

Facilities Services Weekly

January 19, 2021

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

Dusten Gibson is our January Employee of the Month

Congratulations to Dusten Gibson of our Construction Services team! He has been named our January Employee of the Month for his exemplary service and excellent attitude. He is well-deserving of this honor, and we are honored to have him on the team.

Building Services Disinfecting FSC

On Saturday, January 23, Building Services will be disinfecting and sanitizing the Facilities Services Complex in an effort to keep our team healthy ahead of the Spring semester. This will entail scrubbing, washing, disinfecting, utilizing the Clorox Total 360 system, then applying an antimicrobial spray on all surfaces in the office parts of the complex. To do this, ALL desk tops and horizontal surfaces MUST be cleared of papers, books, etc. Building Services will be providing boxes to move any items off of your work space for this to take place. Once filled, those boxes can be closed and kept near your work station until your return following this Enhanced Cleaning.

Now Accepting Applications: John C. Parker and Bob Evans Memorial Scholarships

More information about the John C. Parker Memorial Scholarship and the Bob Evans Memorial Scholarship can be found at the end of this newsletter. Forms for nominating a student may be obtained from Sam - contact sjones80@utk.edu or (865)771-1531. Nominations for this award must be submitted with Sam Ledford in the Facilities Services Complex no later than Friday, January 29, 2021.

COVID - 19 Updates

Please be sure you are checking emails from Sam Ledford. To see the most recent COVID-19 briefing, visit https://youtu.be/Rt6j2As_DR8. If you missed any of the previous COVID-19 briefings, they can be found at the links located on page 5 under Communications & PR.

Helpful Hints from the Haberdasher

Returning Uniforms When Leaving UT -

Your part:

- Return all uniforms to UT
- Count them in front of your supervisor/foreman
- Bag all shirts together with a yellow tag. Tag should simply read: QUIT
- Bag all pants together with a yellow tag. Tag should simply read: QUIT
- Place bag in appropriate cleaning bin

Our part:

- Supervisor/foreman will send me an email with the actual number of the count* (i.e. "John Doe turned in 10 shirts and 11 pants.")*
- I will compare that number to what was issued and what is out to be cleaned
- If those numbers equal what you were issued - no charge
- If pieces are missing, you will have the cost of the missing pieces deducted from your last paycheck

*It is very important for supervisors and foreman to send the Counted Uniforms email as soon as they have the count.

ADMINISTRATION

Special Projects:

- Veronica Huff has volunteered to be our Facilities Family Support Center Coordinator, so if you have a

need (either physical or emotional) during this time and want to anonymously seek out help, please reach out to Veronica via phone, text, or email during regular business hours (8a-5p), and she will work to make sure those needs are met if at all possible. Rest assured that those needs will not be shared by name. We know that

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FS WEEKLY CONTINUED:

this is a really challenging time for most of us. If your household income has been cut due to layoffs or you're struggling emotionally or mentally, please know that we want to make sure you're cared for. Veronica can be reached at vhuff@utk.edu or 865-382-1779.

FACILITIES OPERATIONS

Building Services:

- We will be deep cleaning the Facilities Services Complex on Saturday, January 23.
- We were able to finish project work before student return this week.
- We wiped down handrails. We orbited restrooms.
- We scrubbed and waxed floors.
- We cleaned all of the touch points in our buildings.

Landscape Services:

- Jan. 20th Inauguration: Making preparations for potential crowd control measures with UTPD
- Pedestrian Mall Expansion: Provide barricades for temporary vehicular protection until construction of phase 2
- Leaf removal continues
- Begin mulch installation in landscape beds campus wide
- First Impression Projects: Working on landscape design at McClung Museum in preparation for landscape renovation. Prepare McCord Hall for landscape installation during winter break.
- Developing proposal for robotic mower program
- Magnolia Hall: Assist with chill water leak
- Reese and Carrick: Assist with sidewalk repairs following water main upgrade
- Auxiliary Services: Assist with stormwater improvements and new building egress
- Campus wide tree replacements: Procurement and planting (on-going)
- White Hall landscape and irrigation remediation project: Monitor landscape installation by contractor
- UTIA Surge Bldg: Attend final landscape punch walk with contractor
- UT Extension Ground Mgt Training: Employees with TN Dept Ag Pesticide Certification will attend virtual

training during month of January

- Career Path Project: Making final adjustments to coordinate with new job family classifications before sending to HR for review (cont.)
- Performance Reviews: On-going
- Apprentice program development (cont.)

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 January 11 to January 15:

- Bottles/Cans: 7,580 lbs.
- Paper: 7,400 lbs.
- Cardboard: 2,540 lbs.
- Manure: 8,020 lbs.
- Food: 1,201 lbs.
- Total: 26,741 lbs. / 13.37 tons
- Pallets: 25

Recycling Totals for Fiscal Year 20:

- Bottles/Cans: 87,260 lbs. / 43.63 tons
- Paper: 152,780 lbs. / 76.39 tons
- Cardboard: 278,380 lbs. / 139.19 tons
- Manure Compost: 242,260 lbs. / 121.13 tons
- Food Compost: 220,523 lbs. / 110.26 tons
- Total: 981,203 lbs / 490.60 tons

ZONE MAINTENANCE

Zone 1:

- Still doing work orders in Clement and Stokely.
- Working on finishing up the projects turned in over break.
- Got the water back online at the Carricks and Reese.

Zone 2:

- Prepping for the semester, answering calls and finishing work orders.

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

Zone 3:

- Hoskins Library: Daily inspection of building and equipment, weekly inspection of building, cleaning elevator tracks, upgraded lighting in historic entrance and replaced ceiling tiles in offices of the Center for the Study of War and Society.
- Hodges Library: We changed filters and greased and checked belts on west air handlers 1-2-3-4 and conducted general maintenance.
- Melrose Hall: General maintenance.
- Blount Hall: Generator test, daily walk through, repaired exhaust fan in penthouse, working on getting a valve replaced for air handler and trouble shooting a steam leak.
- UTPD: Upgraded flag lights to LED, generator test and daily walk through.
- Baker Center: Equipment checks, waterless urinal serviced on all floors, various light repair and daily walk throughs.
- International House: Equipment check, lights repaired on second floor and daily walk throughs.
- VolShop: PM checks and daily walk throughs.
- Greve Hall: General maintenance.
- Tyson House: General maintenance.
- Conference Center: Daily walk throughs, logging equipment, weekly generator test run, assisted Construction, daily building lock down, trash removal, elevator track cleaning, restroom checks and repairs, chiller shut down issues and LED lighting upgrades.
- SMC: Changed filters in air handlers, lighting repair on various floors, belt change on ground floor air handler, greased roof units and building walk through.
- Haslam Business: Ice machine install, building check for student return, air filters changed in all AHUs and two bottle fill stations reset.

Zone 4:

- Reconnect all equipment and check operation in all dining halls.
- Replace broken door curtains in walk-in freezers and coolers in PCB.
- Install wheels on some equipment as requested by Aramark at Stokely.
- Replaced bad door closures at PCB.

- Repaired gas grill in CFA at the Student Union.
- Repaired fryer at Fred Brown.
- Repaired conveyor at Anderson Training.

Zone 5:

- Neyland Stadium: We are continuing to work on some areas that still need LED upgrades, in the skybox areas.
- Football Complex: Working on heat for football offices and assisting the A/C shop with AHU #5.
- Allan Jones: Preparing for upcoming swim meet.
- Goodfriend Tennis: Doing general building maintenance and getting ready for upcoming tennis matches.
- Softball and Baseball: getting prepared for upcoming seasons starting next month, doing general maintenance.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Mossman heat recovery leak.
- Generator testing Stowers.
- Hesler heating makeup water regulator failure.
- Arranging repair parts for One Call program.
- Led lighting project.
- South College condensate problem.

Zone 7:

- Dougherty Engineering: Cleaning out machine rooms, doing building checks and changing out ceiling tiles.
- Min Kao: Getting ready for school to start, checking restrooms and classrooms.
- Ferris Hall: Conducted daily walkthroughs and weekly walk through.
- Perkins Hall: Conducted daily walkthroughs and weekly walk through. Replaced window AC units B61 and B67.
- Nuclear Engineering: Room to room cleaning a/c units.

Zone 8:

- We continue to prepare for the start of classes on Wednesday and make all necessary preparations for the return of our students.
- Our LED lighting project at Plant Biotech continues in the office areas.
- With the opening of the new Third Creek Building, we will be assisting our customers as they move into their assigned spaces.

ZONE MAINTENANCE CONTINUED ON PAGE 4

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ZONE MAINTENANCE CONTINUED:

- One-Call is going through their busiest time of the year with the students moving in and getting acclimated to their new surroundings.

Zone 9:

- We are working with Eskola as they prepare to make changes and needed repairs to the roof at Middlebrook Building.
- LED lighting upgrades continue at Middlebrook and Glazer Buildings.
- We will continue to provide the highest level of customer service to all of our customers.

ZM Specialties:

- Installed handicap operator at new Third Creek Building
- Repaired handicap operator at JIAM
- Ordered materials and troubleshot handicap operator at A&A
- Completed building air handler inventories to use for QR coding
- Printed proof copies of QR code labels
- Caulked windows at UTPD
- Repaired door threshold at Neyland Thompson Sports Center
- Worked on fume hoods at Dabney Buehler
- Certified fume hood at Food Safety
- Corrected building pressure issues at HPER
- Commissioning AHU 7 hot water loop at Student Union

Lock & Key Services:

- Brehm Animal Science – replace door handle
- Bailey Education – core out of door
- Sigma Chi – install new combination lock front door
- Clarence Brown – classroom upgrades
- Conference Center – install cores as needed
- Front office – Processing key request, open for key pickup and drop off
- On Campus – assisting as needed
- University Housing – assisting as needed, many recores and repairs

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- Most recent COVID-19 briefing links:
- Briefing #30: <https://youtu.be/gYOV1-pzG3k>
- Briefing #31: <https://youtu.be/XjZ4Rh1mWBs>
- Briefing #32: <https://youtu.be/UArgRfse6Wg>
- Briefing #33: <https://youtu.be/Vtiu7cYb-4I>
- Briefing #34: <https://youtu.be/jM7oY4DiHVY>
- Briefing #35: https://youtu.be/Rt6j2As_DR8
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

Employee Training & Development:

Training News:

- We have one new employee in New Employee Orientation this week! Jacob Woodson is starting with Building Services. If you see Jacob around, say hello!
- Performance Review Training will be taking place in the coming weeks. More information will be provided soon. Below are the available dates and times for the training:
 - January 26 at 8:30 am
 - January 28 at 4 pm
 - February 9 at 10 am
 - February 10 at 4 pm
 - February 25 at 8:30 am
 - March 4 at 10 am
- The 2021 Training Calendar is now 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.
- 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. Your course assignments are all the same as they were for 2020, but instead of having each course assigned to you individually, you will have a training curriculum assigned. When you look at your transcript in K@TE, you'll see something like "Facilities Services: Training

COMM & INFO CONTINUED ON PAGE 5

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COMM & INFO CONTINUED:

- Group 1 – Office Staff” but it’ll be specific to the group you’re actually in. Just like you did with the campus compliance training, you’ll open the curriculum and then complete each course inside the curriculum. You’ll reach 100% completion when you complete every course within the curriculum.
- In 2021, you will notice that you are being assigned a Bias and Diversity Training curriculum. This curriculum is being assigned to every member of the department.

IT Support and Maintenance:

- Campus COVID-19 EOC assistance
- Work from Home Remote Assistance
- Inventory and Surplus Equipment
- Windows Updates/Upgrades
- UPS Maintenance

UTILITIES SERVICES

A/C Services:

- Tied in controls for the new steam valve that feeds the building heat at Alumni Memorial.
- Verified proper lab air valve controls in lab 605 at Dougherty.
- Assisted Building Commissioning Team with balancing the heating water system for Level 1 Quad 3 at Student Union.
- Repair leak on chilled water coil in AHU at Presidential Court.
- Repair leak on heat recovery coil at Mossman.
- Repair heating water pumps at TREC.
- Repair leak in VAV coil in suite area at Thompson Boling Arena.
- Received owner training at Surge.
- Reset and chilled water process system was restored and repaired controls for AHU 10 at SERF.
- Repairing No.1 chiller at Humanities.
- Repair air cooled chiller serving hydraulic lab at Tickle.
- Repair Dectron unit No.1 at Alan Jones.
- Repaired heating valve that serves room 301 at Nursing.
- Repair Aaon RTU No.5 at Visitor Center.
- Replace steam coil for ptac unit at UT Drive.
- Repair heating water pumps at Communications.

- Replace UPS that serves power to Pheonix Control’s server and the building automation system at Bio-Energy.
- Rebuild condenser water pump No.2 at Walters Life.
- Installing Ion generators in multiple units at Jessie Harris.
- Repair Leibert unit in IT server room K10 at Hess.

Electrical Services:

Security/Fire Alarm Group:

- Fire panel trouble and repairs at JARTU, SERF, Mossman, JIAM, CBT, Dabney Beuhler, Student Health, and Morgan Hall.
- Assisted Morristown Sprinkler with annual, monthly and 5-year testing and repairs at Tandec, Hesler, Hess, International House, Presidential Court, Student Union Phase II, Kingston Pike, Thornton, and Anderson Training.
- Assisted Rapid Fire with testing kitchen hoods fire suppressions at Magnolia, Stokely, White, Orange, Clement, Fred Brown, and Dogwood.
- Owners training at Surge.
- Toxic gas testing with EH&S at JIAM.
- Updating Cardax software on Campus.
- Inspected lock switches on doors at Strong Hall.
- Resolving issues with arming terminal and card readers at Vet School.
- Installing new strike for Auditorium door for handicap access at A&A.

High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Reading electrical meters on all campus buildings.
- Checking lighting on Campus.
- Working on installing lights at the entrance gate to the Hill.
- Zoom meetings for Surge and ESF Engineering.
- Onsite meeting for transformer with electrical contractor at ESF Engineering.
- Adding more lights for upper parking lot at Facilities Services.
- Working with KUB lighting crew with scheduling light replacement on Campus.

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UTILITIES SERVICES CONTINUED:

- Checking on lights being replaced by contractor at Ag Campus Entrance.
- Repairing issues with outside lights at Facilities Services.

Secondary Electrical:

- Assisting A/C shop with repairing piping and pulling new wires with A/C units' power at Hess Hall.
- Assisting A/C shop with replacing VFD at Anderson Training.
- Assisting plumbing shop with relocating outlets and providing new power to water fountains and bottle fillers at Dabney Buehler and Dougherty.
- Assisting maintenance with motor install in A/C unit at Hess Hall.
- Assisting plumbing shop with disabling power to leaking water heater at Regal Soccer.
- Assisting plumbing shop with disconnecting steam heater that is being replaced at Nelson Physics.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Installing gas line at Concord.
- Installing plumbing at Creamery.
- Installing water fountain at Clement.
- Repairing water meter lid at EJ Chapman.
- Wastewater testing on Campus.
- Checked on hot water at Student Aquatics.
- Repairing Leslie, water leak, sink leak at unstopped drain at Anderson Training.
- Replaced steam valve in machine room at Alumni Gym.
- Repaired condensate line at Dabney Buehler.
- Replaced steam check valves and installed condensate pump at SERF.
- Checked on water heater at White Hall.
- Clearing drain at Kingston Pike.
- Working on sink and installing faucets at Nursing.
- Replaced steam strainer in machine room at Senter Hall.
- Installed new condensate drain at Stokely Hall.
- Repairing water heater at Soccer.
- Repairing drain leak at Presidential Court.
- Turned on steam at ESF Engineering.
- Replace steam heaters in machine room at Physics.

- Repaired steam leak in manhole at Alumni Gym.
- Repaired water leak at Hess.
- Worked on Leslie at Carrick.
- Repaired toilet at Recycling.
- Repaired drain at Bailey.

Steam Plant:

- Resolved issues with #4 boiler shutting down.
- Working on cleaning chemicals.
- Working on new schedules.
- Obtaining parts needed for piping manifold.
- Checking on status of Chemical pump.

CONSTRUCTION SERVICES

- Alumni Memorial Building: Fire Marshal POCA list; Move cabinets and remove door G002
- Art & Architecture: Repair carpet in 224; Lighting controls for lighting 215A
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Biosystems Engineering and Soil Science Lab: Projector screen in classroom
- Black Cultural Center: Repair lobby tiles
- Burchfiel Geography: Paint 5 offices
- Brehm Animal Science: Cap off exhaust ducts; Cabinet work in lab
- Campus: Window replacements- Perkins Hall; Replace University Seals; Wellness Screens
- Clarence Brown Theatre: Provide emergency locking for assembly spaces
- Communications: Renovate 227 and 447-offices and meeting room; Paint 339; Paint and carpet 328; Minor renovations 83; Paint 230; Paint 472; Water intrusion repairs; New fan coil units in 208, 209, 310, 314, 316, 317; Painting on 1st floor
- Conference Center Building: Paint, carpet and furniture 210
- Dabney Buehler: New fume hoods
- Dougherty Engineering: Paint 210; Carpet 226, 304, 310, 312, 406, 407, 407A, 407C, 410 and 503; Electric and ventilation for welding lab in 101; Electric work in lab on M level
- Dunford Hall: Paint and carpet 2429; Paint and carpet

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CONSTRUCTION CONTINUED:

- 2332, 2333, 2424, 2425 and other misc. work; Wall repair and carpet cleaning 2304
- Fibers and Composites: Remove equipment in 199; Utilities for new Wabash Press
 - Food Safety: Move fume hood from Ellington to room 10; Enclose part of room 100
 - Food Science Building: Connect freezer and cooler in Pilot Plant to emergency power
 - Greenhouse #10: Replace tile floor in 103
 - Haslam Business Building: Install a light bar in 401
 - Henson Hall: move card reader to 109
 - Hesler Biology: Receptacles for growth chambers B006
 - Intramural Fields: Seal parking lot
 - Jessie Harris: Paint 418 and 421; Painting on 2nd and 3rd floors
 - Jewel Building: Electric work for new equipment
 - JIAM: Electric work for labs G002 and G003; Electric work in 152; Add sink in 150; Add cup sink to hood in 216
 - McClung Museum: Wiring for new desk location in lobby
 - McClung Tower: Fire Marshal POCA list
 - McCord Hall: Lab renovations on 1st floor
 - Morgan Hall: Renovations per POCA; Paint corridor near 320; Renovate 201A
 - Mossman Building: Add door seals to darken lab
 - Neyland Thompson Sports Center: Haslam Field expansion
 - North Greenhouse: New lights 109
 - Nursing: Fire Marshal POCA list
 - Panhellenic Building: Construct display area
 - Presidential Court: Repair doors at loading dock
 - SERF: Remove connecting doors and add corridor door 511
 - Sigma Chi Fraternity: Install sink, toilet and fire alarm device
 - Sigma Kappa: Fire protection for new fryers
 - SMC: Renovate 2nd floor-paint, carpet, lighting
 - Sherri Parker Stadium: Corrections for SFMO
 - Student Union: Emergency locking; Shell Space Buildout; Door hold open devices for Student Engagement
 - UT Visitor Center: Renovation for Creamery
 - Vet Med Center: Fire Marshal POCA list
 - 2121 Stevenson Drive: Fire Marshal POCA list

FACILITIES SERVICES Employee Comment Box Locations:

- Facilities Services Complex Break Room
- Facilities Services Shop Area
- Steam Plant (near time clock)
- Neyland Biology Annex near room 128
- Ellington Plant Science room 4
- SERF outside of room 426
- Former Sanitation Safety (Pest Control) Area at Facilities Services Volunteer Blvd. Location
- 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.

Join Facilities Services on Social Media



@utkfacserv



@utfacilities



@UTFacilitiesServices

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MEMORANDUM

To: All Facilities Services Employees

From: Terry Ledford

Date: Friday, December 11, 2020

Subject: John C. Parker, Sr. Memorial Scholarship Endowment

As all of you are aware, Mrs. Martha Parker has established the John C. Parker, Sr. Memorial Scholarship Endowment in memory of Mr. Parker. This scholarship endowment will award a scholarship for the 2021-2022 academic year which begins August 2021.

It will be given to a student who is a legal dependent of a Facilities Services employee (current, retired, or deceased).

The student must be currently enrolled or be admitted to the Fall Semester 2021 to be eligible. The student awarded this scholarship must have demonstrated successful academic performance in order to be considered for future awards. Financial need may also be a factor in the award.

Nominations for this award must be submitted to Sam Ledford in the Facilities Services Complex no later than Friday, January 29, 2021.

Forms for nominating a student may be obtained from Sam - contact sjones80@utk.edu or (865)771-1531.

The selection of the student to receive this award will be made by the UT Knoxville General Scholarship Selection Committee based in the Financial Aid and Scholarships Office and not by any staff member of the Facilities Services Department.

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MEMORANDUM

To: All Facilities Services Staff

From: Terry Ledford

Date: Friday, December 11, 2020

Subject: Bob Evans Memorial Scholarship Fund

The Bob Evans Memorial Scholarship Fund will award a scholarship for the 2021-2022 academic year which begins in August 2021.

This scholarship application is open to candidates who are children, grandchildren, stepchildren or step-grandchildren of individuals who are currently employed or retired from the UT Knoxville Facilities Services Department.

Students must be currently enrolled or be able to be admitted for the Fall Semester 2021 to be considered in receiving this award.

Nominations for this award must be submitted with Sam Ledford in the Facilities Services Complex no later than Friday, January 29, 2021.

Forms for nominating a student may be obtained from Sam - contact 771-1531 or sjones80@utk.edu.

Final recipient selection will be made by the UT Knoxville General Scholarship Selection Committee based in the Financial Aid and Scholarships Office and not by any staff member of the Facilities Services Department.

Please contact Sam Ledford with any questions about this scholarship application.