

Facilities Services Weekly

June 29, 2020

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

Fiscal Year-End Reminder

The Central Supply Warehouse will be closed for fiscal year-end inventory on Monday, June 29, and Tuesday, June 30, 2020. This will make it necessary for you to estimate as closely as possible the items you will need from the warehouse during that period. These items will need to be ordered early enough to be picked up or delivered by 4:00 P.M. on Friday, June 26, 2020.

During these two days, any needs for warehouse stock items that cannot wait until Wednesday, July 1, 2020 will have to be handled via purchasing documents (PDs). Please contact Ed Maples (emaples@utk.edu) with any questions.

Fall 2020 Event and Meeting Guidelines

UT has issued event and meeting guidelines for the Fall 2020 semester. Visit <https://events.utk.edu/covid-19-event-guidelines/> to find out more! For meetings and events with 50 or fewer attendees, a Visitor Health Screening form must be submitted for every non-UT attendee. Sponsoring departments are required to send each visitor/guest this form, collect them once filled out, and review them to make the final decision on their attendees.

Congratulations UT Sustainability!

UT Sustainability has achieved 4th place recognition in the National Wildlife Federation's RecycleMania 2020 competition! Congratulations on a job well done!

Helpful Hint from the Haberdasher

The weekly pickup this week will be on WEDNESDAY July 1st due to a modified July 4th holiday schedule.

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/>

Congratulations!

Congratulations to Raheem Obaid and Martine Lubelanu on becoming US Citizens last week!

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FS WEEKLY CONTINUED:

ADMINISTRATION

Special Projects:

- 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:

- Helped out at Thompson Boling Arena stripping sections 103-105 in the seating area for the first 100 seats.
- Hodges Library was completed with the pressure washing team. They have now moved on to SMC & HBB, they are working on the lower Plaza level in between the two buildings.
- At the Facilities Services Complex, the floor was scrubbed and high speed cleaned using diamond pads to bring back the shine.
- The first floor of Jessie Harris has been stripped and currently is in the process of being waxed. Work has started on the 2nd floor of Jessie Harris on edging the hallways.
- Melrose Buildings G, E, and F walk ways between the arches and down to Pedestrian Walk has been completed.
- Teams have been working on Clorox 360 training.
- At Bailey Education, teams have continued waxing.
- At Dabney Buehler, our team continues to work on the floors.
- At South Stadium, we scrubbed and waxed the tile in multiple rooms on the third, fourth and fifth floors.
- At Andy Holt Tower, we cleaned the carpet in 408, 411,

413 and 427.

- At Bailey Education, we cleaned the walls in A114. We also finished stripping and waxing the floors in the third floor hallway and lobby area.
- At Communications, we scrubbed and buffed throughout the first and third floors.
- At Austin Peay, we cleaned the carpet and burnished floors.
- At Hesler Biology, we cleaned the carpet throughout the building.
- At Ayres Hall, we stripped and waxed the floors.
- At Walters Academic, we cleaned the carpet in 313A and 313.
- At SERF, we cleaned the carpet in room 307.

Landscape Services:

- We continue to prune and clean landscape beds and mulch the beds. This will ensure we are ready for the students to return. We planted the last of the summer annuals in Sorority Village. We have also assisted in cleaning a warehouse at the Concord site so the building can be used to store furniture not needed in classrooms.

Sanitation Safety:

- We have been trapping raccoons at Concord.
- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.

ENERGY MANAGEMENT

UT Office of Sustainability/Recycling:

Recycling Totals for June 22 to June 28:

- Bottles/Cans: 920 lbs.
- Paper: 3,080 lbs.
- Cardboard: 6,360 lbs.
- Manure: 10,440 lbs.
- Food: 1,510.50 lbs.
- Total: 22,311 lbs./11.16 tons
- Pallets: 20

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 293,660 lbs. / 146.83 tons
- Paper: 289,120 lbs. / 144.56 tons

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FS WEEKLY CONTINUED:

- Cardboard: 557,190 lbs. / 278.60 tons
- Manure Compost: 395,420 lbs. / 197.71 tons
- Food Compost: 522,141 lbs. / 261.07 tons
- Total: 2,057,531 lbs. / 1,028.77 tons

ZONE MAINTENANCE

Zone 1:

- We are working on turning buildings.
- We also have a list of early returning AHD to the dorms.
- Still cleaning A/C units and coils.

Zone 2:

- We are answering calls and continuing to make campus better for everyone. Humanities is getting a new bathroom divider wall.
- The AC shop is assisting with a temperature problem on the second floor of Haslam Music.
- All strainers were checked and cleaned.
- We are repairing lights and replacing ceiling tiles.
- A men's restroom in Bailey is getting a new tile floor with the help of Building Finishes.

Zone 3:

- Tyson House: Checking machine rooms, doing room to room inspections, changed ice machine filter and changed burned out lights in the display cabinets.
- Greve Hall: Checking air handlers, replacing bad PTAC units, still installing window cranks/latches and conducting room to room inspections.
- Baker Center: Equipment checks, new filtering ice machine pump, greased all four air handling units and replaced belts on air handlers one and two.
- VolShop: PM checks.
- International House: equipment checks and repaired lights on the second floor.
- Hoskins Library: Generator test runs, elevator track cleaning, restroom inspection and maintenance repairs. We assisted in debate room 108 C & B, walkthroughs, logged equipment, cleaning of mechanical room and LED upgrades
- SMC: Help set up for 2nd floor renovation and the machine room LED upgrade has been completed. All

domestic water has been run throughout the building.

- Haslam Business: Weekly generator test. All domestic water has been run throughout the building.
- We have been conducting general maintenance .

Zone 4:

- Installing ovens in PCB.
- Maintaining drains in all dining halls.
- Checking all AC units in all dining halls.
- Making sure all equipment is ready for startup in all dining halls.
- Replacing burnt wiring on hot well in PCB.
- Checking all cooler & freezers for proper operation in all dining halls.
- Cleaning coils in all dining halls.
- Repairing fryer at the Student Union.
- Working on natural gas issue at Anderson Training.
- Ceiling tile and air returns at Stokely Hall.

Zone 5:

- At Neyland Stadium, we are changing water heater on the third floor in 372 and 369.
- At the Football Complex, checked and adjusted chemicals in pools.
- At Allan Jones Aquatic, we checked and adjusted chemicals in pools.
- At Lindsey Nelson Stadium, we are continuing to convert to LED lighting.
- At the Basler Boathouse, we are changing bay lights to LED.
- Throughout the zone, we are conducting general building maintenance.

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 7:

- Working on signage for COVID-19 and finishing up on

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ZONE MAINTENANCE CONTINUED:

PMs.

- At SERF we are finishing up paper towel and soap dispensers and we are working on needed repairs

Zone 8:

- We will begin to install new COVID-19 signage in all of our buildings.
- One-Call continues to service our customers and the entire UT campus 24 hours a day, 7 days a week.
- We will continue to cycle all of our water and drainage systems to prevent stagnated water.
- Our Archibus work requests will be priority this week with the closing of June and the end of the fiscal year.

Zone 9:

- Weather permitting, work will begin on replacing flashing at the Middlebrook Building.
- Covid-19 signage will be installed in many of our buildings this week.
- Our LED lighting upgrade continues at the Middlebrook building.

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 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:

- Walters Academic – Keying areas as needed.
- Clarence Brown – Installing hardware.
- TB Arena – Installing cores in all restrooms and custodial closets.
- Lyon's View – Rekey for transfer, assist as needed.
- Front Office – Open for key pickup/drop off, assisting as needed.
- Campus – Setting up maintenance cores, installing #'s on exterior doors.

- 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
- 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/oLibKp3xkjq>
- 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>
- Briefing #13: <https://youtu.be/igAzax1yoBs>
- Briefing #14: <https://youtu.be/igAzax1yoBs>
- Briefing #15: <https://youtu.be/yLGpEAupGBM>
- Briefing #16: <https://youtu.be/5RwzrEH8Zow>
- Briefing #17: <https://youtu.be/rtoywdyJ-tI>
- 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 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>.

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COMM & INFO CONTINUED:

- 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:

- We have one new employee this week! John Collins will be joining Building Services. Be sure to say hello if you see him around!
- 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 -

Cell: (865) 438-0708

Email: jym@utk.edu

Tim Baker -

Cell: (865) 206-6954

Email: tbaker41@utk.edu

Shawn Benson -

Cell: (423) 620-9913

Email: 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.
- Keywatcher troubleshooting.
- Printer maintenance.
- New computer setups.
- Work from home assistance.
- Inventory.
- O S reinstall-virus cleanup.

UTILITIES SERVICES

A/C Services:

- Repaired coupler on pump at SERF.
- Replaced motor on compressor for building compressed air at Blount Hall.
- Continued working on AHU at Facilities Services.
- Minisplit installation at Pratt Pavilion.
- Work on compressed air at Walters Academic.
- Continued work on air handler issue at Plant Biotech.
- PTAC and WSHP routine maintenance on campus.
- Repairs to Aaon unit at CRC.
- Chiller repairs at Haslam.
- Air drier repairs at JIAM.
- Compressed air repairs at Dougherty.

Electrical Services:

Security/Fire Alarm Group:

- Repaired generator issues at Melrose.
- Secured loose fire strobe light at White Hall.
- Disabled and enabled devices for A/C shop at Facilities Services and Pratt Pavilion.
- Disabled and enabled devices for Plumbing at South and

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- North Carrick.
- Changed smoke detector at Laurel Apartments.
- Reset smoke detector at Vet School.
- Replaced smoke detector at Massey Hall.
- Earth ground repair at Brehm Animal Science.
- Replaced smoke detector in chiller room at TREC.
- Replaced smoke detector and reset panel at Presidential Court.
- Reset fire alarm at White Hall.
- Assisting Simplex with access for annual fire panel testing at Stokely Life, Vet School, and Sorority.
- Assisting Morristown Sprinkler with monthly pump tests at Neyland Stadium, Law College, White Ave Day Care, Lake Ave Day Care, and Joan Cronan Volleyball, Dogwood Hall, and Mossman.
- Assisting Johnson Control with annual fire alarm testing at Vet School and Sorority Village.
- Security is updating new card readers at Mossman as part of the camps wide project.
- Checking on panic button at Greve Hall.
- Repaired door contact at Andy Holt Tower.
- Repaired mag lock plate at Hodges Library.
- Wired up relay to handicapped door opener at Min Kao.
- Meeting for security upgrade with WWR Associate.
- Security assisted High Voltage with pulling wire for LA-5 project on campus.

High Voltage:

- Daily 1-800 marking.
- Checking on contractor duct bank installation at West Campus Dining.
- Pulling wire and working on terminations for LA-5 project on campus.
- Working on temporary power to Jumbo Tron at Neyland Stadium.
- Working with Vols First Impressions on wrapping equipment at Hodges.
- Troubleshooting pole lights at 1900 Terrace Ave.
- Working on traffic lights at Lake Loudon and Pat Head Summitt.
- Delivering UPS to Min Kao.
- Changed photocell for outside lights at Austin Peay.

Secondary Electrical:

- Replaced bad low voltage Lutron switch at Neyland-Thompson Center.
- Reset tripped breaker on emergency panel at Jessie Harris.
- Removed CT off EV charger at Facilities Services.
- Reset tripped breaker on generator at JARTU.
- Repaired power to water heater at Burchfiel.
- Checking on temporary power at Neyland Stadium.
- Installed and tested heaters in Plumbing shop.
- Repaired wiring to disconnect for A/C unit at Prat Pavilion.
- Watched over contractors and assisted with access for panel replacement at Arts and Architecture.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumping steam vaults on campus.
- Installing new steam vent at Fiber and Composites.
- Digging for condensate leak and steam line repair at Burchfiel.
- Working on vac trailer dump site.
- Repaired 2" gas line on generator at Neyland Stadium.
- Repaired shower drain at Carrick Hall.
- Repaired drain leak at Physics Building.
- Repaired leaking water heater at Burchfiel.
- Worked on water line at Reese.
- Repaired cast iron leak at Carrick.
- Repaired copper water line leak at Stokely Hall.
- Repaired condensate pumps on campus.
- Condensate line repair at Vet School.

Steam Plant:

- Completed installation of new brine tank at plant. Tank went online 6/27/20.
- Checked condensate in return
- 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.

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CONSTRUCTION SERVICES CONTINUED:

- 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 University Seals; 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).
- Glazer Building: Movable wall and flooring 125.
- Hodges Library: Classroom upgrades.
- Hoskins Library: Renovate 114 for classroom.
- 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.

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- 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.

Join Facilities Services on Social Media



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@utfacilities



@UTFacilitiesServices

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.