Construction continues on all sections of the new Facilities Services Building at 2000 Sutherland Avenue. Selective demolition is largely complete after the removal of one of the silos. Coatings remediation on the old steel structure is still ongoing.

In addition to roof decking, new structural steel is being affixed to the perimeter of the building (to hold up the metal panels that will clad the building), and new steel is being installed at various places throughout the interior of the building too.

In places, the existing slab is being cut to allow the installation of plumbing, and new interior concrete block walls are being erected. New concrete floors will be poured soon.

The ultimate employee parking situation is still evolving, as are the interior open office areas. Everyone will be kept posted on substantive developments.

Completion is expected in May 2016.

Look on Page 14 of this newsletter for interior renderings of the building.
Exceptional Team Award Recipients

APRIL: PAINT SHOP

The Paint Shop team was named the April recipient of the April Facilities Services Exceptional Team Award.

Members of the team, Ron Couch, Bill Mills, Robert Clark, Fred Mikels, Mike Kennemore, Stephen Brown and Glenn Beard, are all recognized for their outstanding work in preparing for the SACS accreditation tour.

“The Paint Shop did an excellent job of identifying areas most likely to be included in the tour then patching and painting those areas as needed while blending this working with the surrounding area,” said Facilities Operations Director Bob Caudill.

The work they performed was accomplished in a short time span and in an exemplary manner that received many well-deserved compliments at Andy Holt Tower, Natalie Haslam Music Center, The Rock, Joe Johnson Drive, Hodges Library, Melrose and Hess Hall.

“As usual, their thorough attention to detail on the job, as well as their friendly demeanor and professional appearance, were noticed and commented on by occupants of the building involved,” Caudill said.

Some of the work performed by the team included painting common areas at Andy Holt and Natalie Haslam, removing graffiti from the sidewalk around The Rock, and cleaning stickers and tape off of the light posts on Joe Johnson, Hodges Library, Melrose Avenue and Hess Hall.

Congratulations to all of the members of the Paint Shop Team. Great work!

MAY: STUDENT UNION EFFORTS - RRT & Dan Smith

The May Facilities Services Exceptional Team Award was given to those who were instrumental in the opening of Student Union Phase 1. This group included the Rapid Response Team - Dennis Lee, Phill Standifer, Bobby Hopkins, Brickey Hearon, Chris Mabe, Anthony Sharp, Raj Arepalli, Ian Culver, Michael Pelle, Chad Carringer, Anthony Hearon, Andrea Pappas and Trent Ivey - and the building’s Facilities Services Project Manager Dan Smith.

These individuals in particular did excellent work coordinating all of the associated moves to and work on the Student Union Phase 1 project. All involved have been praised for their great attitudes, professionalism, and attention to detail.

The commitment this team had to meeting a very tight schedule while providing over-the-top customer service, all under very tough demanding conditions, contributed to the project’s success.

“I’m proud to say the Rapid Response Team is an exceptional team every day of the year,” said Facilities Operations Director Bob Caudill.

MAY TEAM continued on Page 17
Facilities Services stepped up its efforts at the 26th Annual River Rescue on April 11.

The annual Ijams River Rescue is held every year in April. The portion of 2nd and 3rd Creeks that run through campus have always been cleaned, but had not been part of a Facilities Services effort aside from providing dump trucks to those who cleaned the creeks.

This year Stormwater Management Coordinator Garrett Ferry was part of the committee organizing the overall river cleanup and coordinating UT’s efforts in cleaning up the portions of the creeks that run through campus.

Facilities Services had two sites – one on 2nd Creek and one on 3rd Creek. More than 30 volunteers, which included students, faculty, and staff, along with AmeriCorps members, worked together cleaned the sections.

Volunteers removed 50 bags of trash, two tires, plastic pallets and two large pieces of pipe from 2nd Creek. At 3rd Creek volunteers removed 10 bags of trash, a shopping cart, 10 tires, a bed frame, a tricycle and a grill.

As a whole, River Rescue removed 28,000 pounds of trash from our waterways.

Thank you to everyone who participated in this year’s event and contributed to its great success!

For more information about the River Rescue go to http://ijams.org/signature-events/river-rescue/.

More pictures from the event can be found on the Facilities Services Facebook page - UT Facilities Services
Facilities Services Policy Revisions Posted

TO: All Facilities Services Employees
FROM: Dave Irvin, Associate Vice Chancellor
DATE: May 19, 2015
SUBJECT: Revised Policies Posted

Revisions have been completed and approved for the following Facilities Services policies – Essential Personnel and Attendance.

Facilities Services Attendance Policy: This policy establishes the explanation that all Facilities Services staff be available to perform their job commitments to provide quality customer service across campus; to provide a standard process for attendance review, employee support, and if necessary, corrective action that is consistent with applicable state and federal law and university policies.

Facilities Services Essential Personnel Policy: This policy sets expectations for all Facilities Services employees during the event of university closure or catastrophic event in which essential personnel must report to work if it is safe for those employees to do so.

These revised policies, and all other Facilities Services policies and procedures, can be found in the bottom left-hand corner Facilities Services Communications & Public Relations page (http://facserv.utk.tennessee.edu/divisions/CommInfo/Communications/default.htm) under the “Policies & Procedures” heading.

The revised policies can be found in their entirety on the following pages of this newsletter.

If you have any questions about these policies, please contact your immediate supervisor.

Check out the Facilities Services Web site!

fs.utk.edu
POLICY

This policy establishes the expectation that all Facilities Services staff shall be available to perform their job commitments to provide quality customer service across campus; to provide a standard process for attendance review, employee support, and if necessary, corrective action that is consistent with applicable state and federal law and university policies. It is the policy of Facilities Services that employees report for duty at the assigned time and place, remain on duty during scheduled work hours, and accurately report hours worked and leave taken in accordance with state and federal law and university policies. Unless otherwise noted below, this policy is applicable to all employees within Facilities Services, including full-time, part-time, work-study, student assignment, and temporary employees.

During periods of Campus Emergencies this policy is superseded by the Facilities Services Essential Personnel Policy.

DEFINITIONS

1) Absence – When an employee misses one or more consecutive workdays. Absences may also be partial workdays.
2) Excessive Absence – When an employee is away from work to the extent that completion of normal work requirements is adversely affected.
3) Exempt Employee – Executive, administrative or professional position that is exempt from certain wage and hour laws and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
4) Non-Exempt Employee – A position that is subject to overtime and minimum wage requirements according to the FLSA and any applicable state statutes.
5) Pattern of Absence – When an employee’s absences occur with a common factor (day of week, day before/after holiday, etc.)
6) Late Arrival – When an employee fails to report to work at the scheduled starting time.
7) Early Departure – When an employee leaves the worksite prior to the end of his/her shift.
8) Unexcused Absence – An absence shall be considered “unexcused” when the employee’s supervisor and/or department has not been properly notified as in Section E-1, a. of this policy.

POLICY GUIDELINES

Section A: Office Hours

1) All offices, shops and work units must be open and adequately staffed for efficient operation during standard hours, including the hour of 12:00 noon to 1:00 p.m. Supervisors are responsible for setting work schedules in conjunction with their work unit’s responsibilities and their employees’ needs.

Section B: Employee Work Shifts

1.) Each workday, each employee within Facilities Services is given one rest period of 15 minutes in length for each four hour work period. Since the time is counted and paid as time worked, employees should not be absent from their work area beyond the allotted rest period. Break periods do not accumulate and if a scheduled break is not taken it will not be made up. In certain emergency and extraordinary situations, it is at the supervisor’s discretion if scheduled breaks will be taken.
Section C: Absence Reporting

1) All leave requests, including for annual, sick, personal, bereavement, compensatory or military leave, must be completed on the proper Leave Request Form and submitted to the department supervisor for approval. Each Leave Request will also be submitted to administrative support staff within the department to verify leave balances. It is important that each employee submit a leave request to allow department supervisors enough notice to schedule coverage and/or modify assignments that may be interrupted due to an employee’s leave time.
   a. The number of days’ notice given to a supervisor must be equal to or greater than the amount of scheduled annual leave time an employee is requesting. This is interpreted as a day in advance for each day of leave requested, i.e. Five days prior notice for five days leave or one day prior notice for one day leave.
      Notification on the day the leave begins is not acceptable except for rare circumstances or emergencies for which approval must be given by a director or the associate vice chancellor.

2) If an employee has no sick leave balance and has an unexcused absence, the day(s) the employee misses work will be considered leave without pay.

3) An employee’s annual leave cannot be used in place of sick leave for unexcused absences.

Section D: Leaves and Absences

1) Generally, an absence occurs when an employee misses one or more consecutive scheduled workdays for a single reason. Absences may also be partial workdays.

2) An absence shall be considered “unexcused” when the employee’s supervisor and/or department has not been properly notified. Responsibility for excusing an absence shall be at the discretion of the immediate supervisor. The supervisor should take into consideration any mitigating circumstances and the employee’s overall attendance record when making the decision. An unexcused absence should be recorded as leave without pay, even if the employee has a sick or annual leave balance remaining. Absence is considered “excessive” when an employee is away from work to the extent that completion of normal work requirements is adversely affected. Excessive absence includes, but is not limited to the following:
   a) Unexcused absences totaling 6 or more occurrences (excluding approved Family and Medical Leave) in the preceding 12 month period.
      i. In the event an employee has 6 or more occurrences of unexcused absences in the proceeding 12 month period, a doctor’s note must be presented to the employee’s immediate supervisor upon return to work.
      These absences may have been excused or unexcused and caused by medical or other reasons. An employee must be notified that absences are excessive before such incidents can be considered for disciplinary action, up to and including termination. A supervisor may not designate medical-related or Family Medical Leave Act absences as excessive without the concurrence of Human Resources.
         a) Instances of unexcused absenteeism may result in disciplinary action.
         b) Additional absences beyond those that trigger disciplinary action may result in additional disciplinary action.

3) A pattern of absence exists when an employee’s absences occur with a common factor (day of week, day before/after holiday or weekend, etc.) at least 3 times within 3 months. For instance, an employee who is regularly absent from work on a Monday, a Friday or the day before or after a holiday may be viewed as displaying a pattern of absence. Employees exhibiting a pattern of absence may be subject to disciplinary action.
Facilities Services Department

Applies to: All Employees in Facilities Services
Issued: January 27, 2015
Updated: March 13, 2015

4) An incident of no-call, no-show occurs when an employee both fails to report for work at the start of a scheduled work shift and fails to notify the supervisor or designated person before the start of the work shift that he or she plans to be absent. Employee failure to report to work or call in for 3 consecutive scheduled days will be considered a voluntary resignation. Repetitive but non-consecutive incidents of no-call, no-show may result in disciplinary action.

Section E: Employee Attendance/Punctuality Obligations

1) In any situation where an employee is unable to report or may be delayed in arriving for work at the assigned time and place, the employee must contact the immediate supervisor or other designated person in accordance with the supervisor’s requirements. It is the responsibility of each supervisor to establish and communicate to his/her employees the protocol for calling in absent or late. If no specific protocol has been established, the employee must contact the immediate supervisor within 30 minutes of the start of the scheduled work shift. Except in the most unusual situations, the employee is expected to make the call personally, provide a projected length of absence, and explain reasons for the absence or lateness. Failure to call in absent or late in accordance with these regulations may result in disciplinary action.
   a) Voicemails, emails and text messages are not considered acceptable means of communicating delayed arrival and/or inability to report. When an employee is unable to report or is delayed, he/she must speak directly with their supervisor, or a supervisor in their unit, unless otherwise directed.

2) All Facilities Services employees are expected to report for work on time and stay through their scheduled shift. When an employee fails to report to work at the specified starting time, he or she is considered a “late arrival.” When an employee fails to stay through their scheduled shift, he or she is considered an “early departure”.

3) Excessive late arrivals/early departures or patterns of frequency will be grounds for disciplinary action with the severity of the disciplinary action depending upon the severity and impact of the late arrivals/early departures on individual or departmental work performance. Excessive late arrival/early departures includes but is not limited to the following:
   a) 3 incidents of late arrivals/early departures within a 3 month period
   b) Additional instances of late arrival/early departures beyond those that trigger disciplinary action may result in additional disciplinary action.
POLICY

This policy sets expectations for all Facilities Services employees during the event of a campus emergency including, but not limited to, university closure or catastrophic event in which essential personnel must report to work if it is safe for those employees to do so.

DEFINITIONS

1) **Essential Personnel** – Staff who are required to report to their designated work location to ensure operation of essential functions or departments during an emergency, or when the University has suspended operations.

POLICY GUIDELINES

SECTION A: Essential Personnel

1) All Facilities Services personnel are considered Essential Personnel. In the event of a campus emergency, Facilities Services personnel should report to work if it is safe for him/her to do so and the employee’s individual situation will allow him/her to do so.
   a. In anticipation of extraordinary circumstances, including but not limited to inclement weather, employees may be given the option to stay on campus rather than go home at the end of their shift. Reasonable sleeping accommodations for employees will be made by their supervisor.
2) In the instance of a campus emergency, all Essential Personnel must fulfill their duties to: (1) ensure the continuation of critical university operations; (2) attend to the needs of students and other members of the university community; and (3) protect the university’s assets.
3) Essential Personnel are expected to come to work in any and all extraordinary/emergency situations unless it is unsafe to do so or they are specifically excused by their supervisor (See Section C: Exclusions).
4) Employees are encouraged to refer to the university’s Inclement Weather Policy online at [http://safety.utk.edu/emergency-preparedness/campus-emergency-management/inclement-weather-policy/](http://safety.utk.edu/emergency-preparedness/campus-emergency-management/inclement-weather-policy/)
5) It is the responsibility of all personnel to ask his/her supervisor if there are questions regarding this policy.

SECTION B: Emergency Declaration

1) Prior to, or during, an emergency event the associate vice chancellor for Facilities Services, and/or a director(s) in Facilities Services shall declare an emergency and establish a starting point(s) for each emergency. After the emergency, an end point(s) will be set. The start and end points may be different for different units and personnel within Facilities Services.
2) If an event, such as a winter storm, can be anticipated from forecasts, etc. a pre-declaration may be issued. The pre-declaration would provide notification of the possible upcoming emergency.

SECTION C: Leave during Emergencies

1) All leave requested within the time period of an emergency, from seven calendar days prior to and/or after the declaration of an emergency, shall be subject to review and approval by the respective director or assistant director. The intent is if an employee had leave scheduled and approved prior to becoming aware of the possibility of an emergency, leave will be granted.
2) Annual, or personal, leave requested after the start point for an emergency, and/or during the term of an emergency, will not be granted unless approved by the director or assistant director. Time off will be leave without pay and the employee will not be eligible for administrative closing pay for the time off.

3) If an essential employee is not able to come to campus during an emergency, such absence will not be classified as an unexcused absence under the Facilities Services Attendance Policy.

4) Sick leave requested after the start point for an emergency, and/or during the term of an emergency, may not be granted. If the employee provides a doctor's note and acceptable release upon return to work the employee will be granted sick leave or applicable administrative closing pay. If an employee does not provide a doctor's note and acceptable release upon return to work, time off will be leave without pay and the employee will not be eligible for administrative closing pay for the time off. The Employee has 10 business days to provide a doctor's note.

5) It is understood emergencies may arise for an employee, or there may be a very limited number of cases where there is a family situation outside the control of the employee. This does not include family vacation, but there may be an extremely small number of individuals who have strong compelling reasons why they need to be exempt from this requirement. While such exemptions will be very rare, if an employee feels they must ask for an exemption they should see their supervisor. Any exemption will require approval of either the director for the employee’s area or the associate vice chancellor.

6) In an emergency, the requirements of the Essential Personnel Policy supersede the requirements of the Facilities Services Attendance Policy.

SECTION D: Exclusions

1) Employees may be classified as Non-Essential Personnel by their supervisor and/or unit director during emergency situations under the following conditions:
   a. Supervisors and/or unit directors must specifically notify an employee if he/she is to be classified Non-Essential.
   b. If an employee is notified by the appropriate supervisor and/or unit director that he/she is classified as Non-Essential, the employee is not required to report to work for the specific instance.
   c. Notification may be an emergency notification system using text messaging, and/or voice messaging, and/or email.
EMPLOYEE OF THE MONTH

APRIL 2015

Congratulations to Garrett Ferry, the April 2015 recipient of the Facilities Services Employee of the Month Award!

Garrett is recognized for going above and beyond in organizing and coordinating UT’s expanded efforts in this year’s Annual River Rescue. He served on the committee organizing the overall cleanup and insisted that UT take ownership of the 2nd and 3rd Creek sections. Garrett organized and recruited students, faculty and staff, along with AmeriCorps members, to clean the sections.

EMPLOYEE OF THE MONTH

MAY 2015

Congratulations to Becky Saylor, the May 2015 recipient of the Facilities Services Employee of the Month Award!

Becky is recognized for being well organized and heading a zone that is top ranked by the inspectors. She teaches the Certified Cleaning Professional Classes and is recognized for being an outstanding trainer.

Her talents and work ethic have stood out during the time Becky has been with Facilities Services. She quickly worked her way into a foreman position and has proven to be excellent at that job.

Certified Cleaning Professional Graduation

A graduation ceremony was held in April for the most recent group of Building Services team members who received their Certified Cleaning Professional diplomas.

The April CCP graduates were Robert Demonbrun, Beverly Johnson, Doug Mayer, Mary Parker, James Moore, Becky Saylor, Tim Hanson Sr., Steven Evans, James Saunders, Joe Van Cleave and David Collins.

Congratulations to the graduates for all of their hard work in completing the program.
We would like to remind everyone that our new Facilities Services logo rollout took place in mid-March and the toolkit is available for all Facilities Services employees. The toolkit can be found on FS Share in the folder named “FS Logos – Documents” and includes the following:

- Facilities Services Logos
- Facilities Services Shortcuts
- University Logos
- UT Tagline Logos
- Facilities Services Letterhead
- UT PowerPoint Templates
- Fax Coversheet
- HTML E-mail Templates
- Report Coversheet Template
- Research Poster Template

If you have any problems locating the Facilities Logo Toolkit, or if you have questions regarding the use of our new department or university logos, please contact Brooke Krempa at bsteve14@utk.edu or 214-7662.

The following is a brief overview of the different documents and logos for your reference:

**Facilities/UT Logo Q&A**

**University Logo:**

What makes up the UT Logo?

The university logo is composed of two elements: the icon block and the wordmark. The icon block is a white Power T in an orange square. The wordmark is a letterform version of the university's official name.

What is the tagline logo?

The tagline logo is a combination of the university logo and the “Big Orange, Big Ideas” tagline.

What are the approved color variations?

There are three approved color variations available – Standard, Reversed on Orange and Reversed on Dark.

Standard: Logos and shortcuts should appear in the standard color configuration whenever possible. NOTE: The Power T is white, not transparent, and the wordmark is Smokey Gray, not black.

Reversed on Orange: When placed on a background of UT Orange, the wordmark should be white, and the icon block should be reversed out (orange Power T in a white block).

Reversed on Dark: When placed on a dark background, the wordmark should be white. The icon block is still orange and white.

**Facilities Services Logo:**

What is our department logo?

The Facilities Services department logo is a combination of the university logo and the formal name of our department. This logo version allows us to identify its affiliation with the university.

**Facilities Shortcut Logo:**

What is a department shortcut?

Our department shortcut combines the Power T icon block with the name of a campus unit. The shortcut informally communicates the name of our department and its affiliations with the university.

Department shortcuts are designed for use on merchandise, such as apparel and promotional items. They may also be used in print communications when design space is limited.

Can I use the shortcut by itself?

A shortcut may only be used by itself on merchandise. If a shortcut is used in a print communication, a logo must also be present on the same piece. For example, you may use our unit shortcut on the front of a brochure and a logo (university, unit, or tagline) on the back.

Please keep in mind that a unit shortcut and a logo may not be used in the same design space, such as on the same page of a print communication. Our unit shortcut should not be used on one-sided communications such as posters.

**Facilities Services Letterhead:**

How do I customize our department's letterhead?

Facilities Services has two letterhead templates available to allow you to customize university letterhead in order to draft an official document. Please use any existing printed letterhead before printing off any additional copies using the new formats.

Each template has already been customized to our department. Please do not edit the images in the header or footer, as those contain the essential elements of the approved university letterhead.
2015 FACILITIES SERVICES
4TH OF JULY PICNIC

WHEN: 12 p.m. Monday, June 29
WHERE: Lake Avenue Parking Garage, Level 1
WHAT: We will hold a short training session, followed by a 4th of July hamburger and hotdog picnic.

Raffle tickets will be given at entry to be used in prize drawings. This year’s prizes include event tickets, an autographed Butch Jones football and more!

HOW TO GET THERE: a shuttle bus will make its first stop at 11:00 a.m. (with return service after the event) and will make several stops at the following locations:

11:00 a.m.  -  Steam Plant
11:05 a.m. -  Nursing on Volunteer
11:10 a.m. -  Intersection of James Agee Street and White Ave.
11:15 a.m. -  Conference Center
11:20 a.m. -  The Hill (Nielsen Physics)
11:25 a.m. -  The Hill (Intersection of Mille Way and Circle Drive)
11:35 a.m. -  Ag Campus (Bus stop between Ellington and Brehm)
11:40 a.m. -  Facilities Services (front of building on Volunteer)

You may carpool to the picnic in UT vehicles. Enter the garage off Terrace Avenue and park in Levels 4-6 only. We have permission to park on these levels ONLY.
A huge thank you goes out to every team member at the Arena for their hard work and dedication during the extremely busy month of May. More than 90 events including commencements, concerts, rehearsals, award ceremonies, parties, sporting events and Destination Imagination were held during the month. There were 30-plus commencements and graduations alone in May and team members moved podiums, rearranged chairs, picked up and cleaned between each commencement. Not to mention that these events each had a rehearsal. Executing this feat correctly took careful planning and staffing.

In addition to the commencements, the team had events at the Skybox and Lauricella, and there were baseball and softball games taking place.

Thank you again to the team for all of their hard work – especially during May. Great job!

Facilities Services has now hosted three campus workshops – Helpful Tips for the DIY Gardener, Everyday Sustainability for Home & Work, and Professional Tips for the Interior Painter.

If you were interested in our workshops, but were unable to attend, you can find videos of each on our YouTube Channel – UT FacilitiesServices. The channel can be found by following this link: https://tiny.utk.edu/facilities/youtube

More videos will be added after each workshop Facilities hosts. If you have any questions about the Facilities YouTube Channel or our hosted workshops, please contact Brooke Krempa at bsteve14@utk.edu.
New Facilities Services Building Interior Renderings

Interior rendering of the new Facilities Services Building lobby.

Interior rendering of a conference room in the new Facilities Services Building.
UT Knoxville was represented by 35 individuals from its various Facilities Services units at this year’s TNAPPA Conference at MTSU.

This year’s conference theme was “Pride and Performance” and attendees participated in workshop sessions that covered a wide variety of topics. Sessions dealt with leadership, customer service, technology, communication, plumbing, electrical, custodial, HVAC, grounds and more. Associate Vice Chancellor Dave Irvin presented a session on campus customer service.

The Conference also featured a guest speaker, Ryan Estis, who explained how to “Unleash Your Inner Superhero.” He shared stories about customer service with the audience and detailed techniques to tap into potential.

Many attendees also toured the MTSU campus through a scavenger hunt and received a guided tour of the new Science Building.

Thank you to MTSU for hosting this year’s conference!
PLEASE WELCOME OUR NEW EMPLOYEES!

BUILDING SERVICES:
Eric Holt, Building Service Aid I
Marvin Patrick, Building Services Aide I
Cameron Burris, Building Services Aide I
Matthew Barlow, Service Aide I
Ndayiziga Jafari, Service Aide I
Peter Scanlan, Service Aide I
Meseret Zewde, Service Aide I
Michael Van Duzer, Service Aide I
Donna Kinser, Service Aide I
Julia Stapleton, Service Aide I

ZONE MAINTENANCE:
Steven Bradford, Maintenance Specialist I
McKinley Houk III, Maintenance Specialist

DESIGN:
Maria Martinez, Geographical Information Systems Coordinator

LANDSCAPE SERVICES:
Forrest Easterly, Landscape Services
Paul J. Hunt, Landscaping Aide I
Zachary Lee Woodall, Landscape Services
Connor Thompson, Landscape Services
Corey Fallos, Landscape Services
Jacob Petty, Landscape Services

RAPID RESPONSE TEAM:
Chad Carringer, RRT
Andrea Pappas, RRT

AIR CONDITIONING SERVICES:
Kaleigh Gilliland, Fire Watch, A/C Services

STUDENT ASSISTANTS:
Kenneth Townsend, UT Student Assistant
Denver Sells, UT Student Assistant
William Sammons, UT Student Assistant
Benjamin Leitten, UT Student Assistant
Aaron Shugart-Brown, UT Student Assistant

Congratulations on Your New Position!

Jordan Doane – new position as Maintenance Specialist I in Zone Maintenance
Terry Eubanks – new position as Quality Control Inspector in Building Services
Daniel Giles – new position as Quality Control Inspector in Building Services
Michael Weleski – new position as Assistant Building Services Forman

Facilities Hosts Sustainability Workshop

Facilities Services held its second campus-wide workshop program – Facilities Fundamentals – in April. The workshop, “Everyday Sustainability for Home & Work,” was presented by Office of Sustainability Manager Preston Jacobsen.

Preston’s presentation focused on how small but impactful steps can make a world of difference. He covered current sustainable technologies, trends in the environmental world, and what the Office of Sustainability is doing to make UT a more sustainable place to live, learn, and work.

The workshop, attended by several members of the campus community, was a great success. You can find Preston’s presentation on the Communications Coordinator’s page on the Facilities Web site. You can also watch Preston’s presentation on the UT FacilitiesServices YouTube channel.

Please look for future announcements about upcoming Facilities Fundamentals workshops. If you have any questions about these workshops, please contact Brooke Krempa at bsteve14@utk.edu
Congratulations to Air Conditioning Services’ Don Sims who retired from UT in April after 12 years of service. Thank you for your dedicated service to Facilities Services and best wishes in your retirement!

Training Aids:
Training Aids for Archibus are now available on our website. You can access them at: https://tiny.utk.edu/fstraining
They are located on the bottom right of the page under “Archibus Guides”.
Archibus training aids are available for the following:
• Logging in to Archibus
• Submitting a Leave Request
• Submitting a Work Request
• Processing a Work Request (Craftsperson & Supervisor Roles)
• Submitting a Warehouse Issue
• Submitting a Purchasing Document
If you have any questions concerning the training aides or need additional training, please contact the Training Team or the Archibus Team.

- The Archibus Team

Great job and thank you to everyone in Building Services working at the UT Conference Center Building. The floors look great! Keep up the amazing teamwork!

Operations Director Bob Caudill. “In the month of May they proved to not only be rapid in responding to the needs of our customers, but they proved to have outstanding stamina as well.”

Moves associated with the opening of the Student Union included Career Services, Disability Services, the Post Office, Central Ticket Office, U-Copy, Dining Services, and the Vol Shop.

As part of the Exceptional Team, Dan Smith is commended for his outstanding job as project manager on Phase 1 for the past several years. Throughout the project Dan has kept Administration informed on the highly technical and visible building and he was an effective conduit back to the State and Design Team.

“Dan is very passionate about UT and works on the projects as if he was the actual owner,” said Design Services Director Andy Powers. “At crunch time, he provided both the grease to keep things moving quickly while offering concrete ideas to allow it to all come together.”

The opening of this facility would not have been possible without the diligent work of this team.

Congratulations to the May recipients of the Facilities Services Exceptional Team Award! Thank you for all of your hard work!
LETTERS OF APPRECIATION

To Construction (Outstanding Service from Rick Gometz & Dustin Gibson):

I wanted to make you aware of the fine performance of two of our UT electricians during a recent remodel in Dougherty. I had the pleasure of being able to work directly with electricians Rick Gometz and Dustin Gibson. They were instrumental in helping me layout our new undergraduate furnace laboratory. Rick and Dustin kept in constant communication by reaching out numerous times throughout the project to both confirm and to make suggestions. We have a far more functional lab than I could have designed myself due to their effort. They did very clean electrical work that should serve our students for years to come.

Sincerely,
Chris Wetteland
Lecturer
Materials Science and Engineering
University of Tennessee Knoxville

To Building Services:

I wanted to send a huge Thank You to you and your Team!!! You all did a wonderful job taking great care of the College of Nursing building prior to the accreditation visitors arriving. Your attention to detail surpassed expectations and you and your staff's hard work did not go unnoticed. Please know you and your team are Greatly Appreciated!

Best,
Deborah L. Brown
Budget Director
The University of Tennessee, Knoxville College of Nursing

To Key Shop:

My sincere thanks for a job excellently done. I expect nothing less from you as I've learned from 26 years of experience how well you do your jobs.

Thanks,
Janet Francis Coward
Program Resource Specialist
College of Engineering

To Construction (Outstanding Service from Randy Huelsman):

I wanted to pass along a note, making you aware of the fine job Randy Huelsman did in recently coordinating the renovation of two of our undergraduate laboratories in Dougherty Hall. The Materials Science and Engineering Department approved a work order for the renovation of two laboratories in late December. The project involved the demolition of a cinderblock wall, removal of asbestos furnace components, upgraded electrical service, and some paint with other cosmetic improvements.

Randy notified me immediately upon receipt of the work order, and was extremely motivated in getting the project underway during winter break. Within a short period of time, our laboratories took new form; a bulk of the messy work occurring over break when there were no students around. He was very flexible in allowing us to continue using the lab as much as possible during construction. I was also very pleased how he let me directly work with the electricians in designing electrical requirements for the room. This greatly added to the functionality of the lab space.

In leading projects, I think Randy exhibits a great combination of pushing a project forward, but also being flexible to the needs of the customer. We are extremely pleased with our new lab space and the manner in which the work was performed.

Sincerely,
Chris Wetteland
Lecturer - Materials Science and Engineering

To Rapid Response Team:

I wanted to send a message commending Dennis Lee and his team of movers. Dennis and his team handled our move from Dunford Hall to the Student Union-Phase I last Monday, May 4th. I was amazed how quickly (and carefully) they were able to move out our boxes from Dunford to the Student Union. In a few short hours Dennis and his crew had all our things delivered to our new offices in the Student Union. The move could not have happened so smoothly without the efforts of Dennis and his team of movers. Thank you and your department for handling our move in a very professional and friendly manner.

Thank you,
Mary Mahoney, Assistant Director
The UNIVERSITY of TENNESSEE Career Services

To Arena:

Now that the final components of the Garth Brooks concerts are coming to a close, I wanted to personally thank everyone that was associated with the concerts. We have received tremendously positive responses from many of our patrons about a multitude of different components of the concerts. From traffic control to parking to customer service in the building to the support for the Garth Brooks personnel themselves, I believe the University put its best foot forward for four solid days.

I had a brief encounter near the end of the concert run with Garth himself. After thanking him for spending four days on our property, I was struck by the fact that he said one of the reasons he plays Knoxville is that he gets the sense that all the staff really cares about creating a positive experience for his fans. Those words certainly rang true for this event.

Thanks again for all your efforts, we look forward to more exciting events at TBA.

Tim Reese
Arena Manager
Thompson-Boling Arena
Thousands of workers become sick every year from overexposure to heat. Some workers have even died from heat-related illnesses.

To protect yourself and your coworkers, it is important that you can recognize the symptoms of heat-related illnesses.

**RISK FACTORS FOR HEAT-RELATED ILLNESSES**

**Environmental Factors:**
- Hot temperature
- High humidity
- Sunlight
- Air movement

**Personal Factors:**
- Low liquid intake
- Physical labor
- Clothing
- Conditioning, acclimation
- Pre-existing personal conditions

**HEAT-RELATED ILLNESS**

There are four major types of heat-related illnesses:
- Heat Cramps
- Heat Rash
- Heat Exhaustion
- Heat Stroke

It is important to recognize the different between the symptoms of Heat Exhaustion and Heat Stroke.

**Heat Exhaustion:**
- Headaches, dizziness, or fainting
- Extreme sweating, wet skin
- Irritability, confusion
- Nausea or vomiting

**Heat Stroke**
- Hot, dry, clammy skin
- Elevated body temperature
- Unconsciousness
- Seizures
- Heat Stress is a medical emergency! Call 911 if you witness anyone suffering these symptoms!

**HOW TO CONTROL RISK FACTORS**

- Air Conditioning
- Fans and blowers for Air Movement
- Work/rest regiments
- Providing cool break areas and fluids
- Training on symptoms of heat related illness

**MORE RESOURCES:**

OSHA has a heat safety tool app that allows workers and supervisors to calculate the heat index for their worksite, and, based on the heat index, displays a risk level to outdoor workers. Visit OSHA’s website for more information:

https://www.osha.gov/SLTC/heatillness/heat_index/heat_app.html

NIOSH has information on heat stress management in the workplace:

http://www.cdc.gov/niosh/topics/heatstress/

For questions and more information, contact EHS at www.ehs.utk.edu or 974-5084
2015-2016 Sick Leave Bank Open Enrollment

Through June 30, 2015, Human Resources will be accepting applications for new enrollees in their Sick Leave Banks.

Please read the University of Tennessee Human Resources Policy on Sick Leave Bank, Section 300, Policy No. HR0382, before completing application.

The Sick Leave Bank is solely for the serious illness or injury of the employee and not for the illnesses/injuries of immediate family members. If you elect to join the Sick Leave Bank, you must have a minimum sick leave balance of 48 hours on June 30, 2015. Your new membership will be processed on July 1, 2015, and 24 hours of your sick leave time will then be transferred to the bank. (These are non-refundable hours.) If you need further information, please contact Employee Relations at (865) 974-8299.

You can download a SLB application form from the Human Resources Web site here: [hr.utk.edu/employee-relations/sick-leave-bank/](http://hr.utk.edu/employee-relations/sick-leave-bank/). The completed form should be returned to the HR Employee Relations office at 230 Conference Center Building, Knoxville, TN 37996.

The Human Resources Policy on Sick Leave Bank can be found on the UT Policy Web site here: [policy.tennessee.edu/hr_policy/hr0382/](http://policy.tennessee.edu/hr_policy/hr0382/).

---

**Want to catch up on Facilities Services happenings between newsletters?**

Look for Facilities stories on the Tennessee Today Web site!

[tntoday.utk.edu](http://tntoday.utk.edu)

Stories will also be linked through our department’s social media sites:

[facebook](https://www.facebook.com)  [twitter](https://twitter.com)  [google+](https://plus.google.com)

---

**HAVE A COMMENT OR CONCERN?**

The Employee Comment Box is located next to Facilities Services Room 107.

We look forward to hearing from you!
National Safety STAND-DOWN to Prevent Falls in Construction  
Submitted by Environmental Health and Safety

The OSHA National Safety Stand-down event was held last month to help prevent falls in construction. The purpose of the National Fall Prevention Stand-Down is to raise awareness of preventing fall hazards in construction. Fall prevention safety standards were among the top 10 most frequently cited OSHA standards, during fiscal year 2014.

The UT Environmental Health and Safety Department (EHS) encourages the UT community to help raise awareness of fall prevention from elevated surfaces. Any employee involved such work needs to be aware of the dangers and how they can protect themselves from falls both on the job and at home. EHS encourages all supervisors to stop work and take a few minutes to train employees on the dangers of working on elevated surfaces.

Three Simple Steps to Save Lives

OSHA has partnered with the National Institute for Occupational Safety and Health and National Occupational Research Agenda (NORA) – Construction Sector on this nationwide outreach campaign to raise awareness among workers and employers about common fall hazards in construction, and how falls from ladders, scaffold and roofs can be prevented and lives can be saved.

Here’s how:

1. **PLAN** Ahead to Get the Job Done Safely

When working from heights, such as ladders, scaffolds, and roofs, employers must plan projects to ensure that the job is done safely. Begin by deciding how the job will be done, what tasks will be involved, and what safety equipment may be needed to complete each task.

When estimating the cost of a job, employers should include safety equipment, and plan to have all the necessary equipment and tools available at the construction site. For example, in a roofing job, think about all of the different fall hazards, such as holes or skylights and leading edges, then plan and select fall protection suitable to that work, such as personal fall arrest systems (PFAS).

2. **PROVIDE** the Right Equipment

Workers who are six feet or more above lower levels are at risk for serious injury or death if they should fall. To protect these workers, employers must provide fall protection and the right equipment for the job, including the right kinds of ladders, scaffolds, and safety gear.

Different ladders and scaffolds are appropriate for different jobs. Always provide workers with the kind they need to get the job done safely. For roof work, there are many ways to prevent falls. If workers use personal fall arrest systems (PFAS), provide a harness for each worker who needs to tie off to the anchor. Make sure the PFAS fits, and regularly inspect all fall protection equipment to ensure it’s still in good condition and safe to use.

3. **TRAIN** Everyone to Use the Equipment Safely

Falls can be prevented when workers understand proper set-up and safe use of equipment, so they need training on the specific equipment they will use to complete the job. Employers must train workers in hazard recognition and in the care and safe use ladders, scaffolds, fall protection systems, and other equipment they’ll be using on the job.

OSHA has provided numerous materials and resources that employers can use during toolbox talks to train workers on safe practices to avoid falls in construction. Falls from ladders, scaffolds and roofs can be prevented and lives can be saved through three simple steps: Plan, Provide and Train.

In addition, OSHA has various training aids and tailgate topic related to fall prevention.

For more information on the Stand-Down, including additional training resources (including the resources listed above), please visit the EHS website at www.ehs.utk.edu or visit OSHA’s web-site at https://www.osha.gov/StopFallsStandDown/index.html. EHS can provide fall prevention training upon request for your department. We can also perform hazard assessments on your work areas to recommend ways to protect employees from fall hazards.
HAPPY BIRTHDAY

JUNE

STEVEN BODENHEIMER 6/1
TIA DUNCAN 6/1
ANTHONY LAWSON 6/1
VERNON SMITH 6/2
SEAN HURST 6/4
JAMMIE MARTIN 6/5
OMEGA BECKHAM CLARK 6/7
CARRICK BROWN III 6/7
RACHAEL MACLEAN 6/7
JAMES SMITH 6/7
RANDY BROOKS 6/8
SAMUEL BROWN 6/9
KIM GREGG 6/9
FORREST ANDERSON 6/10
DONALD CARDEN 6/10
SHELDON YEATTS 6/11
JOSEPH BAILEY 6/12
LAURA CONDURACHE 6/12
DUSTIN GIBSON 6/12
TESSA KEITH 6/12
DAVID NICHOLS 6/15
JAMES ROSE 6/15
BEVERLY JOHNSON 6/16
LEWIS LOVE 6/16
JOSHUA LANE 6/19
RANDAL MATHES 6/19
DANIEL MACE JR 6/20
FRANK TALLMAN 6/20

JOHN HAVENS 6/21
GEORGE BEETS 6/21
CHARLES BURTON 6/22
KAYLA KIRKLAND 6/22
DEREK MATHES 6/22
KYLE RIGGS 6/23
MICHAEL WEAVER 6/23
MARK MERCIER 6/24
EDWARD TAYLOR 6/24
ROBERT CRUMLEY 6/24
DONNA SMITH 6/25
JOSEPH WHITTON JR 6/25
PRESTON JACOBSEN 6/25

JULY

RAHEEM OBAID 7/1
ROBERTA TWITTY 7/1
KEVIN BEELER 7/2
EVA ATCHLEY 7/5
RADOMIR GRABUNDZIJA 7/6
BRANDON MACKZUM 7/6
RAYMOND TINSLEY 7/6
JAMES CLABOUGH 7/7
SAMUEL HENRY 7/7
STEVEN MAINOR 7/7
MICHAEL WILLIAMS 7/7
STEVEN KOPP 7/8
ZACHARY WOODALL 7/8
NATHAN HURST 7/9

BETHANY MORRIS 7/9
DENNIS SABEN 7/9
ROBERT DEMONBRUN 7/10
WILLIAM FLOYD 7/10
ERIC GOMETZ 7/12
CLARENCE NORRIS 7/12
ROBERT HOPKINS 7/13
VAUGHN GUSBY 7/14
ERIC HONEYCUTT 7/14
DAVID TYE 7/16
ROZA CONDURACHE 7/17
HARLEY ACUFF 7/18
DAVID LATHAM 7/18
MELISSA LEEK 7/18
DONNIE LOWERY 7/18
TAMMY ROE 7/18
DANIEL SMITH 7/18
CHRISTOPHER MAHONEY 7/19
LARRY SHOOPMAN 7/19
RANDALL CLOWERS 7/21
OLEN COX 7/21
DENNIS MCGHEE 7/21
WILLIAM WILSON 7/21
RODNEY ASH 7/22
SAMUEL WARWICK 7/22
JOHNATHAN FULLER 7/23
JACKIE HAMMOCK 7/23
PAUL WHITE 7/25
BERONICA FRANCISCO MENDEZ 7/27
INDIA MCAFEE 7/27
DANIEL CARLOTTA 7/28
BRIAN MERRITT 7/30
ROBERT TIDLER 7/30