

Facilities Services Weekly

August 22, 2022

Sign Up for Excel 101 Class - September 6 9a-11a

Our new Excel 101 class is here! Excel is a wildly useful tool, but it can be overwhelming to new users. This class will introduce the basics of using Excel, from worksheets, to columns and rows, to manipulating cells, and even the very beginning of formula usage. Contact Beth or the Training Team to sign up. The class will be held in the FSC computer lab.

Reminder: Core Value Cards

It's been a few months since we first introduced our peer-to-peer recognition program (Core Value Cards), and the Culture Committee wanted to take a moment to remind you that this is a year-round initiative! When you notice someone on the Facilities Services team who is displaying one or more of our core values, circle that value on the card, write a quick description of how they embody the value(s) circled, and fill out the top portion with your name and their name in their respective spaces. All Facilities Services employees are eligible to give and receive the cards. If you need more cards, see Ms. Geneva at the FSC front desk or ask your Culture Committee rep.



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
E01-7202 Facilities Space Coordinator
E01-7205 Steam Plant Mechanic (SR)
E01-7212 HVAC Spec II (SR)
E01-7212 HVAC Spec I
E01-7217 Painter Asst III

E01-7217 Sign Design Spec
E01-7218 Plumbing & Heating Specialist I
E01-7224 STAR Team Member

Multiple openings for -
Building Technician
Maintenance Spec II



ADMINISTRATION

Special Projects:

- Serving on the Culture Committee
- Logistics and planning for Coffee & Conversation events
- TCO Inventory
- Pre-planning for upcoming events
- FEMA Training

BUILDING SERVICES

- Carpets were cleaned in offices 434 and 435 at Dougherty Hall
- Dougherty Hall Lab 324 was deep cleaned, floors topped scrubbed with low speed
- Dougherty Hall Lab 329 was stripped and waxed
- 5th, 4th 3rd and 2nd floors at SERF were detailed. Floor scrubber was used to mop hallways after construction was finished.
- Entrances at Ferris, Perkins SERF, and Min Kao were cleaned
- Office 217 was detailed to get ready for new occupants in Min Kao
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ADMINISTRATION • BUILDING SERVICES • OPERATIONS • ENERGY MANAGEMENT • DESIGN • UTILITIES
ZONE MAINTENANCE • ADMIN. & SUPPORT • COMMUNICATION & INFORMATION • CONSTRUCTION

OPERATIONS CONTINUED:

OPERATIONS & LANDSCAPE

Landscape Services:

- Supporting welcome back concert in Circle Park
- Provided support for the Chancellor's Welcome Back Picnic
- Ayres Hill Entrance: Installation of irrigation and landscape improves
- Prep and mulch residence halls for move-in
- Inspection of trees near security cameras and lighting for conflicts
- Mobile Kitchen for football: Provide excavation support for utility connections
- Finalize Mid-year performance evaluations
- Fraternity Park Volleyball Court: Renovation (cont.)
- Irrigation Systems: Test, monitor, adjust and repair systems as needed. (cont.)
- Smokey 11 Statue: Demolition of existing sidewalk on Ag Campus and prep site for construction of new plaza (cont.)
- Burchfiel Geography: Repair irrigation and landscape following fire supply water main break repair (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:

- Continuing to support resident hall move-in

Zone 2:

- McClung Tower - Drained, cleaned and refilled the Bull fountain and repaired a leak in Room 1011
- Carousel Theater - filter change for stage
- Clarence Brown Theatre - Repaired 4 lights in the green room and an exit sign and light in the lab theater and installed a new motor on a fan coil unit
- Humanities - took a desk apart and installed a mount for monitors
- Temple - Replaced a motor on a dehumidifier in collections
- Andy Holt Tower - working on unit in Room 539

Zone 3:

- Zone 3 is repairing lighting in classrooms at Haslam Business Building

Zone 4:

- Repaired a dish machine in Student Union Phase I
- Repaired an oven in Student Union Phase II
- Repaired a fryer and hot well in Rocky Top Dining
- Replaced door gaskets at Hodges
- Repaired a holding cabinet at Stokely
- Worked on a sanitizing machine at Vol Hall

Zone 5:

- At Neyland Stadium, checked and made repairs as needed and conducted the Big Orange Flush
- At the Football Complex, checked and adjusted chemicals in the pools
- At Allan Jones, checked and adjusted chemicals in pools, drained and filled competition pools
- At East Stadium, replaced flush valve on toilet on 3rd floor
- At Lindsey Nelson Stadium, checked and made repairs after camps
- At Regal Soccer, checked and made repairs after pre-season game
- Throughout the zone, conducted general building maintenance

Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Dabney repair gutter.
- Unlock doors.
- Cleaning cooling towers

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

- Air filter changing zone wide.
- Dabney control valve replacement.
- General led lighting project

Zone 7:

- AMB : General Maintenance, Working on PM's, repaired 2 door Latches, replaced belts on AHU 6 and on exhaust in the tunnel, working on Lights on stage, helping throughout Zone, Walk through's with people for future events.
- Ferris Hall : Conducted daily walkthroughs and weekly walkthroughs. Serviced AHU's. Replaced ceiling tiles 209.
- Perkins Hall : Conducted daily walkthroughs and weekly walkthroughs. Repaired light B51. Replaced window AC unit room B051. Serviced AHU's.
- SERF : Routine building checks, replaced exit signs, repaired leaking faucets, adjusted door closures, 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, replaced broken floor tiles, assisted contractors as needed, assisted other buildings in zone as needed.
- Tickle : Daily walk throughs and replaced outside bulbs that where bad.
- Zeanah : Daily walk throughs, answer calls as needed.
- Jessie Harris : Weekly building check, Daily equipment check, Checked generator, Cleaned out gutters, Changed hallway filters.
- Fiber & composites : Weekly building check, Daily equipment check, Pulled bad fan motor from high bay area.
- SENTER Hall : Weekly building check, Daily equipment check, Checked & ran generator, Worked on green house lights.
- Min Kao : Working on lights, working on restrooms, working on ceiling tile, doing building checks.
- Dougherty : General Maintenance, Repairing Leaks, working on PM's.

Zone 8:

- We are installing new lighting in the Brehm Animal Science arena.
- We continue to prepare for Fall Semester 2022 in our

buildings.

- Our monthly Archibus will be an area of focus this week.
- The One-Call team is at their busiest time of the year right now with the start of the semester.

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Zone 9:

- We are having some humidity issues in the 1610 University Avenue building.
- We continue to work with new customers in the Middlebrook building.
- We continue to work with one of roofing contractors on leaks at the Middlebrook building.

ZM Specialties:

- Transported lifts to various campus locations
- Repaired door operators at Dogwood, Magnolia, and Brehm Animal Science
- Replacing glass at Clement Hall and Neyland stadium skyboxes
- Monitoring data retrieval at Rocky Top Dining and Mossman vivarium
- Preparing business processes outline for Accenture workshops
- Preparing zone maintenance work order report for FY 2022

Lock & Key Services:

- Student Union – PH II – doors will not secure
- Mossman – rekey locks
- Facilities Services – set up padlocks
- Ayres Hall – rekey locks
- Greenhouse 10 – repair exit door
- Equity & Diversity – repair front door lock
- Racheff Greenhouse – repair exit door
- Baker Center – repair lock
- Sigma Nu – repair door locks
- Jessie Harris – install locks & key doors
- Physics – install locks & key doors
- Front Office – processing key request, key pickup & drop off
- On Campus – assisting as needed
- University Housing – many recores and repairs,

ZONE MAINTENANCE CONTINUED ON PAGE 4

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ZONE MAINTENANCE CONTINUED:

assisting as needed

UT Office of Sustainability/Recycling:

Recycling Totals for August 14 - 20

- Bottles/Cans: 0 lbs.
- Paper: 19,060 lbs.
- Cardboard: 6,300 lbs.
- Agriculture Waste: 0 lbs.
- Food: 0 lbs.
- Landscaping Waste: 0 lbs.
- Grease Water: 0 lbs.
- Total: 25,360 lbs. / 12.68 tons
- Pallets: 0

Recycling Totals for Fiscal Year 23:

- Bottles/Cans: 10,400 lbs. / 5.2 tons
- Paper: 66,660 lbs. / 33.33 tons
- Cardboard: 7,280 lbs. / 3.64 tons
- Electronics: - lbs. / - tons
- Batteries: - lbs. / - tons
- Pallets: 16,992 lbs. / 8.5 tons
- Plastic Film: - lbs. / - tons
- Scrap Metal: - lbs. / - tons
- Total: 101,332 lbs. / 50.67 tons

- Delivered 2 loads of finished compost to University-sponsored community garden in Pond Gap
- Delivered 1 load of finished compost to Organic Crops Unit
- Cardboard collection from move-out

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:

Training News:

- **New! Mini Train: Fleet on the Street** - If you

participated in the recent Training Needs Assessment for Facilities Services, thank you! Of the many requests we received, several people asked for more information on using the electric vehicles in the FS Fleet. This MiniTrain covers the basics of using the Leafs – how and when you need to charge it, how to disconnect it from the chargers, and what's up with that Eco Mode and E-Pedal stuff? Additionally, we look at the GPS tracking system used for the surprisingly extensive FS fleet. Do you know where your assigned vehicle is right now? We do! Check it out [here](#).

- TNAPPA will be hosting bi-monthly "roundtable" events via Zoom that will feature a presentation from one of the TNAPPA campuses, open discussion around the chosen topic, and open discussion for future topic ideas. These sessions are open to anyone in Facilities Services and will take place on September 7 at 3pm EDT and November 2 at 3pm EDT. You can register for the September roundtable [here](#), and registration for the November roundtable can be found [here](#).
- **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. <https://www.appa.org/continuous-learning/aoc/>
- 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/>
- **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

COMM & INFO CONTINUED ON PAGE 5

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COMM & INFO CONTINUED:

"Login for online training" link. Check back often as new events and opportunities are added often!

Information Technology:

- New Computer Setups
- Game Day EOC Setup and Assistance
- New Equipment Training
- Printer Maintenance
- Cell Phone Replacement

UTILITIES SERVICES

A/C Services:

- Began preparing skyboxes for upcoming football season.
- Changed battery in NAE at Music.
- Walk-thru of new construction projects at Neyland Stadium.
- Assisted commissioning team with processed chill water issues at SERF.
- Repaired air leaks in control cabinet on AHU 9 at TBA.
- Changed out ice machine at Panda Express on Cumberland.
- Changed out ice machine at Humanities.
- Repaired ice link, repaired 2 door cooler and re-insulated lines above the freezer at Student Union Phase I.
- Assisted with controls on the new units that were installed on the 5th floor of Dabney Buehler.
- Repaired 3 PTAC units at Magnolia Hall.
- Repaired a refrigerant leak on the Aeon unit serving the south lobby of the West sky box at Neyland Stadium.
- Repaired growth chamber B006C at Hesler Biology.
- Repaired units on 1st and 2nd floor for move in at UT Drive for Nursing.
- Flushed system out and got attic and basement units running at Alpha Delta Pi.
- Replace refrigerant temporary sensors in the North chiller at Neyland Stadium.
- Replaced condenser water pump starter for chiller No. 1 at SMC.
- Repaired Leibert Unit in room 108 at Haslam.
- Repaired hot tub at Anderson.
- Repaired RTU feeding transmitter room at Sharp's Ridge.
- Replaced 4 expansion joints on heating water pumps serving the Vol Card area in the West skybox of Neyland Stadium.

- Replaced condenser fan motor on 25-ton Aeon Unit at Golf.
- Installing temporary chiller at Music.

Electrical Services:

- Repaired devices and cleared alarms Mossman, TBA, Laurel Apartments, Massey, 1816 Fraternity Park, Fred Brown, Vet school, S. Carrick, Communications, Stokely Hall, Alpha Omicron Pi, Vol Shop and Massey Hall.
- Assist MASCO with annual and 5-year fire alarm inspections at Frieson Black Cultural, Softball, Alumni Hall Zeanah, and Student Health.
- Disabled/Enabled devices for contractors at Jessie Harris, and Stokely Hall.
- Assisted MASCO with daily pump tests across campus.
- Assisted construction at A&A.
- Changed strike on door at Bass Building.
- Checked door and adjusted at Pratt Pavilion and Ferris.
- Checked gate at the Steam Plant.
- Checked maglocks at Massey and Ferris.
- Checked Handicap door at Plant Biotech.
- Troubleshooting and repair of exhaust fan/s/ controls after steam leak at Fred Brown Hall
- Troubleshooting and repair of Lutron Emergency Panel short circuit at South and East Stadium.
- Demolition of floor receptacles at Bailey room A401.
- Set up of campus event power.
- Troubleshooting and repair of tripped circuit breaker at Clarence Brown Theatre.
- Performed an outage for the installation of power for temporary chiller at Haslam Music Building.
- Installation of meters for mobile kitchen project at Neyland Stadium.
- Preseason inspection at Neyland Stadium.
- Provided temporary power to the toilet pods for use in the lower bowl at Neyland Stadium.
- Met T.A. to get a quote to run power on both skyboxes for Bandit Lighting.
- Met with GC and others to go over the North Jumbo Tron, message boards and game clock controllers.
- Performed an outage to in
- Replaced LED driver for the letter "U" on the West Sky Box.
- Performed outage to provide temporary power to Mobile

UTILITIES CONTINUED ON PAGE 6

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UTILITIES CONTINUED:

- Kitchen at Neyland Stadium.
- Waiting on materials to complete temporary power to Mobile Kitchen.
- Met with G.C. at SERF and NURSING to assist with H.V. work in projects.
- Assisted contractors with installation of new breakers and wiring to a new panel for the new Nursing location at UT Drive.
- Checking pole lights that are out at lot S 65 and S 66.
- Met with G.C. and Massey to discuss issue with lights being out at the JW Mall Extension project on Andy Holt.
- Replacing old metal light fixtures with LED fixtures at G-11 Parking Garage.
- Worked on bollard lights and replaced LED drivers on walking trail at AG Campus.
- Checking fuses at South Carrick.
- Changed bulbs in bollard lights at Blueberry Falls.
- Performed maintenance on substations.
- Checking and pumping HV manholes.
- Marking and logging in daily Tennessee 1-800's
- Monthly meter readings.
- Checking campus lighting.

Plumbing Shop:

- Pump steam vaults on campus
- Daily 1-800's.
- Adjusted hot water temperature at Sigma Kappa.
- Freeze proofed faucet on roof of Neyland Stadium.
- Repaired a crack on drain pipe at West skybox of Neyland Stadium.
- Replaced 120-gallon water heater at Sigma Nu.
- Unstopped drain under disposal at Anderson Training.
- Replaced bottle filler at Haslam Business.
- Repaired sink on second floor at Morgan Hall.
- Repairing bathroom at 11th street garage.
- Repaired a leak in ceiling at Stokely Hall.
- Repaired a water leak at Min Kao.

Steam Plant

- Worked on #3 boiler eye-hye level control.
- Worked on steam driven feed water pumps.
- Worked on level control valve on DA tank.

- Replaced and cleaned air filters on compressor.
- Cleaned and organized shop.
- Monthly Report.
- Cleaned electrical bins.
- PLC training.
- Worked on OPR's.

CONSTRUCTION SERVICES

- Alpha Tau Omega: Interior fence for storage area; Repairs for new occupants
- Anderson Training Center: Hand sink in Smokey's
- Andy Holt Tower: Paint 635
- Aramark Food Areas: Install FRP in multiple locations; Cumberland Food Court-painting and FRP
- Art and Architecture: Replace lights and controls 215A; Office furniture 210 and 213; Electric, patch, paint 341
- Austin Peay: Paint 312B and 416F
- Ayers Hall: Access control for 227L
- Bailey Education: Electric A232; Remove shelving on 2nd floor
- 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
- Claxton Building: Carpet 442
- Communications: Make 028F an office
- Conference Center Building: Move State Comptroller 307; Paint suite 412; Assist with camera installation 221L
- CRC Materials Science: Flooring 207
- Dabney Buehler: Replace fume hoods in 408, 507, 508, 607, 608; Paint 481; Install dishwasher 302; Electric work 430
- Dougherty Engineering: Renovate 101 for welding and robotics lab

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CONSTRUCTION SERVICES CONTINUED:

- Early Learning Center: Fence for playground expansion on White Ave.
- Ferris Hall: Patch and paint on 2 and 5
- Food Science Building: Renovate 215 for Creamery kitchen; Install ice machine 102; Additional electric 215
- Glazer Building: Renovation for classroom
- Hesler Biology: Paint and carpet 541
- HPER: Paint 321B, 331, 336 and 330
- Haslam Business Building: Window glass in doors 318, 321, 322; Combine 319 and 320 for offices; Renovate 308 for Marketing & Comm. staff; Electric work 119; Paint and wallpaper removal 4, 5, 6
- Hesler Biology: Expand cage on loading dock
- Hodges Library: Renovate 252; New lighting and painting 199A; Paint, carpet, millwork 605; Seal serving line floor in Starbucks; Paint 220E and 552
- Jessie Harris: Build offices in 102; Paint 239 and 414; Paint 236,112B
- JIAM: Receptacle and cord for equipment G034; Electric work 272
- Kingston Pike Building: Renovate 135 into on-line studio
- Lindsey Nelson Stadium: Electric and fire suppression 208
- McClung Museum: Panic buttons in lobby
- McClung Tower: Vinyl flooring 5; Paint and carpet 207A; LVT flooring and paint 716
- Melrose: Paint 3rd floor restrooms; Paint glazed brick in G stairways
- Middlebrook Building: Carpet in suite 221; Add a door with access controls to 2nd floor office suite; Carpet 201-210
- Min Kao: Sediment trap on chilled water 117; Make 401K an office; Electric work 234; Paint 215
- Mossman Building: Tie cooler in vivarium into building alarm system; Access controls 221
- Nielsen Physics: Remodel room 217 into a lab; Electric and data to desks 603
- NEB: Turn cabinets into mailboxes 104
- Pi Kappa Alpha: Renovate bathrooms
- Plant Biotech: Install new lighting in 156 and 157
- Regal Soccer Stadium: Concrete work behind benches
- SERF: Utility work and drains for polisher in 309; Receptacles 109A; Move lab casework 603 and 604
- 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 Services: Paint 401F; Renovate Suite 413
- Student Union: Painting in Suite 383
- Taylor Law: Paint and carpet floors 1, 2, 3
- 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
- UT Drive Services Building B: Renovation 101 for sculpture studio
- Vol Shop Cumberland: Lighting and slat wall repair in the Vol Shop
- 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 313; Electric and lab exhaust 402; Move lab from SERF 108 to 517
- Zeta Tau Alpha: Paint bathroom; Poles for outdoor lights; Replace some indoor lights; Remove wall in tv area and parlor; Remove hump in shower floor; Pulley system for porch/banners; Misc. painting

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.
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Help us

Rename

The Facilitator

"The Facilitator" is a name that has served us well for six years, but as UTFS and the university move forward, we think it's time to try on a new name. That's where you come in!

Submit your ideas to rename "The Facilitator" to Sam Ledford at sjones80@utk.edu

Winner will receive recognition for their contribution, a swag bag, and a \$50 VolCard gift card

