Help Name This Thing!!
We have weeded the proposed names for this Thing down to the following. Tracy will tally the votes so please let her know if you have a name preference:

- FACILITIES FACTS
- SERVICES SENTINEL
- FACILITIES SERVICES NEWS (FSN)
- FACILITIES FOCUS
- THE FACILITATOR
- THE NAIL & HAMMER
- HARDHAT HEADLINES

Electronic Workorder Distribution
By Leo Pedigo
Our department exists to provide basic operation and continuous maintenance of the physical facilities of the University. We are constantly seeking ways to improve our ability to provide those services. A step in that direction was recently taken when we changed the method of distributing maintenance workorders to the shops. They are now distributed electronically. As soon as they are entered into the computer an e-mail is sent to alert the shop that they have a new workorder. It can then be printed and distributed there in the shop to enable more timely response. Any workorders not printed by the next business day are printed in the workorder office and placed in the shop mailbox, just as they were previously. RUSH workorders are handled the same way, except an e-mail notice is sent every hour until the workorder is printed.

There will likely be a few glitches along the way that we have to address as the system evolves into its final form, but it seems to be working well so far. Your feedback and suggestions will help improve the system.

New Faces in Town
By Jennifer Hatcher

ROBERT RUSSELL BLOOD DRIVE
By Loretta Wade
A blood drive has been scheduled for Thursday, August 28, 2003 in New Agricultural Engineering Building, Room 166 from 8am - 5pm. There is an urgent need for all types of blood. The Ag. Campus had a blood drive on April 28, 2003 for Mr. Robert Russell who had leukemia. There was a wonderful group of people who gave blood and designated their donation specifically to Robert. These people are to be commended for their unselfish donations during Robert's time of need. On behalf of Robert's family and friends, we would like to extend a warm thank you. Robert used most of the blood donated. Unfortunately, Robert passed away on August 1. This blood drive was set up prior to his death to help him. This blood drive will now be in his memory. Please call my office at 7159 or e-mail lwade@utk.edu as soon as possible if you would like to donate blood. This will help us determine the appropriate number of donors to prepare for. If you are not sure of your schedule on August 28th, please just drop by.

Facilities Services Vacancies:
- Tech. Svcs. – Program/Resource Specialist
- Admin. Svcs. – Accounting Clerk
- Engr. Svcs. – Estimator, Mechanical Engineer, Architect
- Steam Plant – Mechanic, Steam Plant Trainee, Asst. General Maint. Craft Worker
- Carpenter Shop – Supervisor, General Superintendent
- Electric Shop – Crafts Assistant, Electrician
- Preventive Maintenance – Supervisor
- Building Services – Floor Cleaner (5), Custodian (7), Custodial Foreman
- Arena – Custodian (4)

SAFETY
Trenching – remember to use shoring boxes or proper layback while working in trenches.
Energy Conservation
We are currently surveying buildings for means to shut down air conditioning systems during unoccupied hours, and looking at lighting savings opportunities in various buildings. If you have ideas on ways to conserve energy and/or resources such as water please let Terry know. We are especially looking for things we can do with very little cost that will give significant savings.

Hot Dog
Our 5th Annual Fourth of July Hot Dog Picnic was another success. We had a great turnout, everyone enjoyed themselves, and there was plenty to eat, even though DeWayne was first in line.

Food and Clothing
Don’t forget the Coats for the Cold Campaign and Christmas Baskets these coming holidays. We need to remember and help those less fortunate than ourselves.

No Call List
If you, like many of us, have gotten tired of getting soliciting phone calls during supper every night there is help. You can get on the Tennessee Do Not Call list by calling 1-800-342-8359 and press 2 to be added to the list. There is also a new National Do Not Call Registry at www.ftc.gov. Click on For Consumers, then click on Telemarketing. I can vouch for the Tennessee list. Once we signed on to it our calls went to almost zero. If you get called, the caller is subject to penalties. However, non-profit agencies are not subject to the do not call restrictions.

Reminder – Lunches with the Executive Director are scheduled for the last Tuesday in each month from 12 noon until 1:00 PM for folks on first shift, and at 5:30 PM for folks on second shift.

Rollover
No, not your dog. Annual leave. The folks that worked during the budget furlough in July, 2002 received one annual leave day for each day they worked. Some had not had time to use the extra three days by December 30, 2002. To allow these folks more time to take their leave, the date for annual leave rollover to sick leave was changed from December 30, 2002 to June 30, 2003. In addition, the allowable number of hours to rollover was increased (see below) for the rollover on June 30, 2003. On December 20, 2003, the rules go back to the old rules. Rollover will happen on December 30, 2003, and the number of hours rolls back to the previous numbers.

Rollover schedule:
For hourly folks that have worked between one and five years the rollover amount was increased from 240 hours to 288 hours. Six to ten was increased from 288 hours to 360 hours, Eleven to twenty was changed from 36 hours to 432 hours. Six to ten was increased from 288 hours to 360 hours, Eleven to twenty was changed from 36 hours to 432 hours. Exempt folks are the same as the twenty plus hours.

Sick Leave Bank
Enrollment for the Sick Leave Bank is during April, May, and June. See your Shop Clerk for forms.

Chuck Thompson Award
It is not too early to be thinking of who to nominate for the Chuck Thompson Awards. These will happen in August and September.

What needs to be in This Thing?
Please send any suggestions to Tracy Ridings. Anybody want to be a regular submitter for this thing?

Leave Balances
The annual and sick leave balances shown on your pay stub are as of the end of the pay period shown. On your longevity check they are as of the end of the previous pay stub and pay period.

Folks A’ Movin’ On
(Retirees Since 5/5/03)
George Bull James Mason
Vie York Johnny Dills
Jimmy Gardner Charles Mays
Glenn Chandler Jan Bolton
Robert Hopkins Glenn Simerly
Lynn McGinnis Joe Cantrell
Don Lawson (going 8/31/03)

Movin’ Around
By Jennifer Hatcher
Tom Harbin – Maint. Serv. Dispatcher
Edward Jeter – Asst. Gen. Maint. Cft Worker
Melissa Leek – Data Integrity Clerk
Victoria Clevenger – Quality Assur. Clerk
Harvey Click – Custodial Foreman
Austin Shoffner – Maint. Specialist
Alex Johnson – Service Aide II

BE SAFE

Holiday and Closing Schedule:
Labor Day – September 1
Thanksgiving – November 27-28
Christmas – December 22-26

Hunting
Just a reminder to be safe during hunting season this year. The above photo is of Windy Dean taken last year. He thinks he heard something.

Upcoming Events:
Fall Festival – October 16

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Fixtures
Teddy Tackett has recently completed 35 years of service with the University, Richard Petre has completed 30, and Harlan Kinkead has completed 25 years of service. Congratulations and thanks.

Bob Evans and John Parker Memorial Scholarships
have been established to help dependents of Facilities Services employees, retirees, and survivors to defray some of the costs of attending The University of Tennessee, Knoxville. Applications for these scholarships are due by February 1 of each year for the following fall semester. See Beth Atkins for applications.

Scorecard:
Chargeable projects completed in 2002-03; and cost – 429; $5.023M
Maintenance projects completed in 2002-03; and cost – 132; $5.855M
Charge workorders completed in 2002-03; and cost – 6,208; $2.745M
Maintenance workorders completed in 02-03; and cost – 132; $5.855M

Shorts
There are 92 air conditioning chillers on the Knoxville campus with a total capacity of about 24,000 tons, or enough capacity to cool 7,000 average sized homes.
There are 175 elevators on the Knoxville campus. If they were all stacked on top of one another they would have a total lift of over 1,000 stories.

BE SAFE