Facilities Services Weekly

July 20, 2020

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

It’s Contest Time in Tennessee

Tonight (7/20) at midnight is the deadline to submit your ideas for COVID-19 Game Day team name and/or shirt design! You can send those to Sam via email (sjones80@utk.edu) or drop them off at Sam’s desk in the Complex. We’ve had some very clever submissions, but there’s room for more! Contact Sam Ledford with any questions you may have.

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

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:

• Floor work is taking place in Hesler offices and labs. Floor work is continuing at Dabney Buehler. Floor work will begin at Austin Peay on the fourth floor next week.
• The waxing of the second floor at Jessie Harris has been completed. A team on the basement floor has worked to get it stripped and waxed.
• At Strong Hall, we pressure washed the walkway and completed carpet care.
• At the Early Learning Center, we naturalized the newly abated floor after the old carpet was removed.
• At Jessie Harris and Hoskins Library, we removed the cobwebs that gathered around the window frames and door frames.
• At Ferris Hall, we cleaned the fourth floor hallway, windows throughout the building and all of the stairwells.
• At Dougherty Engineering, we detailed the auditorium.
• At SERF, we completed hard floor work in room 225 and cleaned the windows on the fourth floor.
• At Min Kao, we cleaned windows throughout the building.
• At Perkins Hall, we entrance glass and elevators.

Landscaping Services:

We continue to prune, mulch and get the landscaping ready for fall semester. This will ensure we are ready for the students to return. 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 continued to trap raccoons at Concord.
• Worked on monthly building interior PMs.
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**FS WEEKLY CONTINUED:**

- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.

**ENERGY MANAGEMENT**

**UT Office of Sustainability/Recycling:**

- **Recycling Totals for July 12 to July 19:**
  - Bottles/Cans: 1,040 lbs.
  - Paper: 5,020 lbs.
  - Cardboard: 3,940 lbs.
  - Manure: 2,880 lbs.
  - Food: 1,419.5 lbs.
  - Total: 14,300 lbs./7.15 tons
  - Pallets: 37

- **Recycling Totals for Fiscal Year 2020:**
  - Paper: 2,280 lbs. / 1.14 tons
  - Cardboard: 12,940 lbs. / 6.47 tons
  - Manure Compost: 23,440 lbs. / 11.72 tons
  - Food Compost: 5,750 lbs. / 2.88 tons
  - Total: 62,330 lbs. / 31.17 tons

**ZONE MAINTENANCE**

**Zone 1:**

- We are all continuing to work at the residence halls.
- We have been working on exhaust fans at North and South Carrick and Reese.
- We will be cleaning the chiller at Hess this week.

**Zone 2:**

- Answering calls.
- Unlocking doors.
- Working on PMs.
- Putting up COVID-19 signs.

**Zone 3:**

- At Hodges Library, we installed COVID-19 signage, fixed a sink in the Dean's office, worked on lighting and conducted general maintenance.
- At Melrose Hall, we installed COVID-19 signage, repaired a light in G building and conducted general maintenance.
- At the Baker Center, we conducted equipment checks, walk throughs and general maintenance.
- At International House, we conducted equipment checks, repaired lighting on the first floor and adjusted a door closer.
- At the VolShop, we checked PMs.
- At the Conference Center, we are assisting contractors with renovations, working on lights and conducting general building maintenance.
- At Taylor Law, we conducted daily walk throughs, checked AHUs and continued upgrading to LED lighting throughout the building.
- At Panhellenic, we conducted daily checks, updated bathroom plumbing and checked floor drains.
- At Blount Hall, we conducted daily checks and walk throughs.
- At the Carriage House, we conducted daily checks.
- At Tyson House, we are checking machine rooms, keeping charts of chilled water entering and exiting air handlers. We changed the ice machine filter and flushed commodes.
- At Greve Hall, we are checking air handlers, changing all AC units, changing out lights and ballast, flushing commodes and conducting room to room checks.
- At Hoskins, we are conducting daily walk throughs, updating equipment logs, testing generator three, upgrading to LED lights, placing decals, conducting mold inspections, oiling compressors, fixing condensate pump leak and inspecting elevator track and restrooms.
- At UTPD, we conducted daily walk throughs and updated equipment logs.
- At Dunford Hall, we conducted equipment checks, worked on AHU1 and continued various light repairs.
- At Henson Hall, we conducted an equipment check and worked on AC unit in room 421
- At SMC, we are checking equipment and humidity levels, measuring rooms for COVID-19 occupancy on the fifth floor and chair occupancy containment on G level.
- At Haslam Business, we are checking equipment and humidity levels, working with contractors and looking at chair occupancy containment on the first floor.

**Zone 4:**

- Placing COVID-19 signage in all dining halls.
ZONE MAINTENANCE CONTINUED:

- Cleaning coils in all dining halls.
- Repairing grill at Anderson Training.
- Repairing broken tile at Thompson-Boling Arena.
- Repairing waste disposal at Stokely Hall.
- Completing PMs in all dining halls.
- Checking equipment for reopen in all dining halls.

Zone 5:
- At Neyland Stadium, we checked and made needed repairs on exhaust fans.
- At the Football Complex, we checked and adjusted chemicals in pools and we are continuing to converting to LED lighting.
- At Allan Jones Aquatic Center, we checked and adjusted chemicals in pools and replaced tiles on the deck.
- At the Basler Boat House, we completed the LED lighting upgrade.
- Throughout the zone, we conducted general building maintenance.

Zone 6:
- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Installing COVID-19 signage.
- Shutoff bathroom fans in select buildings.
- COVID-19 signage count zone wide.
- Mossman equipment inventory.
- COVID-19 seat reduction.

Zone 7:
- At Min Kao, we are washing coils, conducting building checks and working on lighting. We are continuing to conduct mold checks room to room and general building maintenance.
- At Nuclear Engineering, conducted daily walk throughs, weekly walkthroughs and mold checks.
- At Alumni Memorial, we fixed a leak, zip tied COVID-19 seats in all auditoriums, fixed urinal, and we have a new maintenance employee learning the Alumni Memorial and Tickle Engineering buildings. We continue doing mold checks room to room. We adjusted a rear door and conducted general building maintenance.
- At SERF, we are working to fix pressure issues on house nitrogen line, we fixed leak in room 729, we continue conducting mold checks room to room and we are conducting general building maintenance.
- At Tickle Engineering, we have conducted daily walk throughs, weekly walk throughs and mold checks.
- At Dougherty, general maintenance, assist contractors, diagnose leaks, replace ceiling tiles, replace ballast, fix drain lines on a/c, covid-19 preparations, assist in moving classroom furniture, replace bulbs. Continue doing mold checks room to room. General building maintenance.
- At Ferris Hall, Perkins Hall, Jessie Harris, Senter Hall and Fibers and Composites, we conducted daily walk throughs, weekly walk throughs, and mold checks.

Zone 8:
- We continue to monitor our facilities for mold and mildew in all buildings.
- Our building’s HVAC systems continue to be a challenge with the recent extreme high temperatures.
- We continue to prepare for the return of our full staff, faculty and students for fall classes.
- One-Call continues to take calls for the entire UTK campus.

Zone 9:
- Our Archibus work requests continue to be a main priority of our scheduling this week.
- Maintaining our AC systems will be a priority this week with the high temperatures.
- Our lighting upgrade will continue at the Glazier Building in Oak Ridge.

Lock & Key Services:
- Walters Academic – repair lock/installing cores.
- Haslam Business – set up and install cores suite renovation.
- Dabney/Buehler – install combination lock.
- Campus – setup maintenance cores.
- University Housing – many recores and repairs.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:
- COVID-19 briefing links:
Employee Training & Development:

Training News:
- We have two employees starting with Zone Maintenance in New Employee Orientation this week! Be sure to say hello if you see them 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/samldefault.aspx](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.

IT Support and Maintenance:

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

- 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 Installs.
- Printer Maintenance.
- Inventory.
- VPN and Work from Home Assistance.

• ASSISTED Johnson Control with yearly Fire Alarm inspection at Thompson-Boling Arena.
• Responded to fire panel trouble and made repairs at Dougherty, Stokely, Regal Soccer, Vol Hall, JIAM, and Hodges Library.
• Security repaired doors at JIAM, SMC, Hesler Biology, Hodges Library, and Claxton.
• Security assisted L.V. and A/C shop with troubleshooting and repairs at South Greenhouse.

**High Voltage:**

- Daily 1-800 marking.
- Installing ground lights at Hoskins Library.
- Troubleshooting Bollard lights at Blueberry Falls.
- Checking on new duct bank installation at West Campus Dining.
- Working on transformer reports for LA-7 and LA-1.
- Installing new LED bulbs on parking pole lights at Regal Soccer.
- Cleaning up tools and materials from wire pulls on Campus.
- Worked with KUB on hit pipe and tracing down pipes from transformers at G-16 Garage.
- Assisted L.V. with tracing pipe at Regal Soccer.
- Repairing hit pile at Volunteer and JW Mall.
- Replaced photo cells at Lot 9/ Neyland Stadium.
- Checking site and working with contractors for new panel at Neyland Stadium.
- Ordered materials for Pole lights on Campus.
- Assisted Security and A/C with repairs at South Greenhouse.

**Secondary Electrical:**

- Assisted Plumbing shop with water heater install at Burchfiel.
- Working on training material for remote employees.
- Trouble shooting problem with emergency lights at Tri-Delta.
- Getting quotes for electrical parts to install pumps with Plumbing shop at Carrick.
- Assisting H.V. with tracing pipe at Regal Soccer.
- Trouble shooting and LOTO circuit for tripped breaker on rooftop unit at Kingston Pike Building.
- Replaced emergency ballast and checking occupancy
UTILITIES CONTINUED:

• Sensor at Sorority Village.
• Outage to replace breaker for water heater install at Regal Soccer.
• Assisted Plumbing shop with installing new PVI and LOTO of two water heaters at Hodges Library.
• Assisted Maintenance with A/C unit at Orange Hall.

Plumbing Shop:

• Congratulations to Wayne Stalans on his promotion to General Superintendent!
• TN 1 Calls on campus.
• Snaked drain at Dougherty.
• Worked on faucet project on Campus.
• Checked on gas at Music, Carousel, and Clarence Brown.
• Rebuilt Leslie at Neyland East Skybox.
• Connected water heater at Jessie Harris.
• Checked on steam leak at Hesler.
• Checked on water leak at Hodges.
• Camera culvert drains on Campus.
• Completed replacement of floor drains and hub drains at Conference Center.
• Installing sensor faucets on Campus.
• Leak repairs at Bess and Ferris Hall.
• Assisted contractors at Reese and Carrick.
• Pumped steam vaults on Campus.
• Storm drain line repair at Bio Systems Engineering.
• Continued work on 6” water line at South Carrick.
• Rebuilt and checked Leslies on Campus.
• Worked on PVI at Hodges.
• Worked on handrails on Campus.

Steam Plant:

• Removed fresh air actuator and made repair and replaced on #4 boiler to put it back in service.
• Removed #4 feed water flow meter. Cleaned and put back in service.
• Replaced broken piping on softener next to feed water pumps.
• 1 Hour test run on 2mg generator.
• Checked all equipment and greased all pumps that were in service.
• Changed air filters on plant air compressors.

CONSTRUCTION SERVICES

• Anderson Training Center: New flooring, paint, and utilities for new tubs.
• Art & Architecture: New countertop in 1st floor restroom; Repair carpet in 224; Dimming controls for lighting 215A.
• Ayers Hall: Water bottle filling station; Install lockers in G012.
• Burchfiel Geography: Classroom renovation 101.
• Campus: Window replacements- Perkins Hall; Install license plate cameras; Replace University Seals; Volunteer First Impressions Contest projects; Wellness Screens.
• Clarence Brown Theatre: Provide emergency locking for assembly spaces.
• 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.
• 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.
• Early Learning Center: Additions to playgrounds at White and Lake Avenues; Repairs around amphitheater (Lake Ave.).
• Fibers and Composites: Utilities for press (chilled water, electric, air).
• 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.
• 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.
• Presidential Court: Repair doors in Bakery.
• Sigma Chi Fraternity: Install sink, toilet and fire alarm
CONSTRUCTION CONTINUED:

device.
- SMC: Renovate 2nd floor-paint, carpet, lighting.
- SERF: 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.)
- Thackston School House: Renovate for Pediatric Language Center.
- Tom Black Track: Add water line at main gate; Raise drain to ground level.
- UT Visitor Center: Renovation for Creamery.
- Vet Med Center: Replace fire doors; Replace seating A118 and repair seating A335.

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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.