

Facilities Services Weekly

April 18, 2022

LAST CALL! 360 Feedback is Due TODAY - 4/18

This is your final reminder to provide feedback on your director and any other director with whom you work alongside. Feedback is due today. The survey will close at 8am on 4/19. Please refer to emails from Sam for more information.

Sick Bank Open Enrollment April 1 - June 30

Beginning April 1 and continuing through June 30, UT is accepting applications for new enrollees in our Sick Leave Banks. In order to enroll in the Sick Bank, you must have 48 hours of your own sick leave time accumulated before July 1, and you must be willing to make a one-time donation of 24 hours as a non-refundable transfer in exchange for membership in the appropriate bank. More information is available about the sick bank, its limitations and its benefits by downloading the PDF application linked [here](#). To enroll, you can fill out that PDF and bring it by HR or scan it in and email the completed form to sickleavebank@utk.edu.

UT Payroll, Benefits & Retirement Office Has Moved!

In case you didn't know, UT's Payroll, Benefits and Retirement Office has moved to the new UT Tower at 400 W. Summit Hill Drive. The office is now located on the tower's 9th floor. If you need assistance, you can also reach this office by email at payroll@tennessee.edu, retirement@tennessee.edu, or insurance@tennessee.edu. You can call them at 865-974-5251.

Helpful Hints from the Haberdasher

If you have plumped, shrunk, ripped, torn, broken a zipper, transferring to another shop/location or are simply leaving UT please see your supervisor/foreman for directions on how to handle your uniforms. Reminder as well if you have not been at UT through your entire probation period you must return your safety shoes regardless of their condition.



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	E01-7224	STAR Team Member
E01-7211	Buyer	E01-7230	Heavy Equip Supervisor
E01-7202	Facilities Space Coordinator	E01-7212	HVAC Foreman
E01-7205	Steam Plant Mechanic (SR)	<u>Multiple openings for -</u>	
E01-7212	HVAC Spec II (SR)	Building Technician	
E01-7212	HVAC Spec I	Maintenance Spec II	
E01-7217	Painter Asst III		
E01-7217	Sign Design Spec		
E01-7218	Plumbing & Heating Specialist I		

ADMINISTRATION

FACILITIES OPERATIONS

Special Projects:

- Serving on the Culture Committee
- Finalizing scholarship and golf tournament details
- TCO Inventory

Building Services:

- Ayers Hall floors auto scrubbed
- Dabney floors auto scrubbed
- Neilson stairs detailed
- Dabney stairs detailed
- Nursing Extension stairs detailed

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BUILDING SERVICES CONTINUED:

- Student Union Phase 1 - G1 some tables were moved, and floor was top scrubbed. L1 floor was auto scrubbed. Entrance rugs were cleaned.
- Student Union Phase 2 - Ballroom 272 carpet was cleaned. Meeting room 270 carpet was cleaned. Second floor hallway carpet was cleaned. Third floor carpet was spot cleaned. First floor was top scrubbed. Sitting area first floor carpet was cleaned. Entrance rugs were cleaned.
- Scrubbed the small elevator at Dabney

Landscape Services:

- Welcome new team member: Joey Marshall
- Orange and White scrimmage: Provide support for setup and teardown of Vol Village
- Caledonia rain garden First Impression project: Begin excavation for drainage improvements
- UTIA Greenhouse 14: Assisted with moving research plants to another greenhouse due to wind damages to GH 14 (cont)
- Irrigation Systems: Pressurize main lines, test, and repair as needed (cont)
- Campus-Wide Mowing: Making adjustments to route schedules to meet campus demands (cont)
- Sorority Village: Exploratory excavations to locate a geothermal leak (cont)
- 22nd Street house: Adjust grade of back parking area to improve drainage (cont)
- Tickle Engineering: Assist Plumbing with installation of concrete slurry/soil sediment wash tank (cont)
- Street tree prep and planting: Pat Summitt Street, UT Drive, Brehm, and Phillip Fulmer (cont.)
- Campus wide: Pruning shrubs and mulch install for spring (cont.)
- Robinson Hall: Sidewalk being poured this week and reconfigure landscape irrigation for new sidewalk to follow (cont.)
- Tom Black Track: Landscape, irrigation and site work remediation (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.)
- Concord Street Site: Demolition clean-up and fence repairs (cont.)

- Campus wide: Maintenance pruning to younger trees (on-going)
- Recruiting to fill vacant positions

ZONE MAINTENANCE

Zone 1:

- Eskola has completed Dogwood and Magnolia roof repairs.
- We have had a drain stack leak over the weekend at the Carricks.
- And we have vandalism to ceiling tile over the weekend at Hess Hall.

Zone 2:

- Art + Architecture - installing touchless faucets and flushers
- Ceramics - Installing new motor for paint booth
- Clarence Brown Theatre - Installing new exhaust fan motor on the roof
- Haslam Music- Looking into air flow issues in Rooms 207 and 208
- Cleaning machine rooms and maintenance offices across zone

Zone 3:

- Zone 3 is Clean roofs and drain at the Baker Center

Zone 4:

- Repaired a hot well at Panda Express in the Student Union Phase 1
- Repaired an open fryer problem at the Cumberland Ave. Food Court (Cane's)
- Repaired a dish machine fill problem at Anderson Training
- Repaired a proofer/oven internal water leak at Stokely
- Replaced a wall plug at Haslam Business
- Working on a cooler and ice maker at Cumberland Ave. Food Court (Panda Express)

Zone 5:

- At Neyland Stadium checked and made repairs as needed and working on putting water back on to 2nd west
- At Football complex, checked and adjusted chemicals in pools and made repairs after the orange and white game

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

(All Vol Weekend)

- At Allen Jones checked and adjusted chemicals in pools
- At Goodfriend Tennis, preparing for Alabama
- At East Stadium, checked and replaced lights as needed on the 1st floor
- At Sherri Parker Lee Stadium, checked and made repairs as needed ahead of ATM
- At Lindsey Nelson, checked and made repairs as needed while preparing for the Alabama series
- At Tom Black Track, prepared ahead of Auburn
- Throughout zone, Gen Building maint

Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Unlock doors.
- Air filter changing zone wide.
- Dabney AHU15 vfd replacement
- General led lighting project.
- Burchfiel Water line break.
- Hesler entrance door repair.

Zone 7:

- AMB : General Maintenance, Cleaning AHU Coils, Working on PM's, Working Shows and lectures, installing touchless faucets.
- Min Kao : Working on lights, working on restrooms, working on coils, working on ceiling tile.
- SERF: Routine building checks, serviced cooling towers, replaced/repared lights on dock, repaired lights in penthouse, repaired light in lobby, assisted construction services as needed, assisted A/C shop as needed, assisted contractors as needed, assisted other buildings in zone as needed.
- Nuclear: Routine building checks, assisted other buildings in zone as needed.
- Tickle : Completed monthly AHU checks, Ran generator, daily equipment checks.
- Zeanah : Reported problems to contractors, Daily building checks, Helped contactors when needed.
- Jessie Harris : Replacing Filters in air handling units. Assisting in assembling parts for building occupants. Daily Building preventive maintenance. Weekly Building preventive maintenance. Replacing Non-

Automatic flush valves and Facets.

- Senter Hall : Daily preventive building maintenance walkthrough. Replaced bad light bulbs and replaced and put in new ballasts. Replacing non-automatic flush valves and facets. tables. Replaced filters in small air unit in the labs. Replacing Non-Automatic flush valves and Facets.
- Fiber and Composite : Daily preventative maintenance walkthrough. Replaced air handling unit filters and assisted AC shop with heater unit repair. Assisted in repair of overhead bay doors.
- Dougherty : Cleaned cooling towers, Done walk through's and Mold checks, Going through restrooms, Replaced ballast changed lights.
- Ferris Hall : Conducted daily walkthroughs and weekly walkthroughs. Serviced exhaust fans. Checked for air leaks on control system.
- Perkins Hall : Conducted daily walkthroughs and weekly walkthroughs. Serviced exhaust fans. Repaired toilet paper dispensers.
- Zone 8:
- We will be cleaning cooling towers at the Plant Biotech building.
- Our team is working through several roof leak issues with the recent spring storms.
- The One-Call team continues to work to provide coverage for the entire UTK campus 24/7-365 days a year.
- We continue to install hands free faucets in many of our buildings.

Zone 9:

- We are working on a leak issue at the Glazer Building in Oak Ridge.
- We continue to install auto flushers and hands free faucets in our buildings.
- Our monthly Archibus work request will be an area of focus for us this week.
- We are waiting on final repairs to be done at 1610 University Avenue after a water event to install new fixtures in a sink cabinet.

ZM Specialties:

- Assisted AC Controls calibrating new VAV for Min Kao freight elevator mechanical room

ZONE MAINTENANCE CONTINUED ON PAGE 4

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ZONE MAINTENANCE CONTINUED:

- Commissioning coils for Hoskins coil replacement project
- Performed ultrasonic leak detection at Perkins Hall
- Photographed pad mounted switchgear and transformers on AG Campus and White Avenue
- Geo-located switches and transformers for circuit 6
- Worked with Zone 2 correcting air handler equipment data for Communications and rescheduled PMs
- Corrected equipment data for AG greenhouses 10, 13, 14, 15, 16, Forest Genetics 17
- Prepared equipment category list for LOTO
- Repairing windows at Andy Holt Tower
- Replaced broken window at Student Union Phase I
- Transported lifts to various campus locations
- Welded chairs for repair at Alumni Memorial Building

Lock & Key Services:

- Stokely Hall – Dining – install lock
- Dabney/Buehler – exit will no lock/unlock repair
- Science & Engineering – rekey lock Hazard Waste
- Hodges Library – repair lock
- Student Services – stairwell door – exit hardware needs repaired
- Zeanah – assisting as needed – lock adjustments-cores and repairs
- Front Office – Processing key request – key distribution and drop off, Entering/processing work orders
- ON Campus – assisting as needed
- University Housing – many recores and repairs

UT Office of Sustainability/Recycling:

Recycling Totals for April 11 - April 17

- Bottles/Cans: 8,460 lbs.
- Paper: 3,100 lbs.
- Cardboard: 7,120 lbs.
- Agriculture Waste: 14,950 lbs.
- Food: 20,000 lbs.
- Landscaping Waste: 0 lbs.
- Grease Water: 0 lbs.
- Total: 53,630 lbs. /17.9 tons
- Pallets: 0

Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 239,660 lbs. / 119.83 tons
- Paper: 346,460 lbs. / 173.23 tons

- Cardboard: 307,950 lbs. / 153.98 tons
- Agriculture Waste: 715,263 lbs. / 357.63 tons
- Food Waste: 537,960 lbs. / 268.98 tons
- Landscaping Waste: 702,309 lbs. / 351.15 tons
- Total: 2,147,293 lbs. / 1,073.65 tons

Sustainability Report:

- Hillside excavation at compost site complete
- Warehouse had 7 volunteers averaging 3.5 hours each
- Grow Lab had 8 volunteers for about 2 hours each
- Free Store had 7 volunteers for about 2 hours each
- Compost volunteering last week was canceled due to weather

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:

- **FS Mini Train** - Do you know about Facilities Services dirty little secret? We have a Compost Facility! And if you've ever put food scraps into the Compost bin in the breakroom, you're helping! Find out what happens when your food waste leaves the building in this Mini Train [here](#).

Training News:

- **2022 OSHA Training UPDATE** - There have been department-wide changes made to the required OSHA training for calendar year 2022. If you have already completed your OSHA training for this calendar year, please log into K@TE to verify that nothing has been added to your transcript. Almost every unit has seen changes to their training requirements and therefore almost every person still has training to complete. Please contact Rebecca at ralcorn@utk.edu should you have questions pertaining to your OSHA training.
- APPA has resumed in-person training! If you're interested, check out the link to learn more.

<http://www.appa.org/continuous-learning/aoc/>

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COMM & INFO CONTINUED:

- Are you a non-exempt staff member that has found training that you're interested in but need a little extra money to attend the event? Don't forget to use the Career Development Fund. You can qualify for \$150 each fiscal year for career development training. That's money that you're not paying out of your pocket and your department isn't paying out of their budget! More information at this link: <https://hr.tennessee.edu/eod/career-development-fund/>
- Look for a needs assessment coming to your inbox soon! We're looking to see how training can help you in your career in Facilities Services.
- Have you met our new Training Admin? Her name is Michelle, and she joined our team in the middle of March. She's up to speed on most things, so if you have a question, feel free to ask her if you don't see Beth, Troy, or Rebecca.
- **The 2022 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:

- Intune testing in Computer Lab 120
- Computer Upgrade Program.
- Inventory



UTILITIES SERVICES

A/C Services:

- Found faulty VFD that serves AHU 15 at Dabney.
- Trouble shot hot water valve actuator at Ferris.
- Verified controls and replaced broken fire link in room 216 of Philander Claxton.
- Replaced faulty transformer, and verified actuator controls in room 369 of Plant Biotech.
- Unwired VFD for ahu 15 and prepped for removal at

Dabney.

- Verified controls for room 402 of Hesler.
- Wired up communications and discharge air temp sensor in VAV that serves elevator room in Min Kao.
- Checked status on new VFD installation for AHU 15 at Dabney.
- Verified status and reset alarm for Processed chilled water pump #1 at SERF.
- Met with contractors for owner's training for chiller project at Taylor Law.
- Assisted electrical shop with new VFD installation on AHU 15 at Dabney.

Electrical Services:

- Troubleshooting and Repair Dunford Hall Rm 2642 and 6th FL Breakroom outlets not working.
- Troubleshooting and Repair of lighting Haslam Music Rm 135.
- Troubleshooting and repair of lighting at Neyland Stadium.
- Installation of power for new Mixer at UT Conference Center.
- Installation of Lighting Control System for outside Bldg. Lighting Plant Biotech.
- Replacement of 150 Amp Variable Frequency drive at Dabney-Buehler.
- Inspection of Lighting System in Advance of future Controls Project at Ayres Hall.
- Inspection of Power Quality Meter at Senter Hall.
- Inspection of Automatic Transfer Switch at Hesler Biology.
- Repair of track lighting at Art and Architecture.
- Troubleshooting and repair of exterior Bldg. lighting at Tennis Stadium.
- Installation of 150 Amp Variable Frequency Drive at Dabney-Buehler Penthouse.
- Troubleshooting and Repair of contactor at Communications.
- Installation of 150 Amp Variable Frequency Drive at Dabney-Buehler Hall.
- Daily 1-800's.
- Met contractors at Neyland Stadium to go over plans for the outage at the East Skybox.
- Performed outage at East Skybox.
- Hooked up food truck and temporary power for the

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- weekend games at Lindsey Nelson Baseball.
- Locating area for duct banks on Fletcher Luck Lane.
- Checking on roadway lights in Cherokee Farm.
- Turned on generator and checked for power to TV trailer at Tom Black Track.
- Checked and pumped manholes on Campus.
- Assisting with transformer set up at Ellington.
- Finished wiring up ground lights and pole light at Tom Black Track.
- Contacted KUB to report power issues at FSC, KPB and Golf facilities.
- Substation maintenance on Campus.
- Repaired lights at AG Campus entrance.
- Repaired campus standard pole light at Ayres Hall.
- Placed smoke detectors back online at Neyland Stadium.
- Disabled and enabled smoke detectors for contractors at TBA.
- Disabled and enabled fire panel for Morristown Sprinkler at White Ave Day Care.
- Changed smoke detector in room 615 at Laurel Apartments.
- Worked game at Lindsey Nelson Baseball.
- Responded to fire panel issues at Stokely Hall, Lake Ave Day Care, Dogwood Hall, Kappa Delta, Hess Hall, Laurel Hall, Reese Hall and Dabney-Buehler.
- Replaced bulbs at the old Neyland Annex Building.
- Reset panel for duct detector alarm at Mossman and Music.
- Assist MASCO with the FM-200 system in the OIT area at Kingston Pike.
- Assisted with scheduled power outage on east side of Neyland Stadium.

Plumbing Shop:

- Pump steam vaults on campus
- Daily 1-800's.
- Repaired a broken water line in the wall at UT Conference Center.
- Repaired water leak in ceiling at Student Services.
- Installed touchless faucets at Hess Hall.
- Repairing leaks in boiler at JARTU.
- Unstopped urinal at Tickle Engineering.

- Repaired leaking fitting at Dougherty Engineering.
- Repaired leaking Leslie at Stokely Hall.
- Repaired broken cleanout in the wall at Carrick Hall.
- Unstopped drains in the restrooms at the Baker Center.

Steam Plant

- Leak tested #5 boiler.
- Switched out air compressor and did maintenance.
- Monthly maintenance on 2MW generator.
- Worked on #3 boiler drum level transmitter
- Worked on #2 boiler drum level transmitter.
- Worked on HDPE couplings.
- Worked on Dealkalizer controls.
- Clean up around plant.
- Produced over 15,000,000 pounds of steam.

CONSTRUCTION SERVICES

- Alpha Tau Omega: Interior fence for storage area
- Alumni Memorial Building: Fire Marshal POCA list
- Aramark Food Areas: Install FRP in multiple locations; Cumberland Food Court-painting and FRP
- Art and Architecture: Laser cutters in 3rd floor Print Center
- Ayers Hall: Install lockers in Go12; Soundproof doors 208 and 247; Access control for 227L
- Bailey Education: Paint and carpet A414; Paint 231, 511,513, 516, 517
- Bass Building/Body Farm: Clearing and new fences for Body Farm expansion
- Biosystems Engineering Lab: 480-volt power in 161
- Blount Hall: Paint and carpet 104 and 105
- Burchfiel Geography: Paint, cabinet reface and floor polishing 318
- Campus: Replace University Seals; Sculpture Maintenance; Replace elastomeric couplings on fire pumps with metal grid couplings; Volunteer First Impressions Contest winning projects; Refurbish outdoor basketball courts behind Fraternities; Add receptacles for Aramark at various locations; Armed Forces Memorial; Classroom Renovations for Summer 2022; Dumpster pad by Central Greenhouse; Concrete pad install and set statue of Smoky 11
- Ceramics: Repair work to Seigy kiln

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CONSTRUCTION CONTINUED:

- Claxton Building: Rework Dean's suite 344L; Add electric receptacles (emergency power); Painting, etc. 203A
- Communications: Renovate 302B; Paint 66B, C, D, 107M, 473, 462; track lighting 089
- Composting: New stairs for office trailer
- Conference Center Building: Paint 211 and 311E; Move State Comptroller 307; New sign 432
- Dabney Buehler: New HVAC units 550, 552, 553; Replace fume hoods in 408, 507, 508, 607, 608; Paint 481
- Delta Tau Delta: Repairs from vandalism
- Dougherty Engineering: Carpet 407, 407A, 407C; Renovate 101 for welding and robotics lab; Painting 210A and 508; Paint and carpet 410
- Early Learning Center: Additional A/C unit for kitchen at 2010 Lake; Fence for playground expansion on White Ave.
- Equity and Diversity: Storm door and awning
- Facilities Services Complex: Security film on conference room glass; Bird repellent
- Ferris Hall: Paint 414; Patch and paint on 2 and 5
- Food Science Building: Renovate 215 for Creamery kitchen
- Fred Brown Residence Hall: Underground conduit for OIT
- G7 Parking Garage: Replace transformer and electric panels
- Greenhouse #10: Patch block
- Greve Hall: Renovate G005 for Smokey's Pantry; Year around steam to HVAC units on 1st floor
- Haslam Business Building: Paint the building interior; Window glass in doors 318, 321, 322; Combine 319 and 320 for offices; Renovate 308 for Marketing & Comm. staff
- Hodges Library: Renovate 252; New lighting and painting 199A; Paint, carpet, millwork 605; Renovation for UT Press; Seal serving line floor in Starbucks
- International House: Divide 110 into 2 offices
- Jessie Harris: Expand server room 208/209
- Jewel Building: New garage door for basement
- JIAM: Electric work G026; Install utilities to ventilated cylinder cabinet; Cylinder straps, electric and chilled water 158B; Project for 5G Research G004
- Kingston Pike Building: Install Opticool rack system; Renovate 135 into on-line studio; Renovate south end of 135-cubicles, paint, flooring; Paint 121
- McClung Tower: Vinyl flooring 5; Paint and carpet 613
- McCord Hall: Lab renovation 054;
- Melrose: Sign E section; Paint G202
- Min Kao: Lockers in 337; Marker boards in several Conference Rooms; Emergency stop for fiber and move thermostat 117
- Morgan Hall: Paint 126C and 102A
- Neyland Thompson Sports Center: Renovate 118 for new cryotherm tubs
- Nielsen Physics: Remodel room 217 into a lab
- Perkins Hall: Fire Marshal POCA list; Classroom renovations
- Plant Biotech: Emergency electric circuits for freezers 361
- Pratt Pavilion: Camera raceways on roof
- Presidential Court: Convert Pod Market to shop for University Mail and Printing
- SERF: Exhaust for equipment 522; Utility work and drains for polisher in 309; Sediment trap 335; Electric work in 401 and 432; Emergency power 510
- Sigma Kappa: Remove a section of wall to open room; Paint and flooring
- SMC: Signage for 2nd floor; Carpet 303
- Student Health: Repair flooring seams on 1st floor; Replace back entry door adding ADA operator
- Student Rec and Fitness Center: Replace lighting
- TREC: renovate space for Blenz
- Taylor Law: Replace sound panels 132, 135, 136, 241, 242
- Third Creek Building: Add for emergency messaging to fire alarm system
- UT Drive Services Building B: Renovation 101 for sculpture studio; Exhaust, electric and cylinder rack for wind tunnel
- Vet Med Center: Utility connections for sanitizer
- Volunteer Hall: Painting on 7 and 8
- Zeanah Engineering: Install plaques; Add for emergency messaging to fire alarm system; Chilled water manifolds and grounding bar in 117
- Zeta Tau Alpha: Paint bathroom
- 1610 University Ave.: Repair crack in building brick veneer
- 1815 Highland Avenue: Security system
- 1817 Melrose Avenue: Carpet the stairs
- 11th Street Garage (UTPD): Office cubicle for 132
- 22nd Street Duplex: Painting, 1 door replacement, ramps

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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.