

# Facilities Services Weekly

February 1, 2021

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/Rt6j2As\\_DR8](https://youtu.be/Rt6j2As_DR8). 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 -

If you are not sure how to process your uniform please ask your supervisor or email your friendly neighborhood haberdasher at [jtolber3@utk.edu](mailto:jtolber3@utk.edu) and I will be more than happy to help and answer your questions. - Jim Tolbert

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 the actual number of the count\* (i.e. "John Doe turned in 10 shirts and 11 pants.")\*
- 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](mailto:vhuff@utk.edu) or 865-382-1779.

## FACILITIES OPERATIONS

### Building Services:

- This week in our zone we have been more short staffed than normal, but without fail our team pulls together to get the job done.
- We have been busy preparing all classrooms, study spaces, restrooms and common areas for students. We are working to keep offices clean and sanitized.
- We are cleaning carpets in Hodges and Haslam. Windows on the 6th floor in Hodges plus all stairwell platforms were burnished this week in Hodges. We have done some major dusting and preparing for office move ins on the 2nd floor of SMC. We are still finishing on projects like glass work and closet cleaning and organizing.
- Carpet work will be scheduled soon.
- We have held our weekly meeting going over the job classifications and other zone related topics. We continue to work on evaluations and compucleans through all buildings.

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## FS WEEKLY CONTINUED:

- We have MBA classes scheduled for this weekend so two of our staff members will be working in Haslam to keep this building sanitized as well as one each day in Hodges to keep up with sanitizing and trash.
- We have been working to get the new building on Ag campus ready for the occupants.
- We have been continuing to keep all touch points wiped down.
- We have helped with enhanced cleaning.
- Supervisors are working on yearly evaluations.
- We continue to have our weekly meetings.
- We have briefly discussed the compensation project during our meetings.
- Completed on-demand Pest Control work requests.

## ENERGY MANAGEMENT

### UT Office of Sustainability/Recycling:

#### Recycling Totals for January 25 to January 31:

- Bottles/Cans: 8,160 lbs.
- Paper: 7,080 lbs.
- Cardboard: 5,460 lbs.
- Manure: 7,500 lbs.
- Food: 15,270.525 lbs.
- Total: 43,471 lbs. / 21.74 tons
- Pallets: 113

#### Recycling Totals for Fiscal Year 20:

- Bottles/Cans: 103,300 lbs. / 51.65 tons
- Paper: 168,620 lbs. / 84.31 tons
- Cardboard: 282,620 lbs. / 141.31 tons
- Manure Compost: 250,080 lbs. / 125.04 tons
- Food Compost: 225,226 lbs. / 112.61 tons
- Total: 1,029,846 lbs / 514.92 tons

## Landscape Services:

- 2-1-2021: Pre-treat for snow activity and monitor campus for ice during AM hours on 2-2-21
- Annual Arbor Day Celebration: Planning Second Creek reforestation event on 3-5-2021.
- Mulch installation in landscape beds campus wide
- First Impression Projects: Plants ordered for landscape improvements at McCord Hall. Meeting with stakeholders at McClung Museum to review landscape improvement plan.
- Submit proposal for robotic mower program
- Auxiliary Services: Assist with stormwater improvements and new building egress (cont.)
- Conference Center Landscape Improvements: Final landscape and irrigation punchlist walk through
- Campus wide tree replacements: Procurement and planting (on-going)
- White Hall landscape and irrigation remediation project: Final punch walk
- UTIA Surge Bldg: Take ownership of maintenance from contractor
- Career Path Project: Making final adjustments to coordinate with new job family classifications before sending to HR for review (cont.)
- Performance Reviews: On-going
- Apprentice program development (cont.)

## Sanitation Safety:

- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.

## ZONE MAINTENANCE

### Zone 1:

- Staying caught up on work orders.
- Plumbing Shop has been working on laundry Leslie's this past week.
- A/C Shop is in the process of rebuilding a/c pump at TREC.

### Zone 2:

- We are answering calls, opening doors and keeping work orders up to date.

### Zone 3:

- Baker Center: Equipment check, changed water and ice machine filters, conducted general maintenance and daily walk throughs.
- International House: Equipment checks, repaired lighting on second floor, conducted general maintenance and daily walk throughs.
- VolShop: PM checks and daily walk throughs.

ZONE MAINTENANCE CONTINUED ON PAGE 3

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## **ZONE MAINTENANCE CONTINUED:**

- Blount Hall: Cleaned and organized storage room , daily walk throughs and generator test.
- UTPD: Generator test, daily walk through, fixed light in men's locker room and assisted plumbing shop in replacing circulating pump.
- Hodges Library: Repaired sink in the fourth floor men's restroom, repaired outside door closer on ground floor and conducted general maintenance.
- Melrose Hall: Repaired lights in G building general maintenance.
- Dunford Hall: Conducted general maintenance.
- Henson Hall: Conducted general maintenance and daily walk throughs.
- Conference Center: Daily walk throughs, logging equipment, weekly generator test runs, assisted construction and boiler crew, daily building lock down, trash removal, elevator track cleaning, restroom checks and repairs, chiller and boiler shut down and restarts, outside cleanup, air handler inspection, broken light switch replacement, inventory checks and water filter replacement.
- SMC: Lighting repair, hot water pump motor replacement, toilet repair, assisted A/C shop in Leibert unit repair and building walk through.
- Haslam Business: Lighting repair, urinal repair, cooling tower assessment for repair, assisted Morristown Sprinkler in clearing water lines, wall signage installed on 4th floor and general maintenance.
- Hoskins Library: Upgrade lighting in room 108M for ROTC Army and replaced ceiling tiles in room 221 for ROTC Air Force.
- At the Football Complex, we are working on general maintenance.
- At Thompson Boling Arena, we are working on the building throughout for Men's and Women's basketball games.
- Lindsay Nelson and Softball we are gearing up for Softball and Baseball season.

### **Zone 6:**

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Mossman heat recovery leak.
- Performance general reviews.
- Mossman Catwalk installation.
- Dabney general motor upgrade.
- Hesler heating makeup water regulator failure.
- Arranging repair parts for One Call program.
- General led lighting project.

### **Zone 7:**

- Zone 7 LED Lighting Project Crew finished Taylor Law with LED lighting changeover.
- Perkins/Ferris: Changed out filters, routine building checks, general maintenance.
- SERF: Changed belts, assisted AC shop with coil repair. Routine building checks.
- Nuclear Engineering: Routine building checks, general maintenance. Mold checks and building walk throughs.
- Tickle Engineering: General maintenance, routine building walk throughs.
- Alumni Memorial: Building checks. Changed filters as needed.
- Min Kao: Building checks, changing lights and addressing monthly PM work orders.
- Dougherty: Assisting/supervising contractors. Routine building checks and changing filters as needed.
- Jessie Harris: Hung marker board, Weekly check of bathrooms, lights & ceilings, Daily building equipment check, Working on water pressure problem in research lab, Cleaned elevator tracks, Archibus equipment check.
- Fiber & Composites: Cleaned elevator tracks, Daily building equipment check, Weekly check of bathrooms, lights & ceilings, Changing Ac filters, Archibus equipment check.

### **Zone 4:**

- Repair track and display lights at PCB.
- Repaired NU-VU proofer and Robot Coupe food processor at Stokely Hall.
- Repaired and replaced outside pavers at PCB.
- Repaired sink and drain lines at the Student Union.
- Repaired open fryer at Fred Brown.
- Replaced a worn out cart and hot box wheels in all dining halls.
- Replaced and installed cabinet doors at Stokely.

### **Zone 5:**

- At Neyland Stadium, we are working on general maintenance throughout.

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## **ZONE MAINTENANCE CONTINUED:**

- Senter Hall: Weekly check of bathrooms, lights & ceilings, Daily building equipment check, Archibus equipment check, Installed pure air reading circuit boards for green houses.

### **Zone 8:**

- We have started student transports again and hopefully it will be at a reduced rate this semester.
- Our One-Call team continues to take calls for the entire UTK campus 24/7-365.
- The LED lighting project at Plant Biotech in progressing very well and we finally see light at the end of the tunnel for that project.

### **Zone 9:**

- We recently made a complete filter change at the Facilities Complex after a recent deep cleaning.
- Our LED project at the Glazer building will continue to see progress.
- We will focus on our monthly Archibus work requests on our consoles to finish out the month of January.

### **ZM Specialties:**

- Air balancing Linebacker Room at Anderson Training
- Read air flows on AHU #11 at Anderson Training
- Installed 2 humidifiers at Dabney-Buehler 210 and 214B
- Returned fume hood in Dabney-Buehler 449 to service after repairs
- Diagnosed problems with exhaust fan #2 at Dabney-Buehler
- Reading air flows on AHUs at Black Cultural Center
- Created and scheduled PMs for Aramark elevators
- Working with Zone 1 to correct and verify pressure vessel data and attach boiler inspections
- Working with One-call dispatch to correct elevator data
- Attached QR codes to all heat pumps in Facilities Services Complex
- Prepared Equipment data forms and typing key for online submission
- Replaced glass at Reese and Clement Halls
- Repaired windows at Hess Hall
- Moved 60ft lift from Barksdale Tennis to Lindsey Nelson baseball stadium
- Removed broken glass from Stokely garage
- Installed heaters at Concord

- Repaired lights at G7 and G16 garages
- Repaired handicap buttons at Plant Biotech

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

- Ayres – Exit door repairs and changes
- Clarence Brown Theatre- installing classroom upgrade hardware
- Haslam Business – change custodial closet
- Brehm Animal Science – repair lock
- Lindsey Nelson Stadium – repair locks
- South Stadium – change combination lock
- On Campus – assisting as needed
- Front office – processing key request, open for key pickup and drop off
- University Housing – many recores and repairs, assisting as needed

## **COMMUNICATIONS & INFO SERVICES**

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

- Most recent COVID-19 briefing links:
- Briefing #30: <https://youtu.be/9YOV1-pzG3k>
- Briefing #31: <https://youtu.be/XjZ4Rh1mWBs>
- Briefing #32: <https://youtu.be/UArgRfse6Wg>
- Briefing #33: <https://youtu.be/Vtiu7cYb-4I>
- Briefing #34: <https://youtu.be/jM70Y4DiHVY>
- Briefing #35: [https://youtu.be/Rt6j2As\\_DR8](https://youtu.be/Rt6j2As_DR8)
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- The electronic employee comment box can be found at [tiny.utk.edu/fscommentbox](http://tiny.utk.edu/fscommentbox).

### **Employee Training & Development:**

#### **Training News:**

- We have two new employees in New Employee Orientation this week. Emily Jinks is starting with Building Services and Sara Scott is starting with Lock and Key Services. If you see them around, say hello and welcome them to Facilities Services!
- Performance Review Training will continue to be offered throughout the coming weeks. You can find the Zoom link on the FS Training calendar here: <https://fs.utk.edu/comminfo/training/>

COMM & INFO CONTINUED ON PAGE 5



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## COMM & INFO CONTINUED:

Below are the future available dates and times for the training:

- February 9 at 10 am
- February 10 at 4 pm
- February 25 at 8:30 am
- March 4 at 10 am
- The 2021 Training Calendar is now available online! Visit <https://fs.utk.edu/comminfo/training/> to view upcoming training dates, times and information throughout the year. The calendar is located below the "Login for online training" link.
- Your 2021 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. Your course assignments are all the same as they were for 2020, but instead of having each course assigned to you individually, you will have a training curriculum assigned. When you look at your transcript in K@TE, you'll see something like "Facilities Services: Training Group 1 – Office Staff" but it'll be specific to the group you're actually in. Just like you did with the campus compliance training, you'll open the curriculum and then complete each course inside the curriculum. You'll reach 100% completion when you complete every course within the curriculum.
- In 2021, you will notice that you are being assigned a Bias and Diversity Training curriculum. This curriculum is being assigned to every member of the department.

## IT Support and Maintenance:

- Apple has released an update for iOS (14.4) and recommends that users immediately update iPhones and iPads to this new version in order to gain the latest security patches.
- New Computer Installations
- Inventory
- Recycling
- Desktop Troubleshooting
- Printer Maintenance

## UTILITIES SERVICES

### A/C Services:

- Checked and made repairs on 2nd floor of 1610 University Ave.

- Repaired bypass dampers on AHU 4 and repaired cooling towers at Hesler.
- Replaced, downloaded memory, and verified operations of the controller that operates AHU 3 at Early Learning.
- Repaired main controller that serves SMC.
- Repaired secondary chilled water pumps at Humanities.
- Repaired steam reheat coil at Museum.
- Restarted chiller at Reese.
- Repaired damper controls for AHU 11 at Anderson Training.
- Repaired chilled water issues at Taylor Law.
- Repair started for condenser water pump No. 3 at SERF.
- Replaced blower motor and ignition control module on unit heater at Intramural Field.
- PTAC and WSHP repairs on Campus.
- Growth chamber checks at Hesler.
- Furnace repairs at Thackston House.
- Restored building heat by resetting pumps at Ferris Hall.
- Replaced the differential pressure sensor that controls the chilled water pump at Min Kao.
- Repair leak in heating water system in room 420 at Dougherty.
- Repair leak in heating water system at Student Aquatic.
- Rebuild triple duty valve for condenser water pump No. 2 at Mossman.

### Electrical Services:

#### Security/Fire Alarm Group:

- Fire panel trouble and repairs at Chi Omega, Carrick Hall, Golf Facilities, Clement Hall, Presidential Court, Neyland Stadium, Vet School, Vol Hall, Laurel Hall, Reese Hall, and Pi Beta Phi.
- Assisted Morristown Sprinkler with annual, monthly and 5-year testing and repairs at Howard Baker, Middlebrook Bldg., Anderson Training, Strong Hall, and Hesler Biology.
- Assisted Simplex with repairs at Stokely Hall.
- Fire panel drills at Sorority Village.
- Replaced door reader in Thompson Boling Arena.
- Checking camera on roof at A&A.
- Meeting for security updates on Campus.
- Reset controls for handicapped doors at Howard Baker Bldg.

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## UTILITIES SERVICES CONTINUED:

### High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Reading electrical meters on all campus buildings.
- Reviewed Video Board submittals for Neyland Stadium.
- Osha training.
- Checking all control cabinets of the vista for batteries and power at Surge.
- Planning with KUB for access to meter area for testing at Goodfriend Tennis.
- Checking vista control cabinets for maintenance on Campus.
- Met with Progression to oversee repairs on cross walk buttons at Pat Head Summitt and Volunteer.
- Reset globe at Blueberry Falls.

### Secondary Electrical:

- Assisting A/C shop with providing power to the new ION cleaning devices at Jessie Harris.
- Meeting with Massey Electric regarding issues with Lutron at Surge.
- Troubleshooting emergency circuit on stairwell lights at North Carrick.
- Repaired Occ. Sensor issues in room 111 at Facilities Complex.
- Started piping for new outlet in room 426 at SERF.
- Troubleshooting power issue in the server room at SERF.
- Assisting Plumbing with wiring a pump motor at 11th Street Parking Garage.

### Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Repairing leak at Bess Labs.
- Repairing leak at Biotech.
- Wastewater sampling on Campus.
- Repairing roof drain at Neyland Thompson.
- Checked on no hot water at UTPD.
- Repaired leak on steam station at Melrose Hall.
- Repairing steam at Vet Med.
- Assisted maintenance with motor at SMC.
- Repaired leak at Music.
- Unstopped roof drain at Pratt.

### Steam Plant:

- Worked on #4 duct burner.
- Cleaning and monitoring chemicals in boiler #1.
- Working on leak repairs.
- Picked up parts at warehouse.

## **CONSTRUCTION SERVICES**

- Alumni Memorial Building: Fire Marshal POCA list; Move cabinets and remove door G002
- Art & Architecture: 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
- Burchfiel Geography: Paint 5 offices; Paint, furniture and white board in office
- Brehm Animal Science: Cap off exhaust ducts; Cabinet work in lab
- 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; Painting on 1st floor
- Conference Center Building: Paint, carpet and furniture 210
- Dabney Buehler: New fume hoods
- Dougherty Engineering: Paint 210; Carpet 226, 304, 310, 312, 406, 407, 407A, 407C, 410 and 503; Electric and ventilation for welding lab in 101; Electric work in lab on M level
- Dunford Hall: Paint and carpet 2429; Paint and carpet 2332, 2333, 2424, 2425 and other misc. work; Wall repair and carpet cleaning 2304
- Fibers and Composites: Remove equipment in 199; Utilities for new Wabash Press
- Food Safety: Move fume hood from Ellington to room 10; Enclose part of room 100

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## CONSTRUCTION CONTINUED:

- Food Science Building: Connect freezer and cooler in Pilot Plant to emergency power; Receptacle in 307
- Greenhouse #10: Replace tile floor in 103
- Haslam Business Building: Install a light bar in 401
- Henson Hall: move card reader to 109
- Hesler Biology: Receptacles for growth chambers B006
- Intramural Fields: Seal parking lot
- Jessie Harris: Paint 418 and 421; Painting on 2nd and 3rd floors
- Jewel Building: Electric work for new equipment
- 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: Wiring for new desk location in lobby
- McClung Tower: Fire Marshal POCA list
- McCord Hall: Lab renovations on 1st floor
- Morgan Hall: Renovations per POCA; Paint corridor near 320; Renovate 201A
- Mossman Building: Add door seals to darken lab
- Neyland Thompson Sports Center: Haslam Field expansion
- North Greenhouse: New lights 109
- Nursing: Fire Marshal POCA list
- Panhellenic Building: Construct display area
- Presidential Court: Repair doors at loading dock
- SERF: Remove connecting doors and add corridor door 511; Remove walk-in cold room 626
- 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
- Student Union: Emergency locking; Shell Space Buildout; Door hold open devices for Student Engagement; Install shelving in Smokey's Closet
- UT Drive Services Building B: Renovation on lower level for Wind Tunnel
- UT Visitor Center: Renovation for Creamery; Receptacle in Culinary Institute
- Vet Med Center: Fire Marshal POCA list
- 2121 Stevenson Drive: Fire Marshal POCA list