

# Facilities Services Weekly

November 14, 2022

ADMINISTRATION • BUILDING SERVICES • OPERATIONS • ENERGY MANAGEMENT • DESIGN • UTILITIES  
ZONE MAINTENANCE • ADMIN. & SUPPORT • COMMUNICATION & INFORMATION • CONSTRUCTION

## UT Now Recognized as Bronze-Level Bicycle Friendly University

Shout out to the UT Office of Sustainability team for all of their hard work that went toward UT's designation as a bronze-level Bicycle Friendly University by the League of American Cyclists! This is a wonderful step toward creating a campus experience that is sustainable and attractive to prospective students and instructors! To read more about this designation, click [here](#).

## Retirement Party for Anthony Sharp

There will be a retirement breakfast for the Rapid Response Team (RRT)'s Anthony Sharp on November 17 at 8am in rooms 101/102 here at the Facilities Services Complex. Stop by to wish him well as his 34 years at UT comes to an end!

## Correction: Reminders on Accident Reporting

The flyers provided in last week's newsletter from the UT System Office of Risk Management contained an error in the phone number listed for CorVel. They have provided us correct information, and it can be found on the flyer at the end of this week's newsletter.

## 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		

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## ADMINISTRATION

### Special Projects:

- Serving on the Culture Committee
- TCO Inventory
- FEMA Training
- Holiday party planning

## 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:

- Missouri game and post-season clean-up
- Irrigation Systems: Winterization is all systems campus wide.
- TREC: Provide excavation support to the Plumbing team for repair of steam condensate leak.
- Develop contract language for blanket landscape installation bid package.
- Sorority Village: Assist Plumbing with excavation for repair of leaking geothermal pipe (cont)
- Vet Med: Attend weekly progress meetings for irrigation and landscape installation (cont)
- Leaf Removal campus wide (cont)
- Seasonal Flower Beds: Installation of tulip bulbs (cont)
- Morgan Hall: Participated in monthly progress meetings for window replacement/brick tuck-pointing in order to discuss protection of the landscape (cont)
- First Impression Projects: Working with FS Design on landscape enhancement plans.
- College of Law: Working with FS Design on landscape enhancement plans.
- 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.)
- 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:

- Staying caught up on work orders.
- Heat was turned back on in the resident halls.
- Had a coil bust at Hess hall over the weekend.

#### Zone 2:

- Art + Architecture - Fulfilling a checklist for the building, replacing a pump motor in the lower machine room, and removing a urinal for repairs
- McClung Tower - Changing from cooling to heat in various offices and prepared the bull fountain for orange dye during Homecoming
- Clarence Brown - Air handler repair in scene shop and wall outlet replaced in lab area
- HPER - Working on fan coil unit in machine room
- Fulfilling work orders across zone

#### Zone 3:

- Zone 3 is working diligently on lighting and turning on heat throughout zone
- Working on PMs
- Cleaning out dry pits and guttering ahead of winter
- Working on outside lighting throughout zone

#### Zone 4:

- Replaced a fryer lid in Phase 1 of the Student Union
- Repaired a cooler in Phase 2 of the Student Union
- Delimed BCX ovens at Rocky Top Dining
- Repaired sink drain at Stokely
- Repaired a disposal and an oven at Vol Hall
- Repaired a grill at UT Culinary
- Repaired a rice cooker gas hose and a wok faucet at the Cumberland Ave. Food Court

#### Zone 5:

- At Neyland Stadium, checked and made repairs as needed ahead of Missouri
- At the Football Complex, checked and adjusted chemicals in the pools
- At Allan Jones, checked and adjusted chemicals in pools, made repairs after Florida swim meet
- At East Stadium, checked and replaced lights as needed
- At Regal Soccer, checked and made repairs ahead of the

ZONE MAINTENANCE CONTINUED ON PAGE 3

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## ZONE MAINTENANCE CONTINUED:

NCAA tournament

- Throughout the zone, conducted general building maintenance

### Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Unlock doors.
- Air filter changing zone wide.
- General led lighting project.
- Service Generators.

### Zone 7:

- AMB: General Maintenance, Working on PM's, Change Batteries in Sinks, Working on outside Lights, Tighten seats in AUD, Working on Shows & Events.
- Dougherty: General maintenance, assist zone, replaced air filters, greased bearings, replaced light bulbs, replaced ceiling tiles in hallways, diagnose server room cooling issues, boxed up and labeled bad bulbs and ballasts, found tripped breakers, arch flash training
- Farris Hall: Conducted daily walkthroughs and weekly walkthroughs.
- Fibers & Composites: Weekly building check, Daily equipment check, Monthly mold check, Checked elevator tracks.
- Jessie Harris: Weekly building check, Daily equipment check, Checked elevator tracks, Checked generator, Monthly mold check, Changed battery's on sink faucets.
- Min Kao: Working on lights, working on restrooms, working on ceiling tile, working on leaves, doing building checks.
- NEB: Routine building checks, removed old A/C window units from building to be degassed & recycled, assisted other buildings in zone as needed.
- Perkins Hall: Conducted daily walkthroughs and weekly walkthroughs. Replaced steam traps and cutoff valves on radiators.
- SERF: Routine building checks, cleared penthouse of outdated surplus items, cleared dock of debris, assisted electric shop, 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: Weekly building check, Daily equipment

check, Monthly mold check, Checked & ran generator, Replaced battery's in flush valves on toilets.

- Tickle: Replaced lights in the 5th floor and 2nd floor checked all AHU belts and exhaust fan belts replaced what was bad and completed daily walk throughs
- Zeanah: Assisted contractors throughout the building, fixed water leaks in 4th floor kitchenette and completed daily walk throughs

### Zone 8:

- We continue to install gutter guards on various buildings throughout the AG Campus.
- We have been turning the heat back on in all of our Greenhouses.
- We continue to convert the Brehm Animal Science building over to LED as we are able to gain access to areas.
- Our One-Call team has been busy not only during football season but during all of our afterhours shifts.

### Zone 9:

- We changed all of the paper towel dispensers at the Glazer Building in Oak Ridge.
- Installed a magnetic door stop at the 1525 University Avenue building.
- Installed new undercounter light on a desk at 1610 University Avenue building.
- We converted over to heat at the Middlebrook building.

### ZM Specialties:

- Transported lifts to various campus locations
- Repaired door operators at Bailey Education, Student Union, Magnolia and Allan Jones
- Caulking and window repair at A&A
- Resealed windows at Nursing Education Building
- Assisting Construction with project at Andy Holt Tower
- Completed AAALAC for DerryBerry Hessler and LACS at Third Creek Building
- Repaired bubble car

### Lock & Key Services:

- Neyland Thompson – repair exit devices
- Science & Engineering – rekey locks
- Plant Biotech – rekey locks
- Temple Hall – install combo locks
- Fleet Management – door knob falling off

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## ZONE MAINTENANCE CONTINUED:

- Tyson House – replace lock
- Dabney/Buehler Hall – repair exit door
- On Campus – assisting as needed
- Front office – processing key request, key pickup and drop off
- University Housing = many recores and repairs, assisting as needed

## UT Office of Sustainability/Recycling:

### Weekly Recycling Totals:

- Bottles/Cans: 4,540 lbs.
- Paper: 5,780 lbs.
- Cardboard: 0 lbs.
- Weekly Total: 10,320 lbs.

### Fiscal Year Recycling Totals:

- Bottles/Cans: 97,057 lbs./48.53 tons
- Paper: 160,460 lbs./80.23 tons
- Cardboard: 139,380 lbs./69.69 tons
- Pallets: 159,972 lbs./79.99 tons
- Electronics: 5,893 lbs./2.95 tons
- Batteries: 1,978 lbs./0.99 tons
- Plastic Film: 2,242 lbs./1.12 tons
- Scrap Metal: 102, 685 lbs./51.34 tons
- Yearly Total: 564,739 lbs./282.37 tons

- 221.7 lbs. of material were given to 70 unique visitors at the Free Store
- 28 volunteers assisted across the Free Store, Grow Lab, Recycling and Compost
- Dr. Kevin Hoyt was named the Sustainability Champion for the month of November

## **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](https://tiny.utk.edu/fscommentbox).

### Employee Training & Development:

#### Upcoming Training

- Reminder: Stride for Staff – Virtual Event will be held Thursday, November 17, 9:00 a.m. – 10:30 a.m on Zoom. Register for this event on K@TE.

#### 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:

- Gameday Support
- Time Clock Installation
- New Employee Setup
- Teletime Maintenance
- Phishing Help

## **UTILITIES SERVICES**

### A/C Services:

- Replaced drive on hot water pump at Fred Brown.
- Began working on new AHU project at Communications.
- Troubleshoot Hot Water Pump at JIAMS.
- Troubleshoot humidity issues at Mossman.
- Met with contractor about new Hesler project.
- Continued working on Skyboxes to prepare for upcoming game.
- Programed and verified operations on New AHU project at Communications.
- Programed and verified operations on New AHU project at Dougherty room 101.

### Electrical Services:

- Repaired devices and cleared alarms at G-11, JARTU, Vet School, Perkins Hall, Mossman, South Carrick Hall, Massey Hall, SERF and Baseball.
- Disabled/Enabled devices for AC shop at Communications and HPER.

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## UTILITIES CONTINUED:

- Assisted MASCO with daily and monthly pump tests.
- Fire watch at Neyland Stadium.
- Replace door strike at Anderson Training.
- Check main entrance doors at Brenda Lawson.
- Check low power issues on the URI's at Student Union Phase II.
- Replace bad request to exit device at KPB.
- Check maglock doors at Student Aquatics.
- Check readers at the radio station- Communications.
- Check loading dock doors at IIAMS.
- Replace LSP batteries at G-10 Garage.
- Installation of new vapor proof lighting in car wash bay at Fleet Management.
- Coordination of on campus event power.
- Troubleshooting and repair of RV outlets near UT Warehouse.
- Troubleshooting and repair of receptacles and lighting at Haslam Business.
- Troubleshooting and repair of building lighting at Early Learning Center (Lake Ave.)
- Troubleshooting and repair lighting at Burchfiel Geography Building.
- Troubleshooting and repair of fume hoods at McCord Hall.
- Troubleshooting and repair of GFCI receptacles at Central Greenhouse Pod.
- Troubleshooting and repair of exterior building lighting at Haslam Business.
- Evaluation and assessment of installation of power for exhaust fan at Perkins Hall.
- Fire Watch inside Neyland Stadium for UTK vs. Missouri Football Game.
- Electrical power for VIP toilets for tailgating for UTK vs. Missouri Football Game.
- Ran temp electric to the production bus group at Goodfriend Tennis.
- Performed an electrical outage to the Bailey building, Claxton Chiller, and circuit 5.
- Repaired breaker and clock to the walk way lights at Sutherland Intramural Fields.
- Checking on grounding of the pool at TREC.
- Checking in material at FSC Warehouse.
- Piping for columns top for small campus standard poles at G-11 Parking Garage.
- Rewiring the hand, auto, off switches at Volunteer Streetscape Phase II.
- Took more ground readings to check for rebar grounding at TREC.
- Met with TA to look at and install pitch pocket from the conduit run for power for the food truck at Neyland Stadium.
- Ordered materials and wall packs for the shed at Sutherland Intramural Field maintenance.
- Worked on installing piping for power and fiber to various locations on campus for food trucks.
- Preparing documents for Neyland Stadium meetings.
- Working with TA to change tall field lights at the campus Intramural Fields.
- Assisted steam plant with boom truck to lift salt bags to top of the tank.
- Started removing the orange gel film on the campus standard sidewalk pole lights along Andy Holt Ave.
- Repaired a damaged pipe at the Haslam outdoor field project.
- Worked with athletics on a request to relocate the grounds crew shop at Neyland Stadium.
- Repaired box for damaged bollard light at Circle Park.
- Turned sidewalk pole lights off/on for movie night at the Student Union Plaza.
- Troubleshooting wires to locate issue of tripped main breaker near drop out area of Cherokee Farms.
- Assisted T.V. trucks for game day.
- Assisted turning sidewalk pole lights off/on for movie night at Ayers Hall.
- 
- Checking and pumping HV manholes.
- Marking and logging in daily Tennessee 1-800's
- Monthly meter readings.
- Checking campus lighting.

## Plumbing Shop:

- Repair leaking union at the Conference Center.
- Replaced a cast iron drain at South Carrick.
- Installed gas line to lab room 408 at Dabney Buehler.
- Replaced broken flange on pool filter at Allan Jones Aquatic.
- Repaired a leaking flange on hot water at Stokely

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- Management.
- Repaired leak in the supply line for toilet at Hodges Library.
- Replaced drinking fountain at the 11th Street Garage.
- Repaired handle on toilet at Lake Ave Daycare.
- Installed two bottle fillers at Plant Biotech.
- Repaired a leak on the diving pool at Student Aquatics.
- Repairing a heating water leak at Brehm Animal Science.
- Removed toilet at Tyson Alumni.
- Repaired a hot water leak at Plant Biotech.
- Repaired heating water leak in the ceiling at the Third Creek Building.
- Pump steam vaults on campus
- Daily 1-800's.

## Steam Plant:

- Cleaned windows at boiler #5.
- Repaired sump pump at condensate.
- Trouble shoot low condensate pressure.
- Ordered new stack kit for #4 condensate pump did emergency repair.
- Put 5-ton bags of salt in brine maker, with crane.
- Performed PM on Sulair air compressor.
- Meeting with Carotek.

## **CONSTRUCTION SERVICES**

- Alpha Delta Pi: Renovate 1st floor restroom
- Andy Holt Tower: Renovate 7th and 8th floors
- Art and Architecture: Renovate 455
- Ayers Hall: New work station 313
- Bailey Education: Electric A232; Remove shelving on 2nd floor; Paint and carpet A227; Paint and carpet several rooms on 3rd floor
- Baker Center: Paint 213; New offices on 3rd floor
- Bass Building/Body Farm: Replace storage shed
- Burchfiel Geography: Divide 402 and 403 into smaller rooms
- Campus: Refurbish outdoor basketball courts behind Fraternities; Impressions winners 2022; Trash and recycling pads on Lake Ave.; Aramark assistance at several locations
- Claxton Building: Carpet 302, 303, 442
- Communications: Make 028F an office; Fire Alarm paging; Weatherproof TVs on patio; Paint 81, 91, 275, 283, 472
- Conference Center Building: Move State Comptroller 307; Paint and carpet 4th floor; Utility connections for leased dish machine 402A; Renovate Suite 313
- Dabney Buehler: Replace fume hoods in 408, 507, 508, 607, 608; Install dishwasher 302
- Dougherty Engineering: Renovate 101 for welding and robotics lab
- Early Learning Center: Fire Alarm paging White Ave.
- Equity and Diversity: Install a ramp
- Facilities Services: Modifications to compressor; Reinstall wind turbine; Add grill in supply duct equipment 101
- Food Safety Building: Connect a dishwasher
- Food Science Building: Renovate 215 for Creamery kitchen
- Glazer Building: Renovation for classroom
- HPER: Paint 331, 336, 330, 351, and 360A2; Fire Alarm paging; Paint and repairs B025A; Paint and carpet 119
- Haslam Business Building: Combine 319 and 320 for offices; Renovate 308 for Marketing & Comm. staff; Switch access controls to UTPD server; Floor receptacles 201; Wall receptacles 327; Cloaking film for conference room
- Hesler Biology: Electric work 103 and 114; Additional room exhaust 544
- HPER: Install concrete pit 135E
- Hodges Library: Voice transmittal over Fire Alarm; Replace elevator lobby lights 3-6
- Kingston Pike Building: Rework cubicles in 103 and 132
- Lindsey Nelson Stadium: Electric and fire suppression 208
- McClung Museum: Raceways for wireless routers
- Middlebrook Building: Add a door with access controls to 2nd floor office suite; Conduit for wireless access points
- Morgan Hall: Paint 104 and 308F
- Mossman Building: Access controls 221; Remove door and casework 625A
- Nielsen Physics: Make 404 an office
- Pendergrass Library: New entry doors
- Perkins Hall: Electric work S001
- Phi Delta Theta: Install new flood lights
- Pi Kappa Alpha: Renovate bathrooms
- Presidential Court: Security fence around HVAC unit

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## CONSTRUCTION SERVICES CONTINUED:

- 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; Move faculty from 3 to 6; Carpet 706
- South College: Paint and flooring 101 and 101A
- Steam Plant: Gates and bollards
- Student Health: Renovate 288A and 288B for offices; ADA operator and access controls 1st floor door; Voice transmittal over Fire Alarm
- Student Services: Paint 201L, 401F, 401G; Renovate Suite 413; Fire Alarm paging
- Student Union: Painting in Suite 383; Hold open closers on 2 connector doors; Additional electric and lighting upgrade 383H
- Taylor Law: Paint and carpet floors 1, 2, 3; Paint 249
- Temple Hall: Paint 2nd floor corridor; Blinds in classrooms
- Third Creek Building: Add for emergency messaging to fire alarm system
- Thompson-Boling Arena: Replace drain line; Repair handrails on bridge
- Tickle Engineering: Alterations to 503 for offices and meeting space
- UT Drive Services Building A: Shelving 128
- UT Drive Services Building B: Renovation 101 for sculpture studio; Anchor air tank 107
- Walters Academic: New work station A303; Renovate D205
- Zeanah Engineering: 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
- 1610 University Ave.: Hold open on corridor door
- 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/fscommentbox](https://tiny.utk.edu/fscommentbox).



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



## OFFICE OF RISK MANAGEMENT

# How To Avoid State Workers' Compensation Penalties

The State of Tennessee assesses a **\$500 penalty** to the department ***each time*** an injured worker either seeks treatment (**unless the injury is serious or life-threatening**) or waits longer than 3 business days to report an injury to **CorVel** at **866-245-8588**.

### WHAT TO DO TO AVOID A PENALTY

- REPORT**  
Any time there is a workplace injury, CorVel must be notified by either the injured worker or his/her supervisor via a phone call to **866-245-8588**.
- DISTRIBUTE**  
Ensure all shared employee locations on your campus have access to posters and flyers in case an employee gets injured.
- COMMUNICATE**  
When you are alerted that an injury has occurred, communicate with the injured worker and their supervisor about the injury.
- GET A STATEMENT**  
If you think an injury may assess a penalty, get a statement from the injured worker/supervisor regarding why they didn't call CorVel before treatment or within 3 business days.
- TRAIN! TRAIN! TRAIN!**  
Onboard new employees with the process for injuries, ensuring that they are aware of penalties if requirements are ignored. All employees should know who they need to call if they are injured on the job. On a quarterly basis, refresh all employees with this information.

Office of Risk Management: 865-974-5409  
[riskmanagement@tennessee.edu](mailto:riskmanagement@tennessee.edu) | [riskmanagement.tennessee.edu](http://riskmanagement.tennessee.edu)