

# Facilities Services Weekly

September 5, 2018

ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT  
COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

*Congratulations to our August Employee of the Month Darren Latham!*

You can nominate our next recipient at [tiny.utk.edu/fseom](http://tiny.utk.edu/fseom)

## 2018 Chuck Thompson Facilities Services Outstanding Employees Award Nominations are Now Open!

See the last pages of this newsletter for more info.

### ADMINISTRATION

#### Special Projects:

- “The strength of the team is each individual member. The strength of each member is the team.” – Phil Jackson

### FACILITIES OPERATIONS

#### Building Services:

- “It’s Football Time in Tennessee!” More than 70 Building Services employees will be involved at each home game.
- Building Services personnel will have ice water with them during the games.
- Floor work is being completed at the Student Union in preparation for our first home football game.
- Ceramic floors in Neyland Stadium have been re-coated.

#### Lock & Key Services:

- West Campus Buildings 3 and 6 – setting up for install.
- Student Union Phase II – setting up for install.
- Clarence Brown Theatre – repair locks.
- Communications Building – install door lock.
- McClung Tower – repair lock.
- Ayres Hall – make cabinet and desk keys.
- Tickle Engineering Building – change lock out.
- Henson Hall – repair lock.
- Intramural Field Central – rekey locks.
- Hearing & Speech – repair combo lock.
- University Housing – many recores and repairs.

### Recycling:

#### Recycling Totals from August 27 through September 2:

- Bottles/Cans: 24,105 pounds.
- Paper: 53,720 pounds.
- Cardboard: 99,460 pounds.
- Glass: 15,180 pounds.
- Manure: 62,500 pounds.
- Compost: 51,068.6 pounds;
- Total Recycling: 306,033.6 pounds; 153.02 tons; 280 pallets.

#### Recycling Totals for 2019:

- Bottles/Cans: 36,765 pounds; 18.38 tons.
- Paper: 98,960 pounds; 49.48 tons.
- Cardboard: 149,320 pounds; 74.66 tons.
- Glass: 25,040 pounds; 12.52 tons.
- Manure: 121,000 pounds; 60.5 tons.
- Compost: 77,159 pounds; 38.58 tons.
- Total Recycling: 508,244 pounds; 254.12 tons; 1,001 pallets.

### ZONE MAINTENANCE

#### Zone 3:

- We will work in sororities and fraternities to assist them with their needs.
- Our team continues to work on LED lighting conversions in our buildings.

ZONE 3 CONTINUED ON PAGE 2

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## ZONE 3 CONTINUED:

- We will focus on customer service this week. That is our goal every week. With the start of the school year underway, it is important to be proactive in our duties.
- At the Lake Avenue Daycare we have some small projects to complete. Minor plumbing and lighting issues will be repaired.

## Zone 7:

- SERF: Replaced light in the hallways of the fourth, fifth, sixth and seventh floors; Worked on installing magnetic gauges in air handlers; Worked on flow of HVAC system.
- Dougherty Engineering Building: Worked on several HVAC issues; Assisted with steam repairs.
- Min Kao Electrical Engineering: Starting to change lights over to energy efficient LED bulbs; Worked on HVAC repairs.
- Tickle Engineering Building: Changed belts on fans; Worked on roof repairs and drain leaks.
- Perkins Hall: Room to room inspections; Securing all windows; Repairing HVAC.
- Ferris Hall: Repairing emergency lighting; Repairing HVAC.

## Zone 8:

- We will continue to work on LED lighting.
- Our team will work to resolve some flow issues in the air handling units that service the Bio Engineering Soil and Science Lab Building.
- We will inspect roof tops and guttering in preparation for fall.
- At JIAMS we will work with the contractors on Wednesday to complete some exhaust issues and repair leakage in the air handling units.
- One Call will respond to calls and assist with maintenance projects.

## Zone 9:

- Answering calls.
- Working on LED lighting upgrades at Art & Architecture Building.
- Changed oil in Communications Building generator.
- Working on changing auditorium lights at the College of Nursing to LED.
- Changing stained ceiling tiles at Student Health Center.

- Replacing automatic fill valve for pool at Student Aquatics Center.
- Getting quote for roof repairs at Andy Holt Tower and the Ceramics Building.
- Checking doors to make sure buildings can be secured for football games.

## Zone 11:

- Checked and adjusted chemicals in pools at the Football Complex.
- Changed out filters at Goodfriend Tennis Center.
- Checked and adjusted chemicals in pools at Allan Jones Aquatic Center.
- Assisted Air Conditioning Services with changing an air conditioning unit at Auxiliary Services.
- Changed water valve on toilet and changed lights in outbuilding at Lindsey Nelson Stadium.
- We prepared for the season at Neyland Stadium.
- Continued preparations for season and conversions to LED lighting at Regal Soccer Stadium.
- General building maintenance throughout zone.

## COMMUNICATIONS & INFO SERVICES

### IT Support & Maintenance:

- The transfer of our Facilities Services website to new host.
- New computer installations.
- Phishing investigations.
- Interdepartmental communications.
- Office 2016 installation troubleshooting.
- Vehicle GEO update.

### Communications & Public Relations:

- **Congratulations to our August Employee of the Month Darren Latham!**  
Help us name our next employee of the month at [tiny.utk.edu/fseom](http://tiny.utk.edu/fseom).
- Nominations are now open for the 2018 Chuck Thompson Outstanding Employee Awards. The deadline to submit nominations is Friday, October 5. The awards ceremony is set for 1:30 p.m. Monday, October 29 at the Facilities Services Complex.

COMMUNICATIONS & PR CONTINUED ON PAGE 3

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## COMMUNICATIONS & PR CONTINUED:

- An on-site flu shot and shingles vaccine clinic is scheduled at the Facilities Services Complex September 12 in room 102. Please see page 9 of this newsletter for more information.
- A bake sale to benefit the Facilities Services Student Assistant Scholarship Fund will be held the same day as the Chuck Thompson Awards Ceremony - Monday, October 29.
- Look for the new Recycling tips section appearing weekly in TN Today and VolUpdate.
- We are currently trying to fill three vacant student positions in our unit. If you know of a student who would be interested in working with Communications & PR please email Brooke at [krempa@utk.edu](mailto:krempa@utk.edu).
- We are planning September events including our scholarship lunch, exceptional team, employee of the month, Facilities Services workshop and on-site clinic.
- We are working to schedule our department-wide town hall style meetings in October.
- We submitted photos of our oldest Rubbermaid Brute bins to Rubbermaid's 50th Anniversary contest. The two bins we are submitted photos of pre-date 1980 and are still in use at Stokely Athletic Facility.
- Organizing various media availabilities and releases.
- Working on FEMA training.
- Employee comment boxes have been installed. Box locations include:
  - Facilities Services Complex Break Room
  - Facilities Services Shop Area
  - Steam Plant (near time clock)
  - Neyland Biology Annex near room 128
  - Ellington Plant Science room 4
  - SERF outside of room 426
  - Former Sanitation Safety (Pest Control) Area at Facilities Services Volunteer Blvd. Location
- Work has begun on the Fiscal Year 2018 Facilities Services Annual Report. There has been a delay in the completion of this report due to missing information.
- Various videos are being edited for distribution. Look for new content to be uploaded near the end of summer.
- We are updating department and unit photos for both the website and for our annual report.
- TNAPPA website updates are taking place.
- We are working to update the awards plaques in the Facilities Services Complex break room.
- We are working on updated messaging for various department programs.
- We are updating the Building Representative List. The updated list will be loaded to the Facilities Services website this week.
- If you have any items you would like included in The Facilitator, including thank you notes, please email Brooke at [krempa@utk.edu](mailto:krempa@utk.edu).
- Work continues on the department organizational charts.
- Website updates are being completed on almost a daily basis.
- The Student Union Phase II was submitted to American School & University Architectural Portfolio magazine.
- Planning has begun for our fall semester Facilities Services DIY series. The first 2018-2019 event will be held September 27 and will feature disinfecting tips for the home. Joe Suits from Building Services and Ashley Savage Gilliam will present.
- We will help plan the meals provided for our staff who work during the football games.
- Work continues on the department Emergency Response Plan. We plan to have the document completed by the end of August.
- We are working on the Employee Satisfaction Survey report. It will be sent to administration this week for review and will then be distributed.
- We are completing training on Lynda.com.
- Cone Zone website updates are ongoing. All updates should be complete by tomorrow.
- Preliminary planning has already started for the 2018 Facilities Services Holiday Party.
- The Facilities Services website will soon be transferred to Wordpress. Many updates will be seen with this transition. Please reach out to Brooke if you would like any updates made on your unit's pages.
- We are working with Special Projects to plan upcoming student assistant scholarship fund raisers.
- Help us to nominate our next Facilities Services Employee of the Month at [tiny.utk.edu/fseom](http://tiny.utk.edu/fseom).
- Help us to nominate our next Facilities Services Exceptional Team at [tiny.utk.edu/exceptional](http://tiny.utk.edu/exceptional).

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## Employee Training & Development:

### Training News:

- Safety Fest in Oak Ridge is a free safety training event held the week of September 10. Register for classes now at <https://safetyfesttn.org/>.
- The second cohort of the PSTCC Training Program will complete their training on 8/31 and will be celebrated on 9/14.
- Rebecca is working on the subunit's annual report.
- Ashley is teaching and coordinating CCP classes.
- Ian is coordinating brainstorming sessions for both Landscape and Utilities Services groups so we can develop training needs assessments.

## UTILITIES SERVICES

### Air Conditioning Services:

- Installed new split system in room 301 at Perkins Hall.
- Installed replacement compressor in open face cooler at the POD store in Hess Hall.
- Installed new service valves on compressor for cold room at 622 SERF.
- Installed replacement compressor in cooler at Starbucks in the Student Union.
- Re-built condenser water pump at Communications chiller house.
- Re-built chilled water pumps at Alumni Memorial building.
- Installed new package unit on 2121 Stephenson for the 2nd floor of Parking Services.
- Replaced compressor in split system at Landscape design Lab.
- Repaired leak on condensing unit at Printing & Publication on the AG campus and returned to service.
- Changing oil filters on compressor in chiller serving Brenda Lawson Center.

### Electrical Services:

- UTFS FA/BA – Fire Alarm System Testing various buildings on Campus.
- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS Support - NEW GIS 15KV Swg, UT Main Substation.
- UTFS FA/BA – Haslam Football Practice Facility.

- UTFS – Neyland Stadium Renovation – Utilities support.
- UTFS Electrical Metering – Wireless Network.
- Neyland Stadium Electrical Support, Football Game.
- UTFS Electrical Services - CAMPUS Event Support.

## CONSTRUCTION SERVICES

### Campus Projects:

- 1840 Melrose: Paint windows.
- Admin Parking Garage: Repair support beam.
- Andy Holt Tower: Signage on levels P2, seven, and eight; Paint rooms P115, P225G, P271 and 533; Renovate room P228.
- Austin Peay: NE wall waterproofing.
- Auxiliary Services: New dock leveler.
- Bailey Education: Make three offices in room 502; Install Monitor in room 305; Install visual doorbell in room 212.
- Blount Hall: ADA signage on ground, first, and fourth floors.
- Buehler Hall: Provide locking for classrooms 300 and 555.
- Campus: Sidewalk and ADA work; Outside lighting improvements; Window replacements Hoskins Library, Jessie Harris, Ferris Hall, and Perkins Hall; Eyewash replacements in several labs; Replace steam line sections and valves; Repair Blue Phones; Install hand dryers in several buildings; Grow Lab on Terrace Avenue; Power Wash several buildings; Parking lot on Lake Avenue; Repair Pedestrian Bridges.
- College of Nursing: Paint rooms 244, 301A, 309, and 367.
- Communications: Renovate restrooms; Paint, carpet and minor renovations in room 43; Carpet in room 430; Blinds in room 476; Convert room 432 into an office; ADA opener on door near Dean's office; Sleeve and junction box for patio; Install projector screen in room 316.
- Concord Campus: Demolition and construction.
- Dabney Buehler: Repair acid drains.
- Delta Tau Delta: Repair restroom ceilings; Prep for washers and driers.

CONSTRUCTION CONTINUED ON PAGE 5

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## CONSTRUCTION CONTINUED:

- Dougherty Engineering Building: Capstone repairs and caulking; Paint pipe in room 419; Replace hood sash in room 337.
- Dunford Hall: Painting in offices, Office renovation in room 103B; Signage for Student Disability Services; Cabinets for break room 2444; Paint room 115; Replace doors in rooms 105, 106 and 115.
- Engineering & Sciences Annex: Add a door for room 105A.
- Ferris Hall: Paint and carpet room 205 and suite 206.
- Goodfriend Tennis: HVAC for first and second floors.
- Greve Hall: New signage on sixth floor; Paint rooms 302 through 311.
- Haslam Business: Voice Messaging in Fire Alarm Panel; Outlets for rooms 319, 320, 321, and 322; Electric in rooms 242 and 499A; Paint rooms 509 and 606.
- Hess Hall: Add card access to 2K laundry room doors; Architectural and Engineering services for apartment additions.
- Hodges Library: Assist with office renovations and Graduate Commons renovation; Repair smoke evacuation system; Build a wall in room 130.
- HPER: Seal wood in room 354.
- Humanities and Social Sciences: Renovate room 209.
- International House: Replace counter top and sink.
- Jessie Harris: Extend rooms 209 and 242 into storage rooms; Carpet room 240.
- Jewel Building (COAD FAB Lab): Electric for robot.
- JIAM: New electric panel on first floor, new receptacles in rooms 156 and 158B; Cooling water in room 158B.
- Kingston Pike Building: Replace expansion joint in wall; Add mag locks to two doors.
- McClung Museum: Wall and floor renovations in Gallery 104A.
- McClung Tower: Paint and carpet room 410.
- Middlebrook Building: Paint and lights on second floor.
- Min Kao: Door controls on room 102.
- Morgan Hall: Renovations per POCA Phase 2 in room 226; Tuck pointing north, east and west.
- Nielson Physics: Add window in room 217A.
- North Carrick, South Carrick: Inspect exterior walls and remove loose concrete.
- Perkins Hall: Add partition walls in room 223D; New cubicle in room 317; Renovate rooms 106, 115, 116 and 223D; Install outside electric pedestals in two locations.
- Plant Biotech: Electric for podium and painting in rooms 156, 157 and 158.
- SERF: Power drops in room 310; Door controls for room 419.
- SMC: Paint and/or carpet in rooms 325, 327 and 629; Voice Messaging in Fire Alarm Panel; Receptacle and data raceway in room 319.
- Stadium Drive G10: Repair broken cable.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Conduit for compactor.
- Student Services: Relocate outlet for Zoom System in room 109E; Renovation for Enrollment Services; Painting in room 211; Office walls in rooms 109H1 and 109I.
- Student Union: Add dock lift.
- Sutherland Avenue Rec. Sports: Washer and Dryer in main building.
- Taylor Law: Change cabinet doors in rooms 225 and 262; Painting several areas.
- Tyson Alumni House: Raceways for audio system.
- Veterinary Medical Center: Widen road on Old Cherokee Road.

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## Join Facilities Services on Social Media



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@utfacilities



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UT FacilitiesServices

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# Facilities Services Weekly

September 5, 2018



## MEMORANDUM

**TO:** All Facilities Services Department Employees

**FROM:** Brooke Krempa – Chair  
Rick Johnson – Administrative & Support Services  
Rebecca Alcorn – Communications & Info Services  
Bryan Lord – Construction Services  
Dan Smith – Design Services  
Sandra Britt – Facilities Operations  
Veronica Huff – Special Projects  
Wally Beets – Utilities Services  
Derek Bailey – Zone Maintenance  
Russ Hollingsworth – UT Video & Photo

**DATE:** September 5, 2018

**SUBJECT:** 2018 Chuck Thompson Facilities Services Outstanding Employees Award

Mr. and Mrs. Richard C. Thompson, son and daughter-in-law of a former Assistant Director of the Facilities Services Department, have established a \$15,000 endowment with the University. The income from this endowment will be used to make two (2) annual cash incentive awards for non-exempt employees of the Facilities Services Department in the name of Charles F. (Chuck) Thompson. We, acting as a Committee appointed by the Associate Vice Chancellor of the Facilities Services Department, are using this memorandum as a means of informing you of the criteria for nominating a person for this award.

1. Nominee must have a minimum of ten years' service with the University of Tennessee.
2. Demonstrated extraordinary dedication/determination/results in the course of his or her daily work or in a "special project" situation.

Attached to this email is a nomination form for these awards. Nomination forms will also be available from the clerk in your work area and from the Associate Vice Chancellor's office.

**Nominations can also be submitted electronically at <https://tiny.utk.edu/ChuckThompson>**

Also attached to this email is a list of all employees eligible for the award and a list of previous winners.

There will be two (2) annual awards assuming there are deserving nominees. One award is to be given to an employee in the crafts area and one to an employee in the service/clerical support area. Nominations will be accepted until **5:00 P.M., Friday, October 5th** by Brooke Krempa, communications coordinator. The awards will be presented at the Facilities Services Complex Building at 1:30 p.m. Monday, October 29th. The decision of the Committee will be final.

We encourage you to make nominations for deserving Facilities Services employees.

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## 2018 Chuck Thompson Award Eligibility List

The Chuck Thompson Award is given annually to two non-exempt Facilities Services employees who have a minimum of ten years' service with the University of Tennessee and have demonstrated extraordinary dedication/determination/results in the course of his or her daily work or in a "special project" situation.

One award will be given to an employee in the crafts area and one to an employee in the service/clerical support area. **Nominations will be accepted until 5 p.m., Friday, October 5th** and can be given to Brooke Krempe in the Facilities Services Complex, [krempe@utk.edu](mailto:krempe@utk.edu).

Nomination forms are available from the clerk in your work area, from Brooke Krempe, and from the Associate Vice Chancellor's office. Nominations can also be submitted electronically at [tiny.utk.edu/ChuckThompson](http://tiny.utk.edu/ChuckThompson)

The following employees are eligible for the Chuck Thompson Award. Those on the list marked with \* are previous recipients of the award. Please see the following page for the complete list of previous recipients.

|                     |                   |                     |                      |                   |
|---------------------|-------------------|---------------------|----------------------|-------------------|
| Thomas Anderson*    | William Floyd Jr. | Kenneth Keck        | Randall Nicely       | Timmy Solomon     |
| Gunaranjan Arepalli | Mark Ford         | Barbara King        | Donna Norris         | Juliea Sothen     |
| Michael Atkinson    | Charles Frank     | Stacey Kitts        | Roger Norris         | Verna Spencer     |
| Terry Baker         | Dennis Frank      | Steve Kopp          | Nathan Ownby         | Billy Stalans     |
| Jeff Barnes         | Robert Frick      | Kyle Korn           | Patrick Pardee       | Larry Stalans     |
| Brian Beeler        | Chris Fritts      | Kenny Lane          | Jonathan Parigin     | Jason Staley*     |
| Kevin Beeler        | Denny Gann        | David Latham        | Gregory Parton       | Julia Stapleton   |
| Harold Bivens       | Randy Gentry      | Marie Lemons        | Britton Patterson    | Jacki Summey*     |
| Jimmy Blair         | Donald Glover     | Jerry Lethco        | Donnie Patterson     | Ian Sutherland    |
| Roy Britt           | Eric Gometz       | Millard Lett        | Gary Phillips        | Scott Sutton      |
| Tim Brooks          | Chris Graham      | John Lewis          | Eric Poe             | Raymond Tinsley*  |
| Tony Bunner         | Gary Haggard      | Cassidy Lionheart   | Ghenadi Popescul     | Michael Van Duzer |
| Charles Burton      | Luke Hanley       | Perry Longmire      | Mark Proteau         | Johnny Waggoner*  |
| Richard Cannon      | Randall Hanson    | Randy Longmire      | Mitzi Prowell        | Mark Wagner*      |
| Michael Capps       | Timothy Hanson    | Lewis Love          | James Reno           | Tracy Walker*     |
| Daniel Carlotta     | Paul Hash         | Randy Love          | David Ridings        | Joe Watkins       |
| Lester Carver       | James Hastie*     | Donnie Lowery       | Edward Roach         | Edgar Weaver      |
| Mark Carver         | James Helton      | Chrisopher Mabe     | Gary Robertson       | Christopher Webb* |
| Robert Clark        | Edward Hibbert    | Christopher Mahoney | James Rowland        | Dustin Webb       |
| George Clevenger    | Alan Hill         | Derek Mathes        | Joel Rummage         | Samuel Webb       |
| Stephen Costner*    | Paul Hinshaw      | Jim McCarter*       | Jerry Rutherford     | Daniel Webber     |
| Ronald Couch        | Wesley Hinshaw    | Tom McConnell       | Ashley Savage Giliam | Crendel Wees      |
| Ted Coward          | Luther Holloway   | Christian McDaniel  | Johnathan Sawyer     | Jeromey White     |
| Wayne Cowden        | Eric Honeycutt    | Timothy McNish      | Peter Scanlan        | Paul White        |
| Olen Cox            | Randall Huelsman  | William Messamore   | Anthony Sharp        | Arlene Williams   |
| Ronald Cox          | Veronica Huff*    | Randy Miller        | Bryan Shirk          | Linda Willingham  |
| Donald Cross*       | Jason Hughett     | Bill Mills          | Austin Shoffner      | William Wilson    |
| Kevin Cross         | Dale Hurst        | Bill Miracle        | Larry Shoopman*      | Cecil Woody       |
| Todd Curnutt        | Bill Hutchins     | Edward Mitchell     | Tami Shultz          | Nikki Woolsey     |
| Robert Dykes        | Richard Hutsell   | Chris Morris        | Sandra Slusser       | Frank Wren        |
| Austin Elder        | Edward Jeter      | Steven Moyers       | Donna Smith          | James Yarber      |
| Stanely Elder       | Robert Jones      |                     |                      | Sheldon Yeatts    |

# Facilities Services Weekly

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## Previous Chuck Thompson Award Winners

| <b>Year</b> | <b>Crafts</b>            | <b>Service/Clerical</b> |
|-------------|--------------------------|-------------------------|
| 1999        | Raymond W. Tinsley       | Willie Z. Battle, Jr.   |
| 2000        | Kenneth W. Snow          | Jennifer L. Hatcher     |
| 2001        | Charles R. Burch         | Tracy Walker            |
| 2002        | Johnny A. Spangler       | Hazel M. Norris         |
| 2003        | Benny R. Rayfield        | Jacqueline D. Suffridge |
| 2004        | Harlan S. Kinkead        | David L. Bayless        |
| 2005        | Bobby J. Atchley         | Barbara J. Moore        |
| 2006        | Charles "Roger" McDonald | David J. Brown          |
| 2007        | Eursal Payne             | Kyle Crisp              |
| 2008        | Clarence Pratt           | Steve Trehwhitt         |
| 2009        | Jack Summey              | Larry Shoopman          |
| 2010        | Mark Wagner              | Phillip Sise            |
| 2011        | Don Cross                | Hazel Norris            |
| 2012        | Mike Tackett             | Danny Pritchard         |
| 2013        | Jason Staley             | Sherrill Cox            |
| 2014        | Chris Webb               | Beth Atkins             |
| 2015        | Johnny Waggoner          | Jim McCarter            |
| 2016        | Steve Costner            | Tom Anderson            |
| 2017        | Jim Hastie               | Veronica Huff           |

**The 2018 Chuck Thompson Awards will be held at 1:30 p.m. Monday, October 29 at the Facilities Services Complex.**

**Nominations for the awards will be accepted until 5 p.m. Friday, October 5.**

For more information please contact Brooke Krempa at [krempa@utk.edu](mailto:krempa@utk.edu) or 214-7662.



# Facilities Services Weekly

September 5, 2018

## On-site Clinic Scheduled at Facilities Services Complex

**9 a.m. to 12 p.m. Wednesday, September 12 in Facilities Services Complex room 102**

Student Health Center to Offer Flu Vaccines & Second Dose Shingles Vaccine

UTK sponsored prescription insurance plan pays for the vaccines (i.e. \$0.00 co-pay)

**Flu Vaccines:** Any Facilities Services Employee can receive a flu shot during this on-site clinic. Flu shots will be free to employees enrolled in the state's health insurance plans and who bring a copy of their Caremark prescription card with them. Otherwise flu shots will cost \$25 payable in cash or check.

**Shingles Vaccines:** The second dose of the Shingles Vaccine will be available to all employees who received their first dose in the 2 dose series during the on-site clinic at FSC on March 26.

Anyone who plans to be vaccinated during this on-site clinic at FSC is asked to bring their **CVS/Caremark prescription insurance card** (see example attached to this email) and to fill out the attached **vaccine administration form (VAR)** prior to the event. Employees must also complete the attached **Shot-Waiver Form**.

We have been asked to provide the pharmacy with an approximate head count for the on-site clinic. If you plan to receive a flu shot or the second dose of the shingles vaccine at this clinic, please email Brooke Krempa at [krempa@utk.edu](mailto:krempa@utk.edu) by **Friday, September 7**.

If you have questions about either of these vaccines, please contact the Student Health Center Pharmacy. If you have questions about the on-site clinic, please contact Brooke Krempa at [krempa@utk.edu](mailto:krempa@utk.edu) or 214-7662.

### Student Health Center Pharmacy

Phone: (865) 974-5932  
Fax: (865) 974-5935  
Email: [utkrx@utk.edu](mailto:utkrx@utk.edu)  
1800 Volunteer Blvd.  
Knoxville, TN 37996  
<http://UTKRX.com>  
<http://facebook.com/utkrx>