

Facilities Services Weekly

December 6, 2021

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

AVC Candidate Open Forum Wednesday

Your opportunity to hear from the last AVC candidate in the open forum session Wednesday!

Please make an effort to attend if you can. This is your chance to ask questions and learn more about the candidates so you can provide feedback on who you think is best suited for the job. It's extremely important that Facilities Services voices be heard in this hiring process.

Michael Brady, Assistant Vice President, Facilities Management and Construction, Old Dominion University

Wednesday, December 8th, 2021

2:45pm - 3:30pm

Student Union Room 377A

You can view Michael's resumes and provide feedback following the session at <https://fs.utk.edu/avcsearch2021/>

Zoom Briefing Updates

Please be sure you are checking emails from Sam Ledford. To see the most recent briefing, visit <https://youtu.be/YtmeTGBef3M> if you missed any of the previous briefings, they can be found at the links located on page 5 under Communications & PR.

13th Annual Toy Drive

The 13th annual toy drive honoring the memory of Ryan McDonald will be held November 15 to December 10th. For more information, see the flyer at the end of this newsletter.

Staff Performance Review Series

Human Resources and the Office of Equity & Diversity are excited to share the Staff Performance Review series is underway! As a reminder, staff performance reviews are due annually on March 31 each year. Attached you will find information about three upcoming workshops with virtual sessions available in December, January and February. Performance review topics will focus on employees, leadership, and also Diversity, Engagement, and Inclusion in our everyday work. Registration is now available in K@TE at <https://kate.tennessee.edu/>. More information can be located on the flyer at the end of this newsletter.

FS Fundamentals

The Facilities Services Department would like to invite you to our December workshop - Facilities Fundamentals: Winterize Your Home. You'll hear from our Plumbing Services team just what you need to do to appropriately winterize buildings for long term or seasonal vacancy. Listen in as they discuss the importance of winterizing, the components of a plumbing system, and the tools/supplies needed to complete this important process. You'll also have the opportunity to ask questions related to your plumbing needs. This workshop will take place December 10 from 9am - 10am. Sign up at tiny.utk.edu/FSFundamentals.

Internal Positions Open

We currently have several open positions! A few notable positions include the following:

E010116 - IT Technologist II

E017230 - Landscape Aide I

E017211 - Worker's Comp/FML Specialist

E017211 - Buyer

E017214 - Sr Electrician I

E017214 - Line Installer

E017214 - Sr Line Installer

E017218 - Welder I

E017218 - Plumbing Specialist I

E017224 - Carpenter I

E017224 - Plumbing & Heating Specialist I

E017224 - Electrician II

If you are interested in applying, visit <https://hr.utk.edu/staff-positions/> and click the "Staff Positions for Internal Candidates" link.

FS WEEKLY CONTINUED ON PAGE 2

Facilities Services Weekly

December 6, 2021

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

FS WEEKLY CONTINUED:

ADMINISTRATION

Special Projects:

- Polo shirts have been gone through and are in the process of being picked up and/or delivered to the units/subunits/work teams. We are still waiting on some shirts to arrive, so if you didn't receive yours, please be patient and we will get them to you as soon as we are able.
- Work continues with campus EOC processing isolation forms and performing space tracing and room closures.
- Serving on the Culture Committee
- Planning of upcoming events and food distribution.
- TCO Inventory
- Evaluation software demos for Archibus Replacement Committee

FACILITIES OPERATIONS

Building Services:

- Ayres Hall: 1st floor restrooms were scrubbed. West ground floor was buffed.
- Burchfiel: 2nd and 3rd floors were buffed. Stairs were swept.
- Walters Academic: Main stairs swept.
- Min Kao: Cleaned floors and treated with microbial spray.
- Perkins: Cleaned floors.
- JIAM: Cleaned carpet of 312.
- Morgan Hall: Deep cleaned and microbial sprayed the classrooms and study room on the 2nd floor.
- Plant BioTech: Cleaned the floors with the scrubber.
- Student Union: Detailing of the monumental stairs on Phase 1. Training on the auto scrubber. Auto scrubbed the first floor in Phase II. Both supply closets were organized on G1 Phase II

Landscape Services:

- Welcome new heavy equipment team members: Lance LeMaster and Chris Ledford.
- Snow removal training: Provide training for staff in Landscape Services, Building Services and Zone Maintenance.

- Audio matrix testing: Landscape Services personnel to complete their annual hearing tests.
- Golf Facility: Install erosion remediation materials along bank of creek flowing through the course
- Alumni Memorial: Provide excavation and support for new steam infrastructure under Phillip Fulmer Way
- Tom Black Track: Excavation support for storm water infrastructure repairs (cont.)
- Tickle Engineering: Provide excavation for drain pipe replacement at washout station (cont.)
- First Impression Projects: Install plant material for installation (cont.)
- Campus wide irrigation systems: Winterization of all systems (cont.)
- Winter tree planting: Order trees for winter planting (cont.)
- Leaf removal (cont.)
- Zeanah Engineering: Monitor landscape contractor during installation (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.)
- Fleming Warehouse: Clean-up of vegetation and prep for life safety improvements (cont.)
- Concord Street Site: Demolition clean-up and fence repairs (cont.)
- Campus wide: Maintenance pruning to younger trees (on-going)
- Recruiting to fill vacant positions

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 November 25 to December 5:

- Bottles/Cans: 2,440 lbs.
- Paper: 5,440 lbs.
- Cardboard: 3,440 lbs.

FS WEEKLY CONTINUED ON PAGE 3

Facilities Services Weekly

December 6, 2021

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

FS WEEKLY CONTINUED:

- Agriculture Waste: 14,450 lbs.
- Food: 4,350 lbs.
- Landscaping Waste: 14,450 lbs.
- Greasy Waste Water: 4,250 lbs.
- Total: 66,960 lbs. / 33.48 tons
- Pallet: 65

Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 159,540 lbs. / 79.77 tons
- Paper: 167,920 lbs. / 83.96 tons
- Cardboard: 231,090 lbs. / 115.55 tons
- Agriculture Waste: 395,063 lbs. / 197.53 tons
- Food Waste: 269,335 lbs. / 268,335 tons
- Landscaping Waste: 316,150 lbs. / 158.08 tons
- Greasy Waste Water: 113,600 lbs. / 56.80 tons
- Total: 1,221,948 lbs. / 610.97 tons

Sustainability Report:

- 7 Volunteers at Compost Facility - Contamination Pickup
- Delivered 9 yards of compost to Inskip Elementary School UT-sponsored garden
- 7 yards of compost delivered to Vol Hall for student green space project
- Composting implemented in office for Center for Career development
- 285 orange bins and 185 other bins for recycling brought back from stadium and cleaned to mark the end of the football season
- 6 volunteers on Thursday at the recycling facilities
- Sent out monthly Greenleaf newsletter to over 2500 recipients

ZONE MAINTENANCE

Zone 1:

- We are staying caught up on work orders.
- Started changing filters in the residence halls for the new filter schedule.
- Last week and this week is quiet time in the residence halls.

Zone 2:

- Taking great initiative in making campus safe by getting the COVID signs on all entrance points of all buildings.

- Checking sandwich boards and COVID signs multiple times a day checking for proper placement and any scratched, scuffed or stolen COVID signs. Changing COVID signs to different styles. Keeping sandwich boards level for optimal viewpoints. Cleaning sandwich board signs daily.
- PMs answering calls and letting folks in there offices.

Zone 4:

- Repaired rice cooker at the Student Union.
- Working on pot washer at Stokely.
- Replaced wok burners at the Cumberland Food Court.
- Working on milk dispenser at Vol Hall.
- Repaired hot well at Anderson Training.
- Repaired meat slicer Arena.
- Working on heat UT Culinary.

Zone 5:

- At Neyland Stadium, we checked and made repairs as needed after Vandy and began winterizing Stadium.
- At Anderson Training, we checked and adjusted chemicals in pools and worked on installing new LED lights in Smokey.
- At Allan Jones, we checked and adjusted chemicals in pools.
- At Regal Soccer, we checked and made repairs and changed lights in team room.
- At East Stadium, we placed new signage for COVID-19 and changed light on 5th floor
- Throughout zone, we are conducting general building maintenance.

Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Continue QR Code initiative.
- Hesler head house vent fan replacement.
- Unlock doors.
- Air filter changing zone wide.
- Dabney control valve replacement.
- General LED lighting project.

Zone 7:

- AMB: General maintenance, changed belts on AHU #5, replaced light outside of west entrance doors, daily walk

ZONE MAINTENANCE CONTINUED ON PAGE 4

Facilities Services Weekly

December 6, 2021

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

ZONE MAINTENANCE CONTINUED:

- throughs and helped throughout zone.
- Min Kao: Working on lights, working on restrooms, doing building checks, cleaned roof drains.
- Dougherty Engineerings: General walk through, going through restrooms, and changing lights.
- Min Kao: Completing walk throughs.
- Ferris Hall : Conducted daily walk throughs and weekly walk throughs. Serviced AHUs.
- Perkins Hall: Conducted daily walk throughs and weekly walk throughs. Serviced AHUs. Repaired steam leak on AHU in room S0009. Repaired 3 steam traps.
- SERF: Performing daily maintenance and machine room checks, also logging nitrogen generator levels and chiller house unit levels. Switching lights over to LEDs to be current. Performing daily maintenance checks of the cooling towers and chiller house to ensure proper performance.
- Nuclear Engineering: Performing daily maintenance and machine room checks. Checking steam traps to be sure they are working.
- Jessie Harris: Weekly building check, daily equipment check, roof/leaf check, and assisted other buildings in zone as needed.
- Senter Hall: Weekly building check, daily equipment check, roof/leaf check, helped in installation of freezer including removing & rehanging door to room and assisted other buildings in zone as needed.
- Fibers & Composites: Weekly building check, daily equipment check, roof/leaf check, worked on issue of lobby & front offices getting too cold, and assisted other buildings in zone as needed.
- Tickle Engineering: General maintenance, replacing lights and building rounds.

Zone 8:

- We recently made the final walk through with the General Contractor at the Third Creek Building. There are a few items on the list that they will be following up with.
- We are working with plumbing services to make repairs to the domestic hot water line in Plant Biotech.
- Our team continues to work to clean our chill water loop with several bag filter units.
- Our One-Call team has been taking calls as the semester winds down.

- Several of our members are taking the AFO training this week.

Zone 9:

- As we get ready to close out 2021, we will continue to stay on top of all of our Archibus work requests.
- We will be getting all of the bushes trimmed in front of the windows at 1610 University Avenue to make window repairs.
- We will continue to prepare for colder weather next week as a large weather system moves through.

ZM Specialties:

- Working on fume hoods at Perkins and Art & Architecture
- Diagnosed exhaust issues at Tickle
- Created equipment records and roof plan for rooftop units at 1610 University Ave.
- Added elevator records for Zeanah and corrected routing for Jessie Harris PMs
- Taking a closer look at Limble, CHAMPS, and MaintainX as CMMS replacements
- Installed new lights at G7 garage
- Installed roton hinge at Humanities
- Reprogrammed doors at Rocky Top Dining
- Conducted 5th floor ultrasonic leak detection at Buehler
- Getting to know our new 125 foot aerial lift

Lock & Key Services:

- Frieson Black Cultural Center – install cores
- Humanities – rekey maintenance doors
- Blount Hall – make lock out tag out padlocks
- Anderson Training – repair locks
- Presidential Court – rekey bakery doors to maintenance
- Morgan Hall – repair lock
- Student Services – repair lock on glass door
- On Campus – assisting as needed
- Front office – processing key request, key pickup and drop off
- University Housing – many recores and repairs, assisting as needed

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

COMM & INFO CONTINUED ON PAGE 5

Facilities Services Weekly

December 6, 2021

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

COMM & INFO CONTINUED:

- Don't forget to send work team photos to Sam whenever you have them. Send them to sjones80@utk.edu or via text at 865-771-1531.
- Most recent zoom briefing links:
- 8/26/21: https://youtu.be/mrnEbV_55Ic
- 9/9/21: <https://youtu.be/okbZLPBxPXY>
- 9/23/21: <https://youtu.be/MSMAzso8ZsA>
- 10/7/21: <https://youtu.be/NvJoxXci3cU>
- 10/21/21: <https://youtu.be/nbYfGu-jNN8>
- 11/4/21: <https://youtu.be/SEYSby3LBEA>
- 11/18/21: <https://youtu.be/PNio82pWICE>
- 12/2/21: <https://youtu.be/YtmeTGBef3M>
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

Employee Training & Development:

Upcoming Training:

- **Computer Basics Training** - If you or one of your employees is interested in this introduction to computer use, please email the Training Unit at fstraining@utk.edu with the names of those who would like to attend, as well as their shifts. (The class is open to all shifts, and we will schedule as needed to cover those.)
- **2022 ICS 300 & 400 Training** - ICS 300 is scheduled for January 12 & 13 and ICS 400 training is scheduled for January 19 & 20. This training will take place at Facilities Services.

Training News:

- We have 8 new employees in New Employee Orientation this week. Say hello and make them feel like a welcome member of the Facilities Services family!
- **Don't forget to complete your 2021 OSHA, UTK 2021 Compliance Training, Bias and Diversity Training and Heat and Cold Exposure Management 2021** (if applicable) as soon as possible! This training can be found 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.
- **External Training Completions** - If you participate in any training not done through K@TE, make sure you let Training know so they can give you proper credit for it. The university does recommend that you receive 32 hours of external training annually (HR 128). Last year, we had our highest number of staff hitting their goal for

training hours, and while we don't realistically expect the same numbers as last year, we do want to see our team continue to put time and effort into receiving training for their professional and personal growth.

- **The 2021 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!

IT Support and Maintenance:

- New Laptop Installations and Setup
- Inventory
- Recycling Electronics
- Be looking for a new version of Windows to show up soon. Windows 11 may be pushed out like current windows updates. The main change you will notice is an update to the menu system. Contact Jim McCarter at jvm@utk.edu with any questions.

UTILITIES SERVICES

A/C Services:

- Fire watch and HVAC support during the football game.
- Replaced thermostat in hallway of Anderson Training.
- Reset AHU 4 at Brehm Animal.
- Trouble shot AHU 14 at Dabney (bad motor)
- Adjusted transducer that serves AHS 402 at SMC.
- Trouble shot alarm in fume hood at Perkins. (Bad Monitor)
- Changed programming for Steam Valve that serves AHU1 at Silverstein Luper Bldg.
- Found bad Phoenix control card that serves room 106 supply valve at Hesler Biology.
- Found bad VFD for HWP #2 at Min Kao. (Bad DC transformer)
- Verified operation of the indoor pool pump and valve at Student Aquatic. Replaced display on VFD.
- Reset controller at West Dining.
- Prepared new VFD for installation for HWP#2 at Min Kao.
- Trouble shot indoor valve issue at Student Aquatic.
- Repaired secondary chilled water pump at Music.

UTILITIES SERVICES CONTINUED ON PAGE 6

Facilities Services Weekly

December 6, 2021

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

UTILITIES CONTINUED:

- Repairing No. 1 Chiller at TREC.
- Replaced tower bypass control valve at Walters Academic.
- Rebuilding heating water pumps at Steam Plant.
- Rebuilding heating water pump (seal kits on order) at Nursing.
- Replaced boiler water level control valve at Auxiliary Services.
- Replaced heating water valve in room 300 at Dabney.
- Repairing heating water pump at Vol Hall.
- Repairing leak on triple duty valve for heating water system (new valve on order) at JIAM.
- Performed scheduled motor bearing lubrication on all York Chillers on Campus.
- Cooling tower testing and chemical addition.
- Closed loop testing and chemical addition.
- Tailgating- unhooked toilet trailer and pick up spider box and cord at LOT 9 at Neyland Stadium.
- Game- Pick up all the cam-locks, yellow jackets and unhook leads from both generators being used for sideline power to the A/C/Heated benches for the teams for the season and called Stowers for them to pick up at Neyland Stadium.
- Tailgating- picked up the 2 light towers after game for the VIP toilet trailers and picked up small generator after the last toilet trailer was removed.
- Checking on repairs to the new bucket truck and ready wrote PD. (11-30-21) Pick up the truck and started using it at KPB.
- Checked manhole feeding T-REC (just below the area plumbers working on steam leak). Checked and no water in vault.
- Started working on the ALCOA Hwy side of building (issue with lights wrong and looking for the correct ones) Found correct lights and finished changing out the front lot on the last pole and also changed out the 5 wall packs on the warehouse part of the building at Kingston Pike Building.
- Reported hand cover off a road way pole light near TVA greenhouse, located and reinstalled at AG Campus.
- Talked to grounds dept about the in-ground light and pole light that needs to be re-installed at the location of the new storm drain being installed at Tom Black Track.
- Met Cesar and Interstate Mechanical in the pit for the new plan to restart the job of installing the HV cables into the new above ground cable trough at SERF.
- Neyland Stadium Project- Met with electrical demo crew for turning off main switch panels and temporary power. Assisted with locating power to different locations.
- 2nd- Pre-Game- hooked up TV trucks and watched over at Neyland Stadium.
- 2nd- Game – worked the TV lot for the game and unhooked them after they were finished at Neyland Stadium.
- 2nd- Game – worked Fire Watch for Zeanah Engineering during the game.
- 2nd- Assisted the plumbing shop with taking one of the light towers to site for them to work during the night on the steam leak repair at UT Drive.

Electrical Services:

Security/Fire Alarm Group:

- Monthly fire pump testing across Campus.
- Repaired devices and cleared alarms at Mossman, 1816 Fraternity Park, Tickle, Vet School, Music, Laurel, UT Conference Center, and Greve Hall.
- Disabled/Enabled devices for the AC shop at SMC.
- Test fire alarm damper shut downs with the Fire Marshall at Nursing.
- Assist MASCO with sprinkler repairs at 1840 Fraternity Park.
- Assist MASCO daily with pump tests and 1&5-year inspections on Campus.
- Fire Watch for game at Neyland Stadium.
- Fire Watch for game at TBA.
- Reset and cleared controller #15 that was offline at Zeanah.
- Checked lower gate for operations at the Steam Plant.
- Checked large animal door access at the Vet School.

High Voltage:

- Daily 1-800 marking.
- Pumping electrical manholes on Campus.
- Monthly maintenance on both substation on Campus.
- Worked game for Electrical, Firewatch, TV truck lot and sidelines.

Plumbing Shop:

UTILITIES CONTINUED ON PAGE 7

Facilities Services Weekly

December 6, 2021

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

UTILITIES CONTINUED:

- Pumped steam vaults on campus.
- Campus Tennessee One Calls
- Wastewater testing.
- Repairing and testing fire hydrants.
- Repaired water leak at Gate 7 in Neyland Stadium.
- Repaired water leak in ceiling at N. Carrick.
- Repaired leaking faucet at Stokely.
- Unclogged urinal at Student Aquatic.
- Repaired leaking cast iron pipe in basement at Vet Med.
- Installed sink in breakroom 206 at UT Drive Building A.
- Repaired backed up washing machine drain at Hess Hall.
- Remove water line and drain at Food Safety.
- Repaired hot water line leaking in room 113 at Plant Biotech.
- Repaired leaking outside water shut off at A&A.
- Run new water and drain lines at Food Science.
- Repaired leak in 1st floor wall at Hodges Library.
- Repaired steam leak at UT Drive in the road.
- Replaced steam traps at Plant Biotech
- Repaired pumps at JARTU

Steam Plant:

- Removed remainder of 6" pipe.
- Replaced steam trap on high pressure gas heater.
- Drained and cleaned containment area at fuel oil tanks.
- Test ran 2MW generator.
- Worked on logic for DA tanks.
- Worked on area lighting.

CONSTRUCTION SERVICES

- Alumni Memorial Building: Fire Marshal POCA list
- Art and Architecture: Renovate Ewing Gallery; Laser cutters in 3rd floor Print Center; 2 receptacles in 236
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Bailey Education: Renovate 5th floor lobby; Paint and carpet A414; Paint A417
- Band Practice Facility: Replace switch on fans in pavilion
- Bass Building/Body Farm: Clearing and new fences for Body Farm expansion
- Campus: Replace University Seals; Replace elastomeric couplings on fire pumps with metal grid couplings;
- Volunteer First Impressions Contest winning projects; Refurbish outdoor basketball courts behind Fraternities
- Ceramics Annex: Green space and waterproofing
- Claxton Building: New signage at breezeway; Rework Dean's suite 344L
- Communications: Renovate 302B; Paint 473
- Conference Center Building: paint 400
- Dabney Buehler: New HVAC units 550, 552, 553; Replace fume hoods in 408, 507, 508, 607, 608
- Delta Tau Delta: Repairs from vandalism
- Dougherty Engineering: Carpet 407, 407A, 407C; Renovate 101 for welding and robotics lab; Painting 508
- Dunford Hall: Paint and electric 2432
- Early Learning Center (Lake): repair Gazebo floor
- Environmental Landscape Laboratory: Hang white board and monitor 114
- Equity and Diversity: Add a peep hole to entry door
- Facilities Services Complex: Install interior cameras
- Ferris Hall: Electric and exhaust for lab 217
- Fibers and Composites: Utilities for new equipment
- Fleet Management: Electric circuit for pressure washer
- Food Science Building: Renovate 215 for Creamery kitchen
- G7 Parking Garage: Replace transformer and electric panels
- G11 Parking Garage: Replace exterior door on level 1
- Greve Hall: Renovate G005 for Smokey's Pantry
- Haslam Business Building: Paint the building interior; Additional electric circuits 514 and 540; Painting 522A; Replace sound panels in 201, 203, 302, 303, 403
- Hesler Biology: Roof leak repairs above room 515
- Hodges Library: Renovate 252; Paint 552A; New lighting and painting 199A; Paint, carpet, millwork 605; Renovation for UT Press
- HPER: Clean tennis courts
- Jessie Harris: Renovations 336, 337, 341; LVT and paint in suite 229
- Jewel Building: New garage door for basement; Add 2 cameras
- JIAM: Add cup sink to hood in 216; Connect glove box to exhaust 256; Electric for chiller G026; Install utilities to ventilated cylinder cabinet; Wash exterior of windows
- Kingston Pike Building: Install Opticool rack system; Renovate 135 into on-line studio

CONSTRUCTION CONTINUED ON PAGE 8

Facilities Services Weekly

December 6, 2021

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

CONSTRUCTION CONTINUED:

- Magnolia Hall: Repair a wall
- McClung Tower: Fire Marshal POCA list; Flooring 214, 401, 513; Paint and flooring 612 and 701; Paint 923; Shelving work 108
- Middlebrook Building: lighting retrofit in 129
- Morgan Hall: Renovations per POCA
- Neyland Thompson Sports Center: Renovate 118 for new cryotherm tubs
- Nielsen Physics: Remodel room 217 into a lab; Fire Marshal POCA list
- Nursing: Fire Marshal POCA list
- Perkins Hall: Fire Marshal POCA list; Replace window a/c unit 220; Classroom renovations
- Presidential Court: Convert Pod Market to shop for University Mail and Printing
- SERF: Remove connecting doors and add corridor door 511; Exhaust for equipment 522; Utility work and drains for polisher in 309; Electric and air in 108; Electric and chilled water 321
- Sherri Parker Stadium: Corrections for SFMO
- Sigma Nu Fraternity: Ladies restroom repairs
- SMC: Paint several offices; Paint and furniture 312; Signage for 2nd floor
- Student Health: Repair flooring seams on 1st floor; Replace back entry door adding ADA operator
- Student Rec and Fitness Center: Replace lighting
- Taylor Law: Replace sound panels 132, 135, 136
- Thompson Boling Arena: Move card reader
- Tyson Alumni Center: Repair water damage
- UT Drive Services Building A: Renovations for 2nd floor offices
- UT Drive Services Building B: Renovation 101 for sculpture studio
- UT Visitor Center: Renovation for Creamery
- UT Warehouse: Fire Marshal POCA list; Install dock lights
- Vet Med Center: Roller shades in Pendergrass Library
- Zeanah Engineering: Install plaques
- 1610 University Ave.: Repair crack in building brick veneer
- 1815 Highland Avenue: Security system
- 1817 Melrose Avenue: Carpet the stairs
- 22nd Street Duplex: Various repairs for doors and wall

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.

Join Facilities Services on Social Media



@utkfacserv



@utfacilities



@UTFacilitiesServices



Donate to the 13th Annual
TOY DRIVE

HONORING RYAN MCDONALD

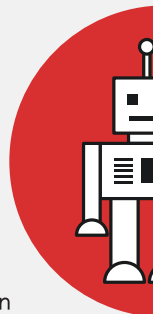
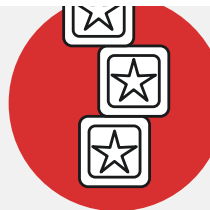
November 15 - December 3, 2021

The 13th annual toy drive honoring the memory of Ryan McDonald will be held November 15 to December 10. Ryan was tragically killed during a shooting at Central High School in 2008 when he was 15 years old.

The toy drive aims to inspire hope for area children dealing with difficult times during the holiday season. To honor Ryan's memory, as well as his aspirations to become a children's counselor, toys are collected by Roger McDonald every year in his nephew's name. The toy drive benefits Helen Ross McNabb and Child & Family of Tennessee.

To donate, bring unwrapped new toys to the collection box near the front entrance of the Facilities Services Complex at 2040 Sutherland Avenue.

Donations can also be given at several drop-off locations on the UTIA campus. For more info, contact Roger McDonald at 865-705-9994 or jmcdona3@utk.edu



Staff Performance Review Series

HR, along with campus partners, is developing a Staff Performance Review Series. The purpose of this series is to provide knowledge, resources, and support for the staff performance review experience... from the technical to the practical. The series can be taken in its entirety for a comprehensive view of the staff performance review process and ongoing performance dialogues at UTK, or a la carte, as on-demand refresher courses.

Starting in December 2021, virtual sessions will be available with a focus on employees, leadership, and also Diversity, Engagement, and Inclusion in our everyday work. Other sessions will roll-out in 2022. Registration is now open in K@TE and will close the business day prior to each schedule session. To register, visit <https://kate.tennessee.edu/> and select UT Faculty and Staff, then select My UTK@TE Learning. From the home screen type the session title into the search bar. Note there are multiple dates for each session, select the date that works best for your schedule.

Registration Capacity: 50 participants

Session Modality: Zoom/Virtual

Take Charge of Your Performance: Employees and the Performance Review (Employee Session)

This session is designed to help employees prepare for, and continue performance discussions throughout the year. Ideas such as self-reflection, emotional intelligence, collaborative goal setting, and connecting through conversation are featured.

Session Contacts: Julie Roe (jmonday@utk.edu) and Jon Chandler (jchand41@utk.edu)

Dates: December 6, 2021 from 1:00 – 3:00
January 13, 2022 from 9:00 – 11:00
February 18, 2022 from 9:00 – 11:00

Empower Your Staff: Leadership and the Performance Review (Leadership Session)

This session is designed to help leadership, specifically those who supervise staff, prepare for, and continue performance discussions throughout the year. Ideas such as empowerment, emotional intelligence, collaborative goal setting, and connecting through conversation are featured. Learn ways to discuss what the numbers mean and how performance review categories relate to the mission of your team. Goal setting will also be discussed.

Session Contacts: Julie Roe (jmonday@utk.edu) and Jon Chandler (jchand41@utk.edu)

Dates: December 8, 2021 from 9:00 – 11:00
January 20, 2022 from 1:00 – 3:00
February 15, 2022 from 1:00 – 3:00

Staff Performance Daily: Diversity, Engagement, and Inclusion

This workshop is a collaboration between Human Resources and Office of Equity & Diversity. As part of our commitment to diversity, engagement, and inclusion (DEI), this workshop will explore one of the five categories in the staff performance review and is designed to help employees understand and enhance DEI in their everyday work and how it relates to the review process.

Session Contacts: Jose Lee-Perez (jperez10@utk.edu), Lorna Hollowell (lhollo11@utk.edu), Julie Roe (jmonday@utk.edu)

Dates: December 13, 2021 from 1:00 – 3:00
December 15, 2021 from 9:00 – 11:00
January 10, 2022 from 9:00 – 11:00
January 11, 2022 from 2:00 – 4:00
February 22, 2022 from 9:00 – 11:00
February 24, 2022 from 1:00 – 3:00