

FACILITIES SERVICES WEEKLY

August 31, 2015

ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT
COMM. & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

ADMINISTRATION

Special Projects:

Archibus:

TRAINING AIDS:

- A Training Aid for “Receiving a PD” has been produced by Employee Training & Development and is now available along with our other training aids at: <https://tiny.utk.edu/fstraining>
- All training aids are located at the bottom right of the page under “Archibus Guides.”
- If you have any questions concerning any of the training aids or need additional training, please contact the Training Team or the Archibus Team.
- REMINDER: Don’t forget to check your email on a regular basis for any Archibus notifications (leave request approvals/rejections, work requests issued, materials ready for pick up, etc.) And periodically, you may receive an outage notice from the Archibus Team.

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Updating directory boards at Claxton.
- Working on new exterior building signage.
- Installed new building signage in Henson Hall.
- Worked on various name plates.

Paint Shop:

- Painting at AMB.
- Painting accent walls at new Student Union.
- Painted six rooms at Burchfield Building.
- Painted ceilings in suite 111 at Student Services.
- Painted classroom 309 in Communications.

Building Finishes:

- Repaired table at College of Nursing.
- Installed cork board at Temple Hall.
- Repaired tile at Lake Ave. Daycare.
- Repaired door at Hess Hall.
- Installed bulletin board at Dunford Hall.
- Installed railing at Presidential gazebo.

- Installed pictures at Dunford Hall.
- Repaired sidewalk trip hazard at Perkins Hall.
- Installed shelving at Lake Ave. Daycare.
- Repaired block walls for plumbers at Carrick Hall.

Recycling:

Totals the Week of August 16-22:

- Bottles/Cans: 2060 lbs.
- Paper: 14,560 lbs.
- Cardboard: 26,040 lbs.
- Manure: 3600 lbs.
- Compost: 14,550 lbs.
- Total: 60,810 lbs.

Fiscal Year 2016 Cumulative Total:

- Bottles/Cans: 39,820 lbs.
- Paper: 105,880 lbs.
- Cardboard: 131,260 lbs.
- Manure: 74,300 lbs.
- Compost: 53,260 lbs.
- Total: 404,520 lbs.

Lock and Key:

- Student Health – padlocks & hasp.
- Sorority Village – rekeying elevators.
- University Housing – many recores & repairs.
- Sorority Village – lock changes & repairs.
- 1808 Fraternity Park – install locks and repairs.
- 1820 Fraternity Park – install new combination lock.
- Tickle Bldg. – repair combination lock.

Rapid Response Team:

- Moves at SERF, Perkins, Estabrook, Bailey Education, Jessie Harris, Student Services, Communications, and A&A.
- Events at Humanities, Tickle, SERF, Presidential Court, Haslam Business, and Perkins.
- Hanging banners.
- All other work requests that come in during the week.

Landscape Services:

- Cherokee Farm: Bush hog lower pasture areas and around golf facility.

LANDSCAPE SERVICES CONTINUED ON PAGE 2:

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LANDSCAPE SERVICES CONTINUED:

- Crops Genetics Building: Assist Plumbing shop with replacement of storm drains from roof.
- BEES Building: Assist Bio-Systems Engineering class with installation of storm water rain garden project.
- Ag Campus: Asphalt pothole repair at Vet Hospital.
- Clarence Brown Theater: Install sod and landscape surrounding the new ADA ramp on the north entry.
- Fraternity Park: Meeting with all chapter presidents regarding trash/dumpster protocol.
- Circle Park: Raking and over-seeding of turf areas.
- Continue clean-up of contractor related debris.
- Monitor irrigation systems and make repairs/adjustments as needed.
- Lake Ave. parking lot construction: Install convex mirror at intersection of Chi Phi Ave./Terrace Ave.
- Assist Urban Forestry class with basic rope set-up for climbing instruction.
- Continue treatment of Ash trees for Emerald Ash Borer and demonstration for Dr. Lambden's Entomology class.
- Removal of hazardous branch over sidewalk in front of Ayres Hall.
- Development of Tree Care Hazard Assessment and Chainsaw Safety and Operation Policy.
- Landscape Academy: Conduct two training sessions per week with existing staff.
- Turf Manager: Face-to-face interviews scheduled for August 31.

ZONE MAINTENANCE

Zone Maintenance Zones:

Zone 2:

- Cleaning out return air vents on all floors in Hodges Library.
- Replacing broken windows, repairing lights, and repairing broken window cranks in Jesse Harris
- Repaired overhead AC unit and installed new electrical wall outlet in hallway and Henson Hall 103.
- Moved furniture and repaired keyboard tray in Melrose Hall.
- Repaired wall units in Greve Hall.
- Cleaned heat water coil AHU-2 and repaired 5 ballard lights in Howard Baker Center.

- Replaced graffiti painted lenses on lights in Greve Alley.
- Replaced motor in AHU-2 in addition to daily maintenance at Tyson House.
- Installing camera mounts in study rooms so students can play record play back and critique their sessions.
- Changed burnt-out lights and ballasts on third and fourth floors at Hodges Library.
- Cleaned dry well in west machine room at emergency generator and south machine room dry wall in Hodges.
- Replaced flush valve and vacuum breaker on toilet in women's restroom on the fifth floor of Hodges.
- Rewired 4 ft. fluorescent light in room 146, general building maintenance.

Zone 7:

- Replaced 4 AC window units, CK lights and replaced as needed in Estabrook.
- Changed filters, CK lights, and replaced as needed in Biology Annex.
- Assisted with repair of sky light in Min Kao.
- Worked on fume hoods in 109A & 317 and repaired sump pump in 101M on acid waste drain in SERF.
- Assisted Health & Safety with walk through and replaced CK as needed in Dougherty.
- General building maintenance.

Zone 8:

- We continue to work on LED lighting in our zone.
- Our Team will be changing filters and belts this week.
- Daily inspections have turned up some areas that we will be addressing ceiling tiles and some general housekeeping over this week.
- We will be working with our customers on some greenhouse repairs this week. The greenhouse is going to get a complete overhaul inside and out.
- Our One Call Team has been busy fielding numerous calls. They are averaging 100 calls per week. They continue to gain more knowledge of our Campus.

Zone 11:

- Continuing to work in Neyland Stadium to prepare for football season.
- Working on lights and restrooms and east & west skyboxes.
- At Neyland Thompson, Brenda Lawson, & Anderson Training we are working on general maintenance issues for recruits & visitors.

ZONE 11 CONTINUED ON PAGE 3:

FACILITIES SERVICES WEEKLY

August 31, 2015

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ZONE 11 CONTINUED:

- Changing lights & working on restrooms at Regal Soccer for upcoming season.
- General maintenance issues at Sherri Parker Lee for upcoming softball camp.
- Working on indoor court lights & restrooms at Goodfriend Tennis Center for upcoming season.
- General maintenance issues at Allan Jones, Thornton Athletics, Lindsey Nelson, Graphic Arts, & Parking Services.

COMMUNICATIONS

Information Services:

- Working on email connection problems.
- Purchase & set up new iPads for Zone Maintenance Building Inspection Program.
- Warranty repair of HULK laserjet printer in Design.
- Set up student assistant computers.

Sustainability:

- The Office of Sustainability is proud to announce UT's recent sponsorship of Smart Trips, a free-to-use program that incentivizes alternatives to driving alone, such as: carpooling, taking transit, biking, walking, and telecommuting. The collaboration will give the Office of Sustainability access to more data on transportation practices of the UT and greater Knoxville communities, as well as serve as an engagement tool in lessening our carbon footprint.

Training:

- Sign up for Safetyfest classes; some have already been filled.
- Due to a vacancy in our office and continuance of New Employee Orientation, training staff availability on Mondays and Tuesdays will be minimal.
- All new employees, regardless of status (term, student, full time regular) must process through our office. This includes any employee who has been rehired. Having employees work without training opens the university up for litigation following an on the job injury.
- When expecting new employees, please let the training office know by the Friday prior. We have an Orientation schedule we follow every Monday and Tuesday.

- Supervisors are reminded to gather their employees to electronically fill out their Conflict of Interest forms. These forms are mandatory. Please allow your employees to use and build on the computer skills we have been providing over the last two years.
- Working with Sam Adams in Landscape to put together an Arborist safety course.
- Finishing up Formal Bids Archibus job aide.
- If you have not already done so, renew your parking via the email from Parking and Transit.

Communications:

- Our office created a catalog of all of the department's summer and fall projects. It is now posted to the Web site under the Administration page.
- Coordinating the creation and placement of new Cone Zone signs is ongoing.
- Updates to the Cone Zone Web site are ongoing.
- We are still accepting committee members for TNAP-PA 2017. If you are interested in serving on a committee, please contact Charles at cwfarley@utk.edu or Brooke at bsteve14@utk.edu.
- The distribution date of the Facilitator has changed – the bi-monthly newsletter will now cover the months of June, July and August. It will be released this week.
- Coordinating and planning department events/awards is ongoing.
- You can always nominate someone for employee of the month. The online nomination form can be found at fs.utk.edu along with the printable PDF version.
- We are in the planning stages for our next Facilities Fundamentals Workshop featuring UT Recycling.
- The workshop will be held in September – look for more announcements to come in the upcoming weeks.
- The Building Representative List is complete – it will be upload to the Web site this week.

UTILITIES

Air Conditioning Services:

- Installing process chilled water and compressed air lines in SERF 213 for new researcher.
- Repaired multiple reach-in coolers for food services.

AIR CONDITIONING CONTINUED ON PAGE 4:

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August 31, 2015

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AIR CONDITIONING CONTINUED:

- Performing maintenance on desiccant air dryers at Plant Biotech Building.
- Completed fan coil installation in third floor room of Communications for Construction Services.
- Repaired RTU #2 at the Glazer Building in Oak Ridge.
- Installed new TXV in unit serving the Boathouse.

Steam Plant:

- Steam Plant produced 8,277,715 pounds of steam.
- Finished laying new brick in boiler #1.
- Assisted Cross Automation wiring boiler #2.
- Worked on gas compressor # 1 plc.
- Worked on rewiring # 1 boiler BMS.
- Mowed and trimmed around Steam Plant.
- Boiler #1 Reconfiguration of ID & Airflow.
- Test fire # 4 boiler replaced relays on water level.
- Finished and installed bollard to protect new oil flow meter.
- Isolated #1 DA tank to repair leak on tank.
- Still continue to remove old stock to send to surplus.
- Test run 2 MW generator.

DESIGN

Capital Project Management:

Master Planning

- Campus Master Plan.

Programming

- Engineering Services Building.
- West Campus Dining Facility.

Schematic Design

- Alpha Gamma Rho Renovation and Addition.

Design Development

- Lake Avenue Parking Garage Expansion.
- Haslam Practice Fields Expansion.

Construction Documents

- Cowan Cottage renovation.

Construction Administration

- 13th & Cumberland lab building.
- University Ave. buildings' tenant fit-outs.

- Henson Hall interior renovation.
- West Campus Redevelopment, Building 1.
- New Strong Hall.
- New Student Union (Phase 2).
- Support Services Building on Sutherland Ave.
- New residence hall and parking garage planned for the former Gibbs Hall and Stokely Athletic Center sites, respectively.
- JIAMS Building (Phase 2).
- SERF controls.
- Humanities south wing renovation.
- Tom Black Track and LaPorte Stadium Improvements.

Landscape Response Team:

- Engineering Quad and Second Creek: planting.
- Supervising the new Strong Hall's site development and tree protection.
- Updating the Campus Landscape Vision and Site Standards.
- Wayfinding Master Plan: locating second batch of signs (first batch has been delivered), applied letters for select buildings; reviewing shop drawings for street signs.
- Torchbearer Plaza and Circle Park: finishing sod and landscape.
- Sorority Village steep slope: landscape punchlist.
- Campus Master Plan: update.

CONSTRUCTION

Construction Projects & Estimates:

- Lake Avenue Parking Lots: Improvements underway at five lots.
- Roof Replacements and Repairs:
 - Art & Architecture.
 - Baker Center.
 - College of Nursing .
 - Communications/Student Services .
 - Food Safety Building (tile roof).
 - Jessie Harris.
 - McClung Tower.
 - Morgan Hall.

CONSTRUCTION CONTINUED ON PAGE 5:

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CONSTRUCTION CONTINUED:

- 11th Street:
 - Pedestrian bridge: Capital project. Sandblasting and painting.
- Burchfiel Building:
 - Rm 206: Adding wall to create new office at the end of the room; installing door to hallway.
 - Rm 207: Adding electrical outlets as part of conversion to convert this space to a large office.
 - Room 208: Install door leading to hall.
 - Room 209: Add a wall to separate and create a small office space at one end of the room, install door out to hallway.
- Communications/Student Services:
 - 3rd Floor Patio: Construction of secondary emergency exit from new patio continues.
 - 3rd Floor Patio and pedestrian bridge: guardrail replacement.
 - Suite 460: Estimates for reconfiguration and remodeling.
 - Room 457: new cabinets
- Dougherty Engineering: 3rd floor: Lab renovation □
Dunford Hall, 1st floor: Renovating space for Disability Services, with new conference room, family style restrooms and painting entire floor.
- Estabrook: Renovating 8 classrooms to become Nationalized Classrooms for campus.
- ETREC Johnson Animal Research: Estimating cooling Tower renovation
- Jewel Building - Architecture Studio:
 - Installing ventilation fan for the Laser cutter at the Fab Lab.
 - Preparing to install electric roller shades.
 - Relocating electrical service and sprinkler heads.
- Henson Hall: Nearing completion of renovation.
- Hess Hall:
 - New Command Center location – nearing completion.
 - 2nd floor modifications to convert from residence to office use, under construction.
- Howard Baker Center:
 - Estimate for roof top garden.
 - Estimate for creating additional offices on the third floor.
- HPER:
 - Investigation and remediation of roof; includes interior repairs.
 - Estimate for replacing mirrors in room B020.
- Humanities and Social Sciences: Classrooms (11) renovation: Installing furniture, fixtures and equipment.
- Jessie Harris, Rm 104: Replacing air handling units and refurbishing floors for fall semester.
- Middlebrook Pike Building: Estimate for removing wall paper and repainting first floor in Purchasing area
- Morgan Hall: Suite 212: Renovating and updating finishes and furniture.
- Nielson Physics, rooms 606 and 607: Estimate for renovating spaces for Graduate Assistants.
- SERF:
 - Room 213: Chilled water replacement.
 - Room 702: new ductwork and electrical service for occupant equipment.
- Soccer Stadium: Masonry repairs.
- TRECS: Estimate for cleaning exterior and interior of all windows.

Facilities Services Vacancies

3rd Shift Custodian (Building Services Aide I) - Requisition ID - 15000000WL

2nd shift - Air Conditioning Spec I - Requisition ID - 15000000N7

Carpenter I - Requisition ID - 15000000S2

Recycling Truck Driver I - Requisition ID - 15000000RU

Welder II - Requisition ID - 15000000Q3

Custodian (Building Services Aide I) - Requisition ID - 15000000PB

Landscaping Aide I Seasonal temporary work - Requisition ID - 15000000B5

Assistant Building Services Foreman (Five Positions) - Requisition ID - 15000000AI

Painter I - Requisition ID - 14000000YW

FACILITIES SERVICES WEEKLY

Cast Your Vote for Facilities Services Employee of the Month!

A year-and-a-half after its inception, the Facilities Services Employee of the Month program has allowed us to honor 18 deserving members from our department.

Thank you to everyone who has nominated members of our team for the award, because without these nominations, this program wouldn't be possible. Unfortunately, due to a lack of nominations, we were unable to name a July 2015 Employee of the Month.

Help us to honor members of our team in the months to come and cast your nomination for a future employee of the month!

Nomination forms can be found on the Facilities Services Web site, fs.utk.edu, or by clicking this link: <https://tiny.utk.edu/FSEOM>. Hard copies can be found with unit clerks and in Facilities room 203. These hard copies can be dropped off in the Employee Comment Box next to room 107 or in room 203.

All Facilities Services Employees are eligible for the Employee of the Month Award after one month of services with the department. We invite everyone to nominate an individual of their choice for the award.

For more information about the award program, please contact Brooke at 214-7662 or bsteve14@utk.edu.



Nominate our next
Employee of the
Month Today!