

Facilities Services Weekly

October 17, 2022

Few Spots Remain for APPA Supervisors Toolkit!

Our next APPA Supervisor's Toolkit is scheduled for Monday through Wednesday, November 14-16 in FSC 101/102, and we only have **FIVE SPOTS LEFT!** This is a great source of information for new or upcoming supervisors. If you'd like to register, email fstraining@utk.edu.

UTK's First Ombuds Day Celebration

As a member of UTK staff, you have access to support through the Office of Ombuds Services which works to empower faculty, staff and graduate students to navigate challenges related to your experience at the university. This office helps individuals navigate challenging situations with colleagues and peers, concern about the well-being of others, working conditions and much more. On Thursday, October 20, UTK will celebrate their inaugural Ombuds Day Celebration, and you're invited to participate. Click [here](#) for information on the day's events.

Administrative Professionals Summit

UT System HR Employee and Organizational Development is hosting its first-ever Administrative Professionals Summit on November 9-10 at the Crowne Plaza Hotel. This event is designed for rigorous learning for administrative professionals from across the state and will provide professional growth and leadership development relative to the roles and responsibilities of administrative professionals. If you are interested in attending, click [here](#) for additional information and a link to registration.

Returning Uniforms When Leaving UT

If you are retiring or taking a position with another organization, it's your responsibility to return all uniforms to UT. These uniforms should be counted in front of your supervisor. You'll then bag all shirts together and all pants together with a yellow/salmon colored tag. On the tag, please note that you have quit or retired. Bags should be placed in appropriate cleaning bins, and FS coats should be left with your supervisor or dropped off at Jim Tolbert's desk. If pieces are missing, the cost of the missing pieces can be deducted from your last paycheck.



Internal Positions Open

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

E01-7220	Building Services Foreman	E01-7217	Painter
E01-7202	Facilities Space Coordinator	E01-7218	Plumbing & Heating Specialist I
E01-7202	Project Manager	E01-7220	Building Services Aides
E01-7205	Steam Plant Mechanic (SR)	E01-7224	STAR Team Member
E01-7212	HVAC Spec I	E01-7230	Landscape Aide I
E01-7214	Line Installer		
E01-7217	Painter Asst III		

ADMINISTRATION

Special Projects:

- Serving on the Culture Committee
- Pink Day planning
- TCO Inventory
- Chuck Thompson Awards prep
- FEMA Training

BUILDING SERVICES

- SERF- detailed the entrances on each floor, cleaned windows and window seals on all floor, ran the auto scrubber on all 7 floors, Swept and mopped all the stair wells
- Min Kao- using a low speed buffer we scrubbed the lab floor in 125 to remove stains and scuffs, we detailed cleaned all entrances, cleaned windows and window seals on every floor, detailed classrooms, swept and mopped all stairwells and the main stair case

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OPERATIONS CONTINUED:

OPERATIONS & LANDSCAPE

Landscape Services:

- Alabama game clean-up and UT Martin game prep
- ESPN support for Game Day and SEC Nation
- Discussions with the Native Tribal Nations regarding erosion repairs on the Native Burial Mound and future care.
- Sod repairs this week of areas affected by heat from steam lines (lawns at Haslam music and Blueberry falls)
- Homecoming coordination with campus event planners (Chancellor's HC kickoff event, bonfire, etc)
- Campus wide: Aeration and over-seeding (cont)
- Presidential Court Bldg: Assist Plumbing with excavation for repair of storm water pipe (cont)
- Snow Equipment: Prep and test equipment for winter season (cont)
- Burchfiel Geography: Finalize landscape enhancements following fire supply water main break repair (cont)
- Ayres Hill Entrance: Installation of irrigation and landscape improvements (cont.)
- Irrigation Systems: Test, monitor, adjust and repair systems as needed. (cont.)
- Campus-Wide Mowing: Making adjustments to route schedules to meet campus demands (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.)
- Campus wide: Maintenance pruning to younger trees (on-going)
- Recruiting to fill vacant positions

Sanitation Safety:

- Completed pest control requests

ZONE MAINTENANCE

Zone 1:

- Turned heat on in facility buildings on Friday.
- Had a sprinkler head broke off Friday night at Hess Hall.
- Staying Caught up on work orders.

Zone 2:

- Art + Architecture - Disassembled bottle fill station for flow problems and Light repair in various rooms
- McClung Tower - Bathroom toilet repair on 10th floor, Drained, cleaned and refilled the Bull fountain, Fan coil unit repair in Room 910, and Replaced urinal plumbing on 6th floor
- Clarence Brown - Replaced 2 light fixtures above the stage on the catwalk, repaired a broken audience seat and checked/repared all lights at aisle seating
- Changed oil and filters on generators across the zone

Zone 3:

- Zone 3 is performing Annual Inspection of Roofs and Drains for all buildings

Zone 4:

- Repaired cooler in Phase 1 of the Student Union
- Repaired touchless faucets at Rocky Top Dining
- Repaired fryer at Stokely
- Replaced cooler door closer at the Cumberland Ave. Food Court
- Repaired ice machine in Phase 2 of the Student Union
- Repaired holding cab at Fred Brown Hall

Zone 5:

- At Neyland Stadium, checked and made repairs as needed ahead of Alabama
- At the Football Complex, checked and adjusted chemicals in the pools
- At Allan Jones, checked and adjusted chemicals in pools, prepared for swim meet
- At East Stadium, checked and replaced lights as needed
- At Sherri Parker Lee Stadium, checked and made repairs ahead of Chattanooga
- At Regal Soccer, checked and made repairs ahead of LSU
- Throughout the zone, conducted general building maintenance

Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Dabney repair gutter.
- Unlock doors.
- General led lighting project

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

Zone 7:

- AMB: Daily walkthrough of building, worked on monthly pm's, worked on air handler 2
- Dougherty: General maintenance, assist zone, replaced light bulbs, replaced ceiling tiles, fixed ceiling grid and lighting fixture, assisted contractor, air handler monthlies, replaced faucet batteries, replaced exit sign battery
- Farris Hall: Conducted daily walkthroughs and weekly walkthroughs.
- Fibers & Composites: Checked & cleaned elevator tracks, Weekly building check, Daily equipment check, Checked roof for leaves.
- Jessie Harris: Weekly building check, Daily equipment check, Checked generator, Changed filters & belts on air handlers, Checked & cleaned elevator tracks, Replace closure on entrance door, Checked roof for leaves.
- Min Kao: Working on lights, working on restrooms, working on ceiling tile, checked roof drains, doing building checks.
- NEB: Routine building checks, removed blinds from dean suite main door, begun weatherization of building, turned steam on to building, assisted contractors as needed, assisted other buildings in zone as needed.
- Perkins Hall: Conducted daily walkthroughs and weekly walkthroughs. Cleaning window AC units. Quarterly serviced exhaust fans 1-4. Serviced AHU 4.
- SERF: Routine building checks, repaired door closure that had come loose, replaced water fountain filters, assisted with removal of vegetation from high-voltage pit, secured hanging temporary hazards generated by renovations, begun weatherization of building, assisted STAR team as needed, assisted construction services as needed, assisted A/C shop as needed, assisted contractors as needed, assisted other buildings in zone as needed.
- Senter Hall: Replaced damped vent motors in green houses, Weekly building check, Daily equipment check, Checked roof for leaves.
- Tickle: Daily walkthrough of building, worked on monthly pm's, assisted contractors on high bay door, assisted shop with chiller.
- Zeanah: Daily walkthrough of building, worked on monthly pm's, helped with needs for event Thursday and Friday, helped other shops working in the building.

Zone 8:

- With the arrival of fall, we are working to make sure all gutters and roof drains are cleared with the falling leaves.
- Our One-Call team continues to answer calls for the entire UTK campus.
- We are working to deal with an issue with out building heat in the Brehm Animal Science building.
- We have recently had several louver motors go out that require replacement in the Greenhouses.
- We had to replace fusible links in the fire dampers for the classroom in the Publications and Services building.

Zone 9:

- We are switching over to heat at the Middlebrook building with the colder temperatures moving in.
- We have to repair a toilet at the Middlebrook building that is loose at the flange.
- We are installing new frog eye exit lights at the 1610 University Avenue building.

ZM Specialties:

- Repaired windows at Art & Architecture
- Checked wooden windows at Tyson Alumni
- Repaired equipment at Specialties shop
- Repaired expansion joint on pedestrian bridge
- Repaired door operator at McClung Museum and Geier Hall
- Replaced conduit at McClung Tower
- Transported lifts to various campus locations
- Refueled generators at Volunteer and Laurel Halls
- Working on AAALAC certifications for surgical wards at Vet Met Center
- Corrected and added equipment records for Strong Hall for TCO project
- Photographed equipment in Strong Hall and Mossman mechanical rooms
- Scrubbing equipment data for migration to Oracle CMMS

Lock & Key Services:

- Sigma Nu – rekey lock and repair
- Walter's Academic – rekey locks
- South Stadium – change cores to construction for abatement

ZONE MAINTENANCE CONTINUED ON PAGE 4

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ZONE MAINTENANCE CONTINUED:

- Plant Biotech – repair lock
- ON Campus – Assisting as needed
- Front office – processing key request, key pick up and drop off
- University Housing – many recores and repairs, assist as needed

UT Office of Sustainability/Recycling:

Weekly Recycling Totals:

- Bottles/Cans: 1,640 lbs.
- Paper: 4,220 lbs.
- Cardboard: 0 lbs.
- Weekly Total: 5,860 lbs.

Fiscal Year Recycling Totals:

- Bottles/Cans: 68,877 lbs./34.44 tons
- Paper: 115,740 lbs./57.87 tons
- Cardboard: 22,800 lbs./11.4 tons
- Pallets: 16,992 lbs./8.5 tons
- Plastic Film: 1,340 lbs./0.67 tons
- Yearly Total: 224,409 lbs./112.2 tons

- 2.84 tons of hotdog and hamburger buns that had been sitting in Neyland Stadium since May, at the latest, were composted. That's an estimated 52,000 buns
- Co-hosted a harvest market in cooperation with Taylor Koenigs from Student Disability Services. Over 200 students attended
- Free Store hosted 60 unique customers
- Began the annual greenhouse gas inventory
- Completed the first round of surveys for the Green Portal Project

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- Send any photos of your work team that you'd like to see featured on FS social media directly to Sam at sjones80@utk.edu or 865-771-1531
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

Employee Training & Development:

Upcoming Training

- The last of TNAPPA's roundtable events will take place on November 2 at 3pm EDT. You can register for the roundtable by clicking [here](#).
- On Tuesday, October 18 from 9am – 11am, Training will be hosting an Excel Level 1 course in the Computer Lab at FSC. If you're interested, send an email to fstraining@utk.edu.

Training News:

- **2022 OSHA Training** - If you have not yet completed your OSHA Training for 2022, please do so ASAP.
- **2022 Compliance Training** - 2022 Compliance Training is loaded in K@TE. If you have not already completed this required training for 2022, please do so. The deadline for completion is in mid-December.
- **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!

Information Technology:

- Game Day EOC Support
- Adobe updates
- Training
- Cell Phone Troubleshooting
- Radio Updates
- Time Clock Installation
- Printer Maintenance
- Free Store Assistance
- Email Listserve Maintenance

UTILITIES SERVICES

A/C Services:

- Completed Greenhouse 17 Project.
- Installed new controller for RTU 3 at Kingston Pike
- Found faulty drive on AC NE-B at Walters life.
- Adjusted AHU 2 VFD at Hodges Library.
- Trouble shot heating issues in room 32 of Alumni Gym.
- Adjusted and verified operations of Heat Converter at SMC.
- Found fire damper issues in duct of Publication Services Bldg.

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- Installed new damper actuator at Alan Jones.
- Installed new drive for exhaust fans at A&A.
- Reset RMI's on 5th and 6th floors of Mossman.
- Repaired thermostat in room 325B of Tickle.
- Assisted AC Shop and Maintenance with exhaust fan issues at A&A.
- Continued preparing skyboxes for football.
- Downloaded program in controller in room 108 of Police Station.
- Repaired AHU#2 at Alumni Hall.
- Repaired AHU#11 at Fred Brown.
- Repaired split units for IT rooms at Fred Brown.
- Worked on equipment reach in at Student Union Phase II.
- Changed board and repaired split at Third Creek Building.
- Removed ice machine in Dabney.
- Repaired reach in cooler at Chic-Fil-A.
- Replaced motor baseplate in cooling tower No. 6 at SERF.
- Replaced expansion boots in heating water system at HPER.
- Repaired steam coil at Hoskins.
- Repaired secondary chilled water pump at Plant Biotech.
- Repaired leak in chilled water system.
- Prepped for Alabama game at Neyland Stadium.
- Repaired Rapak Boiler at the Business Incubator.
- at Circle Park Student Services.
- Preparation for UT Football Saturday Game Power Temp Power Installation.
- Troubleshooting and repair of Wadsworth Controller contactors and burnt wiring at Racheff Greenhouse.
- Preparation for UT Football VIP Toilets Claxton Chiller S9 Lot.
- Troubleshooting and repair of AC motor at Massey Hall.
- VIP Toilet Power for UT Football Tailgating at Circle Park, S9 Lot and Vol Village.
- Working on changing fixtures to induction for orange and LED for white campus pole light project for Homecoming. Started at Student Union bridges and going down the Mall.
- Made repairs to a pinched wire that caused an outdoor lighting outage at Student Union.
- Reported at power flicker to KUB at 2 Kingston Pike Buildings.
- Contacted vendor for update on Vet Med Sidewalk Lights.
- Contacted landscaping to trim back trees that are knocking globes off the pole lights at Stokely Hall.
- Worked with Sky Cam and Massey Electric on a single conductor needed at Neyland Stadium.
- Measuring and getting a count for gel wraps on bollards then completing the installations at the G-13 bridge.
- Walk through with contractors at JW Mall Extension Phase II.
- Reported KUB roadway pole light that was flashing at Volunteer and Cumberland.
- Took down pole light and built box to cover the electrical wires and bolts on East ramp at TBA for SEC Nation.
- Reported COK roadway pole light out at Cumberland and Philip Fulmer.
- Installed power and disconnects at Gate 21 Plaza TV truck area.
- Talked with Stowers to get a service man out for the A/C seats generator repair.
- Installed ground rod under the lower ramp to ground temporary generator for SEC Nation at TBA East Ramp.
- Repairing bollard lights at Circle Park.
- Gate 21 Plaza TV truck monitoring and assisting when needed.

Electrical Services:

- Repaired devices and cleared alarms at Neyland Stadium, Strong Hall, South Carrick, Haslam, TREC, Mossman, Laurel Hall, Alpha Omicron Pi, G-13, Hodges, Melrose, 2509 Sorority Village, IIAM, Brehm, Plant Biotech and Business Incubator.
- Disabled/Enabled devices for AC shop at Fred Brown.
- Disabled/Enabled devices for Plumbing Shop at Rocky Top Dining.
- Disabled/Enabled devices for contractors at Vet School, S&E and Student Health.
- Assisted MASCO with daily and monthly pump tests.
- Assisted EHS with fire drill at IAMM.
- Troubleshooting and repair of outside lighting Lutron Controls at Student Union.
- Preparation for UT Football VIP Toilets Claxton Chiller S9 Lot.
- Coordination of Campus Event Power.
- Installation of VIP Toilet Permanent Power for Tailgating

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UTILITIES CONTINUED:

- Fire Watch for Alabama Game.
- Repairing G-13 11th Street garage bridge lighting.
- Checking and pumping HV manholes.
- Marking and logging in daily Tennessee 1-800's
- Monthly meter readings.
- Checking campus lighting.

Plumbing Shop:

- Pump steam vaults on campus
- Daily 1-800's.
- Provide drain for walk in cooler in concession stand at South East Stadium.
- Repaired water leak on center island drain at Dabney-Buehler.
- Unstopped toilet at Stokely Hall.
- Repaired toilet in Landscape Trailer.
- Repaired hose bibs in section J/K and B/C at South East Stadium.
- Unstopped drains at Johnson Animal.
- Repaired backflow at Student Aquatic Center.
- Replaced shower valve in room 1213 at South Carrick.
- Filling tanks for ESPN Gameday at South and East Neyland Stadium.
- Repaired leaking drain at Blount Hall.
- Unstopped drains at the Glazer Building.
- Replaced two coffee makers in upstairs kitchen at Frieson Black Cultural.
- Repaired a leaking drain in the bathroom at East Neyland Stadium.

Steam Plant:

- Finished up work on the Turbine and gear change out. Turbine is back online.
- Changed out blow down valve on #4 boiler.
- Rebuilt blow down valves.
- Drained and opened up #1 and #3 boiler for inspection.
- Closed up #1 boiler.
- Shipped old turbine and gear back to Solar.
- Installing new lighting.
- Troubleshooting problems with VFD on #4 condensate pump.

CONSTRUCTION SERVICES

- Alpha Delta Pi: Renovate 1st floor restroom
- Alpha Tau Omega: Interior fence for storage area; Repairs for new occupants
- Andy Holt Tower: Paint 635; Renovate 7th and 8th floors
- Aramark Food Areas: Install FRP in multiple locations; Cumberland Food Court-painting and FRP, floor repairs
- Art and Architecture: Replace lights and controls 215A; Office furniture 210 and 213; Electric, patch, paint 341
- Austin Peay: Paint 312B and 416F; Paint and carpet 303A
- Ayers Hall: New work station 313
- Bailey Education: Electric A232; Remove shelving on 2nd floor; Paint and carpet A227
- Baker Center: Paint 213; New offices on 3rd floor
- Bass Building/Body Farm: Replace storage shed
- Blount Hall: Paint and carpet 104 and 105; Rework walls 407
- Burchfiel Geography: Divide 402 and 403 into smaller rooms
- Campus: Refurbish outdoor basketball courts behind Fraternities; Armed Forces Memorial; Classroom Renovations for Summer 2022; Bike racks in Vol Parking Garage; Volunteer First Impressions winners 2022; Trash and recycling pads on Lake Ave.
- Claxton Building: Carpet 302, 303, 442
- Communications: Make 028F an office; Fire Alarm paging; Weatherproof TVs on patio; Paint 275, 283
- Conference Center Building: Move State Comptroller 307; Paint suite 412; Assist with camera installation 221L; Utility connections for leased dish machine 402A
- CRC Materials Science: Flooring 207
- Dabney Buehler: Replace fume hoods in 408, 507, 508, 607, 608; Paint 481; Install dishwasher 302
- Dougherty Engineering: Renovate 101 for welding and robotics lab
- Early Learning Center: Rework upper playground on White Ave.; Fire Alarm paging White Ave.
- Equity and Diversity: Install a ramp
- Ferris Hall: Patch and paint on 2 and 5
- Food Safety Building: Connect a dishwasher
- Food Science Building: Renovate 215 for Creamery kitchen;

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CONSTRUCTION SERVICES CONTINUED:

- Install ice machine 102; Additional electric 215
- Glazer Building: Renovation for classroom
- HPER: Paint 331, 336, 330, and 360A2; Fire Alarm paging; Paint and repairs B025A
- Haslam Business Building: Window glass in doors 318, 321, 322; Combine 319 and 320 for offices; Renovate 308 for Marketing & Comm. staff; Paint 499A; Switch access controls to UTPD server; Paint 430
- Henson Hall: Paint 211 and 214
- Hesler Biology: Electric work 114; Additional room exhaust 544
- Hodges Library: Renovate 252; New lighting and painting 199A; Paint 552
- Jessie Harris: Build offices in 102; Paint 236,112B
- JIAM: Electric work 272
- Kingston Pike Building: Renovate 135 into on-line studio
- Lindsey Nelson Stadium: Electric and fire suppression 208
- Melrose: Paint 3rd floor restrooms; Paint glazed brick in G stairways
- Middlebrook Building: Add a door with access controls to 2nd floor office suite
- Min Kao: Sediment trap on chilled water 117; Dry erase board 401K
- Mossman Building: Access controls 221
- Nielsen Physics: Remodel room 217 into a lab; Electric and data to desks 603
- NEB: Turn cabinets into mailboxes 104
- Pendergrass Library: New entry doors
- Perkins Hall: Electric work S001
- Pi Kappa Alpha: Renovate bathrooms
- Plant Biotech: Install new lighting in 156 and 157
- Presidential Court: Security fence around HVAC unit
- SERF: Utility work and drains for polisher in 309; Receptacles 109A; Electric work 108
- Sigma Chi Fraternity: Replace window and add bottle filler
- Sigma Kappa: Remove a section of wall to open room; Paint and flooring; Install chandeliers; Electric circuit for exhaust fan; Kick plate for the back door
- SMC: Door film on 2nd floor; Sound dampening system for 2nd floor; Move faculty from 3 to 6; Carpet 706
- South Carrick Hall: refinish tub 103
- Steam Plant: Gates and bollards
- Student Health: Renovate 288A and 288B for offices; ADA operator and access controls 1st floor door
- Student Services: Paint 201L, 401F; Renovate Suite 413; Fire Alarm paging
- Student Union: Painting in Suite 383; Hold open closers on 2 connector doors
- Taylor Law: Paint and carpet floors 1, 2, 3; Paint 249
- Temple Hall: Paint 2nd floor corridor
- Third Creek Building: Add for emergency messaging to fire alarm system
- Thompson-Boling Arena: Replace drain line
- Tickle Engineering: Alterations to 503 for offices and meeting space
- UT Culinary Institute: Flooring 112
- UT Drive Services Building A: Add a sidewalk; Blinds on 2nd floor; Paint 106; Shelving 128
- UT Drive Services Building B: Renovation 101 for sculpture studio
- Vol Shop Cumberland: Lighting and slat wall repair in the Vol Shop
- Walters Academic: New work station A303
- Zeanah Engineering: Install plaques; Add for emergency messaging to fire alarm system; Additional electric work in wood and metal shops; Make lab space 517; Access controls and electric work 313, 315, 317; Electric and lab exhaust 402; Move lab from SERF 108 to 517; Connect CNC milling machine G117
- Zeta Tau Alpha: Paint bathroom; Replace some indoor lights; Remove wall in tv area and parlor; Remove hump in shower floor; Misc. painting
- 1817 Melrose Av.: Install a door between 101 and 102

T FACILITIES SERVICES

Employee Comment Box Locations:

- Facilities Services Complex Break Room
- Facilities Services Shop Area
- Steam Plant (near time clock)
- Steam Plant Hill (Landscape Supply Room)
- Hodges Library 1st Floor Service Hallway
- SERF Outside of Room 426
- The electronic employee comment box can be found at tiny.utk.edu/fsccommentbox.