

Facilities Services Weekly

October 10, 2022

Beneficiary Designation Video Available Now!

Over the summer, UT sent out an email about a new beneficiary designation in accordance with Policy HRO307 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 [here](#) for a quick video tutorial, and don't wait to set your beneficiary designation!

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.

Congrats to August/September Exceptional Teams

It's been a while since our last meeting so I wanted to share our last few exceptional teams with you. Our August Exceptional Team was Billy King's team in Zone Maintenance for all the work they put into preparing the stadium for the first home game and all the work they continue to do to make sure each fan has the best possible experience. This crew doesn't get enough credit for all that they accomplish across athletics, and it's a joy to honor them in this way.

September's exceptional team is made up of Construction Services and Pain & Sign Services team members who worked on the Veterans Memorial project so that the dedication ceremony could take place. When the marble needed for the base came in cracked, this team got to work recreating the design out of wood, painting it to look just like marble, and applying lettering that looks engraving. It was beautifully done, and this team deserves all the praise for their creative thinking and quick action.



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		



ADMINISTRATION

Special Projects:

- Serving on the Culture Committee
- Pink Day planning
- TCO Inventory
- Chuck Thompson Awards prep
- FEMA Training

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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BUILDING SERVICES CONTINUED:

- Dougherty- replaced paper towel holders on the 4th floor, detailed all classrooms and the large auditorium, the partitions in all bathrooms were cleaned and wiped down, sinks were scrubbed to get rid of stains, Stairwells swept, entrances detailed
- Ferris – classrooms detailed, swept and mopped all the hallways, front main office was detail cleaned.
- Perkins- stair wells swept and mopped, all classrooms detail cleaned and microbial sprayed
- Conference center- Carpet was cleaned in room 400A, stair well swept and mopped, all bathrooms were deep cleaned
- Early learning center- bathrooms deep cleaned front walk way was cleared using a blower.
- A&A - Orbiter all the restrooms 1st, 2, 3rd, 4th floors.
- Humanities - Ran the auto scrubbers on all floors.
- McClung Towers - Microbial sprayed all 12 floors.
- Temple - Stripped and waxed Rms, 107,108, 110
- Music - Microbial sprayed all the classrooms
- 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

Zone 1:

- Keeping up with SchoolDude work orders.

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/repared all lights at aisle seating
- Changed oil and filters on generators across the zone

Zone 3:

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

Zone 4:

- Repaired flat top grill in Phase 1 of the Student Union
- Repaired a dish machine, hot well and oven at Rocky Top Dining
- Repaired slicers at Stokely
- Repaired outside lighting at the Cumberland Ave. Food Court and Culinary
- Repaired combi ovens in Phase 2 of the Student Union
- Repaired a hot box at Fred Brown Hall

Zone 5:

- At Neyland Stadium, checked and made repairs as

ZONE MAINTENANCE CONTINUED ON PAGE 3

OPERATIONS & LANDSCAPE

Landscape Services:

- Alabama game prep
- ESPN support for Game Day and SEC Nation
- Discussions with the Native Tribal Nations regarding erosion repairs on the Native Burial Mound and future care.
- Sod repairs this week of areas affected by heat from steam lines (lawns at Haslam music and Blueberry falls)
- Homecoming coordination with campus event planners (Chancellor's HC kickoff event, bonfire, etc)
- Campus wide: Aeration and over-seeding (cont)
- Presidential Court Bldg: Assist Plumbing with excavation for repair of storm water pipe (cont)
- 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.)
- Irrigation Systems: Test, monitor, adjust and repair systems as needed. (cont.)

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ZONE MAINTENANCE CONTINUED:

needed and worked on Hose Bibbs

- At the Football Complex, checked and adjusted chemicals in the pools
- At Allan Jones, checked and adjusted chemicals in pools
- At East Stadium, worked on men's toilet on 2nd floor
- At Sherri Parker Lee Stadium, checked and made repairs after Tennessee Tech and Tusculum
- At Regal Soccer, checked and made repairs after Missouri
- Throughout the zone, conducted general building maintenance

Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Dabney repair gutter.
- Unlock doors.
- General led lighting project

Zone 7:

- AMB: General Maintenance, working on PM's, replaced broken urinal, changing filters & greasing bearings, working on Lights in Auditorium, Tighten seats in Auditorium.
- Dougherty: General maintenance, assist contractors, assist zone, replaced ceiling tiles, replaced flush valves, replaced light bulbs, mold inspection, air handler monthlies, replaced ion filters, tightened toilet seats, tested eyes washes and emergency showers, adjusted door closer, replaced paper towel dispenser, adjusted doors hinges
- Fiber and Composites: Daily equipment check, Weekly building check, Checked for mold, Checked sprinkler system, Checked elevator tracks.
- Ferris Hall: Conducted daily walkthroughs and weekly walkthroughs. Worked on steam intrusion into room 101.
- Jessie Harris: Daily equipment check, Weekly building check, Checked generator, Replaced battery's on automatic faucets, Checked for mold, Checked sprinkler system, Checked elevator tracks.
- Min Kao: Replaced bearings and fan shaft in Air Handler, working on lights, working on restrooms, working on ceiling tile, doing building checks
- NEB: Routine building checks, replaced window A/C

unit, assisted other buildings in zone as needed.

- Perkins Hall: Conducted daily walkthroughs and weekly walkthroughs. Cleaned window AC units. Fixed bottle filler 1st floor. Fixed light hallway basement level 2.
- Senter Hall: Daily equipment check, Weekly building check, Checked for mold, Checked sprinkler system.
- SERF: Routine building checks, traced leaks, repaired hot water leak in fan coil unit, 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.
- Tickle: Completed daily walk throughs and assisted contractors for roof access on window washing.
- Zeanah: Completed daily walk throughs and assisted contractors for roof access on window washing

Zone 8:

- We recently installed a new shade cloth on Greenhouse 17.
- We have been trying to locate air leaks in our pneumatic control air system at the Food Safety building.
- Our One-Call team continues to answer calls for the UTK campus 24/7-365 days a year.
- We have been doing routine PM maintenance on our Air Handlers this week.

Zone 9:

- We are having issues with a toilet flanges at the 1525 University Avenue building.
- We have been checking all gutters and roof drains with the start of fall.
- Our weekly Archibus work requests are an area of focus for us right now.

ZM Specialties:

- Measuring glass for broken handrail glass at Zeanah
- Replaced glass on broken doors at 1817 Melrose Avenue, Senter Hall
- Replaced window at Silverstein Luper
- Replacing glass at Morgan Hall
- Repairing automatic blinds at Clement Hall
- Secured skylight at UT Culinary Institute
- Transported lifts to various campus locations
- Refueled generator at McClung Tower lower garage
- Repaired doors at South Carrick, Art & Architecture

ZONE MAINTENANCE CONTINUED ON PAGE 4

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- Repaired door operators Perkins Hall, McClung Museum, Andy Holt Tower
- Scrubbing equipment data for migration to Oracle CMMS
- Assessing new Uniformat II asset classification system for Oracle CMMS
- Creating kitchen hood inspection PM for stadium facilities
- Completed AAALAC certifications at UT Medical Center, Vet Med Center, Mossman
- Repaired and re-certified several fume hoods at Dabney-Buehler

Lock & Key Services:

-

UT Office of Sustainability/Recycling:

Weekly Recycling Totals:

- Bottles/Cans: 0 lbs.
- Paper: 6,060 lbs.
- Cardboard: 0 lbs.
- Weekly Total: 6,060 lbs.

Fiscal Year Recycling Totals:

- Bottles/Cans: 67,237 lbs./33.62 tons
- Paper: 110,620 lbs./55.31 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: 217,649 lbs./108.83 tons

- Volunteers: 5 at the Free Store, 2 at the Grow Lab, and 1 at the Compost Facility
- 16 yards of compost were taken to the Organic Crops Unit
- Exported 9.93 tons of pallets
- Exported 26 gaylords of E-Waste (tonnage will be available next month)

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.

Employee Training & Development:

Upcoming Training

- The last of TNAPPA's roundtable events will take place on November 2 at 3pm EDT. You can register for the roundtable by clicking [here](#).
- 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.
- Aerial Lift Training will take place at FSC Room 111 and Concord on Thursday, October 20th from 8a - 11a. Register by emailing fstraining@utk.edu. Registration is limited to 10.

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:

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

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UTILITIES SERVICES CONTINUED:

UTILITIES SERVICES

A/C Services:

- Worked on fishery unit at JARTU.
- Removed ice buildup in the freezer door at Bass Building.
- Repaired HP 12 unit at Middlebrook Building.
- Repaired cassette units at the Vol Shop.
- Set exhaust fan on the roof of A&A.
- Repaired unit at Stokely Hall.
- Worked on Unit #3 at Kingston Pike Building.
- Installed dirt separator at Kappa Delta.
- Replaced motor baseplates for cooling towers # 6 and # 8 at SERF.
- Rebuild condenser water pump serving process chillers at IAMM.
- Rebuilt heating water pump at Plant Biotech.

Electrical Services:

- Repaired devices and cleared alarms at TREC, Student Union, SERF, Walters Life Science, Neyland Stadium, 1848 Fraternity, 1808 Fraternity, 2509 Ann Baker Furrow, Creamery, Volleyball, Phi Mu, Mossman, Kappa Delta, and Dogwood.
- Disabled/Enabled devices for AC Shop at CRC and Reese Hall.
- Disabled/Enabled devices for Plumbing Shop at Dabney.
- Disabled/Enabled devices for contractors at Hess, TREC, Student Union, and SERF.
- Assist Simplex with updating software at Rocky Top Dining.
- Tested strobes for Construction at Baker Center.
- Assist with Handicap door at main entrance at Student Health.
- Performed Fire Watch at TBA.
- Assisted MASCO with daily and monthly pump tests.
- Scheduled power outage for UPS power at Kingston Pike Building.
- Troubleshooting and repair of RA kitchen receptacles at North Carrick Hall.
- Troubleshooting and repair of lighting contactor at South Carrick Hall 7th Floor elevator lobby.
- Installation of new Electric Vehicle Charging Station.
- Troubleshooting and repair of Lutron Lighting Controls at Student Health Center.

- Troubleshooting and repair of lobby lighting at Thornton Athletic Center.
- Replacement of starter in MCC bucket at Steam Plant
- Troubleshooting and repair of panel board at Daugherty Engineering Building.
- Troubleshooting and repair of multiple receptacles at Burchfiel Geography Building.
- Installation of power for metering project at Laurel Substation.
- Troubleshooting and repair of Lithonia Lighting Controls at Conference Center.
- Installation of power for AC shop at Phi Mu.
- Installation of Lockable weatherproof Cover for 120V power at Conference Center.
- Troubleshooting, repair, and Programming of Lutron Lighting at Mossman Engineering Building.
- Repaired damaged pipe hit by contractor at the new Stormwater Pond project.
- Repaired lighting on bridge at Tickle Engineering.
- Designing and covering pole lights for Homecoming.
- Coordinating repairs to field lights at Lindsey Nelson Baseball.
- Troubleshooting lights on the hand rails at Student Union Bridge.
- Checking on lights in Lot S-14- Will need trees cut away from lights.
- Working on future outages for Nursing.
- Working with TA on moving a utility pole at Golf.
- Straightened pole light at Circle Park.
- Worked with KUB for roadway pole light replacement in Fraternity Park.
- Working on wiring at the bridge at G-13 11th Street Parking Garage.
- Worked fire watch at TBA.
- Troubleshooting tripping circuits at Cherokee Farms Roadway.
- Troubleshooting issues with pole lights at UT Culinary.
- Checking and pumping HV manholes.
- Marking and logging in daily Tennessee 1-800's
- Monthly meter readings.
- Checking campus lighting.

Plumbing Shop:

UTILITIES CONTINUED ON PAGE 6

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- Pump steam vaults on campus
- Daily 1-800's.
- Repaired a leak in room 129 ceiling at HPER.
- Unclogged water fountain and installed new sanitizer at Vet Med.
- Repaired DI water leak at Hesler Biology and Brehm Animal Science.
- Replaced flush valve in McClung Tower.
- Unclogged floor drain at Anderson Training Center.
- Repaired leak in ceiling at Clarence Brown.
- Investigated gas valve open at Stokely Hall.
- Repaired drain in the wall at Carrick Hall.
- Replaced bottle filler at Dabney-Buehler.
- Repaired broken flange at 1525 University Ave.

Steam Plant:

- Assisted Solar with engine change in the turbine.
- Put oil in the turbine once the engine was finished.

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
- IAMM: 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
- Min Kao: Sediment trap on chilled water 117; Dry erase

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CONSTRUCTION SERVICES CONTINUED:

- 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

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.



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