

Facilities Services Weekly

April 20, 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
- Briefing #3 <https://youtu.be/wJyv7PJhwgU>
- Briefing #4 <https://www.youtube.com/watch?v=8SKqX4lvhII>
- Briefing #5 https://www.youtube.com/watch?v=df_bTaJDj_4
- Briefing #6 <https://youtu.be/hk-R6XvqZDk>
- Briefing #7 <https://youtu.be/oL1bKp3xkJQ>

Helpful Hint from the Haberdasher -

If you are having sizing issues with any part of your uniform, now is a great time to get those issues resolved. With people on and off campus for at least a week at a time, getting the right size delivered by the time you need it should be easier than ever!

For April voucher recipients, Elliott's Boots is still open 10 am – 6 pm Monday through Saturday. Voucher reprints may be obtained if needed. - 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 or 865-382-1779.

FS WEEKLY CONTINUED ON PAGE 2

Facilities Services Weekly

April 20, 2020

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

FS WEEKLY CONTINUED:

FACILITIES OPERATIONS

Building Services:

- At Austin Peay, we cleaned the carpet in 203, 215D and 301I. We burnished the floors on the first floor.
- At Nielsen Physics, we cleaned the carpet in 108 and 203.
- At Hesler, we stripped and waxed the floors in 106. We cleaned the carpet in 427, 435, 439, 443, 445, 222 and 226.
- At Dabney Buehler, we scrubbed and waxed the floors in rooms 501 - 504. We also burnished the floors in all of the hallways.
- At Nuclear Engineering, we burnished the floors in room 408.
- At SERF, we cleaned the carpet in room 307.
- At Birchfiel Geography, we burnished the floors in room 101 and on the fourth floor.
- At Walters Academic, we cleaned the carpet in F317-319, F 331a-339, F225 and M305 - 505a.
- At Ayres Hall, we stripped and waxed the floors in room 404, 405, 406, 110, 404a, 229, 406b, 112, 113, G003, G004, 120, 121, 123 and 124.
- At Tickle Engineering, we cleaned the carpet in various rooms on the fourth, third and fifth floors.
- At Min Kao, we cleaned the carpet in room 647, 646, 640, 644 and 639.
- At Morgan Hall, we cleaned the carpet in 301, 302 and 325.
- At BESS Labs, we cleaned the carpet in room 278, cleaned the lobby, the concrete in room 166, women's restroom men's restroom and carpet in the student lounge.
- See page 11 for pictures of floor work from Chris Mahoney's group this week!

Landscape Services:

- This week, we are finalizing a phased return to work plan for approval. 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:

- Front Office – Filling key request/key pickups/returns. We are dispatching as needed.
- 1832 Frat. Pk. – Install new combination lock.
- Clarence Brown Theatre – Installing hardware.
- Campus – Loading cores maint/custodial.
- University Housing – Repairs and recores.

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:

Upcoming Events:

- April 22nd - Earth Day Celebration on our social media
Instagram & Twitter: SustainableUT
Facebook: SustainableUTK
- April 22nd at 6pm - Environmental Leadership Awards via Zoom
- April 24th - Arbor Day -
Bee Campus will be publishing a video talking about Bee Campus to celebrate.

Recycling Totals for April 13 to April 19:

- Bottles/Cans: 740 lbs.
- Paper: 1,040 lbs.
- Cardboard: 4,840 lbs.
- Manure: 12,860 lbs.
- Food: 853.13 lbs.
- Total: 20,333 lbs./10.17 tons
- Pallets: 2

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 284,540 lbs. / 142.27 tons
- Paper: 259,200 lbs. / 129.60 tons
- Cardboard: 505,300 lbs. / 252.65 tons

FS OPERATIONS CONTINUED ON PAGE 3

Facilities Services Weekly

April 20, 2020

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

FS OPERATIONS CONTINUED:

- Manure Compost: 301,860 lbs. / 150.93 tons
- Food Compost: 508,225 lbs. / 254.11 tons
- Total: 1,859,125 lbs./929.56 tons

ZONE MAINTENANCE

Zone 2:

- Our team is completing our usual tasks. We are checking equipment, conducting light bulb maintenance and work orders that come up.

Zone 3:

- At Panhellenic, we had a generator serviced. We did a restroom fixture count for automation upgrade.
- At Blount Hall, we ran a generator, conducted a light fixture count on the fourth floor for LED upgrade and completed a restroom fixture count for automation upgrade.
- At Taylor Law, we ran a generator, conducted a light fixture count for LED upgrade and did a restroom fixture count for automation upgrade.
- At Hoskins Library, we ran a generator, conducted a light fixture count for LED upgrade and did a restroom fixture count for automation upgrade.
- At Carriage House, we conducted a light count for LED upgrade.
- AT UTPD, we conducted a test run on generators, replaced a belt on CRU-3, replaced belts on AHU-1, replaced 3 t-8 bulbs in room 120, conducted a light fixture count for the LED upgrade and conducted a restroom fixture count for automation upgrade.
- At Panhellenic, we had a generator serviced, conducted a restroom fixture count for automation upgrade, we are counting light fixtures and bathroom fixtures.
- At SMC, we are counting light fixtures and bathroom fixtures and conducting general building maintenance.
- At Haslam, we are counting light fixtures and bathroom fixtures and conducting general building maintenance.
- At Dunford, we are counting light fixtures and bathroom fixtures and conducting general building maintenance.

Zone 4:

- We are reinstalling gas equipment in all dining halls.
- We are repairing a water leak in Thompson-Boling

Arena.

- In all dining halls, we are completing PMs.
- Taking training from home with a split crew.
- Our team is making sure all buildings are secure.
- We are cleaning ice machines in all dining halls.

Zone 7:

- Half of our crew is telecommuting and working on training. The other half are making LED and restroom fixture lists, doing building checks, doing mold checks, learning new skills and assisting with research as needed.

Zone 8:

- We will be transitioning our Orange and White teams back to campus and also to telecommuting.
- Our team will continue to gather data for our LED lighting projects this week.
- One-Call will continue to answer calls and provide non-stop coverage for the UTK campus.

Zone 9:

- We will continue to make sure our buildings are secure and operating properly during this time.
- We continue to search for areas where we can reduce power consumption for energy savings.
- Answering calls will always be our number one priority in service to our customers.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- COVID-19 briefing links:
- Briefing #1 <https://youtu.be/PVIsb9SLLzk>
- Briefing #2 https://youtu.be/Ko_ZXrFGers
- Briefing #3 <https://youtu.be/wJyv7PJhwgU>
- Briefing #4 <https://www.youtube.com/watch?v=8SKqX4IvhII>
- Briefing #5 https://www.youtube.com/watch?v=dfbTaJDj_4
- Briefing #6 <https://youtu.be/hk-R6XvqZDk>
- Briefing #7 <https://youtu.be/oL1bKp3xkJQ>
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.

COMM & INFO CONTINUED ON PAGE 4

Facilities Services Weekly

April 20, 2020

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

COMM & INFO CONTINUED:

- 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:

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/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.
- 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 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

- 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>. When scheduling a meeting, if you are interested in only having UT students, faculty, or staff join you, use Advanced Options, and check 'Only Authenticated Users can join.' This will restrict your meeting to only UT constituents with an active Netid/Password. In addition, that authentication is protected with Duo 2-Factor Authentication as well. Additionally, Zoom has simplified some things you can do while your meeting is in progress. The most visible change that meeting hosts will see is an option in the Zoom meeting controls called Security. This new icon simplifies how hosts can quickly find and enable many of Zoom's in-meeting security features. Visible only to hosts and co-hosts of Zoom Meetings, the Security icon provides easy access to several existing Zoom security features so you can more easily protect your meetings. By clicking the Security icon, hosts and co-hosts have an all-in-one place to quickly: Lock the meeting, Enable the Waiting Room (even if it's not already enabled) and Remove participants. They can also restrict participants' ability to share their screens, chat in a meeting, rename themselves, annotate on the host's shared content and work from home assistance.
- Our team has worked on new computer setup, hot spot setup and training, K@TE Assistance, ZOOM Assistance and helped Recycling.
- The LiveSafe app is available to install on your phone for free and has many useful features designed to enhance your safety and security on and around campus. It's a great way to quickly access safety related resources, such as emergency

COMM & INFO CONTINUED ON PAGE 5

Facilities Services Weekly

April 20, 2020

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

COMM & INFO CONTINUED:

procedures or campus alerts, report security issues, or connect with the UTPD. See page 11 for screenshots of the app!

UTILITIES SERVICES

A/C Services:

- Replaced compressor and condenser fan motor at Radio Station.
- Restarted chiller No. 1 at Reese Chiller building.
- Checked multiple chiller plants on campus.
- Worked with Electrical to replace MCC bucket for condenser water pump No. 1 at the Vet Hospital.
- Completed repairs to cooler 106 at JARTU.
- Commissioned new VFD for AHU S2 at Hodges.
- Flue stack repair with Interstate Mechanical at Tennis Center.
- Worked with Plumbing to install 4" strainer in heating water return line at Tennis Center.
- Repairing ice machine on 3rd floor at Presidential Court.
- Repairing leak on steam coil at Hoskins.
- Made adjustments to McQuay chiller at Baker building.
- Worked on two pipe system changed over to cooling at Reese and Carrick Halls.
- Remote online learning.

Electrical Services:

Security/Fire Alarm Group:

- Responded to trouble at fire panel where Simplex had disabled devices for contractor at the Conference Center.
- Fire panel trouble- Horn/strobe short circuit at JARTU.
- Fire panel trouble holding off AC units at Hodges Library.
- Reset panel at Student Health.
- Disabled and enabled devices during tile work at Allan Jones Aquatic.
- Fire panel trouble at Reese Hall.
- Disabled and enabled for welding at Goodfriend Tennis.
- Changed out S.D. after fire panel trouble in room 628 at SMC.
- Reset fire panel alarm after the elevator company set off while drilling concrete at Hodges Library.
- Replaced duct detector at the Vet School.

- Responded to fire panel trouble at Panhellenic.
- Cabinet tamper at Jessie Harris.
- Adjusted door contact at Mossman, Golf Facilities, Sherri Lee Softball, Allan Jones Aquatics and Cumberland Shops.
- Responded to report of trouble where OIT had internet outage at Fred Brown.
- Responded to beeping UPS and contacted OIT at Claxton.
- Reattached card reader at McClung Museum.
- Replaced batteries at Intermural Fields.
- A/C fault power flicker at Senter Hall.
- Adjusted door contact at Dougherty.
- Reset reader at Plant Biotech.
- Checking out trouble on security panel at Andy Holt Tower.
- Remote online learning.

High Voltage:

- Daily 1-800 marking.
- Repaired driver to LED lights at Arts and Architecture.
- Repaired pole light at Vet School parking lot.
- Contractor repairing ground wires with split bolts at Fred Brown.
- Changed photo cells in pole lights at HPER.
- Repaired pole light at Hess Hall.
- Replaced bad photo cell for outdoor lights at G-10 parking garage.
- Checked traffic lights on campus.
- Replaced head in outdoor light on sidewalk in front of TREC.
- Remote online learning.

Secondary Electrical:

- Repairing broken breaker switches at Strong Hall Fire Pump.
- Repairing lights at Ag Campus entrance.
- Outage to change out breaker at Anderson Training.
- Working with contractors on fly wheel replacement UPS room at Min Kao.
- Repairing power to Blue Phone at Hess Hall.
- Removing hit pipe at Morrill site.
- Remote online learning.

UTILITIES CONTINUED ON PAGE 6

Facilities Services Weekly

April 20, 2020

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

UTILITIES CONTINUED:

Plumbing Shop:

- Daily TN One calls.
- Worked with A/C shop to install 4" strainer on 2nd floor machine room at Goodfriend Tennis.
- Installed sinks in 1st floor men's room at Arts and Architecture.
- Installed faucets on painters sinks at Facilities Services.
- Turned on water at Andy Holt for contractors.
- Remote online training.

Steam Plant:

- Produced over 18,000,000 pounds of steam.
- Weekly Logs.
- Training from home.
- Worked on turbine wash system.
- Talked with KUB on gas meter alarms.

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.
- Birchfiel 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

CONSTRUCTION CONTINUED ON PAGE 7

Facilities Services Weekly

April 20, 2020

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

CONSTRUCTION CONTINUED:

- 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.
- 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.

THE • COMMENT • BOX

Responses on Page 8

Facilities Services Weekly

April 20, 2020

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

THE • COMMENT • BOX

The following comments/questions were submitted to the FS comment boxes. Below each comment/question is the response from Associate Vice Chancellor Dave Irvin.

If you have a question about one of Dave's responses, please email him at irvin@utk.edu.

Understandably many of the questions we've received in the past few weeks have involved the Covid-19 Crisis, our response, how we are handling as a campus and as a department and related issues. Those questions we have tried to answer more quickly and directly in our regular Departmental Zoom Meetings. If you have other questions on these topics, or you would like additional information, please let us know. You can get those questions to me via the Comment Boxes, email or through your Manager or Director. - Dave

Comment: I was told that FS will no longer be providing T-shirts to employees to wear with their uniforms. Why is this? For those of us that are required to wear FR uniforms are we now expected to go out and find our own T-shirts? If this is the case, then how are we all expected to match and how can we be expected to have the proper t-shirts. Having those provided to us is a huge benefit not only in the ability to all look the same and professional but, also in not having to spend our money on these things that were once provided. This is especially important to those that only make around \$11 an hour and sometimes have to make choices about

where our money is spent. Thank you for your help in understanding this issue.

Response: *We have been looking at who we should issue T-Shirts in general including who should wear them and when. In particular, we wanted to clarify so that we were applying uniformly who was issued and when they could be worn. (Different managers and Directors had evolved to different directives.) However, I am not aware that to date we have made any change in who we supply T-Shirts. If we expect you to wear T-Shirts as part of your uniform, we will supply them.*

Comment: We would like a vending machine installed back in the shop area. It would save a lot of time walking to the lower side of the complex. Thanks, David Ridings.

Response: *You raise a good point. Once the crisis is over, we will work with Aramark who provides Campus Vending Machines. We're not sure if the volume at our building will justify another Vending Machine. If not, we may move one of the machines currently in the larger break room to provide more convenient service.*

Comment: This comment is to pass along a 'Good Job' from the Tickle College of Engineering. They are frequent users of the OneCall system. They said 'no one takes care of them like Ann Free'.

CONTINUED ON PAGE 9

Facilities Services Weekly

April 20, 2020

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

Response: *I agree completely- Ann is truly outstanding! Our department and Campus are very lucky to have her on our team! I should also note we have a number of great employees who have worked hard on the facilities at Tickle College of Engineering. Building Services in particular gave the building special attention to bring it up to the top condition we demand. All deserve kudos for short handedly successfully dealing with challenging buildings and programs.*

Comment: Even though Bob Caudill is coming back part time, I still think we need a new director because he was over quite a few of our departments. The bright side to Bob coming back part time is that he can mentor whomever is hired in as the new director.

Response: *We're pleased the University and Campus HR now gives us more options when an employee wants to retire. We can now transition and still have access to the knowledge, expertise and experience our employees build up over working years serving our campus. In particular I'm excited Bob wants to continue serving on our team. I wholeheartedly agree he can mentor and provide great advice to our team as his skills are invaluable.*

Regarding the organization of Facilities Operations, we've used this time to evaluate all we are doing and how we move forward to best serve our campus. I am reviewing those plans with HR and VC Cimino. As soon as we all concur, I'll announce how we'll organize the broad scope currently falling under Facilities Operations.

Comment: Why do the contract associates that assist UT teams on site not clock in and out? There is zero accountability when they come in late and leave early. They're just marking on their paper time sheets 8 hours a day when they only worked 28-30.

Response: *If you are referring to Contract staff such as those provided by Kelly Services they cannot clock in as the clocks and Kronos are only for UT Employees. However, the Foremen they are assigned to should verify and sign their time sheets. I believe that is occurring in every or almost all instances. We will reinforce to make sure that occurs in every instance.*

Comment: Can we get the road to the Concord parking lot re-patched again? It has become a one way street."

Response: *If you are referring to Concord Street, since that is a City Street, we will need to see if they are willing to repair/repave. I suspect since there is limited traffic on the street they do not have it as a top priority and it may be hard to get them to prioritize this work. However, we can discuss and see what they might be willing to do.*

Work at Concord site itself, including Parking and Site work, are part of several projects now assigned to UT System and Facilities Planning. Repairs and repaving inside the Concord site will be addressed as part of these projects.

CONTINUED ON PAGE 10

Facilities Services Weekly

April 20, 2020

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

Comment: Why is smoking prohibited on campus but, accepted on jobs and in vehicles? There are so many jobs where teams, including foremen, smoke and it makes the job unbearable to work around. If we are smoke-free, then make sure this includes all of Facilities Services. Thanks!

Response: *As you properly note, smoking is illegal on all of campus- vehicles and construction sites included. We emphasize that in the pre-construction meetings with each contractor before each project. We will re-emphasize this once more.*

Regarding our employees, we will once more emphasize to all Facilities Services Managers. If you see anyone smoking on campus please let us know, take and text photos etc. You are absolutely right- these rules apply to everyone!

Comment: I know we have a lot going on right now so what I'm about to ask/suggest isn't important at the moment. I'm simply thinking about things we could do while there aren't a lot of people here. There is a continuing issue in the back parking lot with parking. We have so many people parking there that at the end of the day when the work trucks come in they can't find a spot to park and have to park on the curb. Would it be possible to label spots? We could have a designated area in the back maybe along the retainer wall for a set amount of POV's (Personal Operating Vehicles) and label the rest and UTKV (UTK Vehicles) this would allow some to still park in the back as a first come first serve option and still leave the

spots closer to the building for all the work vehicles. Also, could we label the spot next to the generator as a loading only spot so shops have the ability to pull in there and load what they need. I would be happy to look at how many spots are needed for work vehicles and do the leg work if needed. I think this would be a good way to free up some space and allow better flow and parking.

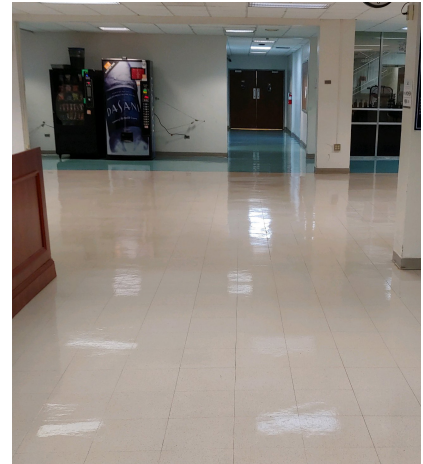
Response: *I've also noticed that sometimes our back parking areas are chaotic. Your suggestion may alleviate this and is worth exploring. We'll take a look at potential options in the coming weeks.*

CONTINUED ON PAGE 11

Facilities Services Weekly

April 20, 2020

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