

Facilities Services Weekly

November 18, 2019

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

11th Annual Toy Drive

November 11 through December 8, we will be hosting the 11th Annual Toy Drive honoring the memory of Ryan McDonald. Toys collected benefit Helen Ross McNabb and Child & Family of Tennessee. For more information, please see the flyer at the end of this newsletter.

Holiday Celebration

The 2019 Facilities Services Holiday Celebration will be held at the Student Union Ballroom at 12p Friday, December 13. For more information and details for the Third Shift Building Services & Zone Maintenance Holiday Celebration, see the flyer at the end of this newsletter.

ADMINISTRATION

Special Projects:

- The 2019 Facilities Services Holiday Celebration will be held at the Student Union Ballroom at 12p Friday, December 13. Third Shift Building Services & Zone Maintenance Holiday Celebration will be held Tuesday, December 17th at 10p at the Facilities Services Complex.

FACILITIES OPERATIONS

Building Services:

- Dave Irvin sent out Kudos to the entire zone for the hard work and effort that they put into making the buildings look professional and presentable.
- Met with Thelma at Pediatric Language. When asked if there was anything else we could do, she said no, we do an amazing job.
- At Thompson-Boling Arena this week, we have had two basketball games. On Wednesday, we had stocking for basketball.
- At Neyland Stadium, we are handling clean up in certain areas during load in for the Garth Brooks concert on Saturday. We have also had some of our staff driving forklifts for load in, setting up sound equipment for Garth Brooks' press conference today, making sure that the rest of the stadium and Skyboxes are ready for the concert.
- At Allan Jones Aquatic, Friday through Sunday we will hosted swim meets.
- At Mossman, we received a 4.41 inspection report score. We scrubbed the second floor bathrooms after 8 am. The Clorox 360 was used in second floor classrooms, lecture halls, and labs and in the third floor office pods and conference rooms. All glass was cleaned on the first, second, and third floors after 8 am. We shampooed rugs after 8am and mopped the sixth floor labs.
- At Strong Hall, we received a 4.21 inspection report score. We scrubbed the inside of the elevators, shampooed rugs, cleaned and swept the back dock, scrubbed baseboards on floors four through seven, put out ice melt on the walkways, cottage, and bridge for snow, scrubbed bathrooms on the sixth and seventh floor, and shampooed sixth floor conference room.
- At the White Avenue Early Learning Center, we received a 3.58 inspection report score. We scrubbed both bathrooms, shampooed all rugs, scrubbed floor in the closet, and detailed both bathrooms.
- At the Lake Avenue Early Learning Center, we received a 3.96 inspection report score. We mopped the kitchen and classroom floors and blew leaves from walkways.
- At Senter Hall, we scrubbed the breakroom floor.
- In the Haslam Business West Wing, we had furniture removed and carpets cleaned.
- At Haslam Business, we removed all entrance rugs and

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cleaned them.

- On the first floor of Hodges Library, there were three vacant offices detailed and cleaned for new tenants.
- Project glass cleaned at the One Stop of Hodges library.
- Clorox 360 sprayed in multiple buildings on many floors.
- The Ihouse received carpet cleaning on the first floor.
- The auditoriums at Stokely Management were carpet cleaned.
- Carpet cleaning work was done at Greve Hall.
- In Student Union Phase II, first floor terrazzo was scrubbed at ultra high speed with a diamond pad. All rugs were removed and cleaned, Clorox 360 used throughout the building on all floors, and monumental stairs in both Phase I and Phase II were hand scrubbed.
- We serviced and cleaned over 130 events throughout the week.

Landscape Services:

- Garth Brooks Concert: Campus events planning meetings and final cleanup.
- Season flowers beds: Finish planting tulips bulbs (approx. 10,000).
- Leaf removal (cont.).
- Sorority Village: Excavate sediment from stormwater retention pond, wash and replace rock.
- Ellington Plant Science: Review 100% DDs for Pedestrian Mall West Expansion.
- Cumberland Avenue: Meet with the City of Knoxville/contractor to review timeline and tree preservation during project (cont.).
- Student Union II: Resolving issues with irrigation system following walk-through with contractor (cont.).

Turf:

- Prep areas throughout campus for sod replacement.
- Over-seed event lawns with annual rye.
- Finalize irrigation system winterization.

Arboriculture:

- Fall semester Bee Campus meeting.
- Develop tree replacement plan for winter planting (cont.).
- SWOT analysis of campus tree inventory (cont.).
- (Campus wide) Update tree inventory data (cont.).

- Interview candidates for vacant and seasonal positions (on-going).
- Revise/Develop career path for Landscape Services team (cont.).

Lock & Key Services:

- Volunteer Hall/Southern Kitchen – Repair lock.
- Hodges Library – Repair lock.
- Plant Biotech. – Repair exit.
- Siverstein-Luper – Electrical panel keys.
- Art & Architecture – Change combination locks.
- Perkins Hall – Repair/handle.
- Austin Peay – Repair lock.
- Dougherty Engineering – Change locks.
- Min Kao – Repair locks.
- Thompson-Boling Arena – Installing exit devices/locks.
- University Housing - Many repairs and recores.

Sanitation Safety:

- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.

UT Office of Sustainability/Recycling:

Recycling Totals for November 11 to November 17:

- Bottles and Cans: 5,120 lbs.
- Paper: 0 lbs.
- Cardboard: 13,320 lbs.
- Glass: 0 lbs.
- Manure: 0 lbs.
- Compost: 14,218.80 lbs.
- Weekly Totals: 32,659 lbs. / 16.33 tons

Recycling Totals for Fiscal Year 2019:

- Bottles and Cans: 145,620 lbs. / 72.81 tons
- Paper: 109,920 lbs. / 54.96 tons
- Cardboard: 240,820 lbs. / 120.41 tons
- Manure: 81,000 lbs. / 40.50 tons
- Compost: 126,599 lbs. / 351.98 tons
- Fiscal Year Totals: 703,959 lbs. / 640.66 tons

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ZONE MAINTENANCE

Zone 2:

- Answering calls.
- Unlocking doors.
- Working on Archibus equipment sheets.
- Covering louvered doors for winter weather.
- Cleaning cooling towers for HPER, Thornton Athletics, Haslam Music, Temple Hall, and CBT.
- Getting radios reprogrammed again.
- Working on humidity problems at McClung Museum.

Zone 3:

- Hodges Library: In the second floor secondary men's restroom, we removed urinal from wall and snaked out drain line. We calibrated the thermostat in room 131 and re-hung door closer on the second floor at the stairwell. We installed new toilet seat on first floor men's restroom.
- Melrose Hall: We installed a new paper towel dispenser in the third floor break room, replaced two u-bulbs on the fourth floor e-section, and reset a tripped breaker in room 307 e-section.
- Dunford Hall: Factory upgrade preformed on 5 floors of p-tac units.
- Haslam Business: Fourth floor return fan repair, a drain trap was replaced on the first floor, and had an unscheduled power outage to check equipment.
- SMC: Various light repairs, actuator repair in the second floor restroom, and unscheduled power outage to check equipment.

Zone 4:

- Repairing mobile equipment for next game in all dining halls.
- Checking hot water systems all dining halls.
- Repairing tea machine in PCB.
- Rebuilding fryer pump Student Union Phase II.
- Washing mobile equipment coils in Anderson Training.
- Cleaning and painting diffusers in Stokely Hall.
- Replacing ceiling tile in Fred Brown.
- Maintaining drains in all dining halls.

- Checking ovens for proper calibration in all dining halls.
- Checking roofs in all dining halls.

Zone 5:

- At Auxillary Services, we changed filters in the boiler room and checked and replaced lights as needed.
- At Neyland Stadium, we are continuing to change to LED lighting/ We made repairs ahead of Garth Brooks and repaired broken water lines.
- At the Football Complex, we checked and adjusted chemicals in the pools.
- At Allan Jones, we checked and adjusted chemicals in pools.
- Throughout the Zone, we are conducting general building maintenance.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Hesler Greenhouse 4 ridge vent repair.
- Generator logging.
- Compile information for weekly news letter.
- Sorting filter order.

Zone 7:

- At Alumni Memorial, we replaced lights in the cloud, cleaned coils, replaced fan motors in heaters, worked shows, changed over to LED lights in machine room, conducted general maintenance, and inspected for mold.
- At Ferris Hall, we are conducting walkthroughs and inventorying equipment.
- At Perkins, we are conducting walkthroughs, replacing steam traps, servicing air handler units, and inventorying equipment.
- At Nuclear Engineering, we changed the filters in the water fountain, replaced ceiling tiles, cleaned exhaust fans, and we are cleaning out the closets.
- At Jessie Harris, we replaced change over control on heat unit.
- At Senter Hall, we replaced three shutter motors in the green house and replaced the exhaust belt in the machine room.
- At SERF, we fixed door locks, repaired roof drains,

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unclogged heating water lines, assisted steam condensate leak, replaced a diaphragm, conducted walk throughs, unfroze steam lines, and inspected ceiling unit.

- At Min Kao, we are working on heating, lights that are making noise, and changing filters.

Zone 8:

- We will be focusing on roof tops and guttering this week. The snow, rain, and cold temperatures have made most of the leaves fall.
- Our team continues to work on heat related issues in our zone. We will be resolving all of those issues this week.
- We continue to work on Archibus work requests and our routine inspections and repairs.
- Our team will be working on lighting upgrades in Plant Biotech.
- One Call will be responding to calls and assisting with exterior lighting inspections and repairs.

Zone 9:

- We will be working in Sororities and Fraternities making repairs and working on preventative maintenance issues.
- At Middlebrook Pike and Jewel Buildings we are working on lighting upgrades.
- At our daycares, we will be inspecting all of the emergency lighting and the kitchens to assist with compliance issues.
- We continue to work on our Archibus consoles to complete building inspections and make needed repairs.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- The Uniform FAQ is now available on our website! If you have a question about our new uniforms, visit tiny.utk.edu/uniformfaq to find out more!
- The 2020 Volunteer First Impressions Contest is now open! Visit <https://tiny.utk.edu/VFI2020> for more details.
- November 11 through December 8, we will be hosting the 11th Annual Toy Drive honoring the memory of Ryan McDonald. Toys collected benefit Helen Ross McNabb and Child & Family of Tennessee. If you would like to make a donation, please bring unwrapped toys to the collection box that will be placed near the front entrance

of the Facilities Services Complex, 2040 Sutherland Drive. Donations can also be given at all Knox area Ingles grocery stores. All toys must be donated by December 9. For more information, please contact Roger McDonald at 705-9994 or jmcdona3@utk.edu.

- You can find the recent issue of The Facilitator by visiting: <https://fs.utk.edu/facilitator>.
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.
- Help us 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.

IT Support & Maintenance:

- Archibus upgrade from version 21.2 to 24.1 - The Facilities Services IT team is working with the Office of Information Technology to coordinate the upgrade of the Archibus software from version 21.2 to version 24.1. The new version of Archibus will bring new functionality and enhancements designed to improve user experience and to help further leverage the resources of the FS department.
- Upgrade computers at the Facilities Services Complex computer lab (Room 122) - New computers are being purchased to upgrade the technology at the computer lab. These computers are used to provide training to our personnel, so this will facilitate the ongoing professional development of our workforce. Installation of these new computers is now underway.
- Archibus Energy management module - The IT group is working with KUB to find an automated method of importing energy utilization data into the Archibus system with the goals of streamlining the processing of utility bills, tracking utility data to identify trends, and aiding in the development of energy saving strategies.
- Visit to the UT Fabrication Lab - The Facilities Services IT group plans to tour the UT Fabrication Lab, which has several 3D printers, a CNC router, a water-jet cutter, and other interesting equipment (including some robotics) to explore how that equipment might be useful in assisting the Facilities Services mission.
- Upgrades to Windows 10 - Microsoft is scheduled to discontinue support for Windows 7 in January 2020 (software end of life). The IT group is working to

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- update all Windows 7 installations to Windows 10 to maintain the security of FS computers. Only a small number of Windows 7 installations are left.
- FS Website updates - The IT and Communication groups are working to update the FS department website. Watch for new content as we move towards our FS 2.0 website.
- We have conducted new computer setup in the FSC Training Lab, scanner/printer installations, new sign plotter set up assistance, carryover purchasing, wireless access points discussions, equipment purchases, and keyboard mouse replacements.

Employee Training & Development:

Upcoming Training:

- FERPA training and IT Security Awareness training are available through November 30 in K@TE. Please visit www.fs.utk.edu/training to complete these courses.
- The final sessions of FS Leadership Academy will be held this Wednesday, November 20 at 9:00a and 1:00p in FSC 102.
- We will host RCRA and SPCC Training on November 19, 21, and 22 for those who are required to attend.

Training News:

- We would like to welcome Rob Moyer as our new Training Specialist. If you see him around, say hello and make him feel like a welcome member of Facilities Services!

UTILITIES SERVICES

Air Conditioning Services:

- Continued working at Mossman to correct issues.
- Installed controls for new fan coil units at Student Services.
- Continued installation of controls for the new variable volume boxes at the Conference Center.
- Checking and repairing heating controls in various buildings on campus.
- Assisted in restarting equipment during the week after various events.
- Repaired multiple environmental growth chambers in Hesler Biology.
- Repaired heat bundle in Min Kao Building.

- Repairs on 626 cold room in SERF.
- Repaired Aaon unit in Culinary.
- Repairs on boiler in Visitor Center.
- Repaired seam valve unit on a unit at Jessie Harris Building.
- Repaired gas issue at White Hall.
- Repairs on air compressor in progress at Blount Hall.
- Repairs on vacuum system in progress at Melrose Title IX.

Electrical Services:

Security/Fire Alarm:

- Security installed new readers at Ayres Hall and South College along with daily work orders.
- Fire Alarm assisted in yearly fire alarm inspections at the softball stadium.
- Fire Alarm trouble shot alarm troubles at Dougherty Engineering.
- Fire Alarm disabled alarm at Frieson Black Cultural Center and Vet Hospital for contractors.
- Fire Alarm installed batteries at Fred Brown and Stokely.
- Fire Alarm responded to alarms at 1844 Fraternity Park, UT Conference Center, Student Union, and Neyland Stadium.
- Fire Alarm set up generator at Humanities.
- Fire Alarm performed monthly pump test with MASCO.
- Fire Alarm repaired alarm trouble at Sorority Village and the Fraternity Houses.
- Worked Garth Brooks sound check Friday.
- Worked Garth Brooks concert Saturday.
- Wayne and Chris responded to call back Sunday for Hodges Library at the Melrose entrance.

High Voltage:

- Set power for portable toilets at concert for Humanities.
- Prep work at Neyland for the Garth Brooks concert.
- Unscheduled outage on circuits 1,2,3, and 4.
- Night shift checked and worked on lights and fire alarms.
- Worked the Garth Brooks concert Saturday at Neyland.

Secondary Electrical:

- HVAC Controls on Emergency power at Kingston Pike Building.
- Install basin heaters at Andy Hot Tower chiller building.

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- Heat tap installation at Brenda Lawson.
- Lutron support at Brenda Lawson.
- Exhaust motor repairs at Massey Hall.
- Grounds trailer behind Steam.
- Electrical Support for Alpha Tau Omega.
- Emergency power support for Sherrie Lee Stadium.
- Campus Event support.
- Command post 5th floor – UTPD UPS out of service at Neyland Stadium.

Plumbing Shop:

- Installed bottle filler at Vet school.
- Drains backed up in bathroom at Tom Black
- Drains stopped up in Taylor Law.
- 3 bay sink stopped up in Fred Brown.
- Water leaking through ceiling in Mossman.
- Capping water lines below floor at McCord Hall.
- Replace broken drain in road at Hesler.
- Repaired two leaks at 2630 Sorority Village.
- Leak in ceiling in room 20 at Carrick Hall.
- Sewer backing up 1st floor at Law College.
- Roof drain stopped up at Temple Hall.
- Leak on 5th floor at Dabney-Buehler Hall.
- Installed sinks for paint shop.
- Repaired Leslie at Communications.
- Installed 2 ice makers at Conference Center.
- Installed 1-1/2 PRV in machine room.
- Repaired water leaks due to cold weather at Neyland Stadium.
- Drains stopped up at Student Union.
- Repaired leaks at Neyland for concert.
- Garth Brooks concert support at Neyland.
- Routine maintenance IRG meters and gate valves.
- Repaired gas valve at Smokey's University Center.
- Repaired water line at Greenhouse 16.
- Installed plaster trap at Facilities Services Complex.
- Camera storm drain at Tom Black Track.
- Repaired water leak at chillers at Conference Center and Haslam Music Center.
- Checked on leaks at Sorority Village.

Steam Plant:

- Brought down the number 3 boiler to repair leak on low

- water cut out float assembly.
- Fabricated step for #2 and #3 boiler header valve.
- Installed insulation on new recirculation line going to condensate header.
- Test ran 2 MW generator.
- Worked on polisher pumps to troubleshoot pressure issues. Added set screws to coupling.
- Cleaned and inspected Quincy air compressor.
- Worked with vendor tuning boilers.
- Worked on new condensate pump VFD controls.
- Worked on logic for fuel oil transfer on #2 and #3 boiler.
- Worked on turning DA control valve.
- Worked on #5 boiler EYE HYE.

CONSTRUCTION SERVICES

- Andy Holt Tower: Replace tile floor in P2 elevator lobby; Paint 4th floor lobby; Paint 609 and 611.
- Art & Architecture: Modify office 229; Install receptacle in Gallery; Venting for laser cutter.
- Austin Peay: Carpet 125.
- Bailey Education: Room darkening shades 502 C & D; Signage for 5th floor.
- Biosystems Lab Building: Renovate classrooms 199A and 199B.
- Campus: Window replacements Perkins Hall; Eyewash replacements in several labs; Security locking for classrooms; Install curb ramp on Circle Drive; Install license plate cameras; Sidewalk grinding at various locations.
- Clarence Brown Theatre: Replace drinking fountain with drinking fountain with bottle filler; Provide emergency locking for assembly spaces.
- Claxton Education: Paint 224, 339 and 341; Light outside of 452 and 453.
- Communications: ADA opener on door near Dean's office; Paint carpet, etc., 48, 52A, 52B, 61, 62; Connect old generator to UPS on 1st floor; Water bottle fillers on 1st and 4th floors; Replace dimmer control in studio 46; Paint 107J and 107S; Signage for 91 and 107; Add receptacles to 53; Projectors and screens in 310 and 321; Install bird deterrent system on Circle Park side.
- Conference Center Building: Paint and carpet in 2nd floor suites 209, 215, 224, 230, 231; Renovation of basement for RMC.

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- Cumberland Avenue Food Court: Add key switch to fire door.
- Dabney Buehler: Repair acid drains; Renovate lab 674
- Delta Tau Delta: Replace louvers in doors.
- Dougherty Engineering: Paint 210; Plumbing for M016; Carpet 502; New door 418 and 436; Carpet 227, 319, 321 and 322; Carpet and paint 208.
- Dunford Hall: LVT in 2nd floor common spaces; Replace door 2423; New shades on 2nd floor; Panic button for 2423 and 1st floor; Paint and carpet cleaning 2330 and 2331.
- Early Learning Center: Remove tire mulch from playground (Lake Ave.).
- Fab Lab (Jewel Building): Replace glass store front; Install ceiling fan in studio area; Install exterior lighting and camera inside.
- Ferris Hall: Renovate 207; Repair door lock 205.
- Food Science: Receptacle for equipment 102.
- Fred Brown Residence Hall: Move thermostat for 144.
- Greve Hall: Paint 240, 241, 242.
- Haslam Business: Make an office in 515; Change door and lock in 436; Divide 329 and 330 into 3 offices; Paint 606, 620, 621 and corridor; Replace counter top in Einstein's; Add receptacle 605.
- Hodges Library: All Restrooms-wall protectors at hand dryers, cover towel receptacle; Patch and paint 309; Paint and carpet 517.
- Hoskins Library: Access controls 200.
- HPER: Divide room 136C; Install kayak hanging system 019; Paint 376.
- Jessie Harris: Extend 209 & 242 into storage rooms; Paint, carpet and lighting in several rooms; Paint and blinds 332.
- JIAM: Hook up gas line 127; Rekey door locks 153.
- Lindsey Nelson Stadium: Add curbs around bull pen; New staircase on right field line.
- Magnolia Hall: B047 power and data for time clock.
- McClung Museum: Remove wall and renovate 64B; Additional cabinets in 64; Replace doors 6, 7, stairwell; Paint floor 68
- McClung Tower: Carpet 917 and 920.
- McCord Hall: Remove casework and utilities in 111, 112A and 113.
- Melrose Hall: Renovations to rooms on 1st floor E and F; Plaster repair and paint G-411.
- Middlebrook Building: paint several areas; First floor- new wall board, paint and carpet.
- Morgan Hall: Renovations per POCA; Paint and carpet 302I and 314B; Renovate suite 103.
- Mossman Building: Electronic door lock override switches; Replace door to 131A; New sign for 202.
- Nielsen Physics: Tuck point parapet wall; Replace spline ceilings on 6th floor.
- Nursing Building: Remove wall 240A; Paint 237 and 329.
- Perkins Hall: Renovate 122 and 124.
- Pratt Pavilion: Convert men's restroom to women's.
- Sigma Chi Fraternity: Install sink, toilet and fire alarm device.
- SMC: Carpet and paint 304, 314, 607, 617, 618; Paint and electric 436; Paint 301 and 330; Paint and carpet 209, 211, 217.
- SERF: Snorkel 320; Receptacle and cooling water for growth chamber 335; New receptacle 503.
- Strong Hall: Replace door lock switches.
- Student Aquatic Center: Seal cracks over equipment room.
- Student Services; Signage for 209.
- Student Union: Signs for various areas; Lights and painting in Vol Shop; Emergency locking; Shelving in 107 K and J.
- Thompson-Boling Arena: Corrections to fire doors; Add receptacles to 108 and 212; Remove yellow lines near locker rooms; New vanity in head coach's bathroom.
- Tom Black Track: Add water line at main gate; Raise drain to ground level.
- TREC: Renovate studio 8/10; Add door to 204; Replace carpet with artificial turf 222; Refinish wood floors; Replace damaged floor tile in corridors; Install projector and screen 010.
- UT Drive Building A: Remove temporary walls and add receptacles in old cabinet shop.
- Vol Hall: Replace brick at patio.
- Vol Shop Cumberland: Install door between Vol Shop and Restaurants.

THE • COMMENT • BOX

Responses on Page 8

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The following comments/questions were submitted to the FS comment boxes. Below each comment/question is the response from Associate Vice Chancellor Dave Irvin.

If you have a question about one of Dave's responses, please email him at irvin@utk.edu.

Comment: Would it ever be possible to have a day where facilities employees could bring their kids to work and show them around and let them see what the jobs are all about? Almost every school has a "job shadow" or "career day", where the children are allowed to go to work with their parents and report back to school about the job. I know that could be a big liability, so if that isn't possible would it be feasible to allow spouses and children to attend one of our several yearly picnics? Lots of places of employment offer inclusion for families of employees at functions like holiday parties. Even just one time per year would be fun.

Response: *I know families of our team make sacrifices for our team and University-particularly during this time of year and football season. I like the idea of some type of event to recognize that and also showcase how much they are part of what we do. As you note having children shadow us could be a liability for some of our jobs and there are State constraints about what we can do in these regards. Let us consider what might be possible.*

Comment: How is it that certain people

have so much say about things that have literally nothing to do with their job? We have more than one department in the Facilities Complex, so how is it that one person can just complain about a bunch of little things that don't matter, then get their way? We have interior decorators here and people with different aesthetic tastes, yet one person gets to decide that their wants and opinion matter more than anyone else's. For the life of me, I can't fathom why anyone would take this person seriously, yet somehow they have a lot of pull around here. It's insanity.

Response: *Your comment is very broad and I'm not sure what area or subject you are referencing. That makes it very difficult to respond. We try to involve a wide variety of our team when we consider options and plans. That said, sometimes the final decision must be made by a particular Director or Supervisor. I'd be glad to examine further if you wish to provide more specifics about your particular concerns or if you wish to meet with me to discuss.*

Comment: I'm grateful that we have a bicycle rack at our building and wondered if it would be possible to add a roof/cover to it to help protect the bicycles from the weather. I'd like to leave a bicycle there overnight so that I could use it to travel to campus and the added weather protection would make that more feasible. – Shawn Benson

Response: *Thank you for doing your part for increased Sustainability! I'm not sure how/when we might be able to fund a cover over*

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the bike rack. However, we can take a look to see what it might entail.

Comment: I have heard from two co-workers in the past that they had food stolen out of one of the community refrigerators at Facilities Services. Today it happened to me for the first time. This happened with food I brought in this morning, not something left in the fridge for any time. It was definitely someone in FS on first shift that committed the theft. What can we do about this problem?

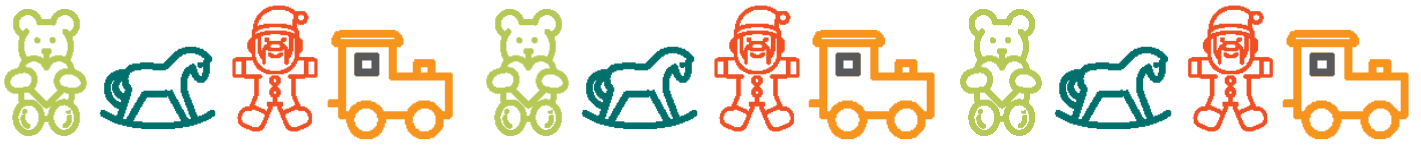
Response: *Facilities Services is a family so it's unfortunate and very disappointing we have a thief in our midst. We need to trust each other and this makes it difficult. It's hard to monitor and catch someone stealing. Obviously, if we are able to catch someone, they will be dealt with very harshly. In the meantime, I'd label my food and be vigilant. I know that is not very satisfactory- hopefully, the thief will stop if they know people are watching.*

T FACILITIES SERVICES Employee Comment Box Locations:

- 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
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.



To suggest an additional box location, or for more information, please contact Sam Ledford at sjones80@utk.edu.



11th Annual



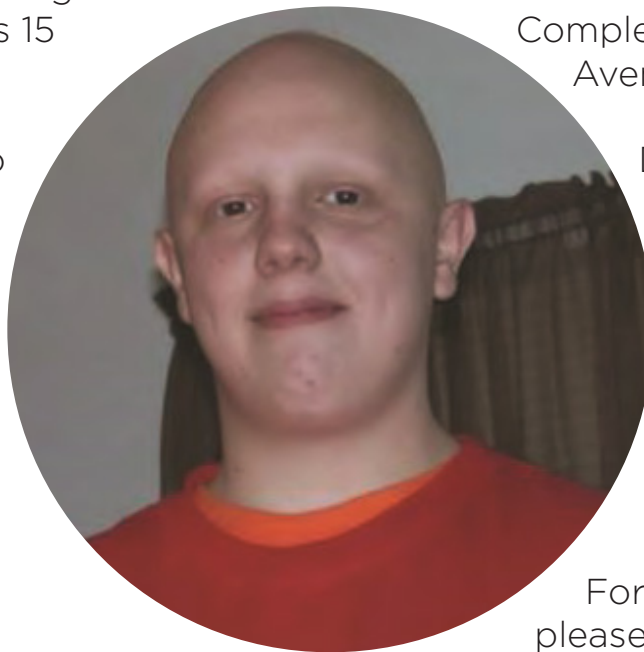
Toy Drive

The 11th annual toy drive honoring the memory of Ryan McDonald will be held November 11 to December 8. Ryan was killed tragically during a shooting at Central High School in 2008 when he was 15 years old.

If you would like to make a donation, please bring unwrapped new toys to the collection box that will be placed near the front entrance of the Facilities Services Complex, 2040 Sutherland Avenue.

The toy drive aims to inspire hope for area children dealing with difficult times during the holiday season.

To honor Ryan's memory, as well as his aspirations to become a children's counselor, toys are collected by Roger McDonald every year in his nephew's name.



Donations can also be given at all Knox area Ingles grocery stores including locations in Powell, Karns, Halls, Farragut, and Merchants Drive. All toys must be donated by December 9.

For more information, please contact Roger McDonald at 705-9994 or jmcdona3@utk.edu.

The toy drive benefits Helen Ross McNabb and Child & Family of Tennessee.



Eat, Drink

and be

Merry

**PLEASE JOIN US FOR
A HOLIDAY CELEBRATION**

**FRIDAY
DECEMBER 13
12:00 NOON**

**STUDENT
UNION
BALLROOM 272**

Lunch, door prizes, and zero waste!

**For more information please contact
Veronica at 974-2391 or vhuff@utk.edu**

Third Shift Building Services & Zone Maintenance Holiday Celebration will be held Tuesday, December 17th at 10PM at the Facilities Services Complex (Rooms 101 & 102). Flyer coming soon.