

Facilities Services Weekly

October 24, 2022

One Spot Remains for APPA Supervisors Toolkit!

Our next APPA Supervisor’s Toolkit is scheduled for Monday through Wednesday, November 14-16 in FSC 101/102, and we only have **ONE SPOT LEFT!** This is a great source of information for new or upcoming supervisors. If you’d like to register, email fstraining@utk.edu.

Aerial Lift Training - Nov. 4th

If you are interested or need to attend aerial lift training, contact Training at fstraining@utk.edu to sign up for the next class scheduled for Friday, November 4th. This training is from 8a-12p and will take place in FSC 102 and at Concord. The class is limited to 10 participants, so if you’re interested, let Training know ASAP.

Administrative Professionals Summit

UT System HR Employee and Organizational Development is hosting its first-ever Administrative Professionals Summit on November 9-10 at the Crowne Plaza Hotel. This event is designed for rigorous learning for administrative professionals from across the state and will provide professional growth and leadership development relative to the roles and responsibilities of administrative professionals. If you are interested in attending, click [here](#) for additional information and a link to registration.

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 | | |



ADMINISTRATION

BUILDING SERVICES

Special Projects:

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

- 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:

- UT Martin game clean-up and Kentucky game prep
- Discussions with the Native Tribal Nations regarding erosion repairs on the Native Burial Mound and future care. (cont)
- 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.)
- 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:

- Staying caught up on work orders .
- Heat has been shut back down in the resident halls.

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:

- Repaired oven in Phase 1 of the Student Union
- Repaired a cooler, grill and conveyor at Rocky Top Dining
- Repaired an exhaust fan and a steamer leak at Stokely
- Repaired toilet draining issues at Vol Hall
- Repaired a soak sink in Phase 2 of the Student Union
- Repaired an oven at Fred Brown Hall
- Opened/checked heat in required buildings

Zone 5:

- At Neyland Stadium, checked and made repairs as needed ahead of UT Martin and after Alabama
- At the Football Complex, checked and adjusted chemicals in the pools
- At Allan Jones, checked and adjusted chemicals in pools, made repairs after swim meet
- At East Stadium, checked and replaced lights as needed
- At Sherri Parker Lee Stadium, checked and made repairs after Chattanooga
- At Regal Soccer, checked and made repairs ahead of Auburn
- At Goodfriend Tennis, prepared for ITA Ohio Valley Regional
- Throughout the zone, conducted general building maintenance

Zone 6:

- Generally maintaining environmental equipment.

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

- 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, working on wall heaters, doing show walk throughs.
- Dougherty: General maintenance, assist controls, assist contractors, replaced light bulbs, replaced ceiling tiles, unclogged roof drains, and gutters, diagnose leaks
- Farris Hall: conducted daily walkthroughs and weekly walkthroughs.
- Fibers & Composites: Daily building checks, working on pm's, answering calls for the building.
- Jessie Harris: Daily building checks, working on pm's, answering calls for the building.
- Min Kao: Working on rest rooms, working on lights, working on ceiling tile, check roof drains, doing building checks.
- NEB: Routine building checks, adjusted steam radiators throughout building, unjammed & closed jammed window, continued weatherization, assisted steam shop, assisted A/C controls, assisted other buildings in zone as needed.
- Perkins Hall: conducted daily walkthroughs and weekly walkthroughs. Cleaning window AC units. Repaired steam leak ceiling room 120B.
- SERF: Routine building checks, worked on Nitrogen system, continued weatherization, 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: Daily building checks, working on pm's, answering calls for the building.
- Tickle: Replaced bad lights and ballast, worked on the heat in the 4th floor and completed daily walkthroughs.
- Zeanah: Completed daily walk throughs, working on cleaning the machine rooms out and straightened up, assisted several contractors and winterize the building.

Zone 8:

- We have installed test LED lights in the Brehm Animal holding area and are now awaiting shipment of new fixtures from Grainger to convert the area.
- One-Call continues to be busy, especially with gameday weekends.
- We have been installing gutter guards on the BESS Office building to rectify water intrusion issues in the building.
- We assisted and led other UT staff installing new plastic on Greenhouse #14.

Zone 9:

- We are helping to prepare and evaluate the vacant first floor area of the Middlebrook Building for upcoming new occupants.
- We had to repair a toilet at the Glazer Building in Oak Ridge.
- We replaced a toilet flange at the Middlebrook building.

ZM Specialties:

- Repaired windows at Art & Architecture and 1820 Fraternity Park
- Boarded up window at G12 garage
- Repaired doors at Mossman
- Repaired door operator at Massey Hall
- Adjusted door closers at Haslam Business
- Cleaned security cameras at Neyland Stadium
- Transported lifts to various campus locations
- Refueled generators
- Assisted with aerial lift training
- Corrected and added equipment records for Strong Hall and Mossman for TCO project
- Working with Zone 7 to collect equipment data for air handling units at Zeanah
- Cleaning up pump equipment data for transfer to new CMMS
- Working on AAALAC certifications for the surgical wards at Vet Met Center

Lock & Key Services:

- Ayres Hall – install new hardware – exit
- Hodges Library – switch out hardware for disability accessible
- Austin Peay – repair lock

ZONE MAINTENANCE CONTINUED ON PAGE 4

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ZONE MAINTENANCE CONTINUED:

- Kingston Pike – assist with hardware removal and install
- Strong Hall – repair door hardware
- ON Campus – assist as needed
- Front Office – Processing key request, key pickup and drop off
- University Housing – many recores and repairs

UT Office of Sustainability/Recycling:

Weekly Recycling Totals:

- Bottles/Cans: 10,920 lbs.
- Paper: 6,460 lbs.
- Cardboard: 0 lbs.
- Weekly Total: 17,380 lbs.

Fiscal Year Recycling Totals:

- Bottles/Cans: 79,797 lbs./39.9 tons
- Paper: 122,200 lbs./61.1 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: 241,789 lbs./120.89 tons
- 13 volunteers at the UT Martin Zero-Waste Gameday, 5 of which served during food recovery
- Tabled at the Volunteer Fair on Thursday
- 61 unique customers at the Free Store
- 3,800 tons of compostable material was processed at the UT Composting Facility

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 Thursday, November 3rd from 9am – 11am, Training will be hosting an Excel Tips & Tricks class in the Computer Lab at FSC. If you're interested, send an email to fstraining@utk.edu.

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:

- Assisted plumbing shop with heating issues at Perkins.
- Replaced battery at Walters Life.
- Met with contractor to discuss heating and cooling issues on New Stadium Project.
- Installed new chilled water actuator on AHU 1 at Tickle Bldg.
- Worked with contractor on new heating coil project at Mossman.
- Assisted plumbing shop with heat converter issue at SMC.
- Assisted Ac Shop with cooling/heating issues at SMC.
- Worked with Contractor on programming controllers for Blount Hall, Communications, and Dougherty.
- Repaired walk in cooler at Strong Hall.
- Installed new ice maker at Dabney Hall.

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UTILITIES SERVICES CONTINUED:

- Delivered new vacuum pump tin install at Tickle Engineering.
- Repaired an open cooler at the Vet Pod.
- Changed out a motor on HP# 15 at Fred Brown.
- Repaired a blast freezer at Food Science.
- Repaired freezer on 2nd floor at A&A.
- Repaired split unit in room #108 at the Third Creek Building.
- Repairing the Coca Cola drink station at the Cumberland Panda Express.
- Rebuilt the heating water pump at Walters Life Science.
- Repair leak in heating water coil at Presidential Court.
- Checking the AC system prior to UT Martin Game.
- Replace motor baseplate in cooling tower at SERF.
- Repaired chiller at Alan Jones.
- Installation of Ground Fault Circuit Interrupting receptacles at Mossman Engineering Building.
- Troubleshooting and repair of intake fan motor and starter at Massey Hall.
- Troubleshooting and repair of lighting control system at Thornton Athletics Building.
- UTFS Aerial Lift Training half day.
- Troubleshooting and repair of hallway light at Neyland-Thompson Center.
- Installation of wall pack light at Concord gate.
- Repaired leaking hot water in room B128 at Presidential Court.
- Fire Watch at Neyland Stadium for UTK vs. UT Martin Football.

Electrical Services:

- Repaired devices and cleared alarms at Zeanah, Fred Brown, Student Health, Music, Mossman, Allan Jones, 1840 Fraternity Park, Neyland Stadium, Hess Hall, Neyland Thompson, Tom Black Track Pavilion, Sorority Village, Perkins Hall, and S&E.
- Disabled/Enabled devices for AC shop at HPER.
- Disabled/Enabled devices for contractors at TREC, S&E, and Student Health.
- Assisted MASCO with repairs at Hodges.
- Assisted MASCO with daily and monthly pump tests.
- Fire watch at Neyland Stadium.
- Walk through at new area and installed sign on the fire panel door at the new Vet School addition.
- Assisted BST with trouble shooting earth ground and strobe issues at Vol Hall.
- Replaced door strike at Humanities.
- Resolved door contact issues at Kingston Pike Building.
- Resolved door locking issues at Ayres Hall.
- Repaired maglock at Humanities.
- Replaced request to exit at Massey Hall.
- Disabled delayed egress door at Hodges.
- Resolving pin pad issues at TBA.
- Repaired gate box at TREC.
- Repaired lost power at Art and Architecture kiln motors.
- Troubleshooting and repair of water heater power at Papa John's Pizza at Neyland Stadium.
- Troubleshooting and repair of men's restroom lights at Neyland Stadium Room 115.
- VIP Toilet power and plumbing for UTK vs. UT Martin Football Game Tailgating.
- Moving and campus standard sidewalk pole fixtures around and added extra gels to the bollard lights for the orange and white on Pedestrian Mall and Student Union Bridge.
- Set out and picked up all portable generators, yellow jacked cord protectors and extension cords for all VIP toilet trailers for the UT Martin Game.
- Met electrical engineer onsite to unlock and open the main panel board for the Streetscape Project.
- Responded to a hit underground pipe in the light area by a landscaping company at Blueberry Falls. No wire was damaged. Informed them they need a 1-800 for all excavation.
- Ordered materials to repair deflectors inside the globes of CS sidewalk lights and LED bulbs for stock on roadway pole lights.
- Removed 2 bollard lights that were hit that will be replaced later at Circle Park.
- Monitoring house power and TV trailer hoot ups to the Satellite uplink truck at Neyland Stadium.
- Turned off field lights after field crew was finished at Neyland Stadium.
- Running heat tape at the Mobile Kitchen.
- Met with Blaine and SKME to discuss power outages at Bailey and Claxton Chiller Plant for the Nursing Project.
- Helped Zone Maintenance reinstall at pole that was taken down for SEC nation for the Alabama game at

UTILITIES CONTINUED ON PAGE 6

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UTILITIES CONTINUED:

TBA.

- Checking and pumping HV manholes.
- Marking and logging in daily Tennessee 1-800's
- Monthly meter readings.
- Checking campus lighting.

Plumbing Shop:

- Repaired leaking shower at Reese Hall.
- Replace rusted out drain and unstopped sewer at Phi Gamma Delta.
- Repaired hot water leak at Presidential Court.
- Replace drain and repair cracked pipe in South East Neyland Stadium.
- Replaced water heater in the kitchen at Neyland Stadium.
- Replaced water fountain at the Business Incubator.
- Rod out 2nd floor shower at Zeta Tau Alpha Sorority.
- Repair backflow at Tickle Engineering.
- Replace broken shower drain at Massey Hall.
- Unstopped floor drains at Kappa Delta Sorority.
- Adjusted pressure on the eye wash station at Strong Hall.
- Replace water fountain at Jones Aquatic.
- Repaired leak on supply line at Geier Hall.
- Pump steam
- Daily 1-800's

Steam Plant:

- Rebuilt several blowdown valves.
- Made tie-in for #3 boiler.
- Finished piping on #3 boiler.
- Repaired steam line on atomizing steam on #3 boiler.
- Installed new water column on #3 boiler.
- Worked on VFDS for condensate pump #1.
- Worked on #1 boiler O2 analyzer.
- Removed lighting at condensate tanks.

CONSTRUCTION SERVICES

- Alan Jones Aquatic: Outlet for chemical pumps
- 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; Paint 224
- 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; Impressions winners 2022; Trash and recycling pads on Lake Ave.; Repair brick landscaping watt at ped. walkway
- Claxton Building: Carpet 302, 303, 442
- Communications: Make 028F an office; Fire Alarm paging; Weatherproof TVs on patio; Paint 275, 283; Paint 472
- 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
- Facilities Services: Modifications to compressor; Reinstall wind turbine
- 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, 351, and 360A2; Fire Alarm

CONSTRUCTION CONTINUED ON PAGE 7

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- paging; Paint and repairs B025A; Paint and carpet 119
- 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 103 and 114; Additional room exhaust 544
- Hodges Library: Renovate 252; New lighting and painting 199A; Paint 552; Voice transmittal over Fire Alarm
- Jessie Harris: Build offices in 102; Paint 236,112B
- JIAM: Electric work 272
- Kingston Pike Building: Renovate 135 into on-line studio; Rework cubicles in 103 and 132
- 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 board 401K
- Morgan Hall: Paint 104
- 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; 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 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; Connect chiller
- Vol Shop Cumberland: Lighting and slat wall repair in the Vol Shop
- Walters Academic: New work station A303; Renovate D205
- 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
- 1610 University Ave.: Hold open on corridor door
- 1817 Melrose Av.: Install a door between 101 and 102