

Facilities Services Weekly

September 10, 2018

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

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:

- *It is amazing what can be accomplished when nobody cares about who gets the credit.* - Robert Yates
- The Facilities Services polo shirt sale will run through this Friday, September 14 at 12 p.m. All proceeds from the sale will benefit the Facilities Services Student Assistant Scholarship Fund. If you have any questions about the sale, or would like to order a shirt, please contact Veronica Huff at vhuff@utk.edu.

FACILITIES OPERATIONS

Building Services:

- Strong Hall will be changing to fourth shift for cleaning operations.
- The first home football game was serviced by Building Services on Thursday, Friday, Saturday and Sunday.
- We are disinfecting athletic areas nightly in order to help keep disease out of these areas.
- Hand dryers are making a serious reduction in litter, waste, and time spent hauling waste.
- Tiny Trash will be implemented in Greve Hall, Henson Hall, Dunford Hall, Bailey Education Complex, Claxton, and Alumni Memorial Building this month.

Landscape Services:

- ETSU Game: Pre-game support and post-game campus clean-up.
- New Engineering Facility: Review 33% construction drawings.
- Sod repairs: Install sod to repair steam damages at Natalie Haslam Music Building.
- Neyland Stadium: Tree removal near gate 4 for aerial lift access for plumbing repairs before football season.

- Middle Drive: Assist Plumbing with steam return line repairs.
- SafetyFest Training: Heavy equipment operators will attend competent person training for trench/excavations and OSHA construction site safety training.
- Campus Wide: Swap/installation of new outdoor trash/recycle units (continued).
- Interview candidates for vacant and seasonal positions (on-going).
- Landscape Academy: Conduct training sessions and continue development of upper level curriculum.

Turf:

- Daily mowing/grooming of new event lawns and football tailgating.
- Adjust irrigation schedules to accommodate football weekend and events.

Arboriculture:

- 1610 University Avenue: Raise limbs on elms.
- Thompson Sports Complex: Remove hazardous tree over lot S28.
- Hoskins Library: Trim/remove hollies for brick tuck-pointing and window replacement.
- Clearance pruning around campus lighting and security camera line of sight (continued).
- Campus wide: Update tree inventory data (continued).

Rapid Response Team:

- Completing moves at Natalie Haslam Music Building, Melrose Hall, Haslam Business Building, Student Services and Andy Holt Tower.
- Working events at Andy Holt Tower, Strong Hall, Fred Brown Residence Hall, Ferris Hall, Perkins Hall, Circle Park, Fiji Island and Humanities.
- Completing all other work orders that come in during the week.

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Recycling:

Recycling Totals from September 3 through 9:

- Bottles/Cans: 7,980 pounds.
- Paper: 7,740 pounds.
- Cardboard: 20,960 pounds.
- Glass: 2,880 pounds.
- Manure: 4,000 pounds.
- Compost: 15,924.6 pounds.
- Total Recycling: 59,484.6 pounds; 29.74 tons; 304 pallets.

Recycling Totals for Fiscal Year 2019:

- Bottles/Cans: 52,245 pounds; 26.12 tons.
- Paper: 106,700 pounds; 53.35 tons.
- Cardboard: 172,140 pounds; 86.07 tons.
- Glass: 27,920 pounds; 13.96 tons.
- Manure: 125,000 pounds; 62.50 tons.
- Compost: 93,083 pounds; 46.54 tons.
- Total Recycling: 577,088 pounds; 288.54 tons; 1,305 pallets.

ZONE MAINTENANCE

Zone 3:

- Our team will work to complete requests and catch up on some preventative work.
- We have monthly and quarterly work to keep us busy. We will change filters, and grease bearings and motors throughout our zone.
- We continue to install LED lighting in our buildings. I would like to thank the Zone 3 team for their hard work and dedication to our customers.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Walters Life Sciences room M309.
- Hesler Biology chiller cleanup.
- Alumni Memorial Building lighting.
- Zone-wide LED lighting upgrades.

Zone 8:

- Our team will work on flow issues to the HVAC system

at the Ellington Plant Sciences Building and the BESS Lab Building.

- We have quarterly and monthly work to complete this week.
- We continue to install LED lighting and work in our mechanical rooms.
- One Call will answer calls and assist with LED lighting.
- I would like to thank the Zone 8 team for their hard work and dedication to their customers.

Zone 9:

- Answering calls.
- LED lighting upgrade at Art & Architecture Building.
- Cleaned dry well pits around buildings for football game.
- Checking doors to make sure they close and latch.
- Cleaned fountain at Clarence Brown Theatre.
- Cleaned bull pond at McClung Tower.
- Worked emergency steam outage.

Zone 11:

- Checked and adjusted chemicals in pools at the Football Complex.
- Checked and changed lights as needed at Goodfriend Tennis Center.
- At Allan Jones Aquatic Center checked and adjusted chemicals in pools.
- Rebuilt toilet in women's restroom at Auxiliary Services.
- Finished preparing Neyland Stadium for the season.
- General building maintenance throughout zone.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- 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.
- An on-site flu shot and shingles vaccine clinic is scheduled at the Facilities Services Complex September 12 in room 102. Sign ups are completed. Please see page 9 of this newsletter for more information. Contact Brooke Krempa for more information at krempa@utk.edu.

COMMUNICATIONS & PR CONTINUED ON PAGE 3

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COMMUNICATIONS & PR CONTINUED:

- 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.
- 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. An announcement will be distributed this week.
- Planning has begun for the 2019 Facilities Services Student Assistant Scholarship Fund Golf Tournament.
- 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. Our next video series will be the DIY Cleaning vs. Disinfecting Series to accompany our September workshop presented by FS Training and Building Services.
- 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.
- 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 up 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.
- Help us to nominate our next Facilities Services Exceptional Team at tiny.utk.edu/exceptional.

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IT Support & Maintenance:

- “Phun” with Phishing emails.
- Laptop setups.
- Remote desktop setups.
- New computer installations.
- New sharepoint site.
- Website upgrades and testing.
- Tablet repairs.
- Radio repairs.

Employee Training & Development:

Upcoming Training:

- SAFETY FEST is scheduled for the week of September 10. It's not too late to register for courses. Visit <https://safetyfesttn.org/> to see what is still available.

Training News:

- Gina, our Student Assistant, is working on Archibus workflow tutorials. She is writing the script and processing the videos in Camtasia. She has completed two videos and a script for the third is in the review phase.
- The celebration for those that completed Cohort 2 of the PSTCC Training Program is scheduled for Friday, September 14.
- Ian Miller is transitioning from Training Specialist in CIS to Archibus Coordinator in Zone Maintenance. His last day with the training team is Friday, September 14. His contributions to the development of training programs have been great. We will miss working with him as a member of our team.

UTILITIES SERVICES

Air Conditioning Services:

- Diagnosed bad vacuum pump and ordered new vacuum pump for JIAMS.
- Repaired 2 WSHP for sorority row.
- Repaired leibert #8 for server room in Stokely Management Center.
- Installed new compressor in condenser for restaurant in Student Union.
- Replaced blower assembly on reach in freezer for Chick-fil-a in Student Union.

- Replaced condenser fan motor on unit for Dougherty Engineering Building.
- Marked chilled water lines for TN811 at various spots on campus.
- Pre-game support at Neyland Stadium.
- Game day support at Neyland Stadium.

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 Complex: Make three offices in room 502; Install monitor in room 305; Install visual doorbell in room 212; Power to smartboard in room 118.
- Basler Boathouse: Access control.
- 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, 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 Building: 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 Hall: Repair acid drains.

CONSTRUCTION CONTINUED ON PAGE 5

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CONSTRUCTION CONTINUED:

- Delta Tau Delta: Repair restroom ceilings; Prep for washers and driers
- 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 for rooms 105, 106 and 115.
- Early Learning Center (Lake): Paint room 104.
- Engineering & Sciences Annex: Add a door to 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 Building: Voice Messaging in Fire Alarm Panel; Outlets for rooms 319, 320, 321 and 322; Electric in rooms 242 and 499A; Paint in 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 in 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.
- Lee Softball Stadium: Access control.
- McClung Museum: Wall and floor renovations in Gallery 104A.
- McClung Tower: Paint and carpet in 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; Flooring in room 210C.
- 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 rooms 156, 157 and 158.
- Regal Soccer Stadium: Access control.
- SERF: Power drops in room 310; Door controls in room 419; Paint and carpet in rooms 511, 511A and 513.
- 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; Digital clock in room BOO1.
- 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 Ave. 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.

**Join Facilities Services
on Social Media**



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@utfacilities

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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.

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

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

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Previous Chuck Thompson Award Winners

Year	Crafts	Service/Clerical
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 or 214-7662.

Facilities Services Weekly

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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 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 or 214-7662.

Student Health Center Pharmacy

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