Double Winners!
Employee of Month
August & September 2016

Henry Buchanan  Tarrain Griffin

Congratulations to our double winners in the Facilities’ department for being selected as Employee of the Month August & September 2016!

Henry was selected for his hard work and dedication to giving more than his best! He performs preventive maintenance services on HVAC equipment, ensures everything is operational as quickly as possible and passes the lengthy repairs on to the HVAC Building Engineers. He goes beyond the call of duty by doing many of the repairs himself. Lastly, he regularly helps with clean-up after floods here on campus and accepts any responsibility cheerfully.

Tarrain was selected for her customer service dedication! Specifically, she recently went above and beyond when a motor pool vehicle was scheduled for pick up and things didn’t go as planned. An employee picked up the vehicle to head out of town and smelled a strong gas odor in the vehicle. Tarrain quickly advised her to return the vehicle, found a replacement, inspected the replacement vehicle and got the employee on the road again! This all happened during her lunch break and she stopped everything to take care of the employee first. The employee sent an email thanking her for her outstanding customer service!

October Birthdays

Kristalyn Bell
Ronald Boren
Kenneth Bradshaw
Rosie Burchett
Daniel Claxton
Devin Dowell
Steven Duncan
Geoffrey Fulghum
Flozell Harwell
LaDerrick Means
Sylvestor Reed
Demarrius Rimmer
Myra Rogers
Robert Thomas
Dennis Thompson
David Wade

Special Recognition to Employee of the Month Nominees!

Special recognition goes out to the following employees also nominated for Employee of the Month:

James Hancock
Anthony Williams
Stevenson Patton
Barry Dortch
Derek Webb
Clayton Payne
Jean Claude Fokeu

Submit your nomination to recognize other employees for the next Employee of the Month!

Note: Only Facilities employees can nominate or be nominated for this award.

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Breaking News...

Congratulations!

Welcome New Employee
- Terence Gray, Maintenance Helper
- Deborah Bowles, Sr. Custodian
- David Gross, Sr. Powerplant/Boiler Oper.
- Scott Campbell, Safety Officer
- Brian White, Sr. Electrician II

Retiring Soon
- Jim Wallace, Technical Specialist II

Did you know??

The Facilities Maintenance, Key/Lock and Motor Pool request forms can be found on our website?

Have an article to submit?

We welcome your ideas and articles for the next Facilities Connection!

Please contact Rosie Davis:
901-448-3246 or rdavis92@uthsc.edu

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.
FACILITIES ADMINISTRATION SPOTLIGHT

EMPLOYEE WORK EFFORTS ARE GETTING NOTICED EVERY DAY!

Campus Projects Spotlight

Coleman Building - Water line Rupture
A 6 inch main water line ruptured at the Coleman Building and caused the closing of the entire building. UTHSC facilities management and personnel worked with Upchurch Plumbing Company to quickly resolve the flood (pictured below). The plumbing department was on the scene at 12:30 a.m. David Buss (plumbing supervisor) was on the job for more than 13 hours supervising to ensure everything returned to normal once repaired. The mechanical department kept mechanical systems running through the outage by having a temporary water supply installed to support the necessary water needs.

SAC Auditorium Renovation is Underway
- Bill Crewe, Project Manager
Major renovation is underway in the auditorium at the SAC. The room will receive new wall covering, carpet, lighting, a new stage floor and stage curtains. Great work by facilities personnel including carpenters Eugene Mackie, Justin Kelley and Leonard Cobb; painter Mike Stone; flooring specialists David Wade and Justin Giden; finish carpenter Bernie Mitchell. Stand by for the finished product!!

GEB Tunnel to “E” parking garage
- Management steps in at a moment’s notice to assist!
Facilities Director (Kenny Bradshaw) and Associate Director (Whit Sutton) in action assessing and working on the ground water/flooding clean up.

Awesome Job Team!
Employees make the spotlight for doing an outstanding job!

**Micah Ford - Sr. Gen Skill Craft/Plumber**

“On 9/8/16 I received a phone call from the boiler room at 12:30 a.m. The operators told me that there was a large leak outside the back of the Coleman Building. I called Micah Ford and asked him if he would respond to the call. Micah responded to the call and arrived approximately 15 minutes later. He worked all night until 9 a.m. the following morning. When I arrived Micah was digging a muddy hole about 4” deep trying to find the leak. He had mud from his head to his boots.” - Plumbing Supervisor

**Charles Dunbar - Sr. Custodian**

“Since Charles Dunbar became an employee, he has done a very good job and has been willing to help employees on an everyday basis. He volunteers to do extra work and said he enjoys doing his job every day. He does an excellent job on the food court, makes sure that all the chairs and tables are wiped down, mops and cleans the food court every day, and that the trash isn’t overflowing. He helps guide customers if they are lost and wandering around. He is a fast learner and quick to learn something new and different everyday. He does an outstanding job on the 6th floor of 930 Madison building, and he cleans rest rooms 2-3 times a day to make sure they are up to par!” - Custodial Foreman

**Mary Green - Sr. Custodian**

“Mary comes to work ready to work, will ask, do you want me to do something extra?” She volunteers to help on any floor and takes her time to make sure her work is done right, going back to all of her areas before she leaves her floor. She has a pleasant attitude with the customer. She makes sure that her customer’s areas are dusted, vacuumed, doors and windowsills cleaned, and customers love when she does that! They give her high praise every day she’s there and she volunteers to clean all rest rooms on the floor of the 920 building ... this is every day. She is a wonderful employee to have at UTHSC Custodial Services.” - Custodial Foreman

**ARCHIBUS IS COMING!**

Archibus, the new web-based application, will automate all the steps of the on-demand maintenance process, from requests, to approvals, to scheduling and work order issuance, to completion and feedback. The overall goal is to keep the campus’ infrastructure and facilities running smoothly. On-Demand Work’s self-service functionality helps lower operating costs by enforcing process control and keeping information current, accessible and actionable.

**Benefits:**

- Simplifies request, dispatch, and feedback process of maintenance task to improve customer service
- Ability to work more efficiently and reduce operating costs through automated workflows and streamlined communication
- Improvement of work requests routing and distribution-Seamless link to Service Level Agreements (SLAs)
- Assign, track and report on work orders through all stages until closure with help of the Building Operations Console for desktop and mobile interface handheld devices.

Archibus will also permit customer access to more information in the progression of a work request, thereby removing constant calls to Facilities for updates. As we continue to move toward the “go-live” date, we will continue to provide refresher classes to get you ready to “Get on the Bus.” The “Bus” is scheduled to depart October 2016! So let’s prepare to “Get on the Bus,” and ride to a new horizon in Facilities Management Work Orders!

**Source:** Space Planning & Utilization office

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“My only fault is that I don’t realize how great I really am.”
– Muhammad Ali

“Believe you can and you’re halfway there.”
— Theodore Roosevelt
The UTHSC Facilities Administration department is responsible for many campus and construction projects. “The Connection” will continue to spotlight Facilities projects and their progress to keep you informed!

Our campus is our #1 Priority!

BENEFITS FACTS, REMINDERS AND UPDATES!

The Annual Benefits Open Enrollment period is: October 3-14, 2016!

Benefits Administration announced this year’s open enrollment period will be two weeks only!

It is YOUR responsibility to review this information to determine if you need to make insurance changes for 2017. There are several changes and updates to the insurance plans this year. Employees who want to make changes or add coverage must go online using the Edison Self Service. Instructions on how to make changes in Edison can be found in the Decision Guide Booklet. The deadline for making any changes is October 14 at 4:30 p.m. Central Time. Any changes made during the enrollment period will be effective January 1-December 31, 2017.

Source: UTHSC News

Upcoming UTHSC Official Holiday closings

Nov. 24&25 - Thanksgiving
Dec. 26 - 30 - Winter Holiday
Jan 2 - New Year’s Day

Key & Lock Control Management

The administration of key and lock control is now with Facilities Administration. If you need to turn in or transfer keys, have new keys issued, or have locksmithing needs, please bring completed forms (found on Facilities website) to the Locksmith office. We are located in the Physical Plant Building (room 224).

Office hours are 7:45 a.m. - 4:45 p.m., Monday through Friday. For further assistance, you may call 448-5503.

Follow UTHSC on social media.

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YouTube: UTHSC
LinkedIn: University of Tennessee Health Science Center

Our Mission

The Facilities Services Department is responsible for the basic operation and continuous maintenance of the physical properties of The University of Tennessee Health Science Center.

Facilities Connection is a newsletter from office of Facilities Administration.
Contact: Rosie Davis @ 901-448-3246