

Facilities Services Weekly

May 26, 2020

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

Congratulations to Randy Hamilton on receiving a scholarship from SRAPPA to attend the APPA Institute for Facilities Management or the Leadership Academy!

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/mzUID7D1X2c>. 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 do not leave old Cintas uniforms at Jim Tolbert's desk. To set up a time to return a uniform, call 974-2347. The old uniforms are being stored in the unused building in front of FSC.

TNAPPA - Best Practices For Returning to Campus in TN

Join the Zoom meeting Wednesday, May 27, 2020 @ 3:00pm EST. Use this link <https://volstate.zoom.us/j/92118377065?status=success> to attend and share your ideas and best practices.

If you cannot join via computer, please join by phone. Dial: +1 (877) 369-0926 US Toll-Free - Meeting ID: 921 1837 7065.

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 Library the dock area floor waxed, outside dock sprayed off with pressure washer and also got all lights dusted off. Room 171A was re-waxed and the floor at Starbucks area was top scrubbed. Also, all study rooms in South and North Commons were top scrubbed. All white boards were cleaned and waxed in the whole building. Gum was removed from the bottom of all chairs and tables. All bathrooms were polished with cream cleanser.
- At Haslam Business, Einstein area on 2nd floor was top scrubbed and waxed and the dock area on G was top scrubbed and sealed. All of the lower dock area for Haslam and Student Union was cleaned up with Dock Sweeper. All rugs have been shampooed. All elevators have been top scrubbed and polished up.
- At Henson Hall, all hard floors have been top scrubbed on all floors in Henson.
- At Greve Hall, room 632 was striped and waxed.
- At Morgan Hall, we cleaned the carpet in suite 317 A & B, room 225 and suite 314.
- At JIAM, we cleaned the tile in the ground floor restrooms and first floor men's restroom.
- All carpets cleaned and all hallway floors finished waxing on 5th and 4th floor of South Stadium. We have begun scrubbing/waxing on the 3rd floor and cleaning carpet on the 3rd floor of South Stadium.
- At Claxton, we are working on the 4th, 3rd and 2nd floors. They have been scrubbed/waxed and all carpet cleaned on all floors.
- All carpet on 3rd floor of AHT Treasurers office was finished.

Lock & Key Shop:

- Walters Academic – repair exit hardware.
- McCord Hall – repair lock.
- Fraternity Park – replace combination lock.
- Campus – assist as needed, loading maintenance cores.
- Front Office – Open for key pickup and drop off, dispatch as needed.
- University Housing – recores and repairs, assisting 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:

- The new waste hauler contract bid has been submitted.
- The MOG Ambassadors program is on it's second week and is focusing on Zero Waste this week.

Recycling Totals for May 18 to May 24:

- Bottles/Cans: 1,040 lbs.
- Paper: 0 lbs.
- Cardboard: 9,600 lbs.
- Manure: 11,190 lbs.
- Food: 848 lbs.
- Total: 22,676 lbs./11.34 tons
- Pallets: 13

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 289,180 lbs. / 144.59 tons
- Paper: 266,480 lbs. / 133.24 tons
- Cardboard: 529,160 lbs. / 264.58 tons
- Manure Compost: 341,910 lbs. / 170.96 tons
- Food Compost: 515,892 lbs. / 257.95 tons
- Total: 1,942,622 lbs. / 971.31 tons

ZONE MAINTENANCE

Zone 1:

- We have started cleaning the AHs in the residence halls.
- Slowly starting to do room to room where we can.
- The last day for residents to pick their belongings from the dorms was Sunday.

Zone 2:

- We are currently spring cleaning the cooling towers at Claxton, McClung Tower, Communications (street machine room) and McClung Museum.

Zone 3:

- At UTPD, we conducted our annual spring cleaning of chillers and condensing units.

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ZONE MAINTENANCE CONTINUED:

- At Blount Hall, we replaced belts on exhaust fans.
- At Taylor Law School, we patched holes in the roof.
- We work continuously on upgrading to LED lighting.
- At the Baker Center, we conducted equipment checks, cleaned the AC cooling tower and repaired lights on the first floor.
- At International House, we conducted equipment checks and repaired lights on the first floor.
- At the Volshop, we conducted an equipment check and placed COVID-19 signs.
- At Haslam Business, we installed COVID-19 signage, received filters and replaced the belts on AHU7.
- At SMC, we checked equipment, replaced exit signs and we installed COVID-19 signage.
- At Taylor Law, we creased all machine room equipment, AHUs, pumps and motors.
- At Panhellenic, we rebuilt the toilet flush valve in the men;s restroom. We conducted our daily walk throughs, machine room checks and we greased equipment.
- At Hoskins Library, we have conducted daily equipment logs, received air filter stock, tested generator number 3 and repaired the door in room 212.
- At Biosystems Engineering and Labs, we are continuing to update lights to LED.
- At Dunford Hall, we checked equipment, fixed lights on the stairs and assisted electricians.
- At Henson Hall, we conducted equipment checks, worked on ceiling tiles on the 4th floor and unstopped sinks on the 4th floor.
- At Greve Hall, we checked machine rooms, posted COVID-19 signage, replaced AC units where needed and replaced window cranks and latches where needed. We conducted a walk through mold inspection, replaced vacuum breakers, cleaned chillers and cleaned condensing units.
- At Tyson House, we checked air handlers, replaced belts, greased units, changed ice machine filters, conducted walk through mold inspection and tightened commode seats.
- At Hodges Library, we replaced the motor on AHU3. We made lighting repairs, cleaned dry wells and conducted general maintenance.

Zone 4:

- Doing PMs on drains, completing PMs, making sure all buildings are secure and cleaning air returns in all dining halls.
- Cleaning coils on mobile equip at Anderson Training.
- Repairing dish machine at Thompson Boling Arena.
- Repairing fryer in Student Union Phase I.
- Installing equipment in Student Union Phase 1.

Zone 5:

- At the Football Complex, we checked and adjusted chemicals in pools and changed lights on the practice field.
- At Neyland Stadium, we unstopped several drains that were stopped up.
- At Allan Jones Aquatic, we checked and adjusted chemicals in pools and cleaned.
- At Auxiliary Services, we moved new filters off loading dock and changed toilet bearing in room 113.
- At Lindsay Nelson Stadium, we converted lights to LED.
- Throughout the zone, we are conducting general building maintenance.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Shutoff bathroom fans in select buildings.
- Mossman equipment inventory.
- We are continuing air pressure checks in the Vivarium.
- Continuing to work on OSHA training.

Zone 7:

- We are assisting research labs and trying to prepare for students to return

Zone 8:

- We continue to receive shipments for all of our buildings for our upcoming Covid-19 filter change.
- We will make sure that all buildings are safe and secure after the holiday weekend.
- Our monthly Archibus entries will be a priority this week to close out the month of May.
- One-Call will continue to have a busy schedule as we continue to crawl towards the reopening of campus.

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ZONE MAINTENANCE CONTINUED:

Zone 9:

- We continue to upgrade our lighting at Middlebrook Building.
- We will continue to do our daily inspections in all of our buildings.
- As our customers continue to slowly come back to campus, we will be answering their calls and meeting their needs.

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/oL1bKp3xkQJ>
- Briefing #8 https://youtu.be/4_oWaPxxvENk
- Briefing #9 <https://youtu.be/ICnPSEsmxsY>
- Briefing #10: https://youtu.be/pufGH_NMumI
- Briefing #11: <https://youtu.be/mzUID7D1X2c>
- Briefing #12: <https://youtu.be/6rqP8-2i7HM>
- 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/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.
- We have six new employees 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

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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.
- 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 procedures or campus alerts, report security issues, or connect with the UTPD.
- Computer Upgrades.
- New Computer Setup.
- DELL Warranty Repair.
- Work from home assistance.
- Software Upgrades.

UTILITIES SERVICES

A/C Services:

- Repaired leak in system at Crops and Genetics.
- Installation of mini split system at Vol Shop.
- Repairs on chiller in office and conference room at Neyland Stadium.
- Continued repairs and leak search in Central Foods freezer at Presidential Court.
- Turned off chiller for cleaning at UTPD.
- Repaired leaking pumps at Hodges Library.
- Turned off system for towers to be cleaned at Claxton.
- Reset chiller system at Baker.
- Began working on system for cooling at Allan Jones.
- Made repairs on condensing unit at Dabney.
- Repair and clean units brought into shop for PTAC.

Electrical Services:

Security/Fire Alarm Group:

- Fire panel. Disable/enable devices for plumbing at Jessie Harris.
- Fire panel. Disable/ enable devices for contractors at 1816 Fraternity Park.
- Fire panel. Disable/enable devices for plumbing at SERF.
- Fire panel. Disable/enable devices for maintenance at McCord Hall.
- Fire panel. Blew out dirty S.D. in basement at South Carrick.
- Installed and started new batteries for generator and assisted Generac contractors at Hess Hall.
- Turned off A/C unit and cleared alarm at 1812 Fraternity Park.
- Assisted MASCO with pump tests at Fred Brown and Hess Hall.
- Cleaned dirty S.D. on panel at the Welcome Center.
- Assisted Morristown Sprinkler with yearly testing at Massey and Laurel Hall.
- Cleaned S.D.'s at Brehm Animal Science.
- Assisted with scheduled outage at Mossman.
- Disabled and Enabled devices for Interstate Mechanical at Min Kao.

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- Assisted contractor to repair generator at Morrill Pump House.
- Repaired generator trouble with Nixxon Power by installing new software at Nursing, Nielson, and Perkins.
- Cleared trouble on fire panel at Food Safety.
- Reset Security. Red light not changing at TBA.
- Replaced maglock board on lobby door at Vet School.
- Cardax controller #8 offline. Updated software and reset at Min Kao.
- Repaired doors in Suite 100 at UT Conference Center.
- Adjusted card reader at Music and Andy Hold Tower.
- Installed power for new PVI at Jessie Harris.
- Worked on power for scaffolding for Jumbo Tron work at Neyland Stadium.

Plumbing Shop:

- Pumped steam vaults on Campus.
- Daily 1-800's.
- Installing PVI at Jessie Harris.
- Installing water lines at Carrick and Reese Hall.
- Lab remodel at Dabney.
- Installed new steam pilot at SERF.
- Tested for hard water condensate on Campus.
- Prep for steam regulator replacement at Student Health.
- Checked on high water at Sigma Phi Epsilon.
- Prep work for dirt separator at Strong Hall.
- Checked on sewer test access on Campus.
- Worked on steam trap at Haslam Business.
- Repaired recirculating line at Vet School.
- Repaired Leslie at Student Union.
- Repaired steam leak at Temple Hall.
- Repaired geothermal water leak at 2630 Ann Baker.
- Repaired steam leak in penthouse #2 at Communications.
- Repaired water leak at Daugherty.
- Repaired water leak in room 633 at SERF.

High Voltage:

- Cleaned filters and checked batteries at Laurel Substation.
- Assisted Plumbing in lowering new stand, piping, fittings, and material in the basement for new install at Strong Hall.
- Tested transformer and checked voltage rotation at Surge Building.
- Checking lights at Pedestrian Mall.
- Checked problem with generator and reset GFIC outlet at Main substation maintenance building.
- Reset controller for traffic light at Pat Head Summitt & Volunteer.
- Changed pole light fixtures to LED, pulled new wires and checked out at Humanities Courtyard.
- Repaired front pole lights at Hoskins Library.
- Reattached flag pole light at Facility Services Complex.
- Checked light outages on Campus.
- Daily 1-800 marking

Secondary Electrical:

- Installed new outlet in freezer at SERF.
- Tracing out wires to install a new Wadsworth panel at AG/ Greenhouse #13.
- Installed breaker for shop area at Facilities Services Complex.
- Replaced lights for irrigation crew at Landscape Office.
- Relocated outlet for welding shop at Fleming.
- Installed new wires for emergency circuits at Mossman.
- Reworked old lighting with new lights in gym closet at TREC.
- Repaired burned up light at Dunford Hall.

Steam Plant:

- Produced over 14 million pounds of steam.
- Turbine was taken offline for maintenance.
- Swapped boilers around.
- Maintained boiler water chemistry.

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

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- 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; Ventilation for equipment 304 and 305.
- 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.

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- 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; Improve ventilation for cylinder cabinet and vacuum pump manifold 728.
- 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; Sneeze guards in Which Wich.
- 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.
- UT Drive Service Building: Wind Tunnel for Engineering Department.
- Vet Med Center: Replace fire doors; Replace seating A118 and repair seating A335; Sneeze guard at the Pod Market.
- 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.