

Facilities Services Weekly

September 7, 2020

ADMINISTRATION ● FACILITIES OPERATIONS ● ENERGY MANAGEMENT ● ZONE MAINTENANCE
ADMIN. & SUPPORT ● COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

Flu Shot Clinic This Wednesday

This Wednesday, September 9, Student Health Services will be at the Facilities Services Complex from 9a-11:30a and again from 1p-3:30p. This year, all members of the campus community will need a flu shot unless they receive an exemption. All FS employees are eligible to receive this vaccine during the clinic, and those on the state's health insurance plans can do so for free (be sure to bring your CVS/Caremark card!) Otherwise, these shots will be \$25 in cash or check.

Be sure to have a copy of the shot waiver and vaccine administration record **ALREADY FILLED OUT** prior to your appointment time. Contact Anna Best at ahamil24@utk.edu to schedule a time or to retrieve the shot waiver and vaccine administration record.

COVID - 19 Updates

Please be sure you are checking emails from Sam Ledford. To see the most recent COVID-19 briefing with Chancellor Plowman, visit <https://www.youtube.com/watch?v=Nf48ntJqJVo>. 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:

- We now have ten portable hand held sprayers for cleaning smaller areas with hydrogen peroxide for disinfecting.

- COVID-19 training is now available in Spanish and English PowerPoints.
- We continue to disinfect and respond to COVID-19 calls and cleaning of the shuttle vans.
- We continue to clean areas that have been exposed.
- Over all, this week has been very high demand week. We had multiple COVID-19 calls throughout campus.
- Hodges: The fifth floor and elevator entrances were orbited and sanitized. We had a leak from an A/C unit on the sixth floor which required carpet extraction and clean up after Zone Maintenance took care of the leak. The second floor has been dealing with a leak from A/C condensation all week. We put out wet floor signs, monitor the area often and placed a rug to help absorb the drips to ensure that it does not become a slip and fall hazard. The fourth floor bathrooms were orbited and Kyvacked. We did address a few enhanced cleanings in Hodges throughout the week as well.
- Melrose Hall: Disinfected after COVID-19 call. Pride Center's bathrooms were also orbited and sanitized.
- International House: Disinfected after COVID-19 call. Windows on the ground floor were cleaned inside and out.

FS WEEKLY CONTINUED ON PAGE 2

Facilities Services Weekly

September 7, 2020

ADMINISTRATION ● FACILITIES OPERATIONS ● ENERGY MANAGEMENT ● ZONE MAINTENANCE
ADMIN. & SUPPORT ● COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

FS WEEKLY CONTINUED:

- SMC had a leak in the G4 classroom fixed by Zone Maintenance. We then extracted and cleaned the carpet and walls. We have been taking care of the outside areas by sanitizing tables and taking trash multiple times throughout the day.
- Dunford: Disinfected multiple times this week. We have done several mold removals throughout the building which entails cleaning walls and carpets.
- Henson: Treated for mold and had walls and carpets cleaned.
- Greve Hall: Treated for mold and disinfected.
- Haslam: Disinfected after COVID-19 calls and set up new offices.
- Tyson House: Cleaned and prepared for the staff to return next week.
- Completed COVID-19 disinfecting at FSC, Student Union, Art and Architecture, Law College, Baker Center, Humanities, Mossman, Hoskins Library. We also cleaned transport vans after every use.
- We stocked two fleet trucks with all supplies needed to answer COVID-19 calls. We organized and restocked the utility trailer in case we need to have it in use for a larger job.
- We are prepared and have plans to take immediate action to get areas disinfected and back into use as quickly as possible.

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 August 30 to September 1:

- Bottles/Cans: 4,780 lbs.
- Paper: 5,660 lbs.
- Cardboard: 2,840 lbs.
- Manure: 5,600 lbs.

- Food: 9,401.9 lbs.
- Total: 28,282 lbs. / 14.14 tons
- Pallets: 118

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 18,740 lbs. / 9.37 tons
- Paper: 55,580 lbs. / 27.79 tons
- Cardboard: 112,180 lbs. / 56.09 tons
- Manure Compost: 92,190 lbs. / 46.10 tons
- Food Compost: 62,943 lbs. / 31.47 tons
- Total: 341,633 lbs / 170.82 tons

ZONE MAINTENANCE

Zone 1:

- Staying caught up on work orders in the residence halls.
- We are making progress on the A/C in Carrick with the new chiller on line.
- Eskola has been back to work on roofs after heavy rain.

Zone 3:

- Conference Center: Daily walk through & logging equipment, LED replacements in all four stairwells (work in progress) and weekly generator test runs. We assisted Construction, daily building lock down, trash removal, check out leaking ava box on the second floor and moved old equipment mechanical room floor can be painted.
- Hodges Library: Replaced a can light in room 235 and conducted general maintenance.
- Melrose Hall: Conducted general maintenance.
- SMC: Repaired faucet on the seventh floor, generator log and general maintenance.
- Haslam Business: Cleaned cooling tower number 2, outside light repair, storing material from M floor renovation.
- Tyson House: Check machine rooms, restarting air handlers and doing room to room checks for mold.
- Greve Hall: Checking air handlers and room to room checks.
- International House: Equipment checks and door closer repair.
- Baker Center: Equipment checks.

ZONE MAINTENANCE CONTINUED ON PAGE 3

Facilities Services Weekly

September 7, 2020

ADMINISTRATION ● FACILITIES OPERATIONS ● ENERGY MANAGEMENT ● ZONE MAINTENANCE
ADMIN. & SUPPORT ● COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

ZONE MAINTENANCE CONTINUED:

- VolShop: PM checks.

Zone 4:

- Repairing Hobart mixer in PCB.
- Drain maintenance in all dining halls.
- Repairing mobile equipment for football in all dining halls.
- Repairing oven in PCB.
- Repairing coffee maker in Haslam.
- Checking equipment for football at Neyland Stadium.
- Repairing dish machine at Stokely Hall.
- Repairing deep fryer at Student Union Phase I.
- Cleaning cooler coils at ATC.
- Repairing roll up door at Student Union Phase I.

Zone 5:

- At Neyland Stadium, we replaced or repaired lights as needed, and replaced toilet in the west Skybox.
- At the Football Complex, we checked and adjusted chemicals in pools.
- At Allan Jones Aquatic, we checked and adjusted chemicals in pools.
- At Wayne Basler Boathouse, we changed flush bearing on toilet.
- At South Stadium, we worked on the fifth floor A/C unit.
- Throughout the zone, we conducted general building maintenance.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Compile information for weekly letter.
- Covid prep class rooms.
- Opening doors for teaching
- Install hand sanitizers zone wide.
- Changing filters air handler units.

Zone 7:

- SERF: We cleaned up shop and machine rooms, changed some belts on rooftop exhaust fans and conducted general maintenance.
- Perkins Hall: We fixed a faucet in first floor men's room, room to room mold checks, cleaning window A/C units and conducting general maintenance.

- Ferris Hall: We are working with the A/C shop to fix issues on air compressor, doing room to room mold checks and general building maintenance.
- Tickle Engineering: We are working with the A/C shop to fix humidity issues, fixed lights on the fifth floor and conducting general building maintenance.
- Senter Hall: We are working with contractor finishing up steam renovation and conducting general maintenance.
- Working with Zone 3 team on LED project at Taylor Law.
- Helped out with cleaning cooling towers at Haslam Business.
- Dougherty: Fixed light in room 219 and doing room to room mold checks daily. Assisting with opening and locking doors as needed. Cleaning up water from time to time where insulation is sweating from new HVAC project. Helped move an office. Helped out with other issues in zone maintenance and general building maintenance.

Zone 8:

- One-Call has been extremely busy transporting students all over town in regards to isolations and quarantine.
- We will continue to work on cleaning our chill water loop to increase the quality of the water for better flow through our HVAC systems.
- With the new version of Archibus rolling out next week, we will continue to stay on top of our daily, weekly and monthly request.
- As we near the start of fall, we will be keeping a closer watch on all of our gutters and roofs for fall leaves.
- We continue to make progress on our LED lighting project at Plant Biotech.

Zone 9:

- Our LED lighting project will continue at the Middlebrook building.
- We will focus on our weekly Archibus requests this week.
- Our roofing contractors should be finishing up soon at 1525 & 1610 University Avenue.

ZM Specialties:

- The specialties team updated equipment data for Conference Center AHUs and return air fans, replaced windows at Clement Hall and window glass at North

ZONE MAINTENANCE CONTINUED ON PAGE 4

Facilities Services Weekly

September 7, 2020

ADMINISTRATION ● FACILITIES OPERATIONS ● ENERGY MANAGEMENT ● ZONE MAINTENANCE
ADMIN. & SUPPORT ● COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

ZONE MAINTENANCE CONTINUED:

Carrick, transported lifts around campus, installed COVID dividers in transport vans, repaired doors and installed hinges at TREC, 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.

Lock and Key Services:

- Tom Black Track – setup padlock.
- Bailey Education – rekey file cabinet.
- Kappa Delta Sorority – repair lock.
- Ellington Plant Sciences – repair lock.
- Plant Biotech – repair lock.
- Clarence Brown – installing hardware.
- Boathouse – assist with locks.
- Front Office – Busy with new requests/pickup and drop off.
- University Housing – many recores and repairs, assisting as needed.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- The 2020 Annual report is currently being compiled. Please send information to Anna Best at ahamil24@utk.edu by Friday, September 11.
- 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/oL1bKp3xkJQ>

- Briefing #8 https://youtu.be/4_oWaPxxENk
- 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/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>
- 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.
- The Summer Projects Report is out now! Visit tiny.utk.edu/FSsummer to see all that Facilities has been working on!

Employee Training & Development:

Training News:

- Archibus Version 24 will be available next week. Training for this new version 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:

ZONE MAINTENANCE CONTINUED ON PAGE 5

Facilities Services Weekly

September 7, 2020

ADMINISTRATION ● FACILITIES OPERATIONS ● ENERGY MANAGEMENT ● ZONE MAINTENANCE
ADMIN. & SUPPORT ● COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

COMM & INFO CONTINUED:

- 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
- 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.

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, click Faculty and Staff at the bottom to access daily screening questions.

- UTK Facilities Services will be upgrading to Archibus v24 next week.
- New Computer installations.
- Software Purchases and License Renewals.
- Computer upgrade purchases.
- Printer Maintenance.

UTILITIES SERVICES

A/C Services:

- Repaired fresh air unit No. 6 at Stokely Hall.
- Assist Daikin with repairs to No. 2 chiller at Andy Holt Tower.
- Assist Zone Maintenance with cleaning strainers at Reese Hall Chiller Plant.
- Repaired secondary chilled water pump at KPB.
- Repaired No.3 Chiller at SERF.
- Repaired heater pump No.1 at the Tennis Center.
- Repaired No. 3 Trane chiller at Plant Biotech.
- Working on cooling issues at Hoskins and BES.
- Working on software issues that pertain to building automation systems on Campus.
- Making HVAC repairs in skyboxes at Neyland Stadium.
- Repairing heating controls at Thompson Boling Arena.
- Repaired VAV controls at Glazer.
- Repaired VFD issues at Walters Academic.
- Repaired building heat controls at Ayres Hall.
- Assisted with air flow calibrations at Johnson Animal Research Building.
- Repairing heating issue in room 103 at Senter Hall.

Electrical Services:

Security/Fire Alarm Group:

- Assisted Masco with Fire Alarm testing at TBA, JIAM, Brehm Animal Science and Plant Biotech.
- Assisted Simplex with yearly fire alarm testing at UT Conference Center.
- Fire panel trouble and repairs at Stokely Hall, Magnolia Hall, Food Safety, Bailey, Perkins Hall, 1610 University,

UTILITIES CONTINUED ON PAGE 6

Facilities Services Weekly

September 7, 2020

ADMINISTRATION ● FACILITIES OPERATIONS ● ENERGY MANAGEMENT ● ZONE MAINTENANCE
ADMIN. & SUPPORT ● COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

UTILITIES CONTINUED:

Laurel Hall, Carrick Hall, 1816 Fraternity Park, 1808 Fraternity Park, Austin Peay, Neyland Stadium, Tickle, Vol Hall, and Presidential Court.

- Attended stadium meeting about new sound system at Neyland Stadium.
- Disabled and Enabled devices A/C shop at Stokely Hall.
- Reset card reader at Tennis.
- Repaired warehouse door at Kingston Pike Building.
- Repaired main gate camera at the Steam Plant.
- Repairing access issues at Henson Hall.
- Repairing door contact and glass break issues at Facility Services.

High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Working with grounds department with drilling holes for campus tent sites.
- Substation maintenance on campus
- Monthly meter readings on campus.
- Replacing ballast at Temple.
- Repairing short in entrance ground lights at Fraternity Park.
- Training on K@te.

Secondary Electrical:

- Repairing issues with fans at Hesler Biology.
- Gathering information on generators at Buehler and Vet School.
- Repaired lights at Vol Shop in Student Union.
- Replaced wires at White Hall.
- Reset breaker for elevator at CRC.
- Cleaned contactor at A&A.
- Online training on K@TE.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Installing sensor faucets across Campus.
- Installed handrails on campus.
- Changed valve on A/C unit at S. Greenhouse.
- Repaired domestic water leak at Plant Biotech.
- Repairing entire steam station at Morgan Hall.
- Repaired sewer back up at McCord Hall.

- Repaired leak on hot water return at Clement Hall.
- Repaired steam trap in room 104 at Dabney.
- Repaired condensate pump at Alan Jones.
- Replacing drains at North Carrick.
- Installing new PVI at Reese Hall.
- Installed a new bottle filler at A&A.
- Replacing condensate pump at Vet School.
- Repaired gas leak at Sigma Kappa.
- Repaired urinal at Hess Hall.
- Installed 6" steam valve in 7th floor machine room.
- Repaired drain at Vol Hall.
- Repairing steam leak in machine room at A&A.
- Condensate repair at Thompson Boling Arena.
- Assisted A/C shop with maintenance and repairs to system at Orange Hall.
- Working on high pressure pumps at Carrick Hall.

Steam Plant:

- Repaired #5 Boiler.
- Boiler inspections on #3 Boiler, #5 Boiler, DA Tank and #2 Boiler exterior.
- Working on issues with air compressors.
- Ordered materials for condensate tank.
- 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
- Communications: Renovate 227 and 447-offices and meeting room; Paint 339; Paint and carpet 328; Minor renovations 83; Paint 230; Paint 472

CONSTRUCTION CONTINUED ON PAGE 7

Facilities Services Weekly

September 7, 2020

ADMINISTRATION ● FACILITIES OPERATIONS ● ENERGY MANAGEMENT ● ZONE MAINTENANCE
ADMIN. & SUPPORT ● COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

CONSTRUCTION CONTINUED:

- 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

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.