers in key shop sink, eight window cranks were replaced on the second, third and sixth floors and we have completed various light repairs throughout the building.
- Tyson House: All filters were changed and all AHUs were greased.
- Henson Hall: Secured windows on first floor, sink stem in women's restroom on the fifth floor was fixed and we replaced ceiling tiles on the second floor.
- Dunford Hall: The sixth floor urinal was repaired and we repaired a light on the third floor.
- Baker Center: We changed filters in all AHUs and changed the filter in the ice machine.
- International House: We changed belts on the #2 and #3 AHU. We also adjusted the door closer.
- Vol Shop: We are working on outside lights.

Zone 5:

- Continuing to work on the Stadium in the restrooms and concessions as we restore water from the winter. We are also doing general maintenance in the skyboxes.
- At the Football Complex, we are working on general maintenance for recruits and visitors.
- All throughout the zone, we are conducting general maintenance and helping with coverage for COVID-19.

Zone 6:

- We are maintaining environmental equipment, addressing work order issues and working on generator logging.
- We compiled information for weekly newsletter.
- We are working on the Hesler, Dabney, Nielsen and Mossman roof repair coordinate contractor proposal.
- We are working on the Mossman equipment inventory and filter replacement.
- At Dabney-Buehler, we are working on staging filters for replacement project.
- We are continuing the LED lighting project.
- We are continuing air pressure checks in the Vivarium.
- Working on blow chill water strainers in the Penthouse.
- Taking critical freezer register inventory on the fourth and fifth floors.

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- We repaired the faucet in room 321.
- We repaired a water leak in 351F and 343D.
- We repaired coil connection leaks in 343F, 351C and 351D
- We are continuing air pressure checks in the Mossman Vivarium.

Zone 7:

- AMB: Installed four door closers in room 204, conducted general maintenance, walkthrough inspections, replaced three lights in the cloud room 204 and helped throughout the Zone.
- Nuclear Engineering: Conducted daily walkthroughs of the building.
- Dougherty: Changed belts on the roof and changed filters and ceiling tiles.
- Ferris Hall: Conducted daily and weekly walkthroughs and inspected an AHU with a motor problem.
- Perkins Hall: Conducted daily and weekly walkthroughs and repaired sink faucet B54.
- Tickle Engineering: Conducted daily and weekly walkthroughs, replaced bulbs in hall lights and serviced eye wash 112.
- SERF: General maintenance, equipment inventory list for alumni, floor tiles, found leaks, assisted zone (light duty) and fixed ceiling tiles.
- Min Kao: We are working on doors, working on lights, changing filters and working on bathrooms.
- Jessie Harris: Conducted a mold check, cleaned elevator tracks, cleaned window A/C, working on Archibus PMs.
- Senter Hall: Conducted a mold check and worked on hot water circulating pump.
- Fibers & Composites: Cleaned elevator track and conducted a mold check.

Zone 8:

- We will practicing social distancing as much as possible by limiting interactions with our customers during this time.
- Our daily and monthly PM work requests will be a priority during this slower time with many of our tenants gone.
- One-Call will be answering calls as usual 24/7, 365 days a year.
- We will make sure that our air handlers are operating

properly with the beginning of our spring pollination season.

Zone 9:

- We will be making some changes in the kitchen at the Glazer Building in Oak Ridge.
- Our AHUs will be an area of focus as we see an increased load on our filters with the arrival of spring.
- We will use this time of lighter occupancy to catch up on our monthly work requests.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- UT Knoxville has many TRULY incredible employees who don't often get the praise they deserve, both within Facilities Services and outside of the department. We want to change that, but we need your help to do it. We'd LOVE to see your photos and videos of others around you who are working hard to make UT better every single day. If you see someone going above and beyond the call of duty or want to give a shout out to a fellow employee who works hard with little recognition, share it publicly on social media with the hashtag #NoteworthyUT. When we see it, we will share it from our Facilities Services pages so others can see what a great group of people we have here on campus. You can also send any shout outs directly to me, Sam Ledford, at sjones80@utk.edu or text them to me at 865-297-3027. Don't have social media or a smart phone? Drop your noteworthy praises in a comment box, and we'll post them to social media for you! This "Praise" can be for other employees in your unit, supervisors outside your unit, UT employees in other departments, the Chancellor or anyone in between. Because our people are on campus every single day interacting with students, staff and faculty, we have the ability to impact our campus for the greater good by shining a little light on the faces behind the facilities. Our hope is that this hashtag and the sharing of these praises will encourage our team and those around us to engage with each other and understand how we all work together to support the University. Can't wait to see your photos and videos, and we are excited to share your stories.
- The Facilities Services website has been updated to reflect the recent FS 2.0 organizational changes to the

COMM & INFO CONTINUED ON PAGE 4

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COMM & INFO CONTINUED:

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 (tbaker41@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.
- Help us 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:

- We will host the APPA Supervisor's Toolkit March 23 - 27 at the Facilities Services Complex in FSC 101/102. Please contact Rebecca Alcorn at ralcorn@utk.edu with any questions you may have.
- Stop the Bleed Training dates have been scheduled for April 7 at 4p, April 15 at 9a and 2:30p and April 21 at 9a. If you have indicated that you are interested in attending this training, an email from Rebecca Alcorn concerning next steps will be arriving in your inbox soon.

Training News:

- Over the next three weeks, the Training Unit will be staffed with one person at FSC between the hours of 10 a.m. and 7 p.m. in order to accommodate staff on both shifts. The three team members who are not at FSC will be working remotely, so should you need assistance from someone in particular, you are welcome to contact the person you need.
- 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:

For employees that may need to telecommute or work from a different location than usual, the Office of Information Technology has a webpage (at <https://oit.utk.edu/remote-it/work-remotely/>) to help answer common questions that may arise, including:

- How to check your voicemail remotely
- Accessing your email account
- Tips for conference calling and online meetings
- How to remotely connect to your office computer
- How to connect to the H: or I: drive when you are away from campus

As always, the FS Information Technology group is available to help with the above issues or other assistance that you may need in order to keep you connected and productive. Feel free to reach out to us for help with your technical needs.

Contact info for our team is as follows:

Jim McCarter -
Cell: (865) 438-0708
Email: jvm@utk.edu

Tim Baker -
Cell: (865) 206-6954
Email: tbaker41@utk.edu

Shawn Benson -
Cell: (423) 620-9913
Email: sbenson7@utk.edu

- New computer setup (CUP and EOC).
- Facilities Services EOC and call center assistance.
- Cellphone email setups.
- Work from home setups.
- Revit and AutoCAD installations.
- EOC training.

UTILITIES SERVICES

Air Conditioning Services:

- Replaced VFD for return fan 2 at Art and Architecture.
- Repaired Ebtron Station (Air flow control box) at Brehm Animal Science.
- Completed the temperature adjustment for the outdoor pool at the Student Aquatic Center.
- Repaired VAV controller at Brenda Lawson.
- Assisted the plumbing shop with the building steam valve controls.
- Started on the controller programming for the new AHU

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- at Bailey.
- Repaired reheat valve control for room C109 and JARTU.
- Installed new chilled water isolation valve at Hoskins.
- Repaired A/C system serving IT rooms in Stokely.
- Installed repaired motor for Chiller No. 1 in Strong Hall.
- Continued repairs to chiller No. 2 in Walters Academic.

Electrical Services:

High Voltage:

- Daily One calls 1-800's.
- Night shift answered fire alarm calls, worked on lights and checked lights with a list.
- Night shift worked on 3 blue phones on 16th street and changed burned out bulbs and ballasts to new LED bulbs.
- Assisted A/C shop with unloading a rebuilt motor for chiller. Helped lower it into the basement and mechanical room at Strong Hall. Also assisted with dirt separator in that location.
- Made preparations for 2 new shifts (COVID-19).
- Worked with KUB to removed old poles, lights and overhead wiring on Pat Head Summitt, Andy Holt, and Melrose.

Plumbing Services:

- Repaired two hose bibs at Art and Architecture.
- Repaired water lines to ice maker at the Conference Center.
- Replaced eye wash stations at Dabney.
- Rebuilt Leslie at Gate21 Neyland Stadium.
- Unstopped drain at Southern Kitchen.
- Unstopped drain at Raising Canes.
- Installed two bottle fillers at Communications.
- Repaired sump pump at Middlebrook.
- Unstopped sewer drains at Greenhouse 13.
- Unstopped sewer at 4th floor Biotech.
- Repaired sink at Room 420 in Dougherty.
- Repaired leak in South Carrick Hall.

Steam Plant:

- Replaced old low water trip with new redesigned trip.
- Made bracket to stabilize pvc line on dealkalizers.
- Doing touch up paint around plant.
- Received new ironworker. Making preps to install.

- Replaced light at brine tank with new LED light fixture.

CONSTRUCTION SERVICES

- Anderson Training Center: New flooring, paint, and utilities for new tubs
- Andy Holt Tower: Replace tile floor in P2 elevator lobby; Add receptacle to 604
- Art & Architecture: New counter tops in 1st floor restroom; Repair pedestrian bridge; Repair carpet in 224
- Austin Peay Building: Blinds 303D
- Auxiliary Services: Disconnect plate processor, new tile under machine, new electric service 115B
- Ayers Hall: Water bottle filling station; Install lockers in G012
- Bailey Education: Signage for 5th floor
- Biosystems Lab Building: Renovate classrooms 199A and 199B; Renovate restrooms
- Burchfiel Geography: Remove sink and cabinets, patch surfaces 305; Add receptacle for monitor 406
- Boathouse: Remove bridge
- Brenda Lawson: Electrical engineering for broadcasting equipment G003
- 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; Concrete pad for pumps
- Communications: ADA opener on door near Dean's office; Paint 107J and 107S; Signage for 91 and 107; Add receptacles to 53; Paint 421; Carpet 434; Renovate 227 and 447-offices and meeting room; Carpet 434
- 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; Water bottle filling station
- Dabney Buehler: Repair acid drains; Renovate lab 674 (casework, utilities and floor)
- Dougherty Engineering: Paint 210; Carpet and paint 208 and 508; Renovate 420 for breakroom

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- Dunford Hall: New shades on 2nd floor; Panic button for 2423 and 1st floor; Paint and carpet 4th floor corridor; Paint and carpet 2429; Paint and carpet 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
- Fibers and Composites: Utilities for press (chilled water, electric, air)
- Fleet Management: Renovate room for key boxes 108; Paint door from fuel island to shop orange
- Food Science Building: Electric work 306; Paint orange in 4 areas
- Goodfriend Tennis: Engineering for HVAC addition to court area
- Greve Hall: Hanging rods for G006A
- Haslam Business: Divide 329 and 330 into 3 offices; Paint main corridor on 6th floor
- Hodges Library: Install window in door 235B; Install cyclorama, curtain system and additional electric in room 170; Remove vinyl and paint walls in private room in 1 Stop area
- Hoskins Library: Access controls 200
- HPER: Paint 376
- Jessie Harris: Paint 102B, 102C, 102D, 102D1, 102E; Paint and blinds 332; Conduit for wireless access point on 4th floor
- JIAM: Electrical modifications for 135 and 150; Replace helium recovery system; Connect vacuum pump to exhaust and add nitrogen to fume hoods 113; Mechanical analysis to determine capacities to add more fume hoods; Electric work and chilled water G026
- Lindsey Nelson Stadium: Corrections for SFMO
- McClung Museum: Replace doors 6, 7, stairwell; New doors on 64
- McClung Tower: LVT in 1115; Paint and carpet 606A, 704, 709; Door security on 5th floor
- McCord Hall: Remove wall separating 110 and 110A; Paint 110, 111, 112A and 113; Roller shades for 110, 111, 111A, 112A and 113; Ceiling work in 111A
- 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; Corridor painting; Carpet, paint, wall repairs 325
- Mossman Building: Electronic door lock override switches
- Nielsen Physics: Replace spline ceilings on 6th floor
- Nursing Building: Paint 237 and 329
- Perkins Hall: Renovate 122 and 124; Replace card access with standard locking 324
- Plant Biotech: Paint 111; Electric circuit for freezer 207
- 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; Receptacle for monitor 211; Repair pedestrian Bridge
- SERF: Snorkel 320; Receptacle and cooling water for growth chamber 335; New receptacle; Renovate 217 and 218; Cabinetry and connections for new lab 506; Paint and carpet 601 and 602; Remove cold room in 626
- Sherri Parker Stadium: Corrections for SFMO; Redo concrete ramp; Replace door and frame to maintenance shop
- Steam Plant: Concrete pad by existing brine tank
- Stokely Hall: Furnish and install hose reel near Fresh Market
- Strong Hall: Ceiling mounted dust collector B010
- Student Services: Remove cubicles for renovations 111B, 111R, 111J; Add receptacle in 412H
- Student Union: Signs for various areas; Emergency locking
- Taylor Law: replace sound panels 237; Restroom sign 42A
- Thackston School House: Renovate for Pediatric Language Center
- Thompson-Boling Arena: Corrections to fire doors; Electric in 304
- 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
- Vet Med Center: Replace fire doors
- 1610 University Av.: Make office in 211; Receptacle and data for new desk location; Build recess in wall for Smart TV; Paint 220