

Facilities Services Weekly

September 21, 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.

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:

- This week on top of our normal daily cleaning we moved supplies to the recycling warehouse to free up space at FSC.
- We also worked on COVID-19 enhancements at JARTU, SERF, Haslam Business and Hodges Library.
- We cleaned the carpet in Dunford, Greve, Hodges, Haslam, SMC and Tyson House.
- We conducted high dusting and blowing around the outside of our buildings and cob web removal at Hodges, Melrose, International House, Haslam and SMC.
- Our teams are cleaning up from construction being done in SMC on the second floor.
- Cleaned up after radiators were taken off the wall at Henson and took care of tents in the horseshoe of

Dunford, Greve and Henson as well as plaza between SMC and Haslam.

- We have been maintaining the cleaning and disinfecting in Haslam over the weekend due to MBA classes that take place 7 days a week. Restocking the COVID-19 trailer and trucks we use on COVID-19 cleans.
- Washing the Smokey statues across campus.
- Helping Taylor Law with 2nd and 3rd shift cleaning and sanitizing as well as trash removal.
- Replaced some of the wipes that are kept in the classrooms in all locations.
- We had our weekly meeting covering football.
- We completed an enhanced cleaning at Mossman room 441.
- Our employees trained on CompuClean this week.
- We completed an enhanced cleaning at UTPD.
- Cleaned room 111 at UTPD.
- We completed an enhanced cleaning at Jesse in room 229.
- We completed an enhanced cleaning at SERF in rooms 604, 603 and 605.
- We swept the breezeway at Jesse.
- We detailed the stairwells in Strong.
- We detailed all the elevators in Strong Hall.
- We spent time training our employees on CompuClean.
- All of our staff has worked really hard coming together to cover areas that are not staffed.

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.

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FS WEEKLY CONTINUED:

- Completed on-demand Pest Control work requests.

ENERGY MANAGEMENT

UT Office of Sustainability/Recycling:

Recycling Totals for September 13 to September 19:

- Bottles/Cans: 4,040 lbs.
- Paper: 2,440 lbs.
- Cardboard: 14,060 lbs.
- Manure: 7,400 lbs.
- Food: 11,661 lbs.
- Total: 39,601 lbs. / 19.80 tons
- Pallets: 111

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 26,040 lbs. / 13.02 tons
- Paper: 63,680 lbs. / 31.84 tons
- Cardboard: 139,140 lbs. / 69.57 tons
- Manure Compost: 108,850 lbs. / 54.43 tons
- Food Compost: 87,383 lbs. / 43.69 tons
- Total: 425,093 lbs / 212.55 tons

ZONE MAINTENANCE

Zone 1:

- Still working to keep work orders caught up in the residence halls.
- Having to have some boiler repair done in Orange Hall.

Zone 2:

- Answering calls.
- Working on PMs.
- Unlocking doors.
- Helping out with the Big Orange Flush at Neyland Stadium.
- Fire alarm test.

Zone 3:

- Taylor Law - Walk through mold inspection, daily plumbing issues and lighting.
- Panhellenic – Daily checks, weekly inspect and mold walk through.
- Hoskins Library – Generator and LED change over.

- UTPD - Logged equipment, weekly run on generator and checked belts on air handlers
- Blount Hall - Checked air handlers, replace ceiling tile in women's bathroom and ran generator
- Hodges Library - General maintenance, checking equipment and restrooms.
- Melrose Hall - General maintenance.
- Tyson House - Checking machine rooms, bleeding off air compressors, doing room to room checks and flushing all commodes daily.
- Greve Hall - Checking air handlers, changing out bad PTAC units and room to room checks.
- Baker Center - Equipment checks and repair lighting inside and outside of building.
- VolShop - Equipment checks and repaired lighting.
- International House - Equipment checks, repair lighting.
- Henson Hall - A/C in rooms 310 and 210, daily walk through, logging equipment, weekly generator test run, removed old motor & installed new motor in air handler, adjusted ava box in room 209B, assisted construction crew, daily building lock down, trash removal and completed online training and testing.
- SMC - Water fountain repair 5th floor, Lutron lighting problem 439 and 406, equipment and room check and generator check and log.
- Haslam Business - Hung whiteboard room 630, removed left over material from M floor renovation to roof storage, repaired numerous lights on 5th and 6th floor, generator check and run and equipment check.

Zone 4:

- Repaired ice cream maker at the Student Union.
- Fixed rack washer problems at PCB.
- Replaced drain baskets at Vol Hall.
- Replaced door closer at Fred Brown Hall.
- Replaced cookie machine belts and freezer thermostat PCB.
- Repaired hot boxes at Stokely Hall.
- Restarted ice maker at Hodges Library.
- Repaired hot well at Anderson Training.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.

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ZONE MAINTENANCE CONTINUED:

- Generator logging.
- Dabney-Buehler - replace heating control valves.
- Hesler - check control issue greenhouses.
- Changing filters on air handling units.
- LED lighting project.
- Studying Archibus new release.

Zone 7:

- At Alumni Memorial, we conducted daily walkthroughs, weekly walkthroughs, mold checks, ran generator, back flushed AHU #2, #5, #8 and FCU #3, changed light in music rack for organ, and changed batteries for keypad to Cox Auditorium organ oft.
- At Ferris Hall, we conducted daily walkthroughs and weekly walkthrough.
- At Perkins Hall, we conducted daily walkthroughs, weekly walkthrough and mold checks. Prepping and restoring rooms as part of window replacement project.
- At SERF, we conducted General Maintenance, found leaks, assisted zone, checked nitrogen, fixed stall lock, prepped room for mold abatement, assisted Construction Services, placed hand sanitizer buckets, added coolant to generator, replaced bulbs, assisted Perkins cleaning and changing A/Cs, inspected fan noise on 4th floor, vacuumed up condensation in penthouse and nuclear, moved furniture for lab, reset outlet, unlocked doors, emptied dehumidifiers.
- At Min Kao, we are doing building checks, helping with Perkins window A/C work.

Zone 8:

- Our students remain our #1 top priority as our One-Call team, with the help of some volunteers and contract employees, shuttle students all over town due to Covid isolations and quarantines.
- We will continue to prepare to vacate the Ellington Plant Science building by the end of the year by consolidating our shop stock and tools at our other facilities on the AG campus.
- With the new version of Archibus up and running, we will continue navigate the new processes of the new version.
- We will continue to work on our LED lighting project at the Plant Biotech building.

Zone 9:

- We will continue necessary repairs to our outdoor A/C units at the Middlebrook building.
- Our LED lighting project at the Glazer Building in Oak Ridge will continue this week.
- We have been doing routine preventative maintenance on our exhaust system for the warehouse at the Facilities Services Complex.

ZM Specialties:

- The Specialties Team helped several Archibus users with the new system, repaired handicap operators at Nuclear Engineering and JIAM, moved lift at SERF and transported forklift to SERF, repaired pole light at G10 garage, repaired a window at Stokely Hall, repaired blinds at Fred Brown Residence Hall, replaced broken door glass at Delta Tau Delta twice, is working on stadium skybox locks. The building commissioning team assisted A/C Controls reading water flows and checking static pressures on AHU #5 at JARTU and reading water flows at Anderson Training, checked pump performance at Hesler Chiller Plant, checked pump performance at Taylor Law College and participated in Big Orange Flush.

Lock & Key Services:

- Veterinary School – install locks & key cores.
- Austin Peay – rekey Biology Service Facility.
- Student Services – Exit door hardware repair.
- Facilities/Custodial – setup padlocks.
- Massey Hall – assist as needed, repairs, installs and rekeying.
- Dougherty Engineering – install combination lock.
- Front Office – key pickup and returns, dispatch and processing request.
- University Housing – assist as needed, many recores and repairs.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- The 2020 Annual report is currently being compiled. Please send information to Anna Best at ahamil24@utk.edu as soon as possible.

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COMM & INFO CONTINUED:

- 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/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>
- Briefing #18: <https://youtu.be/nHBsbNCmaFE>
- Briefing #19: https://youtu.be/m_7RTfU8MoU
- Briefing #20: <https://youtu.be/t-Acd7ScfTs>
- Briefing #21: <https://youtu.be/LFHyxEqcCxc>
- Briefing #22: <https://www.youtube.com/watch?v=WjUM2JNOrJ4>
- 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.

Employee Training & Development:

Training News:

- This year, 2020 Security Awareness Training is combined with Code of Conduct, FERPA, Title VI, Title IX and the Clery Act in one training curriculum. These training plans are customized based on your affiliation with the university (faculty, staff, graduate assistant, etc.) and your job requirements (Executive, IT, Safety, etc.). The **deadline** for completing this training is **December 18**.
- We've partnered with the Title IX office again this year to get translated training for the required Title IX training. We will print out the training packets for each person that needs them. Foremen should return completed quizzes to Rebecca Alcorn's desk where the quizzes will be graded and submitted back to the Title IX office for tracking.
- It's football time in Tennessee! This Wednesday, September 23 at 10:30am, we will hold the annual football training session on Zoom at <https://tennessee.zoom.us/j/95294333236>.
- 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
 - Archibus Business Manager Approval/Rejection of Work Requests
- We have one new employee 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/saml/default.aspx>.

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COMM & INFO CONTINUED:

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

- New office setup for Building Services.
- New computer setup.
- Prepare older computers for Surplus.
- COVID-19 response assistance.
- Software and parts purchases.
- Security camera setup.
- Stadium Lutron lighting assistance.
- Printer maintenance.
- Computer troubleshooting.

UTILITIES SERVICES

A/C Services:

- Verified control operations for AHU 5 at JARTU.
- Assisted with water balancing for AHUs 8 & 9 at Anderson Training.
- Following up on the humidity issues in room 204 A at Tickle.
- Rebuilt heating water pump No. 2 at Ayres.
- Replaced pump strainer on primary chilled water pump

No. 3 at Reese Hall.

- Repaired process chiller No. 1 at JIAM.
- Repaired WSHP's for laundry room and foyer area at White Hall.
- Repaired lab control issues in room 363 at Plant Biotech.
- Checked on progress of the fan coil installation at Hoskins Library.
- Verified building steam controls working properly at Dougherty.
- Continued with HVAC repairs in skyboxes at Neyland Stadium.
- Repaired process chiller at Fiber and Composites.
- Installed new evaporator in room 710 at SERF.
- Repair freezer in POD store at Hodges.
- Repair reach in cooler in POD store at Hess.
- Repair freezer in POD store at Hodges.
- Repaired No. 2 chiller at Thompson-Boling Arena.
- Repair open face cooler in POD at Vol Hall.
- Assisted telephone services getting communications re-established for the network controller at Neyland Stadium.
- Replaced battery on the main controller at Physics.
- Assisted ZM with troubleshooting an airflow at Stokely.
- Repaired control issue with an exhaust fan at North Greenhouse.
- Cleaned screens on cooling tower and repaired VFD for No.1 cooling tower at SERF.
- Repaired FAU No. 5 at Fred Brown.
- Repaired growth chambers at Hesler Biology.

Electrical Services:

Security/Fire Alarm Group:

- Fire panel trouble and repairs at 1610 University Ave, JARTU, Anderson Training, Laurel Hall, Fred Brown, Clement Hall, Hesler, Greve Hall, Vol Hall, Stokely Hall, 1844 Fraternity Park, UT Conference Center, Food Science, Dabney-Buehler, and Perkins Hall.
- Disabled and Enabled devices for plumbing at South Carrick.
- Assisted Morristown Sprinkler with monthly pump tests at SERF, Alumni Hall, Hesler, Dougherty, and Min Kao.
- Assisted Morristown Sprinkler with repairing a flow switch at Vol Hall.

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- Assisted BST with repairs to drop down doors at Regal Soccer.
- Repairing bad fiber cable to upper gate camera at the Steam Plant.
- Checking on issues with door at the Key Shop.
- Checking on gates to make sure they are working properly at the Steam Plant.
- Repaired issues with door at Panhellenic.
- Troubleshooting issues with panic buttons at A&A.
- Repaired tripped breaker and replaced bad outlet at Greve Hall.
- Repaired power to water heater at Hodges Library.
- Assisted A/C shop with checking rotation on compressor at Southern Kitchen.
- Fire panel training on Campus.
- Repaired light outage at Hesler.
- Troubleshooting light outage at Stokely Hall.
- Preparing for emergency lighting installation at Barksdale Tennis.

High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Investigating light pole removal at White Hall.
- Checking in parts for ground lights and light poles at Facilities Services.
- Attended classes for CPR-AED and first aid at the Welcome Center.
- Disconnected temporary power at Anderson Training Center.
- Assisted security with locating, setting, and repairing pipe into box at Steam Plant.
- Replaced step lights on Campus.
- Replaced campus standard ped fixtures at the Welcome Center.
- Webinar class- Underground Remote Cable Cutting at Facilities Services.
- Archibus Training at Facilities Services.
- Turning off new transfer Via Vista Switch and scheduled outage with contractor at New Surge Building.
- Took bucket trucks to Verslift to be repaired.

Secondary Electrical:

- Reset tripped breaker in electrical room at Regal Soccer.
- Repaired outside outlet behind Racheff Greenhouse at AG Campus.
- Archibus training at Facilities Services.
- K@te training at Facilities Services.
- Changed out VFD for replacement at Plant Biotech.
- Troubleshooting electrical trouble in 3 controllers at Hesler.
- Lutron computer update at Neyland Stadium.
- Emergency lighting survey at Goodfriend Tennis.
- Troubleshooting stairwell lights at Student Health.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Installed handrails on campus.
- Sample port testing on Campus.
- Disconnected steam lines and removed Leslie from East Neyland Stadium.
- Installed a new bathroom at Student Union Phase II.
- Installed pumps in Carrick Hall.
- Fire Hydrant testing on Campus.
- Repaired leak on vent line at Walters Academic.
- Repaired leak in room 513 at Hess Hall.
- Replaced steam regulator at Morgan Hall.
- Repaired leak on Lake Ave.
- Unstopped kitchen drain at Presidential Court.
- Repaired drain leak on A/C line at Thackston.
- Unstopped sewer at Steam Plant.
- Drain repairs at Clement Hall.
- Repaired steam trap in machine room at Dabney.
- Repaired bath tub drain at Clement Hall.
- Repaired steam leak at Allan Jones.
- Repaired vent line at Walters Academic.
- Repaired backed up sinks at Student Services.
- Repairing bad gate valve at Hess Hall.

Steam Plant:

- Placed new condensate tank in service.
- Worked on drum level transmitter in #5 boiler.

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- Cut hole in #3 boiler air casing to investigate hot spot.
- Repaired leak on overflow line.
- Repaired line on line tank.
- Insulated condensate tank.
- Inspected #5 boiler to make sure tube repair is good.
- Placed lines to dealkalizer back in service.
- Produced over 12 million pounds of steam.
- Fixed leak on overhead heater.
- Test ran 2 MW generator.
- Serviced plant air compressor.

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
- 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 S008
- 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