

Facilities Services Weekly

January 4, 2021

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

Employee Appreciation Event – January 13th

We were disappointed to have to cancel the Holiday Extravaganza, and while this is not meant to be a replacement, Terry and the Directors have asked us to coordinate an Employee Appreciation meal for everyone in the department on January 13th. You'll hear more about this from Veronica Huff and me soon, but it's just a small token of the enormous thanks we want to express to each of you in the department. Stay tuned for more information.

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/jM7OY4DiHVY>. 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 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.

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FS WEEKLY CONTINUED:

FACILITIES OPERATIONS

Building Services:

- All classrooms in Haslam Business have been disinfected and sprayed with Microbial spray and all classrooms in SMC, Dunford and Greve are complete.
- In Dunford Hall, we completed carpet cleaning and hallways and offices.
- At Tyson House, the 3rd and 2nd floors have been shampooed and disinfected.
- At Hodges Library, the dock area was stripped and waxed.
- At Parking Services, we stripped and waxed the kitchen and break area as well as the back hallway and back bathroom.

Landscape Services:

- Snow related clean-up: Tree damage repair/cleanup and tent removal
- 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: Monitor landscape installation by 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: Begin
- 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 December 28 to January 3:

- Bottles/Cans: 4,240 lbs.
- Paper: 6,620 lbs.
- Cardboard: 2,700 lbs.
- Manure: 7,200 lbs.
- Food: 814 lbs.
- Total: 21,574 lbs. / 10.79tons
- Pallets: 6

Recycling Totals for Fiscal Year 20:

- Bottles/Cans: 78,020 lbs. / 39.01 tons
- Paper: 139,920 lbs. / 69.96 tons
- Cardboard: 270,020 lbs. / 135.01 tons
- Manure Compost: 226,180 lbs. / 113.09 tons
- Food Compost: 217,920 lbs. / 108.96 tons
- Total: 932,060 lbs / 466.03 tons

ZONE MAINTENANCE

Zone 1:

- We will continue to do preventative maintenance until residents return from break.
- There are several working in Massey making sure all is ready for the use of that building if needed.
- We are replacing the bearings and shaft in A/H #1 at Hess Hall.
- We have a new maintenance specialist, Walter Dooley at Fred Brown, in the residence halls.

Zone 2:

- Two areas of the roof at Communications has been

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

- repaired.
- Two areas of the roof at A&A have been repaired.
- Paul O'Brien completed a LED project in the Clarence Brown prop shop, changing the old shop lights to LED.
- A&A is getting a new large air compressor installed. The Andy Holt Tower/Communications street machine room got a new compressor installed a few weeks ago.
- A new sidewalk was added in front of the Haslam Music building.
- The entrance to lot 23 behind Haslam Music was widened causing a few trees and dirt to be removed and some new asphalt poured.
- A lot of work by Belfor has been done at Student Health.
- HPER got a new motor and pump assembly installed.

Zone 3:

- Conference Center: Daily walk through, logging equipment, weekly generator test run, assisted construction, daily building lock down, trash removal, elevator track cleaning, restroom checks and repairs, chiller shut down issue, mold inspections and restarts and air handler inspection.
- Blount Hall: Daily walk through, generator test and checked air handlers and greased if needed.
- UTPD: Daily walk through and generator test.
- Hoskins: Daily walk through.
- Dunford Hall, Henson Hall, Baker Center, International House, VolShop, Greve Hall and Tyson Alumni House: Daily walk throughs and general maintenance.
- Hodges Library: General maintenance, cleaning out dry wells and checking restrooms. general maintenance.
- Melrose Hall: Checking restrooms and conducting general maintenance.
- SMC: Building check and lighting repairs on various floors.
- Haslam Business: Return fan motor changed on 5th floor, toilet leak repaired on 5th floor, assisted interstate mechanical on room 602 air duct issue and building check.

Zone 4:

- Repaired sink faucets, drain baskets and spray nozzles in all dining halls.
- Repaired steam kettle exhaust fan at PCB.

- Repaired NGO Turbochef oven in Hodges Library.
- Fixed cabinet hinges and handles in all buildings.
- Repaired rack washer final rinse and temperature at PCB.
- Cleaned cooler/freezer coils and replaced filters as needed in all dining halls.
- Repaired lemonade dispenser at Chick-Fil-A in the Student Union/
- Repaired hot boxes for football in all buildings.

Zone 5:

- We are working on LED lighting in the kitchen area of the east skybox at Neyland Stadium.
- Working on LED upgrades in the player's locker room at Lindsay Nelson Stadium.
- Doing preventive maintenance at Allan Jones on pool chemicals and building maintenance.
- Converting 4 foot light fixtures to 4 foot LED panels in the Luxury suites at Thompson Boling Arena.
- General Building Maintenance.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Hesler contact contractor for quote on repairs.
- Changing filters in air handler units.
- Led lighting project.
- Coordinate contractor and parts for commissioning team.

Zone 7:

- Ferris Hall: Conducted daily walk throughs and weekly walkthrough. Assisted on repairs on heat exchange system. Serviced lobby fan coils.
- Perkins Hall: Conducted daily walk throughs and weekly walkthrough, replaced urinal flush valve and replaced loose floor tiles in room 102.
- Min Kao: Doing building checks, working on restrooms.
- Jesse Harris, Fiber and Composites: Building checks and walkthroughs, general building maintenance and assisted with AC unit cleaning swaps at Nuclear Engineering
- SERF/Nuclear Engineering: Conducting building checks, working on any outstanding work orders as

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ZONE MAINTENANCE CONTINUED:

well as conducting mold inspections and changing out/cleaning AC window units in NEB.

- Alumni Memorial: Closed December PMs, general maintenance and adjusted belts on AHUs

Zone 8:

- Inspection of all of our buildings before the start of the Spring 2021 semester will be our main area of focus this week.
- One-Call will continue to answer calls 24/7, 365 days a year, serving the entire UTK campus.
- We continue to work on our PMs for the month of January.

Zone 9:

- We will be having some much needed roof repairs done soon at the Middlebrook Building.
- Our LED lighting projects will continue at the Glazer and Middlebrook buildings.
- We will be preparing for colder weather to come possibly later in the week.

ZM Specialties:

- Made a pattern for a sneeze guard at Stokely Hall.
- Assessed water leak near window at Student Union.
- Replaced glass at Clement Hall.
- Worked on glass partitions in Neyland Stadium skybox suites.

Lock & Key Services:

- Conference Center – keying/loading cores for new Hearing & Speech areas
- Surge Bldg. (New Agr. Campus) – keying/loading cores and installing
- On Campus – assisting as needed
- Front Office – Processing key request, open for key pickup and drop off, dispatching as needed
- University Housing – assisting as needed, recores and repairs

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- COVID-19 briefing links:
- Briefing #1 <https://youtu.be/PVIsb9SLLzk>

- Briefing #2 https://youtu.be/Ko_ZXrFGers
- Briefing #3 <https://youtu.be/wJyv7PJhwgU>
- Briefing #4 <https://www.youtube.com/watch?v=8SKqX4IvhII>
- Briefing #5 https://www.youtube.com/watch?v=df_bTaJDj_4
- Briefing #6 <https://youtu.be/hk-R6XvqZDk>
- Briefing #7 <https://youtu.be/oLibKp3xkjq>
- Briefing #8 https://youtu.be/4_oWaPvxENk
- Briefing #9 <https://youtu.be/ICnPSEsmxSY>
- Briefing #10: https://youtu.be/pufGH_NMumI
- Briefing #11: <https://youtu.be/mzUID7D1X2c>
- Briefing #12: <https://youtu.be/6rqP8-2i7HM>
- Briefing #13: <https://youtu.be/igAzax1yoBs>
- Briefing #14: <https://youtu.be/igAzax1yoBs>
- Briefing #15: <https://youtu.be/yLGpEAupGBM>
- Briefing #16: <https://youtu.be/5RwzrEH8Zow>
- Briefing #17: <https://youtu.be/rtoywdyJ-tI>
- Briefing #18: <https://youtu.be/nHBSbNCmaFE>
- Briefing #19: https://youtu.be/m_7RTfU8MoU
- Briefing #20: <https://youtu.be/t-Acd7ScfTs>
- Briefing #21: <https://youtu.be/LFHyxEqCxc>
- Briefing #22: <https://www.youtube.com/watch?v=WjUM2JNOrJ4>
- Briefing #23: <https://youtu.be/npobJvf7Y4I>
- Briefing #24: <https://youtu.be/fK9GeogCOH4>
- Briefing #25: <https://www.youtube.com/watch?v=g5W-KDzrvKk>
- Briefing #26: <https://www.youtube.com/watch?v=Nf48ntJqJVo>
- Briefing #27: <https://www.youtube.com/watch?v=XISS5Yutois>
- Briefing #28: <https://www.youtube.com/watch?v=u4Fl4pzmz9U>
- Briefing #29: <https://youtu.be/PO-sTP35jI4>
- Briefing #30: <https://youtu.be/9YOv1-pzG3k>
- Briefing #31: <https://youtu.be/XjZ4Rh1mWBs>
- Briefing #32: <https://youtu.be/UArgRfse6Wg>
- Briefing #33: <https://youtu.be/Vti7cYb-4I>
- Briefing #34: <https://youtu.be/jM7oY4DiHvY>

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COMM & INFO CONTINUED:

- 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.
- Desktop updates and maintenance
- Security Camera installation
- Email and 2FA Assistance

Employee Training & Development:

Training News:

- We have one new employee in New Employee Orientation this week! Walter Dooley is starting with Zone Maintenance. If you see Walter around, say hello!
- 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 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:

Contact info for our team is as follows:

Jim McCarter -

Cell: (865) 438-0708

Email: jym@utk.edu

Tim Baker -

Cell: (865) 206-6954

Email: tbaker41@utk.edu

Shawn Benson -

Cell: (423) 620-9913

Email: sbenson7@utk.edu

- Kronos Server Update
- Kronos Software Updates
- Printer Maintenance

UTILITIES SERVICES

A/C Services:

- Restarted AHU's and checking heating controls on Campus.
- Assisted Plumbing shop with repairs to cooling tower sump heaters at Plant Biotech.
- Restarted York chillers at Anderson Training Center.
- Checked and restarted steam boiler at Auxiliary Services.
- Repairing cooler in room 406 at Plant Biotech.
- Replaced vacuum breaker in vacuum pump at JIAM.
- Repaired heating system in room 113 at Parking Services.
- Rebuilt heating water pump at Tennis.
- Repairing both heating water pumps at TREC.
- Repaired controls for AHU's 9&10 along with HV2 at A&A.
- Repaired controls for AHU 5 at JARTU.
- Repairing heating water pumps at Walters Life.
- Repair leaks on chilled water coil in AHU 18 at Dabney Buehler.
- Repaired VAV 16 control issues at the Middlebrook Building.
- Repaired control issues for AHU 2B at Neyland Stadium.
- Found a bad VFD for AHU 5's return fan and ordered replacement at Student Health.
- Assisted Plumbing services with repairs to WSHP loop at Magnolia.
- Rebuilt secondary chilled water pump No.1 at Claxton.
- Checked and restarted chiller at Reese.

Electrical Services:

Security/Fire Alarm Group:

- Fire panel trouble and repairs at JIAM, McClung Museum, 1812 Frat Park, 1844 Frat Park, TBA, Stokely Hall, Dabney Buehler, and Stokely Hall.
- Assisted Morristown Sprinkler with annual, monthly and 5-year testing and repairs at A&A, Taylor Law, Alumni Hall, Regal Soccer, Golf Facilities, and Brehm Animal Science.

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UTILITIES CONTINUED:

- Assisted Simplex with yearly fire panel testing at Hess Hall, White Hall, and Laurel Apartments.
- Assisted Electrical with pulling camera wire to run new pipe at G7 Parking Garage.
- Installed a new URI to replace burned out relay at the Vet School.

High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Met with contractor regarding new pole lights for camera near 20th St. gate and then had walk through at JW Mall Extension.
- Reset traffic control box at Lake Loudon and Phillip Fulmer.
- Assisted plumbing shop to locate/mark electrical pipes during use of Vac trailer to locate water leak at Magnolia Hall.
- Installed new LED driver and checked lights at Student Union Phase II.

Secondary Electrical:

- Repairing level 2 camera that was damaged at G7 Parking Garage.
- Assisted Plumbing shop with hooking up new pump at the Vet School.
- Repaired Occ. Sensor that fell off the wall at Facilities Services.
- Assisted Plumbing shop with replacing water heater at Lake Ave Early Learning Center.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Testing ports on Campus.
- Repairing chilled water leak at Dogwood Hall.
- Leslie repairs on Campus.
- Installing water heater at Lake Ave Day Care.
- Replaced two steam traps at Plant Biotech.
- Repairing steam leak at Anderson Training Center.
- Installing bottle fillers on Campus.
- Repairing broken valve in bathroom at McClung Tower.
- Replaced broken ball valve in ceiling at HPER.
- Replaced steam regulator at Aquatic Center.
- Moved water lines over for kitchen sink on 2nd floor at

SMC.

- Installed air lines at the Paint Shop.
- Investigating water leak at the Old Facilities Building A.

Steam Plant:

- Test ran 2 MW generator.
- Replaced union on #5 boiler.
- Replaced parts on air compressor.
- Work on #1 boiler ongoing.
- Washed floor to fire floor.
- Assisted plumbing shop with stopped up drains.

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 2332, 2333, 2424, 2425 and other misc. work; Wall repair

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CONSTRUCTION CONTINUED:

- 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

T 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.