

# Facilities Services Weekly

September 14, 2020

ADMINISTRATION ● FACILITIES OPERATIONS ● ENERGY MANAGEMENT ● 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 the most recent COVID-19 briefing, visit <https://www.youtube.com/watch?v=XISS5Yutois>. If you missed any of the previous COVID-19 briefings, they can be found at the links located on page 4 under Communications & PR.

## Hints from the Haberdasher

"I can't fix it if I don't know it's broke" is a good rule of thumb. If you are missing pieces of your uniform you sent to be cleaned or repaired for two weeks or more, please let me know ASAP. It's difficult to convey a sense of urgency with the vendor if the issue is brought to my attention months after it happens.

Items sent out to be cleaned or repaired should take no longer than ONE WEEK to be returned. Re-tags (to get your uniforms relabeled for delivery to a new locker location) or exchanges should take no longer than TWO WEEKS with standard sizes.

- Jim Tolbert

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

## FACILITIES OPERATIONS

### Building Services:

- At Hodges Library, Haslam Business, SMC, Tyson House, International House, Melrose, Greve, Dunford,

Lock and Key Shop and Henson Hall, our focus this week was to get window work done inside and out and wiping down window sills.

- At Dunford Hall, we have several offices being moved in or out which allows us to clean the carpet, clean all windows, wash walls and dust.
- We have conducted mold removal and clean up in Henson, Dunford and Greve this week. We also started washing the Smokey statues across campus.
- We are assisting with the wiping of tables and chairs in the study area tents across campus.
- Majority of staff have completed the Archibus training videos.
- Storage space was cleaned and organized at the Lock and Key Shop.
- Supplies were placed in all of the buildings throughout the zone.
- We disinfected at SERF, Haslam, Hodges, Dunford and the Facilities Service Complex.
- We are training van drivers on how to properly disinfect.
- Tyson House was treated as well.
- At A&A building, our main focus is cleaning and

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## FS WEEKLY CONTINUED:

disinfecting areas to make students and staff members as safe as possible each day.

- At Ceramic, we had a team come in early to clean the floors. This will be a weekly task.
- At Haslam Music, we are focusing on cleaning and disinfecting. Some practice rooms were closed on the ground floor for seven days.
- At Clarence Brown and the Carousel Theater, we are focusing on cleaning and disinfecting.
- At McClung Tower, we are cleaning and disinfecting offices, hallways and restrooms. We disinfected in room 501, 513, 801 and 110.
- We have been cleaning glass inside and out at the Student Union. We have started on Phase II with the entryway glass inside and out.
- At Panhellenic, we have detailed/cleaned all of the tables and chairs inside and the restrooms have been detailed. We also the cleaned carpet.
- At the Law College, we have cleaned the ground floor and bathroom floors.
- At Jessie Harris, we scrubbed the mop sinks.
- We cleaned window sills, carpets, the bottom of the desks, and the wood flooring in Cowan Cottage.
- We vacuumed all the stairwells in Strong Hall and wiped down all the hand rails.
- At Strong Hall, we dusted bathroom vents.
- The elevator tracks and metal stripping has been cleaned at the entrance doors at Jesse Harris.
- We put out new rugs that were requested at Baker.
- Our whole crew worked together to cover numerous areas that were not staffed due to absences, vacation days and personal days.

## Landscape Services:

- We continue to work weekly to ensure that campus is in top condition throughout the semester.

## Sanitation Safety:

- 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 September 6 to September 12:

- Bottles/Cans: 3,260 lbs.
- Paper: 5,660 lbs.
- Cardboard: 12,900 lbs.
- Manure: 9,260 lbs.
- Food: 12,779.1 lbs.
- Total: 43,859 lbs. / 21.93 tons
- Pallets: 92

#### Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 22,000 lbs. / 11 tons
- Paper: 61,240 lbs. / 30.62 tons
- Cardboard: 125,080 lbs. / 62.54 tons
- Manure Compost: 101,450 lbs. / 50.73 tons
- Food Compost: 75,722 lbs. / 37.86 tons
- Total: 385,492 lbs / 192.75 tons

## ZONE MAINTENANCE

### Zone 1:

- The plumbing stack repair at the Carricks has been completed and is back online.
- Still working to keep work orders caught up in the residence halls.
- Having some boiler repair done in Orange Hall.
- We had a small A/C pan leak outside the Carricks over the weekend.

### Zone 2:

- Answering calls.
- Working on PMs.
- Training for the new ARCHIBUS upgrade.
- Unlocking doors.
- Putting room closure signs up and taking them down as directed.
- Handing out wellness packages.

### Zone 3:

- Tyson House: Checking machine rooms, resetting air

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## **ZONE MAINTENANCE CONTINUED:**

handlers, room to room walk throughs and replacing burned out lights in display shelves.

- Greve Hall: Checking air handlers, restarting air handlers and conducting room to room checks.
- Baker Center: Equipment check, waterless urinal serviced on all three floors and light repair.
- VolShop: PM checks.
- International House: Equipment checks and various light repairs.
- Hodges Library: General maintenance.
- Melrose Hall: General maintenance.
- Conference Center: Routine maintenance of building, assisting contractor with renovation of building and painting in machine rooms.
- SMC: Building walk throughs, light repair in room 609 and general maintenance.
- Haslam Business: Door stop room 547, lights in room 550 and installing panic button covers.
- At Panhellenic, Blount, Taylor Law, Carriage House, Hoskins Library, 11th Street Garage, we conducted machine room checks, walk throughs and lighting updates.
- We installed a door closer at Hoskins Library and , emptied dehumidifiers.

### **Zone 4:**

- We repaired the Turbochef oven in the Student Union.
- Completing PMs in all dining halls.
- Repaired make-up air system in Vol Hall.
- Replaced broken and loose cabinet door hinges in PCB.
- Repaired fryer at Twisted Taco in Fred Brown Hall.
- Completing Archibus training in all dining halls.
- Working on eliminating leaks and repaired tray return at PCB.

### **Zone 5:**

- At Neyland Stadium, we replaced motor and bearings on AHUs for locker room.
- At Football Complex, we checked and adjusted chemicals in pools and removed old filters from changed air handling units.
- At Allan Jones Aquatic, we checked and adjusted chemicals in pools.
- At South Stadium, we rebuilt toilet on 4th floor men's restroom.

- Throughout the zone, we conducted general building maintenance.

### **Zone 6:**

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Compiled information for weekly letter.
- COVID prep in classrooms.
- Opening doors for teaching.
- Changing filters air handling units.
- Fixed Hesler 309 power issue.
- Led lighting project.
- Studying for Archibus new release.

### **Zone 7:**

- Min Kao: Working on lights, working on restrooms and ceiling tile repairs.
- Perkins Hall: Pulling window A/C units out and assisting window contractors.
- SERF: Still doing clean up around machine rooms and doing room to room checks to make repairs.
- Working with Zone 3 for LED lighting upgrades at the Law School.

### **Zone 8:**

- With additional help by some volunteers and contract employees, our One-Call team continues to be very busy transporting students all around town.
- We will be working through the new version of Archibus catching up on input of work requests needing input from the weekend.
- Our quarterly Archibus requests will be an area of focus this week.

### **Zone 9:**

- We will continue with our LED lighting upgrade at the Middlebrook Building this week.
- Our LED lighting upgrade will also continue at the Glazer Building in Oak Ridge.
- We will be working through our daily and weekly Archibus request and answering all calls from our customers.

### **ZM Specialties:**

- The specialties team updated equipment data for

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## ZONE MAINTENANCE CONTINUED:

Conference Center AHUs and return air fans, replaced windows at Clement Hall and window glass at North Carrick, transported lifts around campus, installed COVID dividers in transport vans, repaired doors and installed hinges at TRECS, installed new lights at Andy Holt parking garage, and repaired door operators at Student Services and Communications, delivered custom COVID stickers, assisted One Call by coordinating shuttle transport for students in self-isolation, and ordered room closures. Building commissioning checked and balanced water flows at Hoskins Library and Tickle Engineering, checked airflows at JARTU, diagnosed problems with a fume hood at Dabney-Buehler, checked and diagnosed chilled water flow issues for the Reese Hall chiller plant and Carrick dorms, and repaired a thermostat at Dunford Hall.

- Briefing #17: <https://youtu.be/rtoywdyJ-tI>
- Briefing #18: <https://youtu.be/nHBsbNCmaFE>
- Briefing #19: [https://youtu.be/m\\_7RTfU8MoU](https://youtu.be/m_7RTfU8MoU)
- Briefing #20: <https://youtu.be/t-Acd7SctTs>
- Briefing #21: <https://youtu.be/LFHyxEqCxc>
- Briefing #22: <https://www.youtube.com/watch?v=WjUM2JNOJ4>
- Briefing #23: <https://youtu.be/npobJvf7Y4I>
- Briefing #24: <https://youtu.be/fK9GeogCOH4>
- Briefing #25: <https://www.youtube.com/watch?v=g5W-KDzrvKk>
- Briefing #26: <https://www.youtube.com/watch?v=Nf48ntJqJVo>
- Briefing #27: <https://www.youtube.com/watch?v=XISS5Yutois>
- 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](http://tiny.utk.edu/fscommentbox).
- The Summer Projects Report is out now! Visit [tiny.utk.edu/FSsummer](http://tiny.utk.edu/FSsummer) to see all that Facilities has been working on!

## COMMUNICATIONS & INFO SERVICES

### Communications & Public Relations:

- The 2020 Annual report is currently being compiled. Please send information to Anna Best at [ahamil24@utk.edu](mailto:ahamil24@utk.edu) as soon as possible.
- 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/oL1bKp3xkJQ>
- Briefing #8 [https://youtu.be/4\\_oWaPxxvENk](https://youtu.be/4_oWaPxxvENk)
- Briefing #9 <https://youtu.be/ICnPSEsmxY>
- 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>

### Employee Training & Development:

#### Training News:

- Archibus Version 24 training is currently available in K@TE. You can logon at <http://kate.tennessee.edu> and search for “Archibus” in the search box in the upper right corner of the screen to see all nine training courses (when the Global Search window opens you’ll need to click “Show More” at the bottom right to view all available Archibus material – the initial search only shows the top 5 training courses). The titles for each course that should be taken are listed below:
  - Archibus Overview
  - Archibus Warehouse Issues
  - Archibus Work Request Billing
  - Archibus Processing Work Orders
  - Archibus Condition Assessment Part 1
  - Archibus Condition Assessment Part 2
  - Archibus Submitting and Receiving PDs
  - Archibus Submitting a Leave Request

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## COMM & INFO CONTINUED:

- Archibus Business Manager Approval/Rejection of Work Requests
- We have 5 new employees in new employee orientation this week!
- Supervisor's Toolkit will take place October 5 - 8 from 9am - 12pm.
- 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.
- Software Purchases and License Renewals.
- Computer upgrade purchases.
- Printer Maintenance.

## UTILITIES SERVICES

### A/C Services:

- Working on controls for AHU 1 at Ferris Hall.
- Checking swimming pool water level controls at HYPER.
- Working on air handlers at Strong Hall and Mossman.
- Prep work for new fan coil and control installation at Hoskins Library.
- BAS software issues on Zone Maintenance computer at JIAM.
- HVAC repairs on east side and west side for upcoming season at Neyland Stadium.
- Rebuilding heating water pump and repairing VFD on No. 3 chiller at SERF.
- Repaired south chiller at Neyland Stadium.
- Replace compressor in AHU No. 6 at Stokely Hall.
- Install stainless panels on existing cooling tower at Reese Hall.
- Cleaned condenser water strainer on No. 2 chiller at TBA.
- Repaired No. 2 chiller at Hodges Library.
- Monitoring and assisting contractors with installation of building heat controls at Dougherty.
- Rebuilding heating water pump No. 1 at Ayres Hall.
- Adjusted chiller set points to help with humidity problems at Anderson Training.
- Replacing shaft in cooling tower serving process chillers at JIAM.
- Prepping for replacement of HWP 2's VFD at Plant Biotech.
- Investigated an issue with AHU 5 at JARTU.

### Electrical Services:

#### Security/Fire Alarm Group:

- Fire panel trouble and repairs at Strong Hall, Taylor Law, Reese Hall, Food Safety, Phi Mu, Anderson Training, 1610 University Ave, Boat House, Music, Clement Hall, Claxton, and Orange Hall.
- Disabled and enabled devices for plumbing at Reese

## IT Support and Maintenance:

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

Jim McCarter -

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, click Faculty and Staff at the bottom to access daily screening questions.
- UTK Facilities Services Archibus v24 upgrade is live this week!
- New Computer installations.

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## UTILITIES CONTINUED:

- Hall and Haslam.
- Assisted BST with trouble at diffuser cabinet at CRC.
- Assisted Simplex with fire alarm trouble at Stokely Hall.
- Annual Fire Alarm inspection with BST at Regal Soccer.
- Repaired 3rd floor handicapped door strike issue at Hodges Library.
- Replaced batteries in L.S.P. cabinet at the Vet School.
- Replacing wireless devices for panic buttons at A&A.
- Adjusted door rods at Student Union Phase II.

### High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Checked outdoor lighting on Campus.
- Restored power to outdoor light at Old Steam Plant.
- Replaced campus standard LED lights at Fraternity Park and A&A.
- Installed new test light at Magnolia Hall.
- Performed locates for fall out at Lot 9.
- Met with KUB at the Rugby field.
- Completed Lutron soft switch for lights at Vol Hall.
- Installed LED in lamps at Heavy Equipment Shed.
- Replaced wall pack LED at Landscaping Shed.
- Training on K@te.

### Secondary Electrical:

- Troubleshoot lights at Student Union Vol Shop.
- Replaced VFD at Ayers.
- Installed 2 lights at Neyland Stadium.
- Set time clocks at A&A.
- AC power troubleshooting at Dougherty.
- Located breaker at Walters Life.
- Replace switch for AC shop work tables at Facilities Services.
- Assisted plumbing with unhooking water heaters at Soccer.
- Assisted 1 Call with tripped breaker at Hesler.
- Online training on K@te.

### Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Installed handrails on campus.

- Unstopped drains and installed new PVI at Reese Hall.
- Repaired leaks at Haslam.
- Condensate testing on campus.
- Port testing on campus.
- Reinstalled water supply pipes for kitchen equipment.
- Hooked up toilet Middlebrook Pike.
- Tested fire hydrants on campus.
- Rodded drains, replaced pump and reset toilet at Vol Hall.
- Capped off sewer drain at Second Creek.
- Repaired broken cast iron drains at Walters Life.
- Repaired drain leak at South Carrick.
- Cut pavement for fall out at Lot 9.
- Working on hot water and unstopped drains at Orange Hall.
- Repaired steam trap at Neyland Stadium.
- Rodded drains at Softball.
- Installing water heaters at Soccer.
- Repaired leak in steam well at Haslam.
- New bath installation at Student Union.
- Repairing water leak in ceiling at Magnolia Hall.

### Steam Plant:

- Repairing leak on brine maker.
- Working on new site glass for condensate tank.
- Cleaned air compressor.
- Training
- Produced over 12 million pounds of steam.

## **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
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Campus: Window replacements- Perkins Hall; Install license plate cameras; Replace University Seals; Volunteer First Impressions Contest projects; Wellness Screens; Install tents on campus
- Clarence Brown Theatre: Provide emergency locking for assembly spaces

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## CONSTRUCTION CONTINUED:

- Communications: Renovate 227 and 447-offices and meeting room; Paint 339; Paint and carpet 328; Minor renovations 83; Paint 230; Paint 472
- Dougherty Engineering: Paint 210; Carpet and paint 208 and 508; Ventilation for equipment 304 and 305; Carpet 304, 312, 406, 410 and 503
- 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
- Food Science Building: Connect freezer and cooler in Pilot Plant to emergency power
- Hoskins Library: Renovate 114 for classroom
- Jessie Harris: 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
- North Greenhouse: New lights 109
- Perkins Hall: Install air filter in 5008
- Presidential Court: Repair doors at loading dock
- Sigma Chi Fraternity: Install sink, toilet and fire alarm 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); Install back-up ice maker
- 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: Lobby renovations

## 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](https://tiny.utk.edu/fscommentbox).



To suggest an additional box location, or for more information, please contact Sam Ledford at [sjones80@utk.edu](mailto:sjones80@utk.edu).