

Facilities Services Weekly

May 4, 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=8SKqX4lvhll>
- 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_oWaPxxvENk
- Briefing #9 <https://youtu.be/ICnPSEsmxsY>
- Briefing #10: https://youtu.be/pufGH_NMuml

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.

FACILITIES OPERATIONS

Building Services:

- At Austin Peay, we cleaned the carpet in room 215D, 203 and 301I. We burnished the floors on the first floor and hallways on each floor, cleaned carpets throughout the second, third and fourth floors and we high speed cleaned the floors on the third and fourth floors.
- At Ayres Hall, we stripped and waxed the floors in multiple rooms throughout the building.
- At Burchfiel, we burnished the floors in room 101 and on the fourth floor.
- At Dabney Buehler, we burnished the hallways on each floor.

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FS OPERATIONS CONTINUED:

- At Hesler, we cleaned the carpets on the second and fourth floors.
- At Nielsen Physics, we cleaned the carpet and floors throughout the building.
- At Nuclear Engineering, we high speed cleaned and burnished the floors throughout the building.
- At SERF, we cleaned the carpet in room 307.
- At Walters Academic, we cleaned the carpet in multiple rooms.
- At Min Kao, we cleaned the carpet throughout the fourth floor and scrubbed the restroom floors on the third, fourth, fifth and sixth floors.
- At Andy Holt Tower, we scrubbed and buffed floors, cleaned carpet, cleaned entrance glass and windows and dusted windows and blinds.
- At Claxton, we scrubbed and buffed the floors and cleaned the carpet.
- At Alumni Memorial, we cleaned the outside windows on the first and second floor.
- At the Law College, we scrubbed and buffed the floors on the first and second floors and cleaned the library carpet on the first and third floors.

Lock & Key Shop:

- Fleet Management – Install passage locks/padlock and key area.
- Reese Hall – Install lock.
- Dabney/Buehler – Freight elevator install core.
- Front Office – Filling key request/dispatching as needed, key returns & pickup.
- University Housing – Assisting as needed – re-cores & repairs.
- Campus – Assisting as needed – securing exits.

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 April 27 to May 3:

- Bottles/Cans: 720 lbs.
- Paper: 0 lbs.
- Cardboard: 7,080 lbs.

- Manure: 7,070 lbs.
- Food: 1,445.63 lbs.
- Total: 16,361 lbs. / 8.16 tons

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 285, 860 lbs./ 142.93 tons
- Paper: 260,100 lbs. / 130.05 tons
- Cardboard: 512,380 lbs. / 256.19 tons
- Manure Compost: 314,480 lbs. / 157.24 tons
- Food Compost: 511,049 lbs. / 255.52 tons
- Total: 1,883,869 lbs. / 941.93 tons

ZONE MAINTENANCE

Zone 1:

- We are working on list of empty rooms in the residence halls for changing filters and cleaning coils and units.
- There are still some residents in Clement and Stokely.
- The residence halls will begin allowing students to come back for their belongings today.

Zone 2:

- We are answering calls, unlocking doors and checking every room in every building for mold.
- Our team is working on PMs.
- We replaced an exhaust fan motor for the lab at Student Health.
- We wiped outside of all fan coil units with bleach at McClung Tower.

Zone 3:

- At Greve Hall, we checked machine rooms and equipment, put in two vac breakers, replaced five A/C PTACs, replaced ceiling tile in room 615, replaced window cranks where needed and replaced lights and ballasts in room 515.
- At Taylor Law, we are conducting room to room mold inspections and checking each room for other maintenance repairs. We are conducting daily walk throughs to check all exhaust fans and replace belts as needed. We completed our OSHA-10 training.
- At Panhellenic, we are conducting room to room mold and maintenance inspections, daily walk throughs and equipment checks.

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- At Blount Hall, we are conducting daily equipment checks and walk throughs.
- At Hodges Library, we are checking restrooms and preparing for the return of faculty and staff.
- At Melrose, we are checking and cleaning A/C units and checking lighting.
- At Taylor Law, we are conducting room to room mold inspections and checking each room for other maintenance repairs. We are conducting daily walk throughs to check all exhaust fans and replace belts as needed. We completed OSHA-10 training.
- At Panhellenic, we are conducting room to room mold and maintenance inspections, daily walk throughs and equipment checks
- At Blount Hall, we are conducting daily equipment checks and walk throughs.
- At Haslam Business, we completed OSHA-10 Training. We are conducting daily walk throughs, making lighting repairs, steam leak repairs and we received a partial order for A/Hs run generator.
- At SMC, we rebuilt the hot water valve on the seventh floor A/H, replaced belt on 2 A/Hs, conducted an equipment check and numerous humidity level checks throughout the week on every floor.
- At Hoskins Library and UTPD, we tested generators and checked AHUs and water heaters.
- At the Baker Center, we completed equipment checks, repaired lights on the second floor and replaced ceiling tiles on the third floor.
- We checked PMs at the Vol Shop.
- At the International House, we checked and adjusted belts on air handlers and repaired lights on the second floor.
- At the Conference Center, we painted the awning on the Locust St. side of building. We are cleaning up the maintenance shop.

Zone 4:

- At Neyland Stadium, we are removing ice machines and repairing coffee makers.
- We are maintaining drains, replacing existing lighting with LED, checking and maintaining air handlers, cleaning coils in walk in coolers and freezers, repairing mobile equipment for football games, calibrating gas ovens and checking all ice machines for proper

operation in all dining halls.

- We are replacing broken pavers at PCB.

Zone 5:

- At the Football Complex, checked and adjusted chemicals in pools
- At Neyland Stadium, we replaced flush bearing on toilet in 409 and assisted the electric shop on light on ramp 22.
- At Allan Jones, we checked and adjusted chemicals in pools.
- At Auxiliary Services, we worked on toilets in women's room 115 ,118
- Throughout the zone, we conducted general building maintenance.

Zone 7:

- Zone 7 has been preparing our buildings to reopen and one employee has been training from home.

Building Commissioning Team:

- We have been working on delivering sandwich board COVID-19 signs to various locations around campus as part of Logistics work for the EOC. We also air balanced the Press box suite at the Lindsey Nelson Baseball Stadium.

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_oWaPxxENk
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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/saml/default.aspx>. Sign in with your NetID and password. Then, click on "Your Transcript" and "Launch" to load the training. Remember that this training is available throughout the year and can be completed at any time. Please contact the Training Unit with any questions you may have.
- While working remotely, there are many different training opportunities that you can take advantage of. Please check your email inbox for messages from Rebecca Alcorn that contain links and further information. If you have questions, please contact Rebecca.

IT Support and Maintenance:

For employees that may need to telecommute or work from a different location than usual, the Office of Information Technology has a webpage (at <https://oit.utk.edu/remote-it/work-remotely/>) to help answer common questions that may arise, including:

- How to check your voicemail remotely
- Accessing your email account
- Tips for conference calling and online meetings
- How to remotely connect to your office computer
- How to connect to the H: or I: drive when you are away 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.

- 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

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great way to quickly access safety related resources, such as emergency procedures or campus alerts, report security issues, or connect with the UTPD.

- Work at home support.
- New computer installations.
- Equipment inventory.
- Hot spot inventory.
- Training.
- Printer Maintenance.

UTILITIES SERVICES

A/C Services:

- Repairs on pump at Law College.
- Repairs on chiller at Haslam.
- Assisted contractors with unit checks inside Jumbotron at Neyland Stadium.
- Installation of new mini-split for transformer room on second floor of Business Incubator.
- Repaired CFA freezer at Presidential Court.
- Mini-split installation at VolShop.
- Worked on cooling tower at JIAM.
- Chiller repair at Hess.
- Restarted chillers at Music.
- Repairs to Dectron No. 3 at Allan Jones.
- Checking and diagnosing VRF units for commercial units at Student Union.
- Installed new ice machine at Haslam.
- Reset chiller at Music.
- Chiller checks across campus.
- Cold room checks across campus.
- Remote online training.

Electrical Services:

Security/Fire Alarm Group:

- Disabled devices for Elevator contractor at Strong Hall.
- Reset fire panel A/C fault at 1610 University Ave.
- Fire panel trouble. Disabled then enabled devices for contractors at Greve Hall.
- Fire panel. Disabled then enabled devices at SERF.
- Fire panel. Disabled then enabled devices at Reese Chiller House.

- Assisted MACO to disable points to repair sprinkler at 1836 Fraternity Park.
- Fire panel trouble. AC fault reset at Equity and Diversity.
- Fire panel supervisory trouble at Thompson Boling Arena.
- Fire panel. Disabled then enabled devices for contractors at Alan Jones Aquatics.
- Fire panel. Disabled then enabled devices for AC shop at Business Incubator.
- Fire panel trouble from smoke detector in 8th floor lobby at Andy Holt Tower
- Fire panel trouble in Room 301. Replaced batteries for concession speaker strobe at Thompson-Boling Arena.
- Trouble on security panel. Replaced bad controller at Middlebrook Building.
- Remote online training.

High Voltage:

- Changed out 3 pedestrian pole lights to LED at Circle Dr.
- Changed pole light heads to LED at Middlebrook Building.
- Checking Campus lighting.
- Spraying for weeds at Laurel Substation.
- Daily 1-800 marking
- Pumping electrical manholes across campus.
- Remote online training.

Secondary Electrical:

- Worked on condensation pump and reset at Mossman.
- Working on power problem at Alumni steam vault.
- Repaired electrical problem at package lockers in Presidential Court.
- Monthly meter reading across campus.
- Worked on stage 2 fac. at Greenhouse #16.
- Repaired ramp lights at gates 22 and 23 at Neyland Stadium.
- Remote online training.

Plumbing Shop:

- Sewer line installation at Thackston School.
- Installed storm drain at the Steam Plant.
- Checked sinkhole at Sorority Village.
- Checked out leak at Mossman.
- Worked on Acid Drain at Plant Biotech.

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- Checked water leak in street at Dunford Hall.
- Changed out water fountain at Andy Holt.
- Checked on water heater at Soccer Stadium.
- Hooked up new tank on landscaping trailer.
- Repaired leak at SERF.
- Repaired steam traps on hot water Leslie at Carrick Hall.
- Investigate high water at JIAM.
- Repairs on trailer at Recycling.
- Worked on recirculation pump at Dougherty.
- Repair sink drain at Dabney Buehler.
- Worked on Leslie at Jessie Harris.
- Repaired steam leak at the Aquatic Center.
- Pumped steam vaults on campus.
- Remote online training.
- 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; Concrete pad for pumps.
- 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; Paint 339; Paint and carpet 328; Minor renovations 83.
- 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.

Steam Plant:

- Checked pumps and equipment.
- Remote online training.

CONSTRUCTION SERVICES

- Anderson Training Center: New flooring, paint, and utilities for new tubs.
- Andy Holt Tower: Replace tile floor in P2 elevator lobby; Add receptacle to 604.
- Art & Architecture: New counter tops in 1st floor restroom; Repair pedestrian bridge; Repair carpet in 224.
- Austin Peay Building: Blinds 303D.
- Auxiliary Services: Disconnect plate processor, new tile under machine, new electric service 115B.
- Ayers Hall: Water bottle filling station; Install lockers in G012 .
- Bailey Education: Signage for 5th floor; Fix floor around drain in men's room.
- Baker Center: Paint an office.
- 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.
- 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; 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.).
- Fab Lab (Jewel Building): Replace glass with frosted glass and security film in store front; Install exterior lighting and camera.
- Fibers and Composites: Utilities for press (chilled water, electric, air).
- 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: Hanging rods for G006A; Electric for digital display in elevator lobby, Ground Floor.

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- 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; Classroom upgrades.
- Hoskins Library: Access controls 200.
- HPER: Paint 376.
- Humanities and Social Sciences: Classroom Upgrades.
- Jessie Harris: Paint 102B, 102C, 102D, 102D1, 102E; Paint and blinds 332; Conduit for wireless access point on 4th floor; Remove fan and paint 102.
- 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; Door security on 5th floor.
- 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; Remove night latch.
- 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.
- North Greenhouse: New lights 109.
- Nursing Building: Paint 237 and 329.
- Perkins Hall: Renovate 122 and 124; 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; New receptacle; Renovate 217 and 218; Cabinetry and connections for new lab 506; Paint and carpet 601 and 602; 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; Add receptacle in 412H.
- Student Union: Signs for various areas; Emergency locking; Shell Space Buildout; Door hold open devices for Student Engagement.
- 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 008A; Remove aluminum from ceiling 001; Paint a room.
- Tyson Alumni House: Paint 110.
- Vet Med Center: Replace fire doors; Replace seating A118 and repair seating A335.
- 1610 University Av.: Make office in 211; Receptacle and data for new desk location; Build recess in wall for Smart TV; Paint 220; Patch floor.