

# Facilities Services Weekly

April 13, 2020

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

## COVID - 19 Updates

Please be sure you are checking emails from Sam Ledford.

If you missed any of the COVID-19 briefings, they can be found at the links below:

- Briefing #1 <https://youtu.be/PVIsb9SLLzk>
- Briefing #2 [https://youtu.be/KO\\_ZXrFGers](https://youtu.be/KO_ZXrFGers)
- Briefing #3 <https://youtu.be/wJyv7PJhwgU>
- Briefing #4 <https://www.youtube.com/watch?v=8SKqX4lvhll>
- Briefing #5 [https://www.youtube.com/watch?v=df\\_bTaJDj\\_4](https://www.youtube.com/watch?v=df_bTaJDj_4)
- Briefing #6 <https://youtu.be/hk-R6XvqZDk>

## Helpful Hint from the Haberdasher -

As a reminder, throughout this time, uniforms can still be laundered as usual. Please let me know if you have any questions. - Jim Tolbert

### ADMINISTRATION

#### Special Projects:

- Special Projects would like to thank everyone on the front lines dealing with the COVID-19 pandemic. Everyone has a role to play in the fight against this thing. We will, as always, work together as a department, but most of all as a family to get the job done. Please know there will never be enough words to express the gratitude you deserve for your tireless effort. We miss seeing you, but know we are only a phone call, text or email away. Until we're all together again, find the good in every day! Veronica & Leo
- Veronica Huff has volunteered to be our Facilities Family Support Center Coordinator, so if you have a need (either physical or emotional) during this time and want to anonymously seek out help, please reach out to Veronica via phone, text, or email during regular business hours (8a-5p), and she will work to make sure those needs are met if at all possible. Rest assured that those needs will not be shared by name. We know that this is a really challenging time for most of us. If your

household income has been cut due to layoffs or you're struggling emotionally or mentally, please know that we want to make sure you're cared for. Veronica can be reached at [vhuff@utk.edu](mailto:vhuff@utk.edu) or 865-382-1779.

### FACILITIES OPERATIONS

#### Landscape Services:

- The Landscape Services Team has been working since March 23rd in small team shifts as part of our business continuity plan. Our primary objective is to keep the lawns mowed and weeds at bay as best we can. The shift teams not physically on campus are working from home on a library of continuing education and job related training curriculum. During this time, we are also developing and planning improvement projects that can be completed this summer upon return to full staffing levels.

#### Lock & Key Shop:

- SERF – Installing exit devices.
- Campus – Assisting as needed.

FS OPERATIONS CONTINUED ON PAGE 2

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## **FS OPERATIONS CONTINUED:**

- Campus – Setting up Maintenance/Custodial cores.
- Front Office – Open for key drop and pickup, dispatching as needed.
- Off campus/remotely – Online training and Webinars w/Assa Abloy -Building Security.

## **Sanitation Safety:**

- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.
- Our team is working on training and telecommuting currently.

## **UT Office of Sustainability/Recycling:**

### Recycling Totals for April 6 to April 12:

- Bottles/Cans: 3,500 lbs.
- Paper: 2,100 lbs.
- Cardboard: 3,600 lbs.
- Manure: 12,000 lbs.
- Food: 813 lbs.
- Total: 222,013 lbs./111.01 tons
- Pallets: 0

### Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 283,800 lbs. / 141.90 tons
- Paper: 258,160 lbs. / 129.08 tons
- Cardboard: 500,460 lbs. / 250.23 tons
- Manure Compost: 565,000 lbs. / 282.50 tons
- Food Compost: 507,372 lbs. / 253.69 tons
- Total: 2,114,792 lbs./1,057.40 tons

## **ZONE MAINTENANCE**

### **Zone 2:**

- We are finishing up generator maintenance, answering calls and completing regular duties like checking buildings, fixing lights and normal issues.

### **Zone 3:**

- At Hodges Library, we are checking building equipment, assisting contractors, preparing a filter change list to replace all filters and answering calls.
- At Greve Hall, we are checking building equipment,

stocking a/c units for upcoming summer demand, preparing filter change list to replace all filters and answering calls.

- At Hoskins Library, we fixed a leak in the penthouse machine room and cleaned leaves from the roof. We are preparing a filter change list to replace all filters and answering calls.
- At Dunford Hall, we are checking building equipment, preparing a filter change list to replace all filters and answering calls.
- At Henson Hall, we are checking building equipment, counting light fixtures, preparing a filter change list to replace all filters and answering calls.
- At the Conference Center, we are checking building equipment, assisting contractors, preparing a filter change list to replace all filters and answering calls.
- At SMC, we are checking building equipment, preparing a filter change list to replace all filters, answering calls and counting light fixtures.
- At UTPD, we checked equipment and completed test runs on generators.
- At Hoskins Library, we cleaned up water from a leak on a heating coil in the penthouse, checked equipment and turned off restroom exhaust fans.
- At Panhellenic, we checked equipment, turned off restroom exhaust fans and met with an outside vendor for generator repair.
- At Blount Hall, we checked equipment, cleaned water up in the penthouse from the heating water circulating pump and completed test runs on the generator.
- At Taylor Law, we checked equipment, turned off restroom exhaust fans and completed test runs on the generator.

### **Zone 4:**

- Our team is treating drains, cleaning air vents and completing PMs in all dining halls.
- We are working as a split crew and completing training from home.
- We are making sure all of our buildings are secured.
- Our team is overseeing roof repair at PCB.

### **Zone 6:**

- We have been maintaining environmental equipment, addressing work order issues, completing generator

ZONE MAINTENANCE CONTINUED ON PAGE 3

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## ZONE MAINTENANCE CONTINUED:

logging and compiling information for the weekly newsletter.

- We shutoff bathroom fans in select buildings.
- We are working on a different schedule due to COVID-19 policies.
- At Mossman, we are working on the equipment inventory. We are continuing air pressure checks in the Vivarium.
- We are also working on a critical freezer register inventory.

### Zone 7:

- A portion of Zone 7 has been working from home doing training and doing what can be done from home.
- A portion of Zone 7 has been doing building checks, compiling filter lists, assisting with construction and helping research labs operate.

### Zone 8:

- We will continue to make sure all of our facilities are secure and operating as they should be.
- One-Call will maintain their presence on campus with 24/7-365 coverage.
- We will continue to power down all of our bathroom exhaust fans for energy conservation.
- We still have several labs operating and that requires answering calls for those customers.

### Zone 9:

- We will continue to gather all of our HVAC data for upcoming filter changes.
- All of our buildings that need converted to LED lighting will begin to be inventoried for future conversion.
- We will power down everything not necessary for use in all of our buildings.

## COMMUNICATIONS & INFO SERVICES

### Communications & Public Relations:

- COVID-19 briefing links:
- Briefing #1 <https://youtu.be/PVIsb9SLLzk>
- Briefing #2 [https://youtu.be/Ko\\_ZXrFGers](https://youtu.be/Ko_ZXrFGers)
- Briefing #3 <https://youtu.be/wJyv7PJhwgU>
- Briefing#4 <https://www.youtube.com/watch?v=8SKqX4IvHII>

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- Briefing #5 [https://www.youtube.com/watch?v=df\\_bTaJDj\\_4](https://www.youtube.com/watch?v=df_bTaJDj_4)
- Briefing #6 <https://youtu.be/hk-R6XvqZDk>
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- 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:

#### Training News:

- The Training Team will be working remotely from 8a – 5p daily. Each member of the team has full access to their email. If you have any questions or need assistance, please contact Rebecca Alcorn at 865-898-2288.
- Your 2020 OSHA Training 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.
- While working remotely, there are many different training opportunities that you can take advantage of. Please check your email inbox for messages from Rebecca Alcorn that contain links and further information. If you have questions, please contact Rebecca.

### 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

COMM & INFO CONTINUED ON PAGE 4

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## COMM & INFO CONTINUED:

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](mailto:jvm@utk.edu)

Tim Baker -

Cell: (865) 206-6954

Email: [tbaker41@utk.edu](mailto:tbaker41@utk.edu)

Shawn Benson -

Cell: (423) 620-9913

Email: [sbenson7@utk.edu](mailto:sbenson7@utk.edu)

- Our University, as well as others, have experienced incidents of Zoom-bombing where uninvited guests enter an in-progress Zoom meeting for the purpose of causing disruption. OIT has issued a series of Best Practices for preventing such incidents, which can be found here... <https://oit.utk.edu/remote-it>.
- Remote Desktop/Work at home assistance.
- New computer setups.
- Hot spot purchases and setup.
- Printer maintenance.
- Recycling.
- Inventory.

## UTILITIES SERVICES

### A/C Services:

- Completed repairs to No.2 Chiller at Thompson-Boling Arena.
- Working on two pipe systems to be changed over to cooling at Reese and Carrick Hall.
- Worked on chiller at Humanities.
- Worked on cooler at Stokely.
- Performed cold room checks on campus.
- Performed chiller checks on campus.
- Checked on issues in cold room at SERF.

- Checked on issues at JARTU.
- Remote online learning.

### Electrical Services:

#### Security/Fire Alarm Group:

- Answered trouble call and repaired fire panel trouble at 1808 Fraternity Park.
- Worked on fire panel trouble. WON door at Hess Hall.
- Repaired electronic lever for door 199S2A at Student Union.
- Replaced S.D. head/base at Melrose.
- Disabled alarms for contractors at Vet School.
- Worked on issues with door props on Campus.
- Remote online learning.

#### High Voltage:

- Daily 1-800 marking.
- Assisted contractor for removal of power to blue phones at JW Mall Extension.
- Investigated repair on piping for damaged light pole at Morrill Demo site.
- Working on outdoor light report for Campus.
- Remote online learning.

#### Secondary Electrical:

- Worked on bollards at Blueberry Falls.
- Assisted One Call on 2nd floor with burning smell at ballast in Burchfiel.
- Troubleshooting lights on Lutron at Facilities Services Complex.
- Reading meters on Campus.
- Repairing main circuit breaker for the MCC at Vet School.
- Replacing 60 hp VFD at Hodges Library.
- Remote online learning.

### Plumbing Shop:

- Setting up outage for repair to leak on dive pool for week of 4/13 at Allan Jones Aquatic.
- Repaired steam trap in steam vault and setting up outage for condensate line tie in at Reese Hall.
- Turned building heat off at Student Aquatic.
- Repaired condensate leak on air handler at Ellington Plant Science.
- Repaired line on chiller at Claxton Chiller Building.

UTILITIES CONTINUED ON PAGE 5

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- Turned off steam for contractors to building heat at Reese Hall.
- Repaired leak on water fountain at Business Incubator.
- Pumped water out of steam vaults at Hodges Library and other Campus areas.
- Remote online training.

## Steam Plant:

- Raised basement flooring.
- Remote online training.

## 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 .
- 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.
- 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); Paint, clean floors and receptacle 302 and 304.
- Dougherty Engineering: Paint 210; Carpet and paint 208 and 508; Renovate 420 for breakroom.
- 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.
- 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: 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: 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.

CONSTRUCTION CONTINUED ON PAGE 6

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## CONSTRUCTION CONTINUED:

- 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.
- 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; Add hanging and wall receptacles for new benches B058; 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; Paint 329; 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.
- 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.
- 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.
- 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.