

Facilities Services Weekly

November 30, 2020

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

Holiday Extravaganza Reservations

This year's Holiday Extravaganza will be spread out across six gatherings to maintain space and allow for smaller groups with disinfection between each meal. Breakfast will be for third and fourth shifts, lunch for first shift, and dinner is for second shift. These meals will be held on Wednesday, December 16. Please visit: <https://fs.utk.edu/holiday-extravaganza-sign-ups/> to reserve your time slot. Reservations will be required for attendance. We will be checking names from the list, and this process will go much smoother and quicker because all will be pre-registered. Registrations must be received by Wednesday, December 9. If you have questions or need help with the form, please contact Sam (sjones80@utk.edu) or Veronica (vhuff@utk.edu). See the flyer at the end of this newsletter for more information.

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 4 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

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FS WEEKLY CONTINUED:

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 scheduling all of our project work while students are away and traffic is less. We took care of many COVID-19 cleans and enhanced cleanings throughout our buildings and in many other zones.
- We were able to contact several people throughout the zone to set up project work during the break.
- We have started at working at 1610 University Ave. We are deep cleaning and orbiting the restrooms, while also cleaning the carpet throughout the building.
- 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 restrooms inside of the Student Union phase I and phase II has been thoroughly detailed and floors scrubbed.
- 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:

- 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 November 23 to November 29:

- Bottles/Cans: 4,300 lbs.
- Paper: 0 lbs.
- Cardboard: 7,760 lbs.
- Manure: 9,300 lbs.
- Food: 4,418.2 lbs.
- Total: 25,778 lbs. / 12.89 tons
- Pallets: 25

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 65,860 lbs. / 32.93 tons
- Paper: 120,320 lbs. / 60.16 tons
- Cardboard: 251,480 lbs. / 125.74 tons
- Manure Compost: 183,360 lbs. / 91.68 tons
- Food Compost: 205,393 lbs. / 102.70 tons
- Total: 826,413 lbs / 413.21 tons

ZONE MAINTENANCE

Zone 1:

- We have most of our work orders caught up.
- We started doing filter changes in rooms and making repairs on the plumbing during the break.

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

Zone 2:

- Closing monthly work requests.
- Answering calls and completing projects over the break.

Zone 3:

- Tyson House - General maintenance.
- Greve Hall - General maintenance.
- Dunford Hall - Equipment check and general maintenance.
- Henson Hall - Equipment check and general maintenance.
- Blount Hall - Daily walk throughs, generator test and working on air handler in penthouse.
- Hoskins Library - Daily walk throughs, generator test, and cleaned up water damage in penthouse
- UTPD - daily walk throughs, generator test and replaced belt on exhaust fan.

Zone 4:

- In all dining halls, we disassembled equipment for cleaning.
- We installed casters on Garland ovens in the Student Union.
- We repaired shelves at Fred Brown Hall.
- At Hodges, we repaired a water filtering station.
- At Anderson Training Center, we repaired the gas fryer.
- We repaired the floor type Hobart mixer at PCB.
- We replaced the hand sink faucets at the Cumberland Avenue Panda Express.
- We repaired the dish machine at UT Culinary Institute.

Zone 5:

- At Neyland Stadium, we repaired or replaced as needed on 3 South.
- At the Football Complex, we checked and adjusted chemicals in pools.
- At Allan Jones Aquatic Center, we checked and adjusted chemical in pools and worked swim meet.
- At Auxilliary Services, we worked on the boiler.
- We are conducting general building maintenance throughout the zone.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.

- At Ayres, we prepped Christmas tree lighting.
- At Hesler, we contacted a contractor for quote on repairs.
- Changing filters in all air handling units.
- We are continuing the LED lighting project.
- Preparing for cold weather.

Zone 8:

- Our top priority this week will be to make sure that all of our walkways and entrances are safe during this cold weather snap.
- With the end of classes, we will begin to focus more on our PM work requests.
- We are having a new controls system installed in Greenhouse 13.
- Our LED lighting project at the Plant Biotech building is proceeding

Zone 9:

- We continue to proceed on our LED lighting upgrade at the 1525 and 1610 University Avenue buildings.
- As a cold weather blast comes through, we will make sure that all of our building entrances are safe.
- Daily, weekly and monthly Archibus work requests will be a priority for the next several weeks.

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.

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ZONE MAINTENANCE CONTINUED:

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.
- 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=df_bTaJDj_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-Acd7ScITs>
- 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:

- 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

COMM & INFO CONTINUED ON PAGE 5

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COMM & INFO CONTINUED:

"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:

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:

- Replaced thermostat for room 342 at Claxton.
- Checked on progress and rechecked communication wires on 3rd floor at Student Union.
- Converted buildings to heat.
- Leak search at repairs at Bass Building.
- Hanging heater inspection and startup at Fleming.
- Air drier replacement at JIAM.
- Cooler repair at Thompson Boling Arena.
- Heating coil repairs and replacement at UT Drive Services.
- Repaired lab controls in room 316 at Hesler.
- Replaced controller battery at Brehm Animal Science.

- Repaired VAV controls that feed the second floor at Thompson Boling Arena.
- Recalibrated the discharge humidity sensors for AHUs 1&2 at Music.

Electrical Services:

Security/Fire Alarm Group:

- Fire panel trouble and repairs at Stokely Hall, Student Union, Delta Zeta, 1812 Fraternity Park, Strong Hall, Vol Hall, White Hall, Min Kao, SERF, Brehm Animal Science, UT Conference Center and Anderson Training.
- Assisted Morristown Sprinkler with annual, monthly and 5-year testing and repairs at Strong Hall, Mossman, Jewel Building, Regal Soccer, Student Union, SERF, Dabney Buehler, and all Dorms.
- Fire Watch for UT Commencement at Thompson Boling Arena.
- Repairing Cardax issues at Kappa Delta.
- Investigated issues with laser beams at Neyland Stadium.
- Repaired issues with Universal Reader Interface at Culinary.

High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Assisted AC with repairing ceiling unit at Laurel Substation E-House.
- Prepping Vista and Transformers installations at West Campus Dining.
- Checking terminations and investigation leaks at transformer at ESF Engineering Building.
- Investigation light outages on the AG Campus.
- Repairing light outage at parking lot 22.
- Replaced bulb and ballast at Morgan Hall.
- Checking vault layout and mapped for scheduled outage at Dougherty.

Secondary Electrical:

- Replaced and extended power for trash compactor on the loading dock at Student Union Phase II.
- Outage to rework Wadsworth controls and removed power circuits at Hesler Bio Greenhouse.
- Rewired motor at Magnolia Hall.
- Ran new power for autoclave in room 417 at Plant Biotech.

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UTILITIES CONTINUED:

- Updating warranty information for PVI at Plant Biotech.
- Researching MCC in basement for future placement at Vet School addition.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Testing ports on Campus.
- Installing water line to Reese and Carrick.
- Cut concrete at Ellington.
- Check on steam leaks at Brenda Lawson and Neyland Stadium.
- Check on steam trap at Stokely.
- Repaired condensate pump at Clement Hall.
- Checking and repairing leslies on Campus.

Steam Plant:

- 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; Lighting 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; 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
- Strong Hall: Ceiling mounted dust collector B010; Improve ventilation for cylinder cabinet and vacuum pump manifold 728
- Student Union: Emergency locking; Shell Space Buildout;

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CONSTRUCTION CONTINUED:

- Door hold open devices for Student Engagement
- Thackston School House: Renovate for Pediatric Language Center
- UT Visitor Center: Renovation for Creamery
- Vet Med Center: Lobby renovation; Fire Marshal POCA list
- 2121 Stevenson Drive: Fire Marshal POCA list

Holiday Extravaganza

Wednesday, December 16

6:30am | 8:30am | 11:00am | 1:00pm | 5:30 pm | 7:30pm

1. Go to <https://fs.utk.edu/holiday-extravaganza-sign-ups/> to choose your meal time.

(Breakfast is for 3rd and 4th shift, lunch is for 1st shift and dinner is for 2nd shift.)

Reservations must be made by Wednesday, December 9.

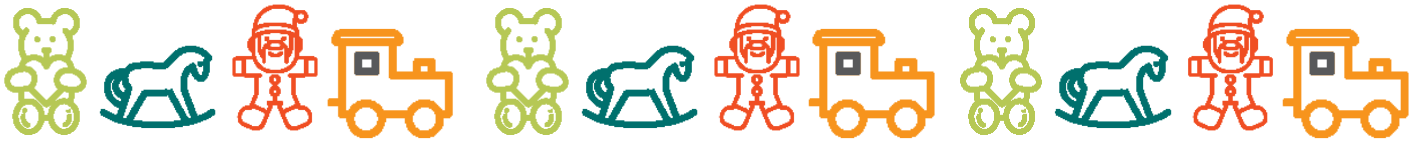
2. If your preferred meal time is full, you will receive an email informing you of your newly assigned meal time.

3. On the day of the party, make sure you complete your self-screen form. Do not attend if you are exhibiting any symptoms of an illness.

Masks will be required when you are not actively eating and drinking. Please maintain physical distance for the health and safety of those around you. Big Orange Friday uniform guidelines apply.

4. Meet us in the Student Union Ballroom at your meal time, and be sure to come hungry! Shuttles will not run, but you'll be able to park in Lot 9. We have a few door prizes, too! Your meal time reservation serves as your door prize entry.

If you have questions, please contact Veronica Huff at vhuff@utk.edu or Sam Ledford at sjones80@utk.edu



12th Annual



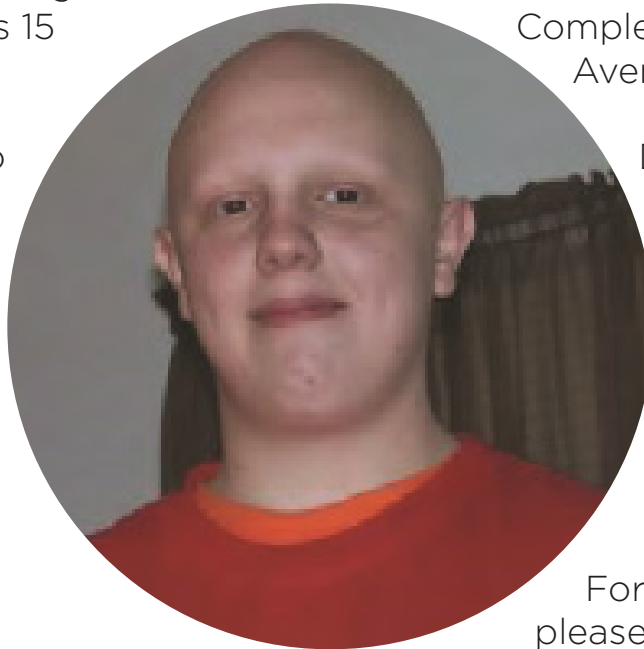
Toy Drive

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.

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.

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.



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.

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

