

Facilities Services Weekly

November 23, 2020

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

2020 Toy Drive

The Annual Toy Drive honoring the memory of Ryan McDonald will be accepting donations through December 11. For more information, see the flyer at the end of this newsletter.

COVID - 19 Updates

Please be sure you are checking emails from Sam Ledford. To see the most recent COVID-19 briefing, visit <https://youtu.be/UArgRfse6Wg>. If you missed any of the previous COVID-19 briefings, they can be found at the links located on page 5 under Communications & PR.

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

*It is very important for supervisors and foreman to send the Counted Uniforms email as soon as they have the count.

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, we have focused on the appearance of our buildings and disinfecting our buildings.
- We are hopefully going to see many visitors over the next few days with graduation ceremonies so we are focusing what extra time we can find and still keep up with proper amount of sanitation of entrances free of leaves and debris, all glass in doors and entrances free of prints and smudges. All entry way rugs and mats are vacuumed and free from spots. Hard floors are clean and shining. We want to make a great impression of clean and well taken care of buildings and protect all those that come in to walk around and take pictures.
- We are scheduling all of our project work while students are away and traffic is less. We took care of many

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FS WEEKLY CONTINUED:

COVID-19 cleans and enhanced cleanings throughout our buildings and in many other zones.

- Smokey statues were cleaned and are picture ready.
- We had all staff take care of their K@TE training.
- We attended many meetings involving new information and new equipment.
- We have started carpet cleaning on the Phase II side of the Student Union. We cleaned the second and third floor carpet. We have cleaned the carpet on the first floor seating area.
- All of the furniture inside of the Student Union has been getting wiped down with disinfectant frequently to try to prevent the spread of any germs.
- All of the restrooms inside of the Student Union phase I and phase II has been thoroughly detailed and floors scrubbed.
- Steak N' Shake and Rising Roll floors have been scrubbed inside of the cafeteria area on the phase II side of the Student Union.
- We are currently scrubbing and waxing the floors inside of McClung Museum.
- We waxed the gallery floor at McClung Museum
- We continue to make sure touch points are wiped down and disinfected

Landscape Services:

- Leaf removal continues.
- Winter and Spring Planting, Pruning and Removal Planning.
- First Impression Projects: Working on landscape design at McClung Museum in preparation for landscape renovation. Preparing McCord Hall for landscape installation during winter break.
- Developing proposal for robotic mower program.
- Reese and Carrick: Installation of new domestic water service (cont.).
- Second Creek remediation project: Coordination of tree installation during winter break (cont.).
- White Hall landscape and irrigation remediation project: Making preparations with contractor for work to be performed during winter break (cont.).
- Career Path Project: Making final adjustments to coordinate with new job family classifications before sending to HR for review (cont.).

- Apprentice program development (cont.).
- Interview candidates to fill approved vacant positions.

Sanitation Safety:

- Our team continues to trap raccoons at the Concord Lot.
- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.

ZONE MAINTENANCE

Zone 1:

- Coordinating clean-up with Belfor after fire at Student Health Center
- Staying caught up on work orders in residence halls
- Turned heat back on to residence halls on Friday

Zone 2:

- Assisting with fire clean up at Student Health.
- Closing monthly work requests.
- At Andy Holt Tower and McClung Tower, we are lighting the rooftop trees.

Zone 3:

- Tyson House - General maintenance.
- Greve Hall - General maintenance.
- Dunford Hall - Equipment check and general maintenance.
- Henson Hall - Equipment check and general maintenance.
- Conference Center - Daily walkthroughs and logging equipment, weekly generator test run, assisted Construction and boiler crew, daily building lock down, trash removal, elevator track cleaning, restroom checks and repairs, door repairs & adjustments, mold inspection
- Hodges Library - General maintenance.
- Melrose Hall - General maintenance.
- Stokely Management - Building walkthroughs, generator checks, addressing work orders, emergency lighting repair on 7th floor
- Haslam Business - Generator checks, Building check, Equipment log, assisted painters on wall repair on 6th floor

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FS WEEKLY CONTINUED:

Zone 4:

- In all dining halls, we turned on the building heat.
- At the Student Union, we repaired the pressure relief valve.
- At Fred Brown Hall, we repaired the oven.
- We repaired a coffee machine at Hodges Library.
- We repaired the grill at Anderson Training Center.
- At PCB, we repaired the ice cream machine.
- At the Student Union, we repaired a gas leak.
- We are cleaning all diffusers and floor drains in all dining halls.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- At Dabney Buehler, we replaced heating control valves.
- At Hesler, we check control issue greenhouses.
- Changing filters in air handling units.
- Led lighting project.
- Schedule roof contractor at Hesler.
- At Dabney Buehler, we are repairing heating coils.

Zone 7:

- Min Kao - checked soap dispensers to make sure soap is flowing properly. Checked equipment, assisted a/c shop in fixing AHU #2 & 5, and conducted general building maintenance
- SERG - getting Christmas tree ready for the season, greasing bearings on AHU throughout the building & general building maintenance
- Perkins - Finishing up on putting window blinds back in place after window project, and cleaning up. Working to reseal building outside room 308 leak. General building maintenance.
- Jessie Harris - Working on resealing wall where water was penetrating around windows, looking into fixing air problem in computer lab on lower floor cleaning coils on air handler unit. General building maintenance.
- Dougherty - still working with contractors to finish all pipe insulation, and fixing lights. Fixed a fire damper. General building maintenance.

Zone 8:

- One-Call should finally see some relief from their

transporting duties with the end of the semester and the students leaving campus.

- Our LED lighting project at Plant Biotech continues to progress.
- We will focus on our PM work requests now that classes have ended.
- All of our team has been recently completing all of our necessary annual training.

Zone 9:

- We will be installing new LED emergency lighting in the 1525 and 1610 University Avenue buildings.
- This week, we will focus on our monthly Archibus requests.
- We are receiving quotes to make modifications to our roof over the warehouse at the Middlebrook building.

ZM Specialties:

- Repaired handicap operator at Facilities Services.
- Installed lights at Concord.
- Repaired lights at White Avenue garage.
- Replaced mirrors in choral rooms at Music Center.
- Replaced cabinets at Thompson Boling Arena.
- Re-aligned and replaced glass partitions at Neyland Stadium.
- Created and scheduled PMs for Building Security work team.
- Entered food service equipment for Anderson Training Center.
- Compiled AHU list for maintenance zone 1.
- Checked door pressures and evaluated building envelope at Min Kao.
- Researched and evaluated growth chambers at SERF.
- Traced chilled water lines at Walters Academic.
- Certified fume hood at JIAM.

Lock & Key Services:

- Communications – install locks & key.
- Dougherty Engr. – combination lock – repair.
- McCord Hall – rekey lock & repair.
- Kappa Kappa Gamma – replace bathroom handles.
- Burchfiel Bldg. – combination lock – repair.
- Alpha Gamma Rho – multiple room keys.
- Min Kao – key lock.

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FS WEEKLY CONTINUED:

- Brehm Animal Science – swap locks.
- Dabney – repair lock.
- Campus – assisting as needed.
- Front Office – processing key request, open for key pickup and drop off.
- University Housing – many recores & repairs, assisting as needed.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- 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_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/LFHyxEqcXc>
- 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>
- Briefing #28: <https://www.youtube.com/watch?v=u4Fl4pzmz9U>
- Briefing #29: <https://youtu.be/Po-sTP35jI4>
- Briefing #30: <https://youtu.be/9YOv1-pzG3k>
- Briefing #31: <https://youtu.be/XjZ4Rh1mWBs>
- Briefing #32: <https://youtu.be/UArgRfse6Wg>
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- Your fall issue of The Facilitator is now available here: <https://fs.utk.edu/facilitator/>.
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

Employee Training & Development:

Training News:

- We have one new employee in New Employee Orientation this week. Say hello to Stephanie Stanley if you see her around!
- 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.
- 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.

IT Support and Maintenance:

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ZONE MAINTENANCE CONTINUED:

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 Computer installations.
- Plotter Troubleshooting.
- Printer Maintenance.
- Laptop upgrades.
- Training.
- COVID-19 Remote Assistance.
- Time Clock Relocation.
- Software Purchases.
- Autodesk License Management.

UTILITIES SERVICES

A/C Services:

- Investigated an issue with VFD for the dive pool pump at Alan Jones.
- Assisted the electric shop with smoke damper controls at College of Nursing.
- Repaired secondary chilled water pump at KPB.
- Repaired chilled water leak on AHU No.2 at Hoskins Library.
- Repaired York condensing unit at Baseball.
- Shut off chilled water pumps as requested by housing at the Dorms.
- Checked operations on humidifiers at Music.
- Assisted the A/C mechanics with a control issue with chiller operations at Orange Hall.
- Repaired secondary chilled water pump at KPD.
- Completed installation of steam reheat coil in archives area at the Museum.
- Repairing multiple water sources heat pumps at Stokely

Hall.

- Repaired mini split serving the third-floor data room at Fred Brown.
- Installed a new air dryer for JIAMS.
- Adjusted controls for the building heat and replaced leaking boot on heating water pump at Plant Biotech.
- Found bad differential pressor sensor and ordered parts for replacement at Min Kao.
- Verified accuracy of the room sensor at Music.

Electrical Services:

Security/Fire Alarm Group:

- Fire panel trouble and repairs at College of Nursing, UT Conference Center, Kappa Alpha, Regal Soccer, Strong Hall, Stokely Hall, Student Health, Fleming Warehouse, and Fred Brown.
- Assisted Morristown Sprinkler with annual, monthly and 5-year testing at Law School, Neyland Stadium, Taylor Law, Kappa Delta, Delta Zeta, Burchfiel, and Hesler Biology.
- Fire Watch for UT Commencement at Thompson Boling Arena.
- Fire alarm drills at all Sororities.
- Investigated door bell at main entrance of the Jewel Building.
- Repaired wiring to contact on main board at G-10 parking garage.
- Reset card readers at Lindsey Nelson Baseball.
- Replace a box for push button at the Law College.
- Zoom meeting for Cardax upgrade for Android phones.

High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Troubleshooting outside lights at Student Union Phase I&II.
- Working with KUB on transformers at the Baseball Stadium.
- Troubleshooting lights along Andy Holt and repaired loose wires at Magnolia.
- Changed burned out campus standard pole fixture at Ayres Hall.
- Investigating open manhole lid/grate at Todd Helton Rd.

COMM & INFO CONTINUED ON PAGE 6

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COMM & INFO CONTINUED:

- Conflict of interest training at Facilities.
- Worked with Progression on hit pole at Pat Head and Volunteer.
- Working on low gas on high voltage switch at Laurel Substation.
- Ordering material for 4 different light jobs on Campus.
- Investigating central alarms reporting controllers offline at Music.
- Troubleshooting and repairing pole at Hoskins Library.
- Worked with KUB on outage at E-House.
- Changed lights at Ayres Hall.

Secondary Electrical:

- Working on lights in Vol Shop at Student Union Phase I.
- Repairing outlet box at Dogwood.
- Assisted A/C shop on the 7th floor to bring power to hot box fans at SERF.
- K@te training.
- Repairing power issue to A/C unit near gate 21 at Neyland Stadium.
- Dividing up Occ sensors for new rooms at 1525 University Ave.
- Checking PQM meters for high readings at Fraternity Park.
- Repaired power to hot water circulating pump at Magnolia Hall.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Installing plumbing for the new ice cream shop at the Welcome Center.
- Condensate pump repair at Mossman and Min Kao.
- New water line installation for Reese and Carrick.
- Repaired steam leak at Senter Hall and Vet School.
- Repaired leak at Nielson Physics.
- Unstopped condensate line in machine room at Music.
- Installed new bottle filler at Clement Hall.
- Responded to gas leak at Parking Services.
- Furnishing material for building equipment at JIAMS.
- Repaired steam issues and restored steam to building at Dougherty.

- Testing ports on Campus.

Steam Plant:

- Tuned boilers
- Recover from boiler malfunction
- Produced 18,167,456 pounds of steam
- Put insulation on water line for Brine tank
- Took piping apart on #5 boiler to remove blockage
- Changed air filter on Sulair air compressor
- Fixed leak on heater at #5 boiler
- Replaced bearings on #1 Feed Water pump
- Test ran 2MW generator
- Completed gas and oil tuning on all boilers

CONSTRUCTION SERVICES

- Alumni Memorial Building: Fire Marshal POCA list.
- 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.
- Biosystems Engineering and Soil Science Lab: Projector screen in classroom.
- Black Cultural Center: Repair lobby tiles.
- Campus: Window replacements- Perkins Hall; Replace University Seals; 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; New fan coil units in 208, 209, 310, 314, 316, 317.
- Dabney Buehler: New fume hoods.
- Dougherty Engineering: Paint 210; Carpet 226, 304, 310, 312, 406, 407, 407A, 407C, 410 and 503.
- Dunford Hall: 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.
- Fibers and Composites: Remove equipment in 199.
- Food Safety: Move fume hood from Ellington to room 10;

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UTILITIES CONTINUED:

- Enclose part of room 100.
- Food Science Building: Connect freezer and cooler in Pilot Plant to emergency power.
- Greenhouse #10: Replace tile floor in 103.
- Haslam Business Building: Install a light bar in 401.
- Hoskins Library: Renovate 114 for classroom.
- Jessie Harris: Paint 418 and 421.
- JIAM: Electric work for labs G002 and G003; Electric work in 152; Add sink in 150; Add cup sink to hood in 216.
- McClung Museum: Replace doors 6, 7, stairwell; Wiring for new desk location in lobby.
- McClung Tower: Fire Marshal POCA list.
- 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.
- Neyland Thompson Sports Center: Haslam Field expansion.
- North Greenhouse: New lights 109.
- Nursing: Fire Marshal POCA list.
- 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.
- Sigma Kappa: Fire protection for new fryers.
- SMC: Renovate 2nd floor-paint, carpet, lighting.
- 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 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 renovation; Fire Marshal POCA list.
- 2121 Stevenson Drive: fire Marshal POCA list.

CONSTRUCTION CONTINUED ON PAGE 8



12th Annual



Toy Drive

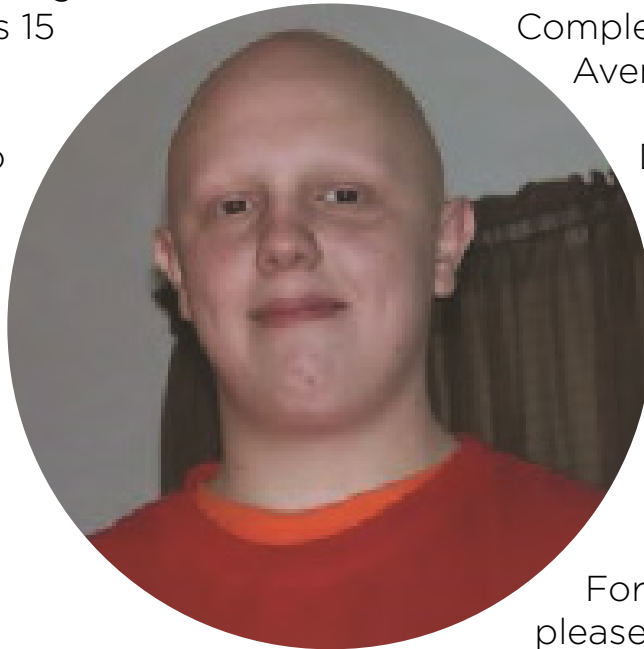
The 12th annual toy drive honoring the memory of Ryan McDonald will be held November 16 to December 11. Ryan was killed tragically during a shooting at Central High School in 2008 when he was 15 years old.

The toy drive aims to inspire hope for area children dealing with difficult times during the holiday season.

To honor Ryan's memory, as well as his aspirations to become a children's counselor, toys are collected by Roger McDonald every year in his nephew's name.

The toy drive benefits Helen Ross McNabb and Child & Family of Tennessee.

If you would like to make a donation, please bring unwrapped new toys to the collection box that will be placed near the front entrance of the Facilities Services Complex, 2040 Sutherland Avenue.



Donations can also be given at all Knox area Ingles grocery stores including locations in Powell, Karns, Halls, Farragut, and Merchants Drive. All toys must be donated by December 11.

For more information, please contact Roger McDonald at 705-9994 or jmcdona3@utk.edu.

