

Facilities Services Weekly

May 18, 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. To see last week's COVID-19 briefing, visit <https://youtu.be/6rqP8-2i7HM>. If you missed any of the COVID-19 briefings, they can be found at the links located on page 4 under Communications & PR.

Helpful Hint from the Haberdasher -

Please advise everyone of Elliott's revised operating hours are presently Monday - Saturday 10a - 6p.

Supervisors and Foreman: By pure happenstance, I have learned of several people who have never received all pieces of their uniform sets. If you work 5 days/week you should have 11 sets (11 shirts and 11 pants). That means, at the beginning of a regular work week, you have the one you are wearing now, 5 in the wash and 5 ready to be worn. With the odd work schedules in place NOW is the perfect time to get your uniform quantity issues resolved. Please email me with details.

See the end of this week's newsletter for an article on preventing the spread of the Coronavirus from the Daily Memphian!

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.

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FS WEEKLY CONTINUED:

FACILITIES OPERATIONS

Building Services:

- At Hodges, 2nd floor study rooms 252, 214, 220 A B C D F and G were all top scrubbed and desk cleaned and disinfected and the custodial closet was stripped and waxed. On the 3rd floor, 338 and 339 were stripped and waxed, and rooms 440 441 442 on the 4th floor were stripped and waxed as well. Ground floor entrances and front wall of Hodges has been pressure washed.
- At the I-House, the back picnic area and front entrance on the Ground floor have been pressure washed.
- Greve Hall's 1st floor was hit with the high speed machine, and the elevator rugs were shampooed.
- The Dock floor on the ground floor of HBB was stripped and sealed, M floor was disinfected where the construction workers were working, and window work is still being done on all floors.
- The Building Services team in SERF completed office detailing in rooms 607, 609, 611, 613, 639, 638 A-G, 640, 637, 618, 617, 629 and 705.
- Carpets were cleaned in Min Kao rooms 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 235, 236, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213 and 2017.

Lock & Key Shop:

- Music Bldg. – change all exit doors
- Phi Sigma Epsilon – assist with hardware new doors
- Walter's Academics – stairwell hardware missing/repairs
- Strong – install combination locks – complete
- Glazer Building – install new exit hardware, repairs
- Front Office – Closing work orders, Open for key pickup and drop off, Dispatching as needed.
- University Housing – assisting as needed 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.

UT Office of Sustainability/Recycling:

- Monday the 18th, the office's Make Orange Green Ambassadors Program kicks off with an Intro into Sustainability and Climate Change.
- Last week, we celebrated International Compost Awareness Week with some fun facts about compost on our social media.

Recycling Totals for May 11 to May 17:

- Bottles/Cans: 1,580 lbs.
- Paper: 2,060 lbs.
- Cardboard: 3,580 lbs.
- Manure: 5,860 lbs.
- Food: 1,463 lbs.
- Total: 14,543 lbs. / 7.27 Tons
- Pallets: 16

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 288,140 lbs. / 144.07 tons
- Paper: 266,480 lbs. / 133.24 tons
- Cardboard: 519,560 lbs. / 259.78 tons
- Manure Compost: 328,870 lbs./ 164.44 tons
- Food Compost: 515,044 lbs./257.52 tons
- Total: 1,918,094 lbs / 959.05 tons

ZONE MAINTENANCE

Zone 1:

- Changing room filter in resident halls.
- Starting to do room to room to get buildings ready for August move in.
- We have 1 more week of residents being on campus to move out.

Zone 2:

- Answering calls
- Unlocking doors

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ZONE MAINTENANCE CONTINUED:

- Working on P/M's
- Working on building walk through work orders.
- Cleaning chiller at McClung Museum.

Zone 3:

- Carriage house - upgraded outside lights to LED'S.
- U.T.P.D. - reset ice maker on 2nd. Floor.
- Hoskins Library, & U.T.P.D Daily inspection/walk through & logged equipment, 3# generator test runs, LED lights up grades, adjusted door hinges, weekly restroom inspection, trash removal, water leak UTPD check, keys pickup, chair repair.
- checked all machine rooms
- did daily walk through the building
- changed 2belts
- cleaned chiller
- Greve hall - Cleaned chiller, did walk throughs, checked machine rooms, changed out bad a/c units, and changed out bad window cranks
- At Dunford Hall, completed Equipment checks and cleaned A/C cooling tower unit.
- Henson Hall - Completed equipment checks, repaired lights on second floor
- Baker Center - Completed equipment checks, tightened toilet seats and changed batteries on automatic toilets
- Vol Shop - completed equipment and building checks.
- International House - Cleaned a/c unit condensing unit
- Stokely Management Center - Replaced spud gasket on leaking toilets, put up COVID-19 signs, conducted humidity check, and completed emergency light repair.
- Haslam Business - Completed emergency light repair, put up COVID-19 signs, repaired broken tile, and repaired a leaking faucet

Zone 4:

- Completing existing work requests in dining halls,
- Repairing tables and chairs at PCB
- Repairing conveyor at ATC
- Repairing dish machine at Stokely
- Continuing drain treatment at All Dining Halls

- Repairing rotary oven and rebuilding rack washer pump at PCB
- Repairing walk in cooler door at Student Union Phase I
- Repairing Turbo Chef at Vol Hall

Zone 5:

- At Regal Soccer worked on outside lights
- At Football Complex checked and adjusted chemicals in pools
- At Neyland Stadium changed can lights on 6 east sky box to LED
- At Allen Jones checked and adjusted chemicals in pools, changed filters
- At Auxiliary Services replaced toilet in room 113
- Through zone, Gen Building Maints

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Schedule contractor Ayres roof.
- Schedule contractor Nielsen dormer repair.
- Mossman equipment inventory.
- We are continuing air pressure checks in the Vivarium.
- OSHA training.
- Repaired Door closer Entrance White Ave
- Repaired Door closer Machine room Corridor entrance 232
- Repaired handrail passenger elevator #2
- Checked all set/mounting screws on stairwell # 3 handrails
- Repaired Faucet room 620F2
- Replaced ceiling tiles 620D1, 541C1
- Install COVID 19 Info postures all entrances and restrooms
- Replaced ceiling tiles 520 B1 , 355 F, 641B1

Zone 7:

- Performing building checks, assisting contractors at Dougherty, repairing leaks, repairing AC units and other general maintenance issues.

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ZONE MAINTENANCE CONTINUED:

Zone 8:

- We will be working on our Archibus PM requests.
- While maintaining social distancing guidelines, we will continue to monitor all of our buildings for mold and mildew.
- Building security will remain one of our priorities as we continue to prepare for the return of our customers.
- One-Call will be answering and responding to calls for our entire campus.
- We will start cleaning coils this week after a long pollen season.

Zone 9:

- As our customers continue to filter back in to our buildings, we will make sure that all of their needs are met.
- We will continue to upgrade Middlebrook Building outdoor lighting.
- Daily equipment checks remain an area of focus to properly maintain our equipment.

ZM Specialties:

- Assisted A/C Controls with calibrating water system at Plant Biotech
- Delivering and picking up lifts around campus
- Delivering COVID-19 signs and posters for E.O.C. around campus
- Entering equipment data into Archibus for Stokely dining and Culinary Institute
- Working on quarterly PM lists for Zone 4 maintenance in Archibus
- Repairing/replacing parking garage lights around campus
- Replacing hinges for doors at Vol Shop
- Replacing door operator at Walter's Life
- Repairing dust collector at Perkins

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
- Briefing #6 <https://youtu.be/hk-R6XvqZDK>
- Briefing #7 <https://youtu.be/oL1bKp3xkJQ>
- Briefing #8 https://youtu.be/4_oWaPxvENk
- Briefing #9 <https://youtu.be/ICnPSEsmxY>
- Briefing #10: https://youtu.be/pufGH_NMumI
- Briefing #11: <https://youtu.be/mzUld7D1X2c>
- 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.
- 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.
- Title VI Training is now available in K@TE and should be completed as soon as possible. Please contact Rebecca Alcorn with any questions you may have.
- Your 2020 OSHA Training can be accessed at any time at <https://tennessee.csod.com/>. Sign in with

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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.
- We have one new employee this week! If you see them around, be sure to say hello and make them feel like a welcome member of the Facilities Services family!

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 installations
- Inventory
- Work from Home assistance
- Zoom assistance
- Food bank assistance
- Time clock troubleshooting

UTILITIES SERVICES

A/C Services:

- Repairing both York chillers at Student Health Clinic.
- Continued leak checking on central food freezer at Presidential Court.
- Rebuilding WSHP circulating pump at Orange Hall.
- Assisted techs from James M. Pleasant to correct impeller orientation in new circulating pumps at the new Nuclear Engineering Building.
- Checked and restarted chillers at Strong Hall.
- Checked chiller plants and cold rooms on Campus.
- Repaired vibration switches on cooling tower 2B at Strong Hall.
- Repaired control system for heating water at Plant Biotech.
- Checked and repaired Liebert system in room 130 at Claxton.
- Checked and repaired condenser water pump No. 3 at Strong Hall.
- Rebuild secondary chilled water pump at Hoskins Library.
- Checked control system for the ticket area box at Thompson Boling Arena.
- Replaced king valves in central food freezer at

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- Presidential Court.
- Checked all cold rooms after processed chilled water system reset at SERF.
- Rebuilding pool pump for dive well pool at Allan Jones.
- Installed fan board on A/C system serving IT rooms at Stokely Hall.
- Repaired chiller No. 2 at Music.
- Remote online training.

Electrical Services:

Security/Fire Alarm Group:

- Disabled and enabled devices for workers at 1816 Fraternity Park.
- Disabled and enabled devices for plumbers at Allan Jones Aquatics.
- Labeled audio and visual devices at Min Kao.
- Replaced S.D. and the bases on 12th floor at South Carrick.
- Reinstalled 2 A/V due to fire panel trouble at Neyland Stadium.
- Set correct date and time on panel at Publications.
- Repaired shorted out Air compressor in basement at SERF.
- Assisted Morristown Sprinkler with testing at Vol Hall and Stokely Hall.
- Reset Duct Detector at Hess Hall.
- Reset panel at 1812 Fraternity Park.
- Assisted Morristown Sprinkler with pump test at Regal Soccer.
- Reset fire alarm panel due to steam leak at South Carrick.
- Replaced batteries in call center at Magnolia Hall.
- Generator/ card trouble at Nielson Physics.
- Wired up new handicap operator at Walter Life Science.
- Checked out and cleared security panel at Lyons View.

- Repaired card reader at Publications.
- Adjusted plat on door at Allan Jones Aquatics.
- Repaired bad striker and card reader at Humanities.
- Remote online training.

High Voltage:

- Changed out pole lights to new LED fixtures at Law College.
- Tightened loose pole globe at Austin Peay.
- Pumped and cleaned electrical manhole vaults on Campus.
- Turned on field lights for event at Neyland Stadium.
- Changed bulbs and ballasts out on parking lot poles at Kingston Pike Building.
- Repaired several pole lights at JARTU.
- Repaired and replaced lights out or missing and pulled new wire at the AG campus entrance.
- Daily 1-800 marking

Secondary Electrical:

- Programming lights to Lutron at the Business Incubator.
- Continued work on piping, wires, and power in the Humanities Courtyard.
- Locating and tracing problem at generator for block heater at Min Kao.
- Moving circuits from regular to emergency for A/C pumps at Mossman.
- Installing new PVI with plumbers at Allan Jones Aquatics.
- Assisting maintenance on pool pump motor at HPER.
- Replaced a bad breaker in Electrical.
- Wired up a new drinking fountain at Dougherty.
- Repaired outlet at SERF.
- Contractors are replacing electrical panels at Art & Architecture.
- Replaced a breaker at Student Union.
- Cleaning shop and organizing stock.
- Remote online training.

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UTILITIES CONTINUED:

Plumbing Shop:

- Installed PVI at Allan Jones Aquatics.
- Pumped steam vaults on Campus.
- Daily 1-800's
- Unstopped drain and cleaned in elevator pad at the Conference Center.
- Repaired dumpster at recycling.
- Repaired steam trap at Tickle.
- Repaired water heater at Dougherty.
- Repaired pool water line at PE Building.
- Replaced sump pump in AMB steam vault on campus.
- Repaired steam leak in Room 203A at Science and Engineering.
- Repaired steam leak in machine room at Carrick Hall.
- Reworking the piping on Leslie at Claxton.
- Repaired leak at Stokely Hall.
- Worked on Leslie at Student Union.
- Checked for hard water on Campus
- Remote online training.

Steam Plant:

- Produced over 2 Million pounds of steam.
- Test ran 2 MW generator and performed maintenance on generator.
- Repaired leak on softener.
- Repaired error turbine.
- General maintenance around plant.
- Continued to sanitize around plant.
- Remote online training.

CONSTRUCTION SERVICES

- Anderson Training Center: New flooring, paint, and utilities for new tubs
- Art & Architecture: New counter tops in 1st floor

- restroom; Repair pedestrian bridge; Repair carpet in 224; Dimming controls for lighting 215A
- 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: Fix floor around drain in men's room
- Biosystems Lab Building: Renovate classrooms 199A and 199B
- Birchfiel Geography: Classroom renovation 101
- 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; Volunteer First Impressions Contest projects.
- Clarence Brown Theatre: Provide emergency locking for assembly spaces
- Claxton Education: Paint 231
- Communications: ADA opener on door near Dean's office; Add receptacles to 53; Carpet 434; Renovate 227 and 447-offices and meeting room; Carpet 434; Paint 339; Paint and carpet 328; Minor renovations 83; Paint 230; Paint 472
- 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; Paint and carpet 4th floor corridor; Paint and carpet 2429; Paint and carpet 2332, 2333, 2424, 2425 and other misc. work; Wall repair and carpet cleaning 2304
- Early Learning Center: Remove tire mulch from playground (Lake Ave.); Additions to playgrounds at White and Lake Avenues; Repairs around amphitheater (Lake Ave.)
- Fibers and Composites: Utilities for press (chilled water, electric, air)
- Fleet Management: Renovate room for key boxes 108
- Food Science Building: Electric work 306; Paint orange in 4 areas
- Goodfriend Tennis: Engineering for HVAC addition to court area
- Greve Hall: Electric for digital display in elevator lobby, Ground Floor
- Haslam Business: Divide 329 and 330 into 3 offices; Paint main corridor on 6th floor
- Hodges Library: Install cyclorama, curtain system and additional electric in room 170; Classroom upgrades
- HPER: Paint 376; Paint 357
- Humanities and Social Sciences: Classroom Upgrades
- Jessie Harris: Paint and blinds 332; Remove fan and paint 102; Paint 418 and 421
- 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
- Min Kao Engineering: Reinforced walls with door and window 117
- Morgan Hall: Renovations per POCA; Paint and carpet 302I and 314B
- Nielsen Physics: Replace spline ceilings on 6th floor
- North Greenhouse: New lights 109
- Nursing Building: Paint 237 and 329
- Perkins Hall: Replace card access with standard locking 324
- Plant Biotech: Paint 111; Electric circuit for freezer 207
- Presidential Court: Repair doors in Bakery
- 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; Renovate 2nd floor-paint, carpet, lighting
- SERF: Snorkel 320; Receptacle and cooling water for growth chamber 335; Renovate 217 and 218; Cabinetry and connections for new lab 506; 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
- Student Union: Signs for various areas; Emergency locking; Shell Space Buildout; Door hold open devices for Student Engagement; New bench seating (phase 1); Mount EMV units in Vol Shops
- 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

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008A

- UT Drive Service Building: Wind Tunnel for Engineering Department
- Vet Med Center: Replace fire doors; Replace seating A118 and repair seating A335
- 11th Street Garage: Dimming controls for lights in UTPD Dispatch 148
- 1610 University Av.: Make office in 211; Build recess in wall for Smart TV; Patch floor

FACILITIES SERVICES Employee Comment Box Locations:

- Facilities Services Complex Break Room
- Facilities Services Shop Area
- Steam Plant (near time clock)
- Neyland Biology Annex near room 128
- Ellington Plant Science room 4
- SERF outside of room 426
- Former Sanitation Safety (Pest Control) Area at Facilities Services Volunteer Blvd. Location
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

To suggest an additional box location, or for more information, please contact Sam Ledford at sjones80@utk.edu.

Join Facilities Services on Social Media



@utkfacserv



@utfacilities



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Here's a proven way to prevent the spread of coronavirus

By Scott Strome, Altha Stewart, Manoj Jain Updated: May 14, 2020 4:24 PM CT | Published: May 14, 2020 3:08 PM CT GUEST COLUMN

News flash! We have a way to prevent the transmission and spread of coronavirus. It's not some fancy laboratory test. It's not some new-fangled treatment strategy. It's the time-tested approach of wearing a mask to prevent infection.

Indeed, if all of us take appropriate precautions, including social distancing (6 feet to be exact), hand washing (at least 10 times a day), and wearing a facial covering such as a mask, we could rapidly open many of our businesses and prevent COVID-19-associated deaths.

Sadly, the majority among us are not practicing such appropriate and necessary "social hygiene." From Beale Street to the aisles of several of our large retail stores, many are not honoring the social contract associated with Phase 1 of the reopening.

If we as a community choose not to properly wear face coverings, social distance, and wash our hands, there is no plan that will allow the safe reopening of Memphis.

Properly wearing a mask means placing a breathable barrier over your nose and mouth. Covering just your mouth, removing your mask to talk, wearing it like an accessory around your neck, or carrying it in your handbag or pocket won't do the trick.

You must cover your mouth and nose with the mask for it to be effective. Yes, it is annoying. Yes, it causes your glasses to fog. Yes, it makes communication more difficult. And yes, it stops the spread of disease.

But, you argue, I don't have a mask. But, you argue, wearing a mask makes me look suspicious to authorities and increases the possibility that I may be detained. But, you argue, no one else is wearing a mask, so why should I? None of these statements are truly wrong, nor are they fully right.

What absolutely is true is that all masks provide some protection from virus-bearing droplets released when we speak, breathe or cough. What is true is that we can use the normalized wearing of masks as a catalyst for improved communication and trust. What is true is that the actions of others do not define best strategies for prevention of COVID-19.

Thus, we ask — no, we plead with you — wear a mask — a mask that unlike the masks of old now stands for civic pride, a mask that represents social justice, a mask that is a simple gesture to acknowledge our compassion for the health and welfare of all members of our community.

Source: Daily Memphian
