

# Facilities Services Weekly

June 22, 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/mzUID7D1X2c>. If you missed any of the COVID-19 briefings, they can be found at the links located on page 4 under Communications & PR.

## Sick Leave Bank Open Enrollment Reminder:

Beginning April 1, 2020, and continuing through August 31, 2020 (originally June 30), we will be accepting applications for new enrollees in the Knoxville-Area (including the Institute for Public Service, System Administration, UT Foundation and UT Space Institute) and Institute of Agriculture sick leave banks. The extension will provide additional time for employees to complete and submit an enrollment application as a result of COVID-19.

For more information and to apply, please visit: <https://hr.utk.edu/sick-leave-bank/>

---

---

## 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](mailto:vhuff@utk.edu) or 865-382-1779.

## FACILITIES OPERATIONS

### Building Services:

- Congratulations to Raheem Obaid on receiving his American Citizenship this month!
- Stripping and waxing has been finished at Ayres Hall. We will be burnishing halls and carpet work in all the buildings will continue. Floor work at Hesler will start this week.
- At the Middlebrook Building, we cleaned the windows on the first and second floor. We cleaned the concrete in 134 - 135.
- At Plant Biotech, we cleaned the tile in 113.
- At Morgan Hall, we cleaned the tile, terrazzo and wood floors on the first floor.
- At Brehm Animal Science, we cleaned the first floor brick hallways.
- At Perkins, we cleaned the hallways with the hard floor cleaner.
- At Dougherty Engineering, we cleaned the 4th floor

FS WEEKLY CONTINUED ON PAGE 2

# Facilities Services Weekly

June 22, 2020

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

## FS WEEKLY CONTINUED:

restroom flooring.

- At Ferris Hall, we cleaned the restroom flooring.
- At CCB, we cleaned the second floor restroom flooring.
- At Nursing, we buffed the tile in all hallways.
- At Bailey Education, we buffed the tile in the second floor hallway.
- At South Stadium, we cleaned the tile and scrubbed and waxed the third floor hallway.
- At Communications, we cleaned the tile in the third floor hallway.
- At Andy Holt Tower, we cleaned the carpet in multiple rooms.
- See the end of this week's newsletter for some photos of work our team has completed this week!

## Landscape Services:

- Landscape services is starting to mulch campus in preparation of students returning. The landscape beds have been pruned and weeded and treated with herbicide to suppress weeds.

## Arboriculture:

- Summer watering continued- 2 times.
- Staff Lot 9 at Student Union-Crown raising of trees in the lot and trees near the entrance at the Vol Shop.
- Art and Architecture and Haslam Music - crown raising of trees in the front lawn.
- Volunteer Blvd - removal of dead trees in medians and bioswales; pruned dead branches in other trees in the area.
- Tom Black Track - thinning of trees inside the fence on Volunteer
- Culinary Arts and Creamery - crown raising and deadwood pruning of various trees; pruned for clearance of street lamps.
- Burchfiel Geography - removal of maple tree killed by steam leak.

## Turf:

- Mowing of on and off campus turf areas.
- Help with debris and trash removal .
- Performed both preventative and emergency repairs on turf and landscape equipment.
- Performed multiple irrigation repairs across campus and ran systems to look for issues.

- Finish topdressing all event lawns.
- Applied a chemical application to event lawns to control weeds.
- Continue with regular scheduled mowing.
- Continue with regular scheduled equipment maintenance.
- Continue to run irrigation systems to look for issues.
- Preform wiring repair on the north Pedestrian Walkway irrigation system.
- Spray crack weeds at Cherokee Farms property.

## Sanitation Safety:

- We worked with McClung Museum personnel to develop a specialized IPM (Integrated Pest Management) program for the museum and its storage area at Middlebrook.
- We performed a bed bug heat treatment.
- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.

## **ENERGY MANAGEMENT**

- We delivered 33,250 pounds of compost.

## UT Office of Sustainability/Recycling:

### Recycling Totals for June 15 to June 21:

- Bottles/Cans: 540 lbs.
- Paper: 5,840 lbs.
- Cardboard: 8,040 lbs.
- Manure: 10,200 lbs.
- Food: 688.50 lbs.
- Total: 25,089 lbs./12.54 tons
- Pallets: 19

### Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 292,740 lbs. / 143.02 tons
- Paper: 286,040 lbs. / 143.02 tons
- Cardboard: 550,830 lbs. / 275.42 tons
- Manure Compost: 384,980 lbs. / 192.49 tons
- Food Compost: 520.631 lbs. / 360.32 tons
- Total: 2,035,221 lbs. / 1,017.61 tons

FS WEEKLY CONTINUED ON PAGE 3

# Facilities Services Weekly

June 22, 2020

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

## FS WEEKLY CONTINUED:

### ZONE MAINTENANCE

#### Zone 1:

- We are still cleaning coils and filters in the residence halls.
- We are continuing to work on room to room.

#### Zone 2:

- We are answering calls and completing regular duties. The motor for the air handler at McClung museum has been changed.

#### Zone 3:

- SMC: Cleaned chiller room, met with AAF rep. to resolve filter issue, outside stairwell light repair going to pump room and conducted general maintenance.
- Haslam Business: Discarding all trash from roof, checking cooling towers, assisting A/C shop on chiller repair and conducting general maintenance.
- Hoskins Library: Generator test run, daily walk through equipment logs and repairs, unplugged ava box drain, replaced ceiling tiles, cleaning chiller mech room, restroom inspection & repairs and bleed back flow system.
- Baker Center: Equipment check and repaired accent lights in the rotunda.
- International House: Equipment check and greased all five air handling units and inspected them.
- Tyson House: Checking machine rooms and doing walk through
- Greve Hall: Checking air handlers, putting in window cranks, changing out A/C units where needed, changing ceiling tile, changing filters in water fountains and checking room to room.

#### Zone 4:

- Treating drains and using drain maintainer in all dining halls.
- Completing PMs in all dining halls.
- Cleaning coils on mobile equipment in Stokely.
- Repairing hot well at ATC.
- Repairing dish machine at Thompson-Boling Arena.
- Repairing rotary oven PCB.
- Repairing tray return Stokely.

#### Zone 5:

- In athletics we are converting lights over to LED at the boathouse.
- At Neyland Stadium, we are converting beam lights to LED throughout the stadium.
- Checking pool chemicals at Allan Jones and Anderson Training.
- Converting can lights in east skybox on 5th, 6th, and 7th floor to LED can light replacements.
- Working on Changing filters all over the zone, and cleaning air cooled chillers in zone as well.

#### Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Compile information for weekly newsletter.
- Shutoff bathroom fans in select buildings.
- Mossman equipment inventory. We are continuing air pressure checks in the Vivarium.
- Critical Freezer Register Inventory.

#### Zone 8:

- We continue to chase down leaks from various sources, including condensation from high humidity.
- The LED lighting upgrade continues at Plant Biotech.
- Our greenhouses continue to demand a lot of attention, especially since the summer temperatures are here.
- One-Call is answering calls 24/7 and providing access at multiple buildings daily.
- We will continue to check for mold/mildew in all of our buildings.

#### Zone 9:

- Our LED lighting upgrade work continues at the Middlebrook Building.
- We have cleaned our cooling tower at Middlebrook for the season.
- We will continue to monitor our daily/weekly and monthly Archibus requests.

#### ZM Specialties:

- The specialties team worked on posting COVID-19 signage for Southern Kitchen and bus stops around campus, repaired handicap operators at Magnolia Hall and Student Health Center, replaced windows at Clement

ZONE MAINTENANCE CONTINUED ON PAGE 4

# Facilities Services Weekly

June 22, 2020

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

## ZONE MAINTENANCE CONTINUED:

Hall, boarded broken window at Communications, inventoried food service equipment in Haslam Business, Fred Brown, TRECS, and Vet Med, approved cooling tower cleaning PM for July scheduling, assisted Zone 3 and 7 with equipment inventory audits in Law Complex and SERF, took airflow readings at Min Kao, assisted A/C Controls with air balancing at Student Health, and worked with Walters Academic Building maintenance tracking down airflow issues.

### Lock & Key Services:

- Hodges Library – install lock.
- Crops Genetics Lab – mud room install new lock & key.
- Dabney/Buehler – installing new combination locks.
- Dougherty Engineering – repair or replace core.
- Walters Academic – rekeying and assisting as needed.
- Front office – Open for key pickup/drop off, dispatching and assisting as needed.
- University Housing – recores and repairs, assisting as needed.

## COMMUNICATIONS & INFO SERVICES

### Communications & Public Relations:

- COVID-19 briefing links:
- Briefing #1 <https://youtu.be/PVIsb9SLLzk>
- Briefing #2 [https://youtu.be/Ko\\_ZXrFGers](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](https://www.youtube.com/watch?v=df_bTaJDj_4)
- Briefing #6 <https://youtu.be/hk-R6XvqZDk>
- Briefing #7 <https://youtu.be/oLibKp3xkjq>
- Briefing #8 [https://youtu.be/4\\_oWaPxxvENk](https://youtu.be/4_oWaPxxvENk)
- Briefing #9 <https://youtu.be/ICnPSEsmxsY>
- Briefing #10: [https://youtu.be/pufGH\\_NMumI](https://youtu.be/pufGH_NMumI)
- Briefing #11: <https://youtu.be/mzUID7D1X2c>
- Briefing #12: <https://youtu.be/6rqP8-2i7HM>
- Briefing #13: <https://youtu.be/igAzax1yoBs>
- Briefing #14: <https://youtu.be/igAzax1yoBs>
- Briefing #15: <https://youtu.be/yLGpEAupGBM>

- Briefing #16: <https://youtu.be/5RwzrEH8Zow>
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- #MaskUpMonday - I want to see your selfies on campus wearing your masks so we can showcase the faces of Facilities and how so many of you are letting your personality shine with your mask designs! All you need to do is take a selfie or a photo of your teammates and send it to me, at either [sjones80@utk.edu](mailto:sjones80@utk.edu) or 865-297-3027. Send me your funny ones, pop culture references, sparkly masks or solid colors – I want to see them all. Just include your name and your unit, and you'll be featured on our Facebook, Instagram and/or Twitter page(s)!
- 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](https://tiny.utk.edu/fscommentbox).
- Help us nominate our next Facilities Services Employee of the Month at [tiny.utk.edu/fseom](https://tiny.utk.edu/fseom).
- Help us to nominate our next Facilities Services Exceptional Team at [tiny.utk.edu/exceptional](https://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/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:

#### Contact info for our team is as follows:

Jim McCarter -

COMM & INFO CONTINUED ON PAGE 5

# Facilities Services Weekly

June 22, 2020

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

## COMM & INFO CONTINUED:

Cell: (865) 438-0708

Email: [jvm@utk.edu](mailto:jvm@utk.edu)

Tim Baker -

Cell: (865) 206-6954

Email: [tbaker41@utk.edu](mailto:tbaker41@utk.edu)

Shawn Benson -

Cell: (423) 620-9913

Email: [sbenson7@utk.edu](mailto:sbenson7@utk.edu)

- 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.
- There is now a way to submit the daily screening from your phone. You can download the Tennessee App (its free) Once downloaded open Faculty and Staff. Then open Human Resources. Scroll down and you will see the link to the Self-screen App. You will have to enter your NetId and Password, (you can check the remember me for 7 days block). Answer the questions and submit. In the near future the supervisors email will have to be added, they are going to remove the automatic fill.
- COMING SOON! UTK Facilities Services will be upgrading to Archibus v24 in September.
- New computer update.
- Email help.
- Server file storage increase.
- Printer maintenance.
- Autodesk license renewal.
- Time clock setup and activation.

## UTILITIES SERVICES

### A/C Services:

- Compressor repairs at Walters Academic and Hesler.
- Chiller repairs at Neyland-Thompson and Jones Aquatic.
- Cold room repairs at SERF.
- Minisplit repairs in stairwell at Student Health.
- Installation of new minisplit system at Pratt Pavilion.
- Diagnosis of downed VFR unit at Student Health.
- Compressor replacement at Hesler.

- Growth chamber repair at Hesler.
- Fresh air machine repair at Facility Services.
- Heat bundle repair at SERF.

### Electrical Services:

#### Security/Fire Alarm Group:

- Outage checks on panels at Baseball and Fraternity Park.
- Assisting Morristown Sprinkler with monthly pump tests at Anderson Training, Student Union, and Neyland Stadium.
- Assisting Johnson Control with yearly fire alarm testing at Stokely Hall and Hodges Library.
- Disabled and enabled devices for contractors at Fraternity Park and Sorority Village.
- Blew out dirty duct detector at Orange Hall.
- Reset alarm for Fire alarm panel at Orange North Carrick.
- Assisting BST with access for yearly testing at 1840 Fraternity Park.
- Disabled and enabled devices for A/C shop at Haslam.
- Disabled and enabled devices for maintenance at SMC chiller house.
- Cleared fire panel trouble at Vol Hall.
- Reset fire alarm panel at Thompson Boling Arena.
- Security Upgrade meeting at Facilities Planning.
- Changing out card readers at Hoskins, White Ave Early Learning, and Lake Ave Early Learning.
- Checked on entrance door readers at JIAM.
- Replaced door strike at Facility Services.
- Checked out motion detector alarm at Austin Peay.

#### High Voltage:

- Daily 1-800 marking.
- Replaced bad HV jumpers at Baseball and Fraternity Park.
- Started checking manholes and preparing for LA-5 project.
- Transformer inspections across Campus.
- Pumping high voltage vaults on Campus.
- Worked with contractors on damaged pole light at 11th St. and Estabrook.
- Replacing light at Lake Ave Daycare.
- Restored power to outside lights at Student Union.

UTILITIES CONTINUED ON PAGE 6

# Facilities Services Weekly

June 22, 2020

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

## UTILITIES CONTINUED:

- Worked with contractors on Duct Bank installation specs at West Campus Dining.
- Worked with Progression Electric on damaged PED at Volunteer and Pedestrian Mall.

### Secondary Electrical:

- Assisted A/C shop by troubleshooting and finding bad wiring at Crop Genetics.
- Repairing breaker in A/C unit in laundry at Hess Hall.
- Repairing lost power to window unit at North Carrick.
- Repaired emergency breaker at Hesler.
- Repaired lights at Mossman.
- Working with A/C to plan installation of new unit at Presidential Court.
- Replaced floor outlet at Anderson Training.
- Working on getting outage for new breaker and wiring for water heater install at Regal Soccer.
- Tracing out circuit for trouble with HVAC at North Carrick.

### Plumbing Shop:

- TN One Call on campus.
- Pumped steam vaults on campus.
- Worked on drains and water leak at the Conference Center.
- Continued water line work at Reese.
- Repaired steam leak at Neyland Stadium.
- Repaired condensate pumps at Art and Architecture.
- Checked on circulator pump at Dunford Hall.
- Trained operation of new Vac trailer at Facilities Services.
- Digging for condensate tank at Burchfiel.
- Washed storm drains at Circle Park.
- Sampling ports on Campus.
- Repaired leaking 3" drain at Brehm.

### Steam Plant:

- Continued installing new brine tank at plant.
- Worked on leak at dealkalizers.
- Running copper fill lines.
- Went over plant logs.

## **CONSTRUCTION SERVICES**

- Anderson Training Center: New flooring, paint, and utilities for new tubs.
- Art & Architecture: New counter tops in 1st floor restroom; Repair carpet in 224; Dimming controls for lighting 215A.
- 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.
- Burchfiel Geography: Classroom renovation 101.
- Brenda Lawson: Electrical engineering for broadcasting equipment G003.
- Campus: Window replacements- Perkins Hall; Install license plate cameras; LED lighting upgrades to outside lights; Replace UniversitySeals; Volunteer First Impressions Contest projects.
- Clarence Brown Theatre: Provide emergency locking for assembly spaces.
- Claxton Education: Paint 231.
- Communications: 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: Renovate lab 674 (casework, utilities and floor).
- Dougherty Engineering: Paint 210; Carpet and paint 208 and 508; Ventilation for equipment 304 and 305.
- Dunford Hall: 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; Paint 2630.
- 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).

---

UTILITIES SERVICES CONTINUED ON PAGE 7

# Facilities Services Weekly

June 22, 2020

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

## CONSTRUCTION SERVICES CONTINUED:

- Glazer Building: Movable wall and flooring 125.
- Hodges Library: Classroom upgrades.
- Humanities and Social Sciences: Classroom Upgrades.
- Jessie Harris: Paint and blinds 332; Paint 418 and 421.
- JIAM: 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.
- Mossman Building: Improve ventilation for lab equipment exhaust on 7.
- 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; Wellness Screens for Advising areas.
- Plant Biotech: Paint 111.
- 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; 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.
- 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; Wellness Screens for Vol Shop, Vol Tech, Snack Shop.
- 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.
- 11th Street Garage: Dimming controls for lights in UTPD Dispatch 148.

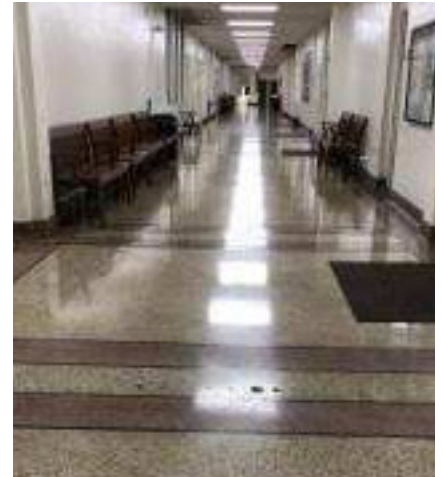
FS WEEKLY CONTINUED ON PAGE 8

# Facilities Services Weekly

June 22, 2020

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

Floor work at Morgan Hall:



Floor work at Brehm Animal Science:

