

# Facilities Services Weekly

November 8, 2021

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

## Zoom Briefing Updates

Please be sure you are checking emails from Sam Ledford. To see the most recent briefing, visit <https://youtu.be/SEYSby3LBEA> if you missed any of the previous briefings, they can be found at the links located on page 4 under Communications & PR.

## Helpful Hints from the Haberdasher

Did your uniform come back with a stain, rip or other issue that was not present when it was sent off. Send a photo to Jim Tolbert at [jtolber3@utk.edu](mailto:jtolber3@utk.edu) with your name. It would be helpful to include your ID number with the photo of the garment.

UniFirst is in the process of opening their new facility in Chattanooga with modern equipment and have recently purchased a new machine that helps to reduce the amount of wrinkles when they dry the uniforms. While they're in the process of getting that new equipment, the cotton uniforms we receive will be slightly more wrinkled than usual in the meantime. Bear with us on this. It's not a surprise, and we're hoping that won't last longer than a month.

## Internal Positions Open

We currently have several open positions! A few notable positions include the following:

**E010116 - IT Technologist II**

**E017211 - Procurement Professional**

**E017230 - Heavy Equipment Operator**

**E017230 - Landscape Aide I.**

If you are interested in applying, visit <https://hr.utk.edu/staff-positions/> and click the "Staff Positions for Internal Candidates" link.

## ADMINISTRATION

### Special Projects:

- "Every job is a self-portrait of the person who did it. Autograph your work with excellence." -Ted Key
- Polo shirts have been gone through and are in the process of being picked up and/or delivered to the units/subunits/work teams. We are still waiting on some shirts to arrive, so if you didn't receive yours, please be patient and we will get them to you as soon as we are able.
- Work continues with campus EOC processing isolation forms and performing space tracing and room closures.
- Serving on the Culture Committee
- Planning of upcoming events and food distribution.
- TCO Inventory
- Evaluation software demos for Archibus Replacement Committee

## FACILITIES OPERATIONS

### Building Services:

- Deep cleaned Tyson Alumni House, including carpet and floor work for the Grand reopening on November 15.
- Cleaned all entrance rugs in Henson, Greve, Dunford and Haslam.
- Many employees worked on K@TE training.
- Blowing leaves around Hodges Library and Haslam Business.
- Continuing cleaning up Neyland Stadium and assisting with mopping the seating area in Thompson-Boling.
- Cleaning up offices in Perkins Hall.
- Working on putting together a memorial for a late coworker.
- Cleaned glass inside and out for Media Room 460 and room 476 at Communication and Student Services.

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## FS WEEKLY CONTINUED:

- Scrubbed second floor. Deep cleaned Dean's Suite on 3rd floor and installed Tiny Trash/Recycle.
- Scrubbed floors in Zeanah on all floors. Swept stairs on all levels in Atrium.
- Cleaned floors on 3 and 2 in Nursing.
- Cleaned up Construction left by contractors installing updated fire system in Bailey and Claxton.
- Swept and dusted all staircases in AMB.
- Used leaf blower to clear sidewalks and entrances of leaves to keep down on the amount of debris being tracked in the buildings at Claxton, Bailey, Nursing and 2010, 2016 and 2023 Lake Ave Daycares.

## Landscape Services:

- Welcome new team member: Eric Goss
- GA Game Prep: Support of Homecoming floats and SGA bonfire, ESPN SEC Nation, Tailgate cleanup
- Ut Drive buildings: Provide excavation for steam leak repair
- Tickle Engineering: Provide excavation for drain pipe replacement at washout station
- Wrap up installation of ~10,000 tulip bulbs in seasonal flower beds.
- First Impression Projects: Order plant material for winter installation
- Campus wide irrigation systems: Winterization of all systems (cont.)
- Winter tree planting: Map out areas on campus for winter planting and order trees (cont.)
- Plant fall/winter flowers throughout campus.
- Leaf removal (cont.)
- Zeanah Engineering: Monitor landscape contractor during installation (cont.)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Pedestrian Mall Expansion Phase II: Participate in weekly progress meetings (cont.)
- Fleming Warehouse: Clean-up of vegetation and prep for life safety improvements (cont.)
- Concord Street Site: Demolition clean-up and fence repairs (cont.)
- Campus wide: Maintenance pruning to younger trees (on-going)

- Career Path Project: Making final adjustments to coordinate with new job family classifications before sending to HR for review (cont.)
- Recruiting to fill 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 2 to November 8:

- Bottles/Cans: 4,560 lbs.
- Paper: 7,820 lbs.
- Cardboard: 16,960 lbs.
- Manure: 25,300 lbs.
- Food: 16,500 lbs.
- Total: 71,140 lbs./ 35.57 tons
- Pallet: 0

#### Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 129,180 lbs. / 64.59 tons
- Paper: 145,700 lbs. / 72.85 tons
- Cardboard: 187,820 lbs. / 93.91 tons
- Manure: 311,363 lbs. / 155.68 tons
- Food Waste: 196,257 lbs. / 98.13 tons
- Total: 970,320 lbs. / 485.16tons

#### Sustainability Report:

- 3 Volunteers at the Grow Lab for two hours each & the new irrigation system is completely finished
- Third Creek Cleanup had 27 volunteers who collected about 140 pounds of trash from Thrid Creek
- The Bicycle Advisory Committee had its second meeting
- A Commuter Survey was published which currently has over 6,400 respondents
- Take the survey here: [https://sightlines.co1.qualtrics.com/jfe/form/SV\\_af5XoVnBCAHhANo](https://sightlines.co1.qualtrics.com/jfe/form/SV_af5XoVnBCAHhANo)

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## FS WEEKLY CONTINUED:

### **ZONE MAINTENANCE**

#### Zone 1:

- Staying caught up with work orders.
- The heat has been turned on in all residence halls.
- We are replacing exhaust fans on the roof of South Carrick.

#### Zone 2:

- Answering maintenance calls .
- Assisting other shops.
- Generator testing.
- Daily inspections.
- General maintenance.

#### Zone 3:

- UT Conference Center: Open building, unlock doors (entrances & stairwells), turn on lighting, chiller & boiler logs, mechanical room check & building walk through, daily Archibus logs, restroom inspections & repairs, mold inspection, outside clean up, trash removal, clean elevator track, generator test run, 311 insect issue & burned-out lighting, restroom repair, temp control (due to chiller down) event lockdown, door lock repair and meetings.
- Haslam Business: Fixed toilets, lights and general maintenance.
- Stokley Management: Repaired induction units in 5th and 4th floors. Troubleshoot loss of power in cubicles 250 A/B in SMC 2nd floor. Perform corrective maintenance and cleaning of induction units in SMC 4th floor. Repair “stuck” door lock in SMC 6th floor room 530. Attend CPR/First Aid training in FSC room 102. Perform routine maintenance in chiller and pump rooms in SMC and Haslam buildings

#### Zone 4:

- Repaired ice maker at the Student Union.
- Repaired waste compactor at Stokely.
- Replaced grease filter hose at the Cumberland Food Court.
- Working on microwave at Haslam.
- Fixed cooler at Vol Hall.
- Repairing hot boxes for Football. This is an on-going project.
- Repaired hot well at Anderson.

#### Zone 5:

- At Neyland Stadium, we checked and made repairs as needed and replaced lights on wall packs.
- At Anderson Training, we checked and adjusted chemicals in pools.
- At Allan Jones, we checked and adjusted chemicals in pools and made repairs ahead of swim meet.
- At Regal Soccer, we checked and made repairs ahead of NCAA Soccer tournament.
- At Sherri Parker Lee Stadium, we checked and made repairs after Kentucky.
- At Goodfriend Tennis Center, we checked and made repairs after Tennessee Fall Invitational.
- At Lindsey Nelson Stadium, we checked and made repairs ahead of Fall World Series.
- Throughout zone, we conducted general building maintenance.

#### Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Continue QR Code initiative.
- Hesler: Head house vent fan replacement.
- Unlocked doors.
- Air filter changing zone wide.
- Dabney: Control valve replacement.
- General LED lighting project.

#### Zone 7:

- Alumni Memorial Building: General maintenance, room to room inspections, changed belts on AHU4 and greased. Roof drains inspected and cleaned as needed.
- Ferris Hall: Conducted daily walk throughs and weekly walk throughs. Checked heating system and fan coil units after switching to heated water.
- Perkins Hall: Conducted daily walk throughs and weekly walk throughs. Checked heating and radiators after turning on steam to building.
- Min Kao: Working on lights, working on restrooms, doing building checks and working on ceiling tile.
- Dougherty Engineering: Going through each room checking the heater and flushing out the ones that need it and going through restrooms.
- Jessie Harris: Checked & cleaned elevator tracks, weekly

**ZONE MAINTENANCE CONTINUED ON PAGE 4**

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## ZONE MAINTENANCE CONTINUED:

- building check, monthly mold check, daily equipment check.
- Senter Hall: Weekly building check, daily equipment check and monthly mold check.
- Fibers and Composites: Weekly building check, daily equipment check, monthly mold check, checked and cleaned elevator tracks.
- SERF: Performing daily maintenance and machine room checks, also logging nitrogen generator levels and chiller house unit levels. Changing air handler unit filters and cleaning the plenum areas out. Assisted window cleaners with the fourth floor entrance windows.
- Nuclear Engineering: Performing daily maintenance and machine room checks. Checking steam traps to be sure they are working.
- Tickle Engineering: Building rounds and general maintenance.

### Zone 8:

- We are still dealing with a few minor issues after our power outage over the weekend.
- Our One-Call team continues to take calls and provide coverage to the entire UTK campus 24-7/365
- There have been some recent issues with our steam with the EESRB building in full construction.
- Christman Construction is providing warranty service concerning the main air handler on the roof of the Third Creek Building.

### Zone 9:

- We have recently been rewiring some exterior lighting at the Glazer building in Oak Ridge.
- Our daily/weekly Archibus work requests will be an area of focus this week.
- We recently made an upgrade to the exterior lighting on the back of the 1610 University Avenue building.

### ZM Specialties:

- Installed four new door operators at Plant Biotech
- Installed new entrance lights at G10 garage
- Checked hot water flow issues at Temple Hall with A/C Controls
- Working on ventilation report for Theater Guild
- Evaluating CMMS replacements
- Correcting equipment records in the Law Complex
- Replaced glass at Gate 21 ticket booth, Clarence Brown

Theater, Delta Tau Delta and Pi Kappa Phi fraternities

### Lock & Key Services:

- Presidential Court – rekey locks
- Auxiliary Services – rekey locks and change combination
- West Skybox Addition – install hardware
- Lindsey Nelson Stadium – repair lock
- Strong Hall – rekey lock
- College of Nursing – repair lock
- Stadium – setup padlocks & key lighting switches
- Zeanah Complex – installing cores and assisting as needed
- Haslam Business – install lock on sliding glass door
- On Campus – assisting as needed
- Front Office – Processing key request, key pickup & drop off
- University Housing – many recores and repairs, assist as needed

## COMMUNICATIONS & INFO SERVICES

### Communications & Public Relations:

- Don't forget to send work team photos to Sam whenever you have them. Send them to [sjones80@utk.edu](mailto:sjones80@utk.edu) or via text at 865-771-1531.
- Most recent zoom briefing links:
- 8/26/21: [https://youtu.be/mrnEbV\\_55Ic](https://youtu.be/mrnEbV_55Ic)
- 9/9/21: <https://youtu.be/okbZLPBxPXY>
- 9/23/21: <https://youtu.be/MSMAzso8ZsA>
- 10/7/21: <https://youtu.be/NvJoxXci3cU>
- 10/21/21: <https://youtu.be/nbYfGu-jNN8>
- 11/4/21: <https://youtu.be/SEYSby3LBEA>
- The electronic employee comment box can be found at [tiny.utk.edu/fscommentbox](http://tiny.utk.edu/fscommentbox).

### Employee Training & Development:

#### Upcoming Training:

- **In-person CPR/AED Training** will take place 11/9 in FSC 102 at 10:30am.
- **HAZWOPER Refresher Training** will take place November 9 from 8am to 4pm in FSC 101.
- **Computer Basics Training** - If you or one of your employees is interested in this introduction to computer

COMM & INFO CONTINUED ON PAGE 5



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## COMM & INFO CONTINUED:

use, please email the Training Unit at [fstraining@utk.edu](mailto:fstraining@utk.edu) with the names of those who would like to attend, as well as their shifts. (The class is open to all shifts, and we will schedule as needed to cover those.)

- **2022 ICS 300 & 400 Training** - ICS 300 is scheduled for January 12 & 13 and ICS 400 training is scheduled for January 19 & 20. This training will take place at Facilities Services.

### Training News:

- We have five new employees in New Employee Orientation this week. Be sure to say hello to them if you see them around and make them feel like a welcome member of the Facilities Services family!
- **FS Mini Train** - We all know Facilities Services is critical in the operation and maintenance of the UTK campus, but did you know that includes our surrounding streams, creeks, and rivers? This month's MiniTrain explains why stormwater runoff is such a problem, how we deal with it on campus, and what you and I can personally do to help keep our waterways clean. Grab an umbrella and visit <https://www.youtube.com/watch?v=lcGRDgbrh6U> to watch!
- **Don't forget to complete your 2021 OSHA!** 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.
- **External Training Completions** - If you participate in any training not done through K@TE, make sure you let Training (Rebecca, Anna and/or Beth) know so they can give you proper credit for it. The university does recommend that you receive 32 hours of external training annually (HR 128). Last year, we had our highest number of staff hitting their goal for training hours, and while we don't realistically expect the same numbers as last year, we do want to see our team continue to put time and effort into receiving training for their professional and personal growth.
- **The 2021 Training Calendar is 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. Check back often as new events and opportunities are added often!

### IT Support and Maintenance:

- New Computer Installations
- Windows Updates
- Inventory and Surplus
- Desktop Troubleshooting
- Printer purchase and Installation
- Listserv Troubleshooting
- Office Moves
- Be looking for a new version of Windows to show up soon. Windows 11 may be pushed out like current windows updates. The main change you will notice is an update to the menu system. Contact Jim McCarter at [jvm@utk.edu](mailto:jvm@utk.edu) with any questions.

## UTILITIES SERVICES

### A/C Services:

- Replaced gas valve in Aeon unit No. 3 at Volleyball.
- Switched 2 pipe system to heat at Jessie Harris.
- Repaired chilled water coil in AHU 5 at Presidential Court.
- Repaired steam coil in AHU 2 at Hodges.
- Repaired boiler for Southern Kitchen at Vol Hall.
- Replaced coupling insert in cooling tower 1A at JARTU.
- Repaired air-cooled chiller at Mossman.
- Prep work and replaced gaskets in heat exchanger at Humanities.
- Replaced thermistor on York Chiller No. 2 at JIAM.
- Replaced coupling grid on chilled water pump No. 2 at TBA.
- Assisted Electrical services with outage on Ag Campus.
- Replaced faulty HW actuator and opened HW valve in room 161 D at Student Union.
- Assisted Plumbing shop with installing a HW supply temp sensor at Hesler.
- Installed CT sensor for tower pumps at Conference Center
- Completed wiring and set up for cooling tower controls at Conference Center
- Worked on HW converter at Temple Hall
- Replaced thermostat serving south machine room at Hodges Library
- Replaced bad diaphragm for hot water valve and adjusted temp sensor at Jessie Harris

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## UTILITIES CONTINUED:

- Found bad VFD for HW pump at Tickle
- Created program for cooling tower controls for the Conference Center
- Replace faulty steam valve and actuator in room 228 of Jessie Harris
- Replaced faulty damper actuator for strobics unit at Hesler Biology
- Trouble shot bad outside air sensor at football facility
- Replaced 2 steam valve actuators in chiller building of Hesler
- Replaced thermostat wire for room 362c at Student Union
- Installed control card for cooling towers at Conference Center
- Cooling tower testing and chemical addition.
- Closed loop testing and chemical addition.

## Electrical Services:

### Security/Fire Alarm Group:

- Monthly fire pump testing across Campus.
- Repaired devices and cleared alarms at Clement, Laurel, Hess, TREC, 1840 Frat Park, Massey Hall, Austin Peay, 2030 Sorority Village, and Environmental Lab.
- Disabled/Enabled devices for contractors at TREC.
- Disabled/Enabled devices for plumbing at Hesler.
- Assisted EHS with fire drills at Humanities and McClung.
- Assisted with outage on Ag Campus.
- Disabled/enabled fire alarm for Rapid Fire at TBA.
- Rewired door at Anderson Training.
- Checked sliding door at Hodges.
- Repaired relay on handicap door at Plant Biotech.
- Checked door 212 at Humanities.
- Check on low power alarm at Student Union 2.
- Repaired program readers at Zeanah.
- Repaired large animal door at Vet School.
- Checked 4th floor readers at Tickle Engineering.
- Replaced door contact at Tyson.

### High Voltage:

- Daily 1-800 marking.
- Pumping electrical manholes on Campus.
- Monthly maintenance on both substation on Campus.
- Marked utilities in parking lot for paving and bore work

at Facilities Services.

- Performed a walk through for the new step job at Perkins and Ferris.
- Onsite prep for electrical outage during the week then performed the electrical outage on Saturday for the Ag Campus/ Ellington Project.
- Installed new light fixture at S20 parking lot.
- Temporary power and ordered spider box cables for the TV truck for tournament at Goodfriend Tennis.
- Ordered material for TA to install new power in locker room at Football.
- Reset traffic light #4 at Lake Loudoun and Chamique Holdsclaw.
- Assisted Edison Electrical with taking down a sidewalk pole light at 17th and Cumberland.
- Repaired power in plug strip at North Carrick.

## Plumbing Shop:

- Pumped steam vaults on campus.
- Campus Tennessee One Calls
- Wastewater testing.
- Repairing and testing fire hydrants.
- Replaced steam trap at North Greenhouse.
- Assisted A/C shop with installing heater at Presidential Court.
- Replaced and re-piped steam traps at Plant Biotech.
- Saw cut pavement for underground steam repair at Old Facilities.
- Unstopped 2nd floor tube and repaired water fountain drains at Clement Hall.
- Checked on low pressure at Morgan Hall.
- Rodded out drains in basement at Hess Hall.
- Repaired no hot water at PVI at Brown Hall.
- Unstopped kitchen sink at 1816 Fraternity Park.
- Replaced broken water fountain at Sigma Nu.
- Unstopped sinks at JARTU.
- Rodded out drains at Stokely Hall.

## Steam Plant:

- Greased fuel oil pumps.
- Washed out fuel oil containment area.
- Drilled and tapped new steam driven feed pump bases.
- Repaired sensing line on DA tank.

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- Ran generator.
- Filled #1 boiler to find leak.
- Drained #1 boiler and welded in 10 plugs.

## CONSTRUCTION SERVICES

- Alumni Memorial Building: Fire Marshal POCA list
- Art and Architecture: Renovate Ewing Gallery; Laser cutters in 3rd floor Print Center
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Bailey Education: Renovate 5th floor lobby; Paint and carpet A414; Paint A417
- Band Practice Facility: Replace switch on fans in pavilion
- Bass Building/Body Farm: Clearing and new fences for Body Farm expansion
- Campus: Replace University Seals; Replace elastomeric couplings on fire pumps with metal grid couplings; Volunteer First Impressions Contest winning projects; Refurbish outdoor basketball courts behind Fraternities
- Ceramics Annex: Green space and waterproofing
- Claxton Building: New signage at breezeway; Rework Dean's suite 344L
- Communications: Renovate 302B; Renovate 64C and 77; Paint 473
- Dabney Buehler: New HVAC units 550, 552, 553; Replace fume hoods in 408, 507, 508, 607, 608
- Delta Tau Delta: Repairs from vandalism
- Dougherty Engineering: Carpet 407, 407A, 407C; Renovate 101 for welding and robotics lab; Painting 508
- Dunford Hall: Paint and electric 2432
- Early Learning Center (Lake): repair Gazebo floor
- Environmental Landscape Laboratory: Hang white board and monitor 114
- Equity and Diversity: Paint, flooring and some lighting throughout
- Facilities Services Complex: Install interior cameras
- Ferris Hall: Electric and exhaust for lab 217
- Fibers and Composites: Utilities for new equipment
- Food Science Building: Renovate 215 for Creamery kitchen
- Haslam Business Building: Paint the building interior; Additional electric circuits 514 and 540; Painting 522A; Receptacle in 459; Replace sound panels in 201, 203, 302, 303, 403
- Hodges Library: Renovate 252; Paint 552A; New lighting and painting 199A; Paint, carpet, millwork 605; Renovation for UT Press
- HPER: Clean tennis courts
- Jessie Harris: Renovations 336, 337, 341; LVT and paint in suite 229
- Jewel Building: New garage door for basement; Privacy film on lower windows; Add 2 cameras
- JIAM: Add cup sink to hood in 216; Connect glove box to exhaust 256; Electric for chiller G026; Install utilities to ventilated cylinder cabinet; Wash exterior of windows
- Kingston Pike Building: Install Opticool rack system; Renovate 135 into on line studio
- Magnolia Hall: Repair a wall
- McClung Tower: Fire Marshal POCA list; Flooring 214, 401, 513, 1106, 1107, 1113, 1119; Paint and flooring 612 and 701; Paint 923; Shelving work 108
- Middlebrook Building: Add card reader to exterior door; LED lighting retrofit in 129
- Morgan Hall: Renovations per POCA; Remove a window for envelope repair project
- Neyland Thompson Sports Center: Renovate 118 for new cryotherm tubs
- Nielsen Physics: Remodel room 217 into a lab; Fire Marshal POCA list; New ceilings on 6th floor
- Nursing: Fire Marshal POCA list
- Perkins Hall: Fire Marshal POCA list; Replace window a/c unit 220; Paint suite 219
- Presidential Court: Convert Pod Market to shop for University Mail and Printing
- SERF: Remove connecting doors and add corridor door 511; Exhaust for equipment 522; Utility work and drains for polisher in 309; Electric and air in 108
- Sherri Parker Stadium: Corrections for SFMO
- Sigma Nu Fraternity: Ladies restroom repairs
- SMC: Paint several offices; Replace faucet; Paint and furniture 312
- Student Health: Repair flooring seams on 1st floor
- Student Rec and Fitness Center: Replace lighting
- Student Union: Move some signage; Move point of sale registers in Vol Shop; Panic button 174Q

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## CONSTRUCTION CONTINUED:

- Taylor Law: Replace sound panels 132, 135, 136
- Thompson Boling Arena: Move card reader
- Tyson Alumni Center: Repair water damage
- UT Drive Services Building A: Renovations for 2nd floor offices
- UT Drive Services Building B: Renovation 101 for sculpture studio
- UT Visitor Center: Renovation for Creamery
- UT Warehouse: Fire Marshal POCA list; Install dock lights
- Vet Med Center: Roller shade in Pendergrass Library
- Zeanah Engineering: Install plaques
- 1525 University Ave.: Shelf in 202B; Paint 223, 224, 225
- 1610 University Ave.: Repair crack in building brick veneer
- 1815 Highland Avenue: Security system
- 1817 Melrose Avenue: Carpet the stairs
- 22nd Street Duplex: Various repairs for doors and wall

## Join Facilities Services on Social Media



@utkfacserv



@utfacilities



@UTFacilitiesServices

## T FACILITIES SERVICES Employee Comment Box Locations:

- Facilities Services Complex Break Room
- Facilities Services Shop Area
- Steam Plant (near time clock)
- Hodges Library 1st Floor Service Hallway
- SERF outside of room 426
- The electronic employee comment box can be found at [tiny.utk.edu/facommentbox](https://tiny.utk.edu/facommentbox).



To suggest an additional box location, or for more information, please contact Sam Ledford at [sjones80@utk.edu](mailto:sjones80@utk.edu).