October 3, 2022

Register Now: Flu Shot & COVID Booster Clinic at FSC on 10/5

Student Health will be at the Facilities Services Complex on Wednesday, October 5th from 9a-2p for anyone who would like to receive a flu shot or keep their COVID vaccination status up to date. All FS employees are eligible to receive flu vaccines, and fully vaccinated individuals are eligible for updated COVID boosters if it has been at least 2 months since their last dose of vaccine. COVID boosters are free, and flu vaccines are free to employees enrolled in the state's health insurance plan. Otherwise, flu shots are \$25 payable by cash or check. Financial assistance may be available. See flyer at end of Weekly for additional details (including size up information).

sign-up information).

Retirement Services Returns October 20th for 1-on-1 Meetings

If you were unable to schedule a one-on-one meeting with Jeff Flowers from Retirement Services last week, he will be returning to the Facilities Services Complex on October 20th, and there are a few appointment times remaining! If you're interested in meeting with Jeff, click <u>here</u> to be taken to the Retire Ready website to schedule your appointment.

Beneficiary Designation Video Available Now!

Over the summer, UT sent out an email about a new beneficiary designation in accordance with Policy HR0307 which states that UT will provide a benefit payment in the event of the death of a regular university employee who dies while in an active pay status. While we hope nothing ever happens to our active employees, we want make you aware of this benefit so that you can make wise decisions for your family. We now have a step-by-step video that walks you through the process of designating your beneficiary through IRIS. Click <u>here</u> for a quick video tutorial, and don't wait to set your beneficiary designation!

Upper Parking Lot Reserved at FSC 10/4 and 10/5

Don't forget that the upper parking lot at FSC is reserved for ICS class participants on 10/4 and 10/5. If you normally park there, please make other arrangements these days.

Internal Positions Open

We currently have several open positions! If you are interested in applying, visit <u>https://hr.utk.edu/staff-positions/</u> 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

- Cleaned carpets at the conference center rooms 417 and 309
- Ayers Hall floors auto scrubbed
- Nursing classrooms and water fountains detailed
- Neilson classrooms and water fountains detailed
- Dabney auditoriums detailed

Facilities Services

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OPERATIONS CONTINUED:

OPERATIONS & LANDSCAPE

Landscape Services:

- Smokey 11 Statue: Installation of irrigation and landscape enhancements
- Campus wide: Aeration and over-seeding
- Presidential Court Bldg: Assist Plumbing with excavation for repair of storm water pipe
- Snow Equipment: Prep and test equipment for winter season
- Burchfiel Geography: Finalize landscape enhancements following fire supply water main break repair
- 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

<u>Zone 1:</u>

- Keeping up with SchoolDude work orders.
- Had to replace the shaft in A/H # 3 at N. Carrick

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/repaired all lights at aisle seating

• Changed oil and filters on generators across the zone

<u>Zone 3:</u>

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

Zone 4:

- Repaired gas hose and regulator in Phase 1 of the Student Union
- Repaired a hot well at Rocky Top Dining
- Repaired a dish machine at Stokely
- Repaired spray arms and faucets at the Cumberland Ave. Food Court
- Repaired a cooler in Phase 2 of the Student Union
- Repaired a toaster at Fred Brown Hall

Zone 5:

- At Neyland Stadium, checked and made repairs as needed after Florida
- At the Football Complex, checked and adjusted chemicals in the pools
- At Allan Jones, checked and adjusted chemicals in pools and changed lights over the pool deck
- At East Stadium, worked on breaker #7 on the 3rd floor
- At Sherri Parker Lee Stadium, checked AC in the team room
- At Regal Soccer, checked and made repairs ahead of Tenessee Tech and Tusculum
- Throughout the zone, conducted general building maintenance

Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Dabney repair gutter.
- Unlock doors.
- Cleaning cooling towers
- Air filter changing zone wide.
- Dabney control valve replacement.
- General led lighting project

Zone 7:

• Dougherty: General maintenance, Assist zone, Assist

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

contractors, Air handler monthlies, Replace sink and toilet batteries, Tighten toilet seats, Replace ceiling tiles, Greased exhaust fan bearings, Cleaned wall a/c, Replaced light bulbs

- Tickle: Completed daily walk throughs, Assisted electrical shop with lights on bridge.
- Zeanah: Completed daily walk throughs, worked on Pm's, Reported/ Helped contractors with problems
- Jessie Harris: Checked generator, Cleaned elevator tracks, Daily equipment check, Weekly building check.
- Fiber & composites: Cleaned elevator tracks, Daily equipment check, Weekly building check.
- SENTER Hall: Checked & ran generator, Daily equipment check, Weekly building check.
- SERF: Routine building checks, Worked on exhaust fans, Traced leaks, Worked on door that would not lock, Assisted in the relocation of work benches from lab, 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.
- NEB: Routine building checks, Assisted other buildings in zone as needed.
- Ferris Hall: Conducted daily walkthroughs and weekly walkthroughs.
- Perkins Hall: Conducted daily walkthroughs and weekly walkthroughs. Cleaning window AC units.
- AMB : General Maintenance, Painted rails on loading dock, finished up on PM's, repair clogged urinal, repair running toilet issues.
- Min Kao: Working on lights, Working on restrooms, Working on ceiling tile, Daily building checks.

Zone 8:

- We are working to troubleshoot issues with our Building Heat in the Brehm Animal Science and Food Science buildings.
- We will soon be upgrading the Brehm animal holding area to LED lighting.
- We have been installing gutter guards on the BESS Office building.
- Our September Archibus work request are being finished this week as we prepare for the October requests

Zone 9:

• We will be replacing ceiling tiles at the Glazer Building

in Oak Ridge.

- We are changing filters on our water source units at the Middlebrook Building.
- Our daily Archibus work requests will be our main area of focus this week.

ZM Specialties:

- Replacing glass at Clement Hall, South Carrick, and Neyland Thompson Sports Center
- Caulked windows at North Carrick
- Repairing windows in East skyboxes
- Repaired door operators at Student Health Center, Geier, Stokely, Magnolia, and Fred Brown
- Transported lifts to various campus locations
- Cleaning campus security cameras
- Corrected airflows on fume hoods at Dabney Buehler, Strong Hall, and SERF
- Monitoring data retrieval at Rocky Top Dining
- Attached survey photos to equipment records for Auxiliary Services and Student Services
- Scheduled cleaning PMs for day shift buildings

Lock & Key Services:

- Dabney/Buehler freight elevator/core out
- Hesler Biology Lock not engaging
- Thompson Boling Arena repair locks
- Stokely Dining repair exit door
- Nursing Education Building change locks
- Food Science change locks
- A&A repair lock
- ON Campus assisting as needed
- Front Office Processing key request, key pickup and drop off
- University Housing many recores and repairs

UT Office of Sustainability/Recycling:

- Weekly Recycling Totals:
- Bottles/Cans: 13,557 lbs.
- Paper: 14,040 lbs.
- Cardboard: o lbs.
- Weekly Total: 27,597 lbs.

Fiscal Year Recycling Totals:

Bottles/Cans: 67,237 lbs./33.62 tons

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SUSTAINABILITY CONTINUED:

- Paper: 104,560 lbs./52.28 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: 211,589 lbs./105.79 tons
- Residence Hall Compost Pilot has been relaunched in cooperation with the UT Compost Coalition
- Executed a waste audit at Student Union Phase II in cooperation with the UT Compost Coalition
- Led a trash pickup on the Tennessee River in cooperation with the UT Compost Coalition, UTOP, and Knoxville Stormwater
- Compost Facility hosted 3 volunteers, Grow Lab hosted 14 volunteers, Free Store hosted 12 volunteers
- At least 5,857 lbs. of single stream recyclables were collected from the Florida game
- The POWER Challenge has officially begun. The POWER Challenge is a competition between residence halls, in which residents compete against each other by conserving water and energy, recycling, and participation in environmental programs

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 <u>tiny.utk.edu/fscommentbox.</u>

Employee Training & Development:

Upcoming Training

- TNAPPA will be hosting bi-monthly "roundtable" events via Zoom that will feature a presentation from one of the TNAPPA campuses, open discussion around the chosen topic, and open discussion for future topic ideas. These sessions are open to anyone in Facilities Services and the last one will take place on November 2 at 3pm EDT. You can register for the roundtable by clicking <u>here</u>.
- 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 UPDATE -** There have been department-wide changes made to the required OSHA training for calendar year 2022. If you have already completed your OSHA training for this calendar year, please log into K@TE to verify that nothing has been added to your transcript. Almost every unit has seen changes to their training requirements and therefore almost every person still has training to complete. Please contact Rebecca at ralcorn@utk.edu should you have questions pertaining to your OSHA training.
- APPA has resumed in-person training! If you're interested, check out the link to learn more.

https://www.appa.org/continuous-learning/aoc/

- Are you a non-exempt staff member that has found training that you're interested in but need a little extra money to attend the event? Don't forget to use the Career Development Fund. You can qualify for \$150 each fiscal year for career development training. That's money that you're not paying out of your pocket and your department isn't paying out of their budget! More information at this link: <u>https://hr.tennessee.edu/eod/career-development-fund/</u>
- The 2022 Training Calendar is available online! Visit <u>https://fs.utk.edu/comminfo/training/</u> 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:

- NetReg Upgrade Preparations and meetings
- Intune testing
- Phone line movements, disconnections and upgrades related to Campus Construction
- Software Installation
- Printer replacment
- Radio Maintenance

UTILITIES SERVICES

A/C Services:

• Repaired open cooler at Humanities.

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UTILITIES SERVICES CONTINUED:

- Piped in hot water coils and ductwork for AHU#5 at Communications.
- Cleaned and checked cooler at the Student Health Center.
- Repaired RTU at UT Parking Services.
- Changed out compressor on AAON unit at CRC.
- Repaired two door freezer at Stokely Hall.
- Repaired 140 cooler at Hesler Greenhouse.
- Repaired AC in Robinson Hall.
- Repaired heat exchanger at Walters Academic.
- Replaced seals in heating water pump at Plant Biotech.
- Rebuild heating water pump at the Student Union.
- Repaired York chiller at Music.
- Replaced compressor in Dectron No.1 at Alan Jones.
- Replaced steam coil in AHU 6 at Clarence Brown.
- Replaced control chilled water control valve for AHU S1 at Plant Biotech.
- Set new pool temperature setpoint on Dive pool at HPER.
- Found faulty VFD for pump 6 at Fred Brown.
- Removed faulty phase imbalance sensor on AHU 3 of Min Kao.
- Assisted AC shop with trouble shooting Chillers at Student Union.
- Found air lock in Building Hot Water system at Brehm.
- Continued preparing skyboxes for upcoming football season.
- Met with lab director at Mossman to discuss Vivarium alarms and setpoints.
- Assisted ac shop with heating issues at CRC buildings.
- Changed discharge air sensor on AHU 5 at JARTU.
- Reset fan wall overloads on ahu P-2-2 at Mossman.

Electrical Services:

- Repaired devices and cleared alarms at 1804 Fraternity Park, 3018 Sorority Village, TBA, Laurel Apartments, Hodges, Zeanah, and Stokely.
- Disabled/Enabled devices for AC Shop at UT Conference Center and HPER.
- Disabled/Enabled devices for contractors at TRECS, Student Health, Vet School, S&E, Hearing and Speech.
- Assisted MASCO with daily and monthly pump tests.
- Installed relay on handicap door at Hodges.
- Replaced a bad card reader at Baseball.
- Replaced power supply to the entrance access system at Plant Biotech.
- Troubleshooting issues and making repairs to the lights

for the bridge at Tickle Engineering.

- Prepping and ordering material for AC seats and temp power for Gate 21 Tent and VIP Toilet trailer at Neyland Stadium.
- Coordinating KUB roadway light work at Fraternity Park.
- Picking up portable generators used for VIP trailers at the Florida Game.
- Checking the repair by contractors to restore power to lights in the lawn at Tickle.
- Met with KUB to request two new lights at the Concord entrance.
- Worked with crew to repair a steel ground wire at Gate 7- Neyland Stadium.
- Made H.V. terminations to the new transformer for Bailey for the Nursing Project.
- Maintenance to Laurel substation.
- One year walk through with GC and Design to check on lights for the step project at Neilson Physics/Perkins area.
- Gathered materials to change lights out to LED fixtures at Vet School, Morgan Circle, Sorority Village, and the Soccer and Softball lots.
- Gathered materials to repair circuit to the outside at G-11 Lake Ave Parking Garage.
- Troubleshooting power in W.A.P. box on the sidewalk pole lights at Dogwood.
- 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.
- Unstopped drains at Raising Cane's, Temple Hall, TBA, and Clement Hall.
- Rodded drain pipes at South Carrick and Stokely Hall.
- Repaired DI water leak at Brehm Animal Science.
- Installed urinal in restroom in the West Skybox at Neyland Stadium.
- Replaced floor drain at Dabney Buehler.
- Repaired water leak in sink at Greve Hall.

UTILITIES CONTINUED ON PAGE 6

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UTILITIES CONTINUED:

- Repaired shower valve at Hopecote.
- Unclogged urinals at Hodges Library.
- Replaced a broken flange in bathroom at Walters Academic.
- Replaced an acid sink at Mossman.
- Replaced batteries in sinks on 4th floor at Nursing Education.
- Repaired steam leak at Senter Hall.
- Rebuilt CPU's at A&A, Mossman, and Dabney Buehler.
- Rebuilt CPU and replaced check valve at South College.
- Replaced steam regulator at HPER.
- Repairing steam leaks in the vault at Zeanah.
- Repaired steam valve at Austin Peay.

Steam Plant:

- Worked on #3 boiler water column.
- Monthly maintenance on 2 MW generator.
- Started clean up on fuel oil storage tanks.
- Emergency repair to water supply to #2 DA tank.
- Removed old wiring to #2 condensate pump.
- Continuing to work on lighting.

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; 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

CONSTRUCTION CONTINUED ON PAGE 7

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CONSTRUCTION SERVICES CONTINUED:

- 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

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/fscommentbox**.



To suggest an additional box location, or for more information, please contact Sam Ledford at **sjones80@utk.edu.**

GET UP TO DATE

Updated COVID-19 boosters and flu vaccines are available now!



Staying up-to-date on seasonal and recommended vaccines is the best way to protect yourself from serious illness. To support our staff, Facilities Services and the Student Health Center are partnering to host an employee vaccine clinic. Vaccines are also available Monday - Friday at the Student Health Center Pharmacy.

WHAT VACCINES ARE AVAILABLE

Seasonal flu vaccine and updated COVID-19 boosters

WHO IS ELIGIBLE

All Facilities Services employees are eligible to receive flu vaccines. Fully vaccinated individuals are eligible for updated COVID boosters if it has been at least 2 months since their last dose of vaccine. Employees interested in primary series COVID-19 vaccines should visit tiny.utk.edu/vaccines for an appointment

WHAT IS THE COST

COVID-19 boosters are free. Flu vaccines are free to employees who are enrolled in the state's health insurance plan. Otherwise flu shots will cost \$25 payable in cash or check. Financial assistance may be available. Contact cnorth1@utk.edu for information.

WHAT TO BRING

All attendees should bring a copy of their CVS/Caremark card, and completed consent forms. Forms will be emailed in advance. Hard copies can be found with Sam Ledford. Attendees wanting a COVID booster should bring their COVID vaccine card.

Facilities Services Vaccine Clinic FSC 114 - HR Room Wednesday, October 5 9AM - 2PM



Scan the QR code or email Sam Ledford at sjones80@ utk.edu for an appointment