

Facilities Services Weekly

September 17, 2018

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

Congratulations to our September Employee of the Month Tiffany Shuler!

You can nominate our next recipient at 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:

- *"You can't go back and change the beginning, but you can start where you are and change the ending."* - C.S. Lewis
- The fifth annual Facilities Services Pink Day will be held Wednesday, October 3rd. We will hold a bake sale and breast cancer awareness item sale to raise money for the Susan G. Komen Foundation. See page 10 of this newsletter for more information.

FACILITIES OPERATIONS

Lock & Key Services:

- Buildings 3 and 6 – setting up cores.
- Student Union Phase II – setting up cores.
- Jessie Harris – rekey locks.
- Burchfiel Building – make new key for lock box.
- Claxton – install new lock on stairwell.
- Dunford Hall – repair lock.
- Natalie Haslam Music Building – repair locks.
- Communications Building – rekey locks.
- University Housing – many recores and repairs.

Recycling:

Recycling Totals from September 10 through 16:

- Bottles/Cans: 21,480 pounds.
- Paper: 8,000 pounds.
- Cardboard: 14,820 pounds.

- Glass: 2,100 pounds.
- Manure: 8,000 pounds.
- Compost: 20,868.1 pounds.
- Total Recycling: 75,268.1 pounds.

Recycling Totals for Fiscal Year 2019:

- Bottles/Cans: 66,225 pounds; 33.11 tons.
- Paper: 114,700 pounds; 57.35 tons.
- Cardboard: 186,960 pounds; 93.48 tons.
- Glass: 30,020 pounds; 15.01 tons.
- Manure: 133,000 pounds; 66.5 tons.
- Compost: 113,951 pounds; 56.98 tons.
- Total Recycling: 644,856 pounds; 322.43 tons; 1,305 pallets.

ZONE MAINTENANCE

STAR Team:

- We would like to welcome Ian Miller to our team as the new Archibus Coordinator.
- Measured and ordered glass for Delta Tau Delta.
- Repaired doors at East Skybox elevator lobby.
- Replaced broken door glass at Ferris Hall.
- Replaced broken door leaf at Hesler Biology.
- LED lighting project at Min Kao.
- Resurfacing doors at College of Nursing.
- Installing door sweeps at Mossman Building.
- Renovating SERF room 317.
- Renovating SERF room 717.

STAR TEAM CONTINUED ON PAGE 2

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STAR TEAM CONTINUED:

- Cleaning out Engineering cage at Fleming Warehouse.
- Smoke testing JIAM exhaust.
- Repaired door operator at Austin Peay.
- Installed four new door operators at Ayres Hall.
- Installed ADA handrails at Student Aquatic Center.
- Measured for new operators at Presidential Court.
- Capped off steam and water lines at Walters Life Science Building.
- Repaired door operator at Natalie Haslam Music Building.
- Repaired door operator at Student Health Center.
- Adjusted door operator at Nuclear Engineering Building.
- Repaired door operator at Min Kao.

Zone 3:

- Our team continues to work in Sorority Village and Fraternity Houses to make needed repairs and perform maintenance.
- We will clean diffusers and fixtures in the Black Cultural Center.
- We have some small projects to work on in the Lake Avenue Daycare.
- At Equity and Diversity we will complete the LED upgrades to the building's lighting.
- We are checking and cleaning leaves on our roof tops and guttering.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Hesler chiller cleanup.
- Alumni Memorial Building lighting.
- Zone-wide LED lighting.

Zone 7:

- Repaired leaking AHU in Perkins Hall 117B.
- Overhauled fan coil units for Ferris Hall.
- Installed lobby poster in Perkins Hall.
- Replaced ceiling tiles and light grid in Perkins room 114b and cleaned air vents.
- Replaced light fixture in Ferris Hall room 214.

- Conducted walk-throughs and conducted monthly preventative maintenance on building equipment.
- Changed oil generator.
- Working on lights and restrooms.
- Looking at drains in Min Kao.
- At SERF installed six magnetic gauges and changed filters on three AHUs.
- Assisted Plumbing & Heating Services with repairs on steam and water line installation.
- Checked area for unlocked doors or windows that could be problematic during football game.
- Dougherty Engineering was down most of the week.

Zone 8:

- We will work to ready our area for AG Day. This annual event showcases the work our customers perform.
- At JIAMS we will work on lighting and completing some work requests.
- We continue to upgrade the lighting in JJATU. Our team is about half way finished with this project.
- We are working toward winterizing our greenhouses.
- One Call will answer calls and assist with LED lighting.

Zone 11:

- Worked on air conditioning unit for team room and coach's room at Sherri Lee Stadium.
- Checked band and adjusted chemicals in pools at the Football Complex.
- Cleaned air conditioning unit because of construction dirt at Goodfriend Tennis.
- Checked and adjusted chemicals in pools at Allan Jones Aquatic Center.
- Replaced ceiling tiles as needed at Auxiliary Services.
- Made needed repairs after ETSU game and prepared for UTEP game at Neyland Stadium.
- General building maintenance throughout zone.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- ***Congratulations to Tiffany Shuler, our September 2018 Employee of the Month!*** Help us nominate our next recipient at tiny.utk.edu/fseom.

COMMUNICATIONS & PR CONTINUED ON PAGE 3

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COMMUNICATIONS & PR CONTINUED:

- Department-wide meetings will be held in early October. Please see the last page of this newsletter for more information.
- 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.
- 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.
- A Communications Committee meeting is set for this week. During this meeting we will schedule our next round of focus groups.
- The 2018 Facilities Services Holiday Party will be held at the TN Terrace at 12 p.m. December 13.
- 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, and the Facilities Services workshop.
- Planning has begun for the 2019 Facilities Services Student Assistant Scholarship Fund Golf Tournament.
- Planning has begun for the 2018 holiday parties.
- 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.

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- Preliminary planning has already started for the 2018 Facilities Services Holiday Party.
- The Facilities Services website will soon be up and 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.

Employee Training & Development:

Upcoming Training:

- If you attended Safety Fest, please let us know so we can log your training hours for HR 128 credit.

Training News:

- We have 6 new employees scheduled to start on Monday, September 17.
- Aerial Lift training is scheduled for Friday, September 21.

UTILITIES SERVICES

Air Conditioning Services:

- Installed new display freezer in Greve Hall POD store.
- Performed repairs to a motor mount platform in a BAC cooling tower serving Stokely Management Center chiller house.
- Installed new air compressor in the CRC building.
- Replaced condenser fan motors in dry cooler at the 11th Street Parking Garage.
- Repaired PTAC units for Greve Hall.
- Repaired WSHP units for Orange Hall.
- Repaired mini-split unit at Pratt Pavilion.
- Replaced vacuum pump at ETREC Animal Research building.
- Repaired WSHP serving room G014 at Orange Hall.
- Repaired walk-in cooler at bagel shop in Haslam Business Building.
- Assisted Zone Maintenance with repairs to control air compressor at the BESS building.

- Replaced head on ice machine on sixth floor of Dabney-Buehler Hall.
- Installed new blower unit in freezer at Chick-Fil-A at the Student Union.
- Repaired reach-in cooler at Stokley Hall Fresh market.
- Repaired air conditioning unit serving Auxiliary Services building.
- Repaired split system serving room 119 at Nuclear Engineering.
- Replaced open face cooler at Laurel Hall POD Store.
- Replaced condenser fan motor on growth chamber 115 at Plant Biotech.

CONSTRUCTION SERVICES

Campus Projects:

- 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; Install new flooring in elevators.
- 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.
- Business Incubator: Wash front windows.
- Campus: 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; Parking lot on Lake Avenue; Repair pedestrian bridges.
- Clarence Brown Theatre: Remove a sink.
- College of Nursing: Paint rooms 244, 301A, 309 and 367.
- Communications Building: 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

CONSTRUCTION CONTINUED ON PAGE 5

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CONSTRUCTION CONTINUED:

- patio; Install projector screen in room 316.
- Concord Campus: Demolition and construction.
- Dabney Buehler Hall: Repair acid drains.
- Delta Tau Delta: Repair restroom ceilings; Prepare for washers and driers; Electric work.
- Dougherty Engineering Building: Capstone repairs and caulking; 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 in room 2444; Paint room 115; Replace doors in room 105, 106 and 115.
- Engineering & Sciences Annex: Add a door in room 105A.
- Ferris Hall: Paint and carpet room 205 and suite 206.
- Goodfriend Tennis: HVAC for first and second floors.
- Greve Hall: Paint rooms 302 through 311.
- Haslam Business Building: Outlets for rooms 319, 320, 321 and 322; Electric in rooms 242 and 499A; Paint rooms 509 and 606; Chair rail in team rooms.
- 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.
- International House: Replace counter top and sink.
- Jessie Harris: Extend rooms 209 and 242 into storage rooms; Carpet room 240.
- JIAM: New electric panel on first floor, new receptacles rooms 156 and 158B; Cooling water in room 158B.
- Kingston Pike Building: Replace expansion joint in wall; Add mag locks to two doors.
- Laurel Apartments: Antenna.
- 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 in 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 B001.
- Student Services: Relocate outlet for Zoom System in room 109E; Renovation for Enrollment Services; Painting in room 211; Office walls in 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.
- Thompson-Boling Arena: Ceiling and Signage in Exit Corridor; Fire stopping.
- 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*	Austin Elder	Edward Jeter	Seven Moyers	Vernon Smith
Steven Andrews	Stanley Elder	Robert Jones	Mike Musselman	Debra Smithers
Dana Archer	William Floyd Jr.	Kenneth Keck	Randall Nicely	Timmy Solomon
Gunaranjan Arepalli	Mark Ford	Barbara King	Donna Norris	Juliea Sothen
Michael Atkinson	Charles Frank	Billy King	Roger Norris	Verna Spencer
Terry Baker	Dennis Frank	Brenda Kirby	Nathan Ownby	Billy Stalans
Jeffrey Barnes	Robert Frick	Stacey Kitts	Patrick Pardee	Larry Stalans
Brian Beeler	Chris Fritts	Steve Kopp	Jonathan Parigin	Jason Staley*
Kevin Beeler	Denny Gann	Kyle Korn	Mary Parker	Julia Stapleton
Harold Bivens	Alice Garner	Kenny Lane	Gregory Parton	Jackie Summey*
Jimmy Blair	Randy Gentry	Darren Latham	Britton Patterson	Ian Sutherland
Jimmy Brewer	Ronald Gibson	David Latham	Donnie Patterson	Scott Sutton
Roy Britt	Susan Gibson	Marie Lemons	Gary Phillips	Sherwin Taylor
Timothy Brooks	Donald Glover	Jerry Lethco	Eric Poe	Randall Thornhill
Samuel Brown	Melvin Godfrey Jr.	Millard Lett	Ghenadi Popescul	Melinda Townsend
Steve Brown	Eric Gometz	John Lewis	Mark Proteau	Michael Van Duzer
Tony Bunner	Chris Graham	Cassidy Lionheart	Mitzi Prowell	Johnny Waggoner*
Charles Burton	Missy Gusby	Perry Longmire	James Reno	Mark Wagner*
Mike Cain	Garry Haggard	Randy Longmire	David Ridings	Tracy Walker*
Richard Cannon	Everett Hanley	Lewis Love	Edward Roach	Joe Watkins
Michael Capps	Randall Hanson	Randy Love	Gary Robertson	Edgar Weaver
Terry Capps	Timothy Hanson	Donnie Lowery	James Rowland	Christopher Webb*
Daniel Carlotta	Paul Hash	Christopher Mabe	Joel Rummage	Dustin Webb
Lester Carver	James Hastie*	Daniel Mace	Jerry Rutherford	Samuel Webb
Mark Carver	Tony Hearon	Christopher Mahoney	Norris Samuel	Daniel Webber
Robert Clark	James Helton	Derek Mathes	Ashley Savage Gilliam	Crendel Wees
George Clevenger	Edward Hibbert	Randy Mathes	Johnathan Sawyer	Michael Welch
Stephen Costner*	Alan Hill	Jim McCarter*	Peter Scanlan	Jeromey White
Ronald Couch	Paul Hinshaw	Tom McConnell	Richard Shackelford	Paul White
Ted Coward	Wesley Hinshaw	Christian McDaniel	Anthony Sharp	Arlene Williams
Wayne Cowden	Luther Holloway	Channing McDonald	Bryan Shirk	Linda Willingham
Olen Cox	Eric Honeycutt	Timothy McNish	Austin Shoffner	William Wilson
Ronald Cox	Veronica Huff*	William Messamore	Malcolm Shoffner	Cecil Woody
Donald Cross*	Randall Huelsman	Randy Miller	Larry Shoopman*	Nikki Woolsey
Kevin Cross	Jason Hughett	Bill Mills	Tami Shultz	Frank Wren
Todd Curnutt	Archie Hurst	Bill Miracle	Sandra Slusser	James Yarber
Jordan Doane	Bill Hutchins	Edward Mitchell	Donna Smith	Sheldon Yeatts
Robert Dykes	Richard Hutsell	Chris Morris	Hubert Smith	Mike Young

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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

September 17, 2018

MEMORANDUM

TO: All Facilities Services Employees
FROM: Dave Irvin, Associate Vice Chancellor
DATE: September 17, 2018
SUBJECT: Facilities Services Department-Wide Meetings

Facilities Services will hold department-wide meetings to discuss actions taken since conducting the SWOT analysis earlier this year, the progress of our task forces, Facilities Services: The Next Generation, and our next steps as a department.

We will hold three separate meetings to accommodate our employees on different shifts.

First & Second Shift Meeting: 3:30 p.m. Thursday, October 4 at Thompson Boling Arena

Bus Schedule:

2:50 p.m. – Facilities Services Complex loading dock area
3:00 p.m. – Conference Center on Locust St.
3:10 p.m. – Southwest corner of James Agee and White Avenue
3:15 p.m. – Student Union Phase I on Philip Fulmer Way
3:20 p.m. – Ag Campus, on Joe Johnson in front of Vet School

The bus schedule is on a very tight timeline so we ask that all those planning to ride the Facilities Services bus are at the above stops a few minutes before pickup times.

Return Service from Thompson Boling Arena will run after the meeting.

Third Shift Meeting: 10 p.m. Monday, October 8 at the Facilities Services Complex

Afterhours parking will be available at the Facilities Services Complex.

Fourth Shift Meeting: 7:30 a.m. Friday, October 5 in the Mary Greer Room at Hodges Library

All three meetings will serve as an open forum for employees to ask questions and provide feedback. If you would like to ask a question or provide feedback before the meeting you can submit it electronically [here](#) or email Dave Irvin directly at irvin@utk.edu. All questions and comments submitted before the meeting will be addressed.

If you have any questions about these meetings, please contact Brooke Krempa at krempa@utk.edu.

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T FACILITIES SERVICES **FIFTH ANNUAL** *Pink Day!*

Facilities Services invites all employees to wear pink in support of Breast Cancer Awareness Month!

Wear **Pink on Wednesday, October 3rd**

Big Orange Friday uniform guidelines apply.

A Bake Sale & Breast Cancer Awareness item sale will also be held to benefit the Susan G. Komen Foundation.

Veronica Huff will host the sales beginning at 8 a.m. in FSC 134.

All proceeds from both sales will be donated to the Susan G. Komen Foundation.

For more information about Pink Day or the sales please contact: Veronica Huff at 974-2391 or Brooke Krempa at 214-7662