

Facilities Services Weekly

November 9, 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://youtu.be/9YOV1-pzG3k>. 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

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:

- In Hodges Library, we continue to recycle the extra books

to make room for new ones. The carpet on the fifth and 6th floor have been cleaned. Both bathrooms on the sixth floor have been detail cleaned. Last weekend everyone pitched in to help clean and spray Microbe care on all surfaces at Hodges. We want to give a big Thanks for everyone that came in to get this done. The Pendergrass Library on Ag campus was cleaned and sprayed. All the main glass in the main entrances on the ground floor and second floor have been cleaned. On the second floor of Hodges has been carpet cleaned and we cleaned the rugs in the main entrances.

- At International House, the second floor restrooms have been scrubbed with orbital and detail cleaned.
- At Melrose, G building floors two, three and four have been carpet cleaned and all rugs have been done in buildings G, E and F.
- At Greve Hall, we have carpet cleaned all entrance rugs and rooms 519, 525, 232 and 419 have been carpet cleaned. All slim jim trash cans have been cleaned out and disinfected on all floors.
- At Dunford Hall, rooms 212, 214 and the main hallway on the first floor have been carpet cleaned and bathrooms on the first floor have been detail clean.

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FS WEEKLY CONTINUED:

- The entire first floor was enhance cleaned.
- At SMC, we have done a lot of work on dusting, vacuuming and detail work still going on to get the second floor ready for the new occupants. The Mezzanine floor bathrooms have been detailed cleaned.
- At Haslam Business, the third and fourth floor bathrooms were detail cleaned and scrubbed out. Floors one, two and three have been gone over with the high-speed machine to bring back the shine. All team rooms have been carpet cleaned and detail cleaned.
- At SERF, the sixth floor women's restroom was scrubbed with HDQ.

Landscape Services:

- Preparations for Texas A&M football game this weekend.
- Thornton Athletic bldg: Complete new steam line installation with Plumbing team and repair the landscape.
- Reese and Carrick: Preparation for installation of new domestic water service next week.
- Pediatric Language Clinic: Asphalt repair over sewer line in parking lot.
- Spring tulip bulbs installation will continue this week.
- Leaf removal continues.
- Clear drains due to anticipated rainfall this week.
- Security cameras: Currently working with UTPD to selectively prune trees in conflict with camera angles.
- First Impression Projects: Landscape improvements at the Student Health Center will continue this week.
- Removal of overgrowth at McClung Museum in preparation for landscape renovation.
- Second Creek remediation project: Coordination of tree installation during winter break.
- White Hall landscape and irrigation remediation project: Bid opening last week and review of bids. Work will be performed during winter break.
- Career Path Project: Making final adjustments to coordinate with new job family classifications before sending to HR for review.
- Interview candidates to fill approved vacant positions.
- Welcome new team member: Evan Atchley.

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 October 25 to October 28:

- Bottles/Cans: 4,380 lbs.
- Paper: 7,820 lbs.
- Cardboard: 13,800 lbs.
- Manure: 10,360 lbs.
- Food: 11,780 lbs.
- Total: 48,140 lbs. / 24.07 tons
- Pallets: 49

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 50,100 lbs. / 25.05 tons
- Paper: 95,740 lbs. / 47.87 tons
- Cardboard: 217,320 lbs. / 108.66 tons
- Manure Compost: 157,210 lbs. / 78.61 tons
- Food Compost: 155,370 lbs. / 77.68 tons
- Total: 675,740 lbs / 337.87 tons

ZONE MAINTENANCE

Zone 1:

- Keeping up on work orders in the residence halls.
- The chilled water was turned back on to the dorms last Friday.
- We are getting filters and parts needed to do preventative maintenance while the residents are on break.

Zone 2:

- At Art and Architecture, we fixed the pump for the perimeter heat.
- HPER has a new set of doors for the weight room.
- A new return fan motor has been installed at Bailey.
- Roofs are being cleaned of leaves.
- Our calls are being answered and our customers are being taken care of!

ZONE MAINTENANCE ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

Zone 3:

- Dunford Hall: Equipment check, repair lighting, cleaning up debris at back of building and on the roof.
- Henson Hall: Equipment check, repair lighting and replaced radiator heaters in back rooms.
- Baker Center: Equipment check, assisted A/C shop on new ice machine, repair lighting and daily walk throughs.
- VolShop: PM checks and daily walk throughs.
- International House: Equipment checks, lighting repairs and daily walk throughs.
- Hoskins: Daily walk throughs, generator logging and fixed the electrical problem in room 204.
- UTPD: Daily walk throughs, generator logging and fixed door latch that didn't close.
- Blount: Daily walk throughs and generator logging.
- Taylor College of Law: Daily walk throughs, generator logging, assisted plumbers on clogged drain in bathroom and replaced outside light that went out.
- SMC: Belts replaced on various air handlers, greasing air handlers and conducting general maintenance
- Haslam Business: Belts replaced on various air handlers, greasing air handlers and assisting contractors. We met with vendors for roofing and new blind install. We have worked on outside lighting repair.
- Hodges Library: General maintenance.
- Melrose Hall: General maintenance.
- Conference Center: Daily walk throughs, logging equipment, weekly generator test run, assisted construction crew, daily building lock down, trash removal, elevator track cleaning, restroom checks and repairs, air handler inspection, mold inspection, meeting with boiler work crew and winterizing roof A/C unit and boiler intake vent

Zone 4:

- Check building and water temps in all dining halls.
- Repaired flat top grill in the Student Union.
- Replaced all broken door gaskets as needed in all dining halls.
- Repaired proofer in Fred Brown Hall.
- Repaired coffee grinder in Hodges Library.
- Repaired meat slicer in Anderson Training.
- Cleaning machine rooms campus wide.

- Replaced broken door sweeps in PCB.

Zone 5:

- At Neyland Stadium, we repaired and/or replaced six heaters on the third floor.
- At the Football Complex, we checked and adjusted chemicals in pools.
- At Allan Jones, we checked and adjusted chemicals in pools and prepared for swim meet this weekend.
- At Auxiliary Services, we changed the flush bearing on a toilet in the men's restroom.
- At Regal Soccer, we checked and made needed repairs ahead of South Carolina game.
- Through out zone, we have conducted general building maintenance.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Dabney-Buehler: We replaced heating control valves and heating coils.
- Hesler: Checked control issue in the greenhouses. We are changing filters in air handling units and working on LED lighting project.
- Scheduled roof contractor at Hesler.

Zone 7:

- The crew continues to work together on the Perkins window replacement project as it nears completion.
- We are doing our standard building walk throughs.
- We have been working to get steam turned back on in some of our buildings.

Zone 8:

- We prepared rooms at JARTU for high temperature settings for an upcoming chicken study.
- One-Call continues to provide transports for students to various parts of campus and the city.
- LED lighting upgrades continue at the Plant Biotech building.
- We have recently made the changeover to heat in our two pipe buildings.

Zone 9:

- We are doing inspections and getting quotes for ongoing roof repairs at the Middlebrook Building.

ZONE MAINTENANCE CONTINUED ON PAGE 4

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ZONE MAINTENANCE CONTINUED:

- Our LED lighting upgrades continue at the Glazer Building in Oak Ridge.
- We are always trying to stay current on our monthly PM work requests while taking On-Demand work call.

ZM Specialties:

- Balanced SERF lab 217.
 - Certified two fume hoods in Mossman.
 - Checked water flows for SERF process water loop.
 - Assisted AC controls at Hoskins, Mossman and JARTU.
 - Re-aligned and replaced glass partitions in Neyland Stadium skyboxes.
 - Repaired handicap operator at Hodges.
 - Replaced window at Bailey.
 - Repaired door at Phi Gamma Delta Fraternity.
 - Working with Plumbing shop on updating fire hydrant PMs in Archibus.
 - Added attribute data and photos for Jewel building and SERF RTUs and AHUs.
 - Created and scheduled PMs for grease trap services for all dining locations, and entered all kitchen exhaust hoods.
- Briefing #5 https://www.youtube.com/watch?v=df_bTaJDj_4
 - Briefing #6 <https://youtu.be/hk-R6XvqZDk>
 - Briefing #7 <https://youtu.be/oLibKp3xkJQ>
 - Briefing #8 https://youtu.be/4_oWaPxxvENk
 - Briefing #9 <https://youtu.be/ICnPSEsmxsY>
 - Briefing #10: https://youtu.be/pufGH_NMumI
 - Briefing #11: <https://youtu.be/mzUID7D1X2c>
 - Briefing #12: <https://youtu.be/6rqP8-2i7HM>
 - Briefing #13: <https://youtu.be/igAzax1yoBs>
 - Briefing #14: <https://youtu.be/igAzax1yoBs>
 - Briefing #15: <https://youtu.be/yLGpEAupGBM>
 - Briefing #16: <https://youtu.be/5RwzrEH8Zow>
 - Briefing #17: <https://youtu.be/rtoywdyJ-tI>
 - Briefing #18: <https://youtu.be/nHBSbNCmaFE>
 - Briefing #19: https://youtu.be/m_7RTfU8MoU
 - Briefing #20: <https://youtu.be/t-Acd7ScTtS>
 - 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>
 - 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.

Lock & Key Services:

- Science & Engineering – repair locks
- Concord Property – rekey gate padlock
- Music Center – check multiple locks- very difficult
- Hesler Biology – pick and rekey desk lock
- Law College – alarm lock exit – checked and reset
- On Campus – assisting as needed
- Front office – processing key request, front office open for key drop off and pickup
- University Housing – many recores and repairs

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>

Employee Training & Development:

Training News:

- We have six new employees in New Employee Orientation

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COMM & INFO CONTINUED:

- this week! Be sure to say hello if you see them around.
- Supervisor's Toolkit will take place November 10 - 13 from 12p - 3p.
 - The APPA Facilities Symposium is taking place November 16 - 18 from 11a - 4p.
 - 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/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.

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:

- Repaired reach in cooler at Presidential Court.
- Finished wiring up the controls for the new fan coil at Hoskins Library.
- Reset process chilled water system, replaced sensor on chilled water supply line, repaired controls for FV7-2, and replaced coupling insert on condenser water pump No. 1 at SERF.
- Programmed and replaced Phoenix valve controller at Plant Biotech.
- Repaired necropsy cooler and replaced a sensor on the chilled water supply line at JARTU.
- Repaired cooler at Bass Building.
- Drained chilled water system to allow contractors to replace changeover valves at Reese.
- Repaired VFD for cooling tower No.2 and assisted building commissioning team with measuring water flow at Dabney Chiller house.
- Looking into an issue with the preheat system for MAU1 at Dougherty.
- Repaired fan coil unit in room 114 at Hoskins.
- Checked and restarted chiller No. 2 at Student Union.
- Repaired WSHPs at small equipment shops in White and Stokely.
- Adjusted setting on heating water system and assisted A/C mechanics with checking all the air handlers serving Thompson Boling Arena.
- Performed emergency heating water outage to install isolation valves and repaired multiple leaks in heating water system at Dabney.
- Installed temporary air compressor for control system at McCord.
- Repaired ice machine for catering room at Baker.
- Repair growth chamber B006E at Hesler.
- Rebuilding heating water pump No. 1 at Ayres.

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UTILITIES CONTINUED:

Electrical Services:

Security/Fire Alarm Group:

- Fire panel trouble and repairs at Stokely Hall, Dunford Hall, Hess Hall, UT Conference Center, North Carrick, Presidential Court, Alpha Delta Pi, White Hall, Thornton Athletics, and Laurel Apartments.
- Assisted Morristown Sprinkler with annual testing at Brehm Animal Science, Sigma Kappa, Phi Beta Pi, JIAM, and Alpha Chi Omega.
- Assisted A/C shop and Plumbing Shop with disabling and enabling smoke detectors at Reese Hall, Welcome Center, and Hess Hall.
- Working on issues with master control circuit and clocks at Claxton.
- Fire drills with E.H. Safety on all dorms on campus (except Massey).
- Troubleshooting and repairing issues with CARDAX at Laurel Substation.
- Replaced Remote Arming Terminal at Middlebrook Building.
- Setting Simplex clocks due to time change.
- Adjusted main gate camera at the Steam Plant.
- Troubleshooting issues with clocks and control box at the Old Facilities Shop.
- Installed new maglock at Morgan Hall.
- Zoom meeting for Cardax upgrade for Android phones.

High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Troubleshooting and repairing issues with pole lights at the Business Incubator.
- Monthly meter readings on campus.
- One year close out walk through about lights at Neyland Thompson.
- Cleaning transformer H.V. switch at Hodges and Melrose.
- Replaced campus standard pole lights at the Welcome Center.
- Replaced LED fixtures on sidewalk light at Fraternity Park.
- Coordinating hydro drilling for bollards at JW Mall Extension.

- Replaced 2 parking lot pole light ballasts and bulbs at Communications Parking.

Secondary Electrical:

- Assisted plumbing shop with installing new PVI at Reese Hall.
- Assisted A/C shop with tripping issue in POD market at Presidential Court.
- Repairing light outage in room 64 at McClung Museum.
- Repaired issue with Lutron lights in room 429 at SMC.
- Replacing motor starter at Ferris Hall.
- Troubleshooting issue with contactor on air handler in room A101 at Bailey.
- Repairing issue with power to lights at Facilities Warehouse.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Fire Hydrant replacement on Campus.
- Waste water testing on Campus.
- Installing new sensor faucets on Campus.
- Unstopped drains on 1st floor at Law College.
- Repaired hose bib at Sorority Village.
- Repaired leak in machine room floor at JIAMS.
- Repaired steam leak in roof of machine room at Presidential Court.
- Turned on steam at Massey Hall.
- Unstopped sewer drains at Taylor Law.
- Replaced sump pump in vault at Motor Pool.
- Completed gas installation at Thackston.
- Checked steam vault at Greve Hall.
- Checked pumps at the Vet School.
- Repairing Leslie at Hess Hall.
- Repairing drain at Carrick Hall.
- Repairing ice machine at Clarence Brown.
- Unstopped drain at Student Health.
- Working on condensate pumps and repairs to PVI at Walters Life.
- Repairing leak at Reese Hall.
- Installing new condensate line at Thornton.
- Repairing condensate pump at Alan Jones.
- Installed new bottle filler at Clement Hall.

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CONSTRUCTION CONTINUED:

- Repairs on steam stations at McCord and Morgan Hall.
- Cleaned storm drains at the Mall Extension

Steam Plant:

- Finished work to condensate tank.
- Completed monthly logs.
- Recirculated fuel oil tanks.
- Ordered sample kits for fuel oil sampling.
- Produced 18,167,456 pounds of steam.

CONSTRUCTION SERVICES

- 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; 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
- Dabney Buehler: New fume hoods
- Dougherty Engineering: Paint 210; Carpet and paint 208 and 508; Carpet 226, 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
- 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
- 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
- McClung Museum: Replace doors 6, 7, stairwell; New doors

on 64; Wiring for new desk location in lobby

- 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
- 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
- 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

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