

Facilities Services Weekly

April 6, 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

Special Note from Veronica -

"Please know that during this difficult time, you are not alone. We are family and we are in this together! Together we will keep moving forward and together we will get through this! If you need my for anything, please don't hesitate to call, text or email me. I am here for you! Stay healthy and stay safe!" - Veronica

Reminder from Jim Tolbert -

Just a reminder to supervisors and foremen that if they have someone being tested or is positive for COVID-19, I have water soluble plastic bags for their laundry.

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:

- Several weeks of stripping and waxing at UTPD has finally come to a close and it has made a vast

improvement in the appearance of the entire building. The space is not large in terms of square footage, but it required the coordination of many moving parts to see that the job was completed. Used 24/7, 365 days a year, the flooring had significant build up that required intensive scraping and scrubbing. It may well be the first time in 10 or more years of top coating that this was attempted. The team worked evenings and weekends to accomplish the task. We stripped the floor to bare tile throughout, except for the large shift room and front lobby. Special thanks to A'Deindra Wells who made special child care arrangements to work in the evenings and weekends. Her professional relationship with the personnel in her area was useful in coordinating with them for working on the office areas, common areas and finding out about time restrictions. Peter Scanlan,

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FS OPERATIONS CONTINUED:

always a willing volunteer, also worked on Saturdays and some evenings. Bill Mathews and I worked on Saturdays when he wasn't needed in his Zone. Bill is a real professional floor worker and outstanding to work with. I would also like to thank UTPD administrators and officers for their willing and helpful cooperation as we completed this task. – Mike Van Duzer, Assistant Building Services Foreman II

See Page 8 of this newsletter for progress pictures!

- At CCB, we cleaned the carpet on the second and fourth floor. We are cleaning and disinfecting all areas. Our team also scrubbed all restrooms on the fourth floor.
- At Perkins, we detailed all offices.
- At SERF, we cleaned the first floor restrooms. WE are cleaning and disinfecting all areas.
- At Tickle Engineering, we cleaned the first and fifth floor. We are cleaning and disinfecting all areas.
- At Dougherty Engineering, we are cleaning and disinfecting all areas.
- At Ferris Hall, we are cleaning and disinfecting all areas.
- At Min Kao, we are cleaning and disinfecting all areas.
- At Perkins, we are cleaning and disinfecting all areas.
- At Plant Biotech, the kitchen in 152 was cleaned.
- At Morgan Hall, offices on the second floor were cleaned. We also cleaned lobbies throughout the building.
- At Brehm Hall, we cleaned the conference room in 264, rooms 332, 315, 311, 333, 334 and lab 336.
- At Food Science, room 104 and the sensory panel and lab in 150 were cleaned. Rooms 203, 204, 210-213 and room 216 were cleaned.
- At JIAM, rooms 200, 270, 271, 273, 269, 267, 266, 265, 264, 263, 262, 261 and 259 were cleaned.
- At the Law College, we cleaned and disinfected throughout the building. We scrubbed and buffed floors on the first and second floor.
- At the College of Nursing, we cleaned and disinfected on the first, second and third floor.
- At Claxton, we cleaned the carpet in the Dean's Suite.
- At Communications, we scrubbed the floors on the second and third floor. We cleaned the carpet in suite 451 and disinfected throughout the building. We scrubbed and shined all sinks in the kitchens and break rooms on the fourth floor.
- At Alumni Memorial, we cleaned the carpet in 158,

cleaned the carpet throughout the first floor hallway and offices. We disinfected in 33, 32 and 210.

- At Andy Holt Tower, we swept and mopped the staircases on each floor.
- At South Stadium, we cleaned and disinfected the third through fifth floor.

Lock & Key Shop:

- Fraternity Park – assisting as needed.
- SERF – installing exit devices.
- VTH – setting up padlocks.
- University Housing – assisting as needed.
- On Campus – assisting with doors as needed for lockdown..
- Front Office – working with areas to get keys as needed.

Sanitation Safety:

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

UT Office of Sustainability/Recycling:

Recycling Totals for March 30 to April 6:

- Bottles/Cans: 640 lbs.
- Paper: 700 lbs.
- Cardboard: 4,960 lbs.
- Manure: 12,000 lbs.
- Food: 1,713.50 lbs.
- Total: 20,014lbs./10.01 tons
- Pallets: 5

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 280,000 lbs. / 140.15 tons
- Paper: 256,060 lbs. / 128.03 tons
- Cardboard: 496,860 lbs. / 248.43 tons
- Manure Compost: 553,000 lbs. / 276.50 tons
- Food Compost: 506,559 lbs. / 253.38 tons
- Total: 2,092,779 lbs./1,046.39 tons

ZONE MAINTENANCE

Zone 2:

- In zone 2, The "Orange Team" has been doing the daily

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ZONE MAINTENANCE CONTINUED:

checks and routine maintenance responsibilities while practicing social distancing. We will be changing to the "White Team" starting Monday.

Zone 3:

- At Hodges/Melrose, we are saying goodbye to Lewis Love after 10 years of service. Happy retirement! We have been doing regular maintenance on our building and checking outside doors. We changed belts on P3 return.
- At Taylor Law, we are doing a daily check of equipment and doors, checking all interior doors for operation, lighting in all rooms for burn outs and mold inspections.
- At Panhellenic, we are doing a daily check of doors and equipment.
- At Haslam /SMC we are checking equipment, checking doors, ordering filter changes for all of zone 3 and making lighting repairs.
- At Hoskins/Blount/UTPD, we changed belts on air handlers, exhaust fans, and compressors. We are troubleshooting on air handler control circuit to determine contact is good and the holding contacts were bad. Updated light fixtures to LED fixtures in public areas.
- At Dunford/Tyson, we got all filter sizes, replaced a ballast in the third floor women's restroom.
- At Greve Hall, we rebuilt a urinal flush valve on 6th floor.
- At Henson Hall, we replaced a water filter on 2nd floor water fountain
- At the Baker Center, we changed ceiling tiles.
- At the Vol Shop, we conducted a PM Check and worked on outside lights.
- At International House, we checked equipment and greased CWP.
- At the Conference Center, we inspected mechanical rooms, logged chillers and boilers, inspected light switches and assisted in water seepage issue. room B67.

Zone 4:

- We are treating drains, cleaning air vents and completing PMs in all dining halls.
- We are currently working as a split crew and working on training from home.

Zone 5:

- At Football Complex, we checked and adjusted chemicals in pools.
- At Neyland Stadium, we are continuing to get water back on.
- At Allan Jones, we checked and adjusted chemicals in pools.
- At Auxillary Services, we removed trash and cleaned mechanical rooms
- Throughout the zone, we have conducted general building maintenance.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Compile information for weekly newsletter.
- Dabney Physics roof repairs.
- Hesler roof repair coordinate contractor proposal.
- Dabney roof repair coordinate contractor proposal.
- Neilsen roof repair coordinate contractor proposal.
- Mossman roof repair coordinate contractor proposal.
- Mossman evaluate leaks coordinate repair proposal.
- Mossman equipment inventory.
- We are continuing air pressure checks in the Vivarium
- Critical Freezer Register Inventory.

Zone 7:

- A portion of Zone 7 have been telecommuting. They have been working on training and other work items that can be completed remotely. Other members of Zone 7 have been conducting building checks, compiling filter lists, assisting with construction and helping research labs operate.

Zone 8:

- We will continue to monitor our building entrances to make sure that they stay secure!
- We will focus on daily and monthly Archibus work requests.
- One-Call remains on call for the entire UTK campus to answer call around the clock.
- We will be making a transition to switch our guys from campus to telecommuting and those that are currently working from home will be transitioning back to campus.

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- All of our staff that is currently working from home will continue to work on their training, maintain their Archibus and take additional training outside of their current required training.

Zone 9:

- With half of our staff working from home, we will continue to monitor our buildings daily to make sure that they are operating normally.
- We will make sure that all our building doors remain locked at all times.
- We will use this opportunity to access areas that are normally occupied to do any repairs necessary.

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=df_bTaJDj_4
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- 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 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:

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.

COMM & INFO CONTINUED ON PAGE 5

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COMM & INFO CONTINUED:

- We have one new employee starting with Building Services this week!

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/> . New Computer Setups.
- Computer setup for Home Use
- Work-From-Home troubleshooting

UTILITIES SERVICES

A/C Services:

- Repaired system at Presidential Court Bakery cooler.
- Repaired one unit at Sharps Ridge Transmitter.
- Repaired package unit at UT Drive building.
- Diagnosed bad compressor and condenser fan motor.
- Performed chiller checks on campus.
- Performed cold room checks on campus.
- Finished PTAC units in house on campus.
- Diagnosed unit that controls temperature in common rooms at Stokely Hall.
- Resolved issue in chiller house at Communications.
- Resolved chiller issues at Andy Holt.
- Resolved chiller issues at Presidential Court and Reese Hall.

Electrical Services:

Security/Fire Alarm Group:

- Replaced batteries in penthouse panel at Strong Hall.
- Responded to alarm and restored at International House.
- Adjusted 2 photo beam detectors at Student Union.
- Repaired fire panel trouble on 1st floor at Hesler.
- Replaced S.D. head/base at Melrose.
- Assisted MASCO with disabling panel for sprinkler head change out at Anderson Training.
- Responded to fire panel trouble call. Reset at Hess Hall.
- Disabled alarms for welders at Tennis.
- Disabled alarms for contractors at Vet School.
- Disabled alarms for contractors at Student Union.
- Worked on issues with door props on Campus.
- Made repairs to door prop alarms at Dunford Hall.
- Worked on door contact alarms at Ferris, Strong Hall, and Dunford Hall.

High Voltage:

- Daily 1-800 marking.
- Watched over test boring for generator at SERF
- Checked transformers on list across campus.
- Assisted electrical contractors with access to rooms at the Band Tower.

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- Assisted electrical contractors with power at Mall Extension project.
- Pumped electrical vaults across campus.
- Checking high voltage Vista Gear gas levels across campus.
- Making terms at new transformer at Surge building.
- Changing lights to LED along Middle Drive to Lower Drive.
- Changing lights to LED at Nursing.

Secondary Electrical:

- Restored tripped drive in Penthouse at Walter Life Science.
- Reset 2nd floor annunciator that was beeping at Allan Jones.
- Removed tombstone outlet in 2nd floor lobby at 1610 University Ave.
- Assisted AC shop with work in flow pump at HPER
- Checking for cable terms at Andy Holt and Francis.
- Worked on problem with Warehouse lighting at Facility Services.

Plumbing Shop:

- Repaired water meter set up at the Golf Course.
- Repaired 2" water line leak in machine room at Hodges.
- Repaired leak at 321 SERF.
- Lowered fire hydrant at Raintree Dr.
- Investigated storm drain with camera at SERF.
- Repaired steam problem at Vet School.
- Replaced main drain valve at Stadium Gate #6.
- Replaced metal band on leaking glass trap in room B115 at Walters Life.
- Marked 1-800's
- Met contractor for steam line at Reese Hall.

Steam Plant:

- Boiler water treatment.
- Resolved issues with feed pump. Replaced front and rear bearings.
- Informed recirculating fuel oil. Load 116,000 lbs. per hr.
- Performed 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.

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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.
- 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.
- 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

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Before



During



After