

# Facilities Services Weekly

October 5, 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=u4Fl4pzmz9U>. If you missed any of the previous COVID-19 briefings, they can be found at the links located on page 4 under Communications & PR.

## Campus Chest

The 2020 Campus Chest campaign kicked off last week. To make your pledge, there is a new Philanthropy Cloud pledge portal. Please note that when logging into the new portal, you'll need to use your NetID@tennessee.edu and your normal NetID password. Online pledges can be made at <https://campuschest.utk.edu/>. Printable pledge cards can also be found on the website and turned in at 405B Andy Holt Tower. Help us reach our campus goal of \$570,000! Donations will be collected through November 6.

## Benefits Open Enrollment

Open enrollment for UT employees will take place October 1 - 16 this year. See the email at the end of this newsletter for more information.

## Helpful Hints from the Haberdasher

Returning Uniforms When Leaving UT -

### Your part:

- Return all uniforms to UT
- Count them in front of your supervisor/foreman
- Bag all shirts together with a yellow tag. Tag should simply read: QUIT
- Bag all pants together with a yellow tag. Tag should simply read: QUIT
- Place bag in appropriate cleaning bin

### Our part:

- Supervisor/foreman will send me an email with details of the count
- I will compare that number to what was issued and what is out to be cleaned
- If those numbers equal what you were issued – no charge
- If pieces are missing, you will have the cost of the missing pieces deducted from your last paycheck

## 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.

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## FS WEEKLY CONTINUED:

### **FACILITIES OPERATIONS**

#### Building Services:

- The entire department has been involved in the preparation of Neyland Stadium for the first home football game vs. Missouri. All zones have had people total cleaning, disinfecting, and readying the facility during the Covid 19 pandemic for the safest possible experience for all concerned.
- In addition, Building Service personnel have been trained not only in the application of disinfectant with the Clorox T360 machine, but also, now we can apply the antibacterial spray to protect areas. We have begun applying this in Neyland lavatories.
- Advance training of new employees is taking place through a committee to increase retention and reduce the attrition rates of employees on staff.
- On Saturday, September 26, our crew came in and cleaned the restrooms on the first floor of the stadium.
- We cleaned the restrooms, handrails and swept the floor out in preparation of the blow crew on the mezzanine level of the Stadium.
- We cleaned restrooms on the ground level of the Stadium.
- We used the orbiter and clipper on all the walk off mats in Strong Hall.
- We conducted an enhanced cleaning in Mossman room 520 and 521.
- We cleaned bathrooms in the Stadium on Tuesday.
- We made sure the trailer was restocked and ready to go for us.
- Our whole crew worked together to cover our areas and be able to help in the stadium.
- Our main focus has been football. Our buildings have been getting the normal daily cleans. We have been assigned to the Stadium for different tasks, including blowing seats and cleaning hand rails and seats and cleaning restrooms as well as putting on the protective barrier in all bathrooms.
- Our staff had a huge helping hand in preparing the outside appearance of all buildings so the campus shines on Saturday by blowing around buildings and cleaning glass and removing cob webs walking the walkways looking for trash and debris.

- Smokey statues are glistening and picture ready.
- We had some vandalism in Hodges Library. We worked on cleaning the men's restroom on 1st floor as well as carpet spots on the third, fourth and fifth floors.
- SMC and Haslam had the loading dock swept and lots of scrap pallets moved out. We made sure recycle was taken care of before the weekend.
- Carpet clean up at CCB and construction clean up at Perkins.

#### Landscape Services:

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

#### Sanitation Safety:

- We caught two 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 September 28 to October 4:

- Bottles/Cans: 4,440 lbs.
- Paper: 3,480 lbs.
- Cardboard: 22,700 lbs.
- Manure: 7,400 lbs.
- Food: 12,425.3 lbs.
- Total: 50,445 lbs. / 25.22 tons
- Pallets: 138

##### Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 32,960 lbs. / 16.48 tons
- Paper: 72,380 lbs. / 36.19 tons
- Cardboard: 172,960 lbs. / 85.98 tons
- Manure Compost: 124,650 lbs. / 62.33 tons
- Food Compost: 112,927 lbs. / 56.46 tons
- Total: 514,877 lbs / 257.44 tons

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## FS WEEKLY CONTINUED:

### ZONE MAINTENANCE

#### Zone 1:

- We are staying caught up with work orders .
- Both the cooling towers at the Reese Chiller Building have been cleaned.
- Their have been a few moves made in the residence halls. Joe Murray is the maintenance specialist at South Carrick and Harley Mathews is the new maintenance specialist at White Hall.

#### Zone 2:

- Answering calls.
- Unlocking doors.
- Working on PMs.
- Working with the new Archibus version.
- Preparing for the football game.

#### Zone 3:

- Hodges Library: General maintenance.
- Melrose Hall: Cleaned out basement level of D and E for training class for UTPD and general maintenance.
- Haslam Business: Checking classrooms, equipment check and helped with cleaning of Melrose for training class for UTPD Equipment check. We also assisted the A/C shop with pump rebuild.
- SMC: New employee in training, logging and checking equipment and rebuilt valve on induction unit 3rd floor.
- Panhellenic: Walk through machine room checks. Cleaned out machine room
- Taylor Law: Ceiling leak, plumbing and light repair.
- Conference Center: Daily walk through, logging equipment, weekly generator test run, assisted construction crew, daily building lock down, trash removal, elevator cleaning, restroom checks, hardware repair and LED burn out replacement.
- Hoskins Library: Daily walkthrough, cleaned up storage room and organized supplies, generator logged and fixed ceiling tile in hallway.
- UTPD: Daily walkthrough, generator logged.
- Tyson House: Daily checks, machine rooms, logging chillers daily and daily walk throughs.
- Greve Hall: Weekly walk throughs, checking air handlers daily, changing burned out lights and replacing PTAC

units where needed.

#### Zone 4:

- Repaired mobile hot boxes in all units.
- Fixed flat top grill in PCB.
- Repaired equipment for Aramark at Neyland Stadium.
- Repaired shelving at Fred Brown.
- Repaired motile refrigerated cabinets in all units.
- Repaired ice machine at Hodges.
- Scrap master at Anderson.

#### Zone 5:

- At Neyland Stadium, we checked and repaired in ground lights from Gate 21 - Gate 15 and prepared for Missouri football game.
- At the Football Complex, we checked and adjusted chemicals in pools.
- At Allan Jones Aquatic, we checked and adjusted chemicals in pools.
- At South Stadium Hall, we replaced water filter on water fountain on 4th floor.
- At Regal Soccer, we worked A/C in team room.
- Throughout the zone, we are conducting general building maintenance.

#### Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Dabney Buehler replace heating control valves.
- Hesler check control issue greenhouses.
- Changing filters air handler units.
- Led lighting project.

#### Zone 7:

- At Perkins Hall, we conducted daily walk throughs, weekly walk throughs and mold checks. We are prepping and restoring rooms, moving furniture, removing window blinds, removing A/C units and putting everything back after windows are replaced with the help from maintenance team members from other buildings in zone 7. This project has been an all hands-on deck project.
- At Ferris Hall, we are conducting daily building checks and helping at Perkins.
- At SERF and Nuclear Engineering, we are conducting

ZONE MAINTENANCE CONTINUED ON PAGE 4

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## **ZONE MAINTENANCE CONTINUED:**

daily building checks and helping at Perkins.

- At Alumni Memorial, we are conducting daily building checks and helping at Perkins.
- At Min Kao, we are conducting daily building checks and helping at Perkins.
- At Jessie Harris, Senter Hall and Fibers & Composites, we are conducting daily building checks and helping at Perkins.
- At Dougherty, we are conducting daily building checks, replacing ceiling tile in spots, changing lights in spots and helping contractors by opening doors. We are helping catch calls for all zone 7 buildings while our team is working on Perkins window project.
- At Tickle Engineering, we are conducting daily building checks, replacing ceiling tile, changing lights and helping at Perkins.

### **Zone 8:**

- Our COVID student transports have decreased dramatically the past week or so and we hope that they continue to drop going forward.
- The One-Call team continues to answer calls 24/7, 365 days a year, serving the entire UTK campus.
- Eskola roofing will be working on roof repairs on several buildings on the AG Campus.
- The newest version of Archibus continues to offer several challenges as we work through the latest version.

### **Zone 9:**

- Our LED lighting upgrades continue at the Glazer building in Oak Ridge.
- Our daily, weekly and monthly Archibus work requests continue to be a priority.
- We will continue to prepare for fall and cooler weather at all of our buildings.

### **ZM: Specialties:**

- Repaired fume hood at Art and Architecture Building.
- Measured and evaluated existing exhaust fan at Food Safety for the installation of new fume hood.
- Balanced isolation room and calibrated static alarm at Student Health Building.
- Assisted Control Department in running the bus communication line on three variable air volume boxes.
- Replaced glass and evaluated bracing on several other windows for future project at Stadium.

- Boarded up door at a fraternity until replacement glass arrives.
- Assisted in the evaluation on several windows at Bailey Education Complex.
- Assessed and replaced exterior door at Dabney Buehler Hall.
- Performed an extensive repair on exterior door the Hearing and Speech Building.
- Continued evaluation of the parking garage lights, repair or replace when needed.
- Moved several scissor, boom and track lifts that were requested by Facilities Services shops.
- Tightened the upper rotation unit and greased the 80' lift, much safer and operates like new.
- As a preventative measure, replaced belts on several generators across campus.
- Greased, checked fluids and ensured the operation Ventrac Power Broom for the winter season.

### **Lock & Key Services:**

- Dougherty Engineering – Change combination lock.
- Silverstein Luper – Repair exit device.
- Early Learning Center – Repair exit device.
- Student Services – Rekey lock.
- Dining Services – Set up padlocks.
- Delta Tau Delta – Change combination lock.
- Dabney/Buehler – Install exit hardware.
- Front Office – Filling key request and open for key pickup and drop off.
- University Housing – Many recores and repair, assisting as needed.

## **COMMUNICATIONS & INFO SERVICES**

### **Communications & Public Relations:**

- The 2020 Annual report is currently being compiled.
- 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>

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## COMM & INFO CONTINUED:

- 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\\_oWaPxvENk](https://youtu.be/4_oWaPxvENk)
- Briefing #9 <https://youtu.be/ICnPSEsmxSY>
- 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>
- 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/LFHyxEqcCxc>
- 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=Nf48ntJqJV0>
- Briefing #27: <https://www.youtube.com/watch?v=XISS5Yutois>
- Briefing #28: <https://www.youtube.com/watch?v=u4Fl4pzmz9U>
- 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).

## 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! Football training from last Wednesday is now available in K@TE. If you log into K@TE and search for "football" in the search bar, it'll come right up. This is only necessary viewing if you were unable to participate in the live training on Wednesday, 9/23.
- Supervisor's Toolkit is this week! October 5 - 8 from 9am - 12pm.
- 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: [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)

- COVID-19 Response Support.
- Gameday EOC Setup and Support.

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## COMM & INFO CONTINUED:

- New Computer Installations.
- Printer Maintenance.
- Prepare surplus equipment for transport.
- Investigate Wireless Options at North Concord Campus.
- Listserv Troubleshooting.
- Training.
- Equipment/Software Purchases.
- Wireless Hot Spot Installation at Fleming.
- 2FA Assistance.
- Software Purchase.
- Time Clock Installation Assistance.

## UTILITIES SERVICES

### A/C Services:

- Prepped for VFD replace for cooler tower at Hodges.
- Monitoring for HVAC issues at Neyland Stadium.
- Rebuild No. 2 condenser motor pump at Haslam.
- Replace blower motor in FAU No. 5 at Fred Brown.
- Replace coolant lines for chiller No. 3 VFD at SERF.
- Repaired York chiller No. 2 at Neyland Thompson.
- Repaired condensing units for press box at the Baseball Stadium.
- Cleaned condenser on both Daikin chillers on east skybox and repaired York chiller No. 2 at Neyland Stadium.
- Repaired leaks on perimeter heating loop at A&A.
- Repaired No. 2 chiller at Hesler.
- Checked and restarted No.2 chiller at TBA.
- Set up chilled water outage to install isolation valve in condenser water loop at Mossman.
- Replace 10 ton to compressor in FAU No. 5 at Stokely Hall.
- Started wiring the existing controllers to operate the SCR electric heaters at Perkins.
- Calibrated the level controller to the outdoor pool at Student Aquatic Center.

### Electrical Services:

#### Security/Fire Alarm Group:

- Fire panel trouble and repairs at Brehm Animal Science, TREC, Nielsen Physics, Neyland Stadium, Panhellenic, Reese Hall, Stokely Hall, Student Union, 2509 Sorority

Village, Fraternity Park, Jewel Building and Delta Gamma.

- Assisted Morristown Sprinkler with monthly pump test at Dabney Buehler, Hodges Library and Burchfiel.
- Assisted Morristown Sprinkler with annual sprinkler testing at Music Building and Haslam.
- Disabled and enabled devices for A/C shop at Stokely Hall.
- Repaired trouble with panic button wireless transmitters at A&A.
- Replaced bad controller at Fred Brown.

#### High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Attended SRAPPA Conference via Zoom.
- Running temporary power for A/C benches at Neyland Stadium.
- Weekly meter readings on Campus.
- Zoom meeting with WWR about new wind tunnel.
- Checking on lights that are out and replacing them at Neyland Stadium.
- Restored power to pole lights at Greve Hall.

#### Secondary Electrical:

- Repaired lights and troubleshooting outlet issues at A&A.
- K@te training at Facilities.
- Repaired power issues in cubicle at Facilities.
- Added a receptacle to a disconnect in room 328 at SERF.
- Repaired tripped outlet at Student Union Phase 1.
- Repaired short in plug and replaced 2 fuses at South Greenhouse.
- Troubleshooting power issue to PTAC unit in room 107A at UT Drive Services Building.
- Assisted A/C shop with VFD replacement at Hodges Library.

#### Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Fire Hydrant testing on Campus.
- Waste water testing on Campus.

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## UTILITIES CONTINUED:

- Installing new fixtures at Thackston.
- Installing sensor faucets on Campus.
- Repaired condensate pump at Food Safety.
- Assisted KUB with sewer blockage at Andy Holt and Pat Head Summitt.
- Repaired water leak at Anderson Training Center.
- Repaired hand sink at Smokies.
- Rebuilding condensate pump at Jones Aquatic Center.
- Backflow testing on Campus.
- Repaired leaks at Jessie Harris.
- Repaired trap in kitchen at Vol Hall.
- Repaired water leak at Anderson Training.
- Installed new bath at Student Union.
- Repaired leak on condensate line at Senter Hall.
- Checked on high water meter at Alcoa Horse Farm.
- Repairing leak at Buehler and Carrick.
- Rodded drain at Fred Brown.
- Repaired drain on recycle truck.
- Replaced mixing valve at Delta Zeta.
- Replaced steam valve at Gate 7 Neyland Stadium.
- 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: Renovate 227 and 447-offices and meeting room; Paint 339; Paint and carpet 328; Minor renovations 83; Paint 230; Paint 472; Water intrusion repairs
- 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: Electric work for labs G002 and G003
- 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
- Mossman Building: Add door seals to darken lab
- Neyland Stadium: Concrete repairs
- North Greenhouse: New lights 109
- Panhellenic Building: Construct display area
- 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

## Steam Plant:

- Replaced sensing line on #1 boiler steam flow transmitter.
- Placed #1 boiler on line.
- Took #5 and #2 boilers offline and opened up to allow for inspection.
- Closed up and filled #2 and #5 boilers and brought to pressure.
- Repairs made to #3 boiler then switch back online.
- Picked up stock at warehouse.
- 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
- Construction Continued on Page 8

CONSTRUCTION CONTINUED ON PAGE 8

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## **CONSTRUCTION CONTINUED:**

- Sherri Parker Stadium: Corrections for SFMO; 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
- 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

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## **THE • COMMENT • BOX**

**Responses on Page 9**

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**Join Facilities Services  
on Social Media**



@utkfacserv



@utfacilities



@UTFacilitiesServices



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## THE • COMMENT • BOX

*The following comments/questions were submitted to the FS comment boxes. Below each comment/question is the response from Interim Associate Vice Chancellor Terry Ledford.*

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**Comment:** When will they stop the hiring freeze?

**Response:** *There has not been a specific date set for stopping the hiring freeze. Once the freeze is lifted we will let folks know.*