

Facilities Services Weekly

February 17, 2020

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

**THE BIG
ORANGE** Family
CAMPAIGN

February 10 to March 6

See the last page of this newsletter for more information about the campaign, our department team leads & available funds.

Mobile Mammography at UT -

UT Medical Breast Health Outreach Program will have its Mobile Mammography Unit at Circle Park this Friday, February 21. Schedule your appointment today by calling 865-305-9753!

Bullying in Higher Education: Keynote & Workshops -

UTK faculty, staff and students are invited to attend Dr. Leah Hollis's keynote on bullying and incivility in higher education on Friday, March 6 at 3p. Dr. Hollis will also facilitate several workshops focusing on these issues. Please see the flyer at the end of this newsletter for more details!

Helpful Hint From the Haberdasher, Jim Tolbert -

A quick reminder this week! Please DO NOT turn in your old uniform until you have ALL of your new uniforms and they ALL fit correctly.

Luggage Donations Accepted Through February 28th!

If you're spring cleaning and looking to get rid of some extra luggage, please consider cleaning it up and bringing it in to be donated to a local foster care agency!

If you have luggage that you'd like to donate, you can drop it off with Veronica or Sam. Donations will be delivered directly to DCS.

2020 TNAPPA Conference

This year's TNAPPA conference, hosted by Austin Peay State University, is now open for attendee registration. The conference will be held May 18 & 19 in Clarksville, TN. For more information, please visit <https://tiny.utk.edu/TNAPPA> or <https://tiny.utk.edu/APTNAPPA>. To register for the conference, please contact Rebecca Alcorn at ralcorn@utk.edu.

FACILITIES OPERATIONS

Building Services:

- At Andy Holt Tower, we cleaned the carpet in room 622 and treated the entire building with the Clorox 360

machine.

- At Student Services and Communications, we scrubbed the floors throughout the buildings.
- At Bailey Education, we cleaned the carpet in room 516.
- At Alumni Memorial, we treated the entire building with

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- the Clorox 360 machine.
- At Claxton Education, we treated with the Clorox 360 machine and scrubbed the floors
- At the Law College, we treated the second and third floor with the Clorox 360.
- At Facilities Services, JIAM and the Kingston Pike building, we treated throughout with the Clorox 360 machine to further ensure the reduction of germs.
- At Plant Biotech, we scrubbed the tile in the hallways.
- At CCB, we conducted hard floor scrubbing.
- At Min Kao, we cleaned the carpets on the fourth floor.
- At Perkins Hall, we treated with the Clorox 360 throughout.
- At Austin Peay, we cleaned the carpet in 203 and 301.
- At Nielson Physics, we cleaned the carpet in room 108.
- At Hesler, we stripped and waxed room 106.
- We stripped, waxed and scrubbed the floors in multiple rooms in Dabney Buehler.
- We cleaned the carpets in rooms in Nielson Physics, SERF, Nuclear Engineering, and Walter's Academic.
- At Burchfiel Geography, we burnished floors on the first and fourth floor.
- JARTU: Pavement repairs following installation of drainage swale near front parking lot.
- Ag Campus: Pavement repair following water main repair.
- Kingston Pike Building: Pavement repair following electrical service main upgrades.
- Sorority Village: Excavate sediment from storm water detention pond, wash and replace rock (on hold for dry weather).
- Cumberland Avenue: Meet w/ 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:

- Assisting with bio-swale clean-up.
- Detail remaining leaf removal.
- Review bids for irrigation and landscape improvements at Hoskins Library and Melrose Ave.

Arboriculture:

- Pedestrian Mall West Expansion: Installation of tree protection fencing by UT Arboriculture.
- Arbor Day event planning.
- Order tree replacement plan for winter planting.
- SWOT analysis of campus tree inventory (cont.).
- (Campus wide) Update tree inventory data (cont.).
- Interview candidates for vacant and seasonal positions (on-going).
- Compare career path and apprenticeship program for Landscape Services team.
- SEC Landscape Conference: Prepare media for presentation.

Lock & Key Services:

- Fleet Management – Removed door locks.
- Sigma Nu – Change codes on doors.
- Food Safety & Processing – Check locks.
- Student Services – Cubicle lock and new keys for desk.
- Vet. Med. – Key broke in lock.
- Sigma Phi Epsilon – Outside storage closets replace latches, change codes and rekey locks.
- Auxiliary Services – Rekey area.

Landscape Services:

- Focus on weed control due to early warm weather and heavy rain activity.
- Prune back ornamental grasses and evergreen plantings as needed.
- Mulch application for spring season (cont.).
- Hoskins Library: Irrigation and landscape improvements (begin).
- Melrose Avenue: Landscape irrigation improvements (begin).
- Pat Head-Summitt St: Provide excavation support to Electric Shop w/ underground electric upgrades.
- Volunteer Blvd: Plant removal and replacement project to correct line-of-sight safety issues (cont.).
- McCord Hall/River Drive: Installation of topsoil adjacent to new sidewalk (on hold for dry weather).
- Concord Property: Pavement repairs following water line installation.
- Concord Property: Clear vegetation from property perimeter fence.

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FS OPERATIONS CONTINUED:

- University Housing – Many recores and repairs.

Sanitation Safety:

- Our abatement team is overseeing the clean up and dry out projects of recent flooding issues attributed to various plumbing problems in JIAM, the UT Conference Center and the Alumni Memorial Building.
- We have been conducting mold remediation as a result of equipment failure at Frieson Black Cultural Center.
- 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 February 10 to February 16:

- Bottles/Cans: 6,920 lbs.
- Paper: 8,320 lbs.
- Cardboard: 25,240 lbs.
- Manure: 12,000 lbs.
- Compost: 18,457.40 lbs.
- Total: 70,937 lbs./35.47 tons

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 246,220 lbs./123.11 tons
- Paper: 220,740 lbs./110.37 tons
- Cardboard: 407,040 lbs./203.52 tons
- Manure: 309,000 lbs./154.50 tons
- Compost: 300,208 lbs./150.10 tons
- Total: 1,483,208 lbs./741.60 tons

ZONE MAINTENANCE

Zone 1:

- Staying caught up on work orders.
- Many of the residence halls are drying out from all the rain. Eskola is repairing several issues.
- We are starting to have the guys turn in their lists for the end of the year turn over.

Zone 2:

- Answering calls.
- Unlocking doors.
- Working on PMs.
- Working on roof leaks.

Zone 4:

- We are working on PMs, checking all drains for proper operation, replacing stained ceiling tiles, checking roofs and drains and checking all air handlers for proper operation in all dining halls.
- In Student Union Phase I, we are repairing a fryer.
- At Volunteer Hall, we are repairing the water filtration system.
- At Stokely Hall, we are repairing a pot washer.
- In PCB, we are repairing the pizza oven.
- At Neyland Stadium, we are installing equipment for surplus.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Equipment inventory project.
- Generator logging.
- Compiling information for the weekly newsletter.
- Nielsen Physics, Hesler and Dabney roof repairs and coordinating contractor proposal.
- At Mossman, we are evaluating leaks and coordinating the repair proposal. We are also inventorying equipment.
- At Dabney Buehler and Mossman, we are working on stage filters for replacement project.
- Continuing the LED lighting project.

Zone 7:

- At Alumni Memorial Building, we are conducting general maintenance and processing PMs on AHU 2, 3, 8 and 6. We changed one light in the cloud room 204 and conducted a Holi Show walk through.
- At Jessie Harris, we cleaned out the elevator track, conducted a mold check, changed belts, greased bearings and changed filters.
- At Senter Hall, we have been looking for a roof leak with roofer, mold check, changing belts and greasing bearings.
- At Fibers and Composites, we cleaned out the elevator track and conducted a mold check.
- At Dougherty Engineering, we helped distribute supplies, reset breakers and took care of water leaks. We are making repairs as needed.
- At Min Kao, we are working on lights, working on air

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ZONE MAINTENANCE CONTINUED:

handler louvers, patching some walls and working on restrooms.

- At Ferris Hall, we are conducting daily and weekly walk throughs. We repaired the door latch to room 411 and we serviced fan coil units.
- At Perkins Hall, we are conducting daily and weekly walk throughs. We replaced door closer 124 and replaced steam traps.
- At SERF, we are conducting general maintenance, changing HEF belts and changing wall heater filters. We greased bearings, laid floor tiles, assisted the zone, moved hydrogen tanks, replaced bulbs, made a fume hood light sensor adjustment, assisted the Plumbing Shop with a steam leak, reset breakers, cleaned, replaced ceiling tiles, adjusted the building's nitrogen pressure and compiled the building equipment list.
- At Nuclear Engineering, we conducted mold checks, cleaned drains and fixed a faucet.

Zone 8:

- We will continue to assist with damage repairs at JIAM after a lab water accident last week.
- We will troubleshoot problems with and repair/replace a large fan at the Garden Pavilion in the UT Gardens.
- Our LED upgrades continue at Plant Biotech and CRC Material Science.
- One-Call will continue to focus on after hours calls and assist in any way possible.

Zone 9:

- We continue to locate roof leaks for repair, including one at the awning on the front of the Jewel Building.
- The Lake Avenue Daycares continue to require a great amount of focus and attention.
- LED lighting upgrades will continue at Middlebrook Pike building.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- UT Knoxville has many TRULY incredible employees who don't often get the praise they deserve, both within Facilities Services and outside of the department. We want to change that, but we need your help to do it. We'd LOVE to see your photos and videos of others around you who are working hard to make UT better

every single day. Starting today, if you see someone going above and beyond the call of duty or want to give a shout out to a fellow employee who works hard with little recognition, share it publicly on social media with the hashtag #NoteworthyUT. When we see it, we will share it from our Facilities Services pages so others can see what a great group of people we have here on campus. You can also send any shout outs directly to me, Sam Ledford, at sjones80@utk.edu or text them to me at 865-297-3027. Don't have social media or a smart phone? Drop your noteworthy praises in a comment box, and we'll post them to social media for you! This "Praise" can be for other employees in your unit, supervisors outside your unit, UT employees in other departments, the Chancellor or anyone in between. Because our people are on campus every single day interacting with students, staff and faculty, we have the ability to impact our campus for the greater good by shining a little light on the faces behind the facilities. Our hope is that this hashtag and the sharing of these praises will encourage our team and those around us to engage with each other and understand how we all work together to support the University. Can't wait to see your photos and videos, and we are excited to share your stories.

- The Facilities Services website has been updated to reflect the recent FS 2.0 organizational changes to the department. Please check out the new look and content. If you see information for your unit that you feel should be updated, please contact Tim Baker (baker41@utk.edu).
- You can find the most 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.

Employee Training & Development:

Upcoming Training:

- We are organizing CPR/AED; First Aid; and Stop the Bleed training courses. EHS will be providing the training on CPR/AED and First Aid and we will be bringing the group from UPMC back to do their excellent Stop the

COMM & INFO CONTINUED ON PAGE 5

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COMM & INFO CONTINUED:

Bleed training. Please let Rebecca Alcorn (ralcorn@utk.edu) know who from your team is interested in attending any or all of these sessions.

- Your 2020 OSHA Training can be accessed at any time at <https://tennessee.csod.com/samldefault.aspx>. Sign in with your NetID and password. Then, click on "Your Transcript" and "Launch" to load the training. Remember that this training is available throughout the year and can be completed at any time. Please contact the Training Unit with any questions you may have.

Training News:

- We have six new employees in New Employee Orientation this week! If you see one of our NEs around, say hello and make them feel like a welcome member of the Facilities Services Family!

IT Support and Maintenance:

- We are excited to let you know that some big changes are coming to Archibus! Several screens will change and additional functionality will be added to improve your user experience. The long-awaited mobile version of Archibus will also be released as part of this roll-out, and we can't wait for you to try it out. The new features will help to streamline several processes here in Facilities Services while giving you easier access to Archibus in the palm of your hand. All Work Teams will receive training on the new version of Archibus to help you get the most out of the improvements. Rebecca will be contacting you with scheduled sessions specific to your role prior to the official roll-out. We want to be sure that you feel confident with the changes and are ready to enjoy all of the added benefits and adaptations.
- New computer setup and installations.
- Laptop upgrades.
- New printer installations.
- Monitor upgrades.
- Email troubleshooting.
- Device classification.
- NetReg management.
- Training and training class assistance.
- Inventory paperwork.

UTILITIES SERVICES

Air Conditioning Services:

- UT services (old Carpenter Shop) – Installed complete new system for cooling of shop.
- Greve Hall – Repaired multiple PTAC units for building.
- Walters Academic – Continued work on chillers and repaired leaking valve coil.
- Chi Omega – Repairs on various units.
- Student Health – Repaired unit for cooling of elevator mech room.
- Hesler – Began installation of new compressors on various EGC.
- Repaired controller for building heat at Student Health.
- Installing new temperature controls for the Vivarium at Mossman.
- Adjusted the indoor pool temperature at HPER.
- Repaired thermostat for room 127M at Kingston Pike Building.
- Programmed and installed the new main controller at Carrick Hall.
- Adjusted Air Handler Controls on P1, P2 and P3 at Mossman.

Electrical Services:

Security/Fire Alarm:

- The security group installed new readers at Student Union Phase II.
- Assisted Construction Services at the Jewel Building on the new store front door and answered on campus security calls.
- The fire alarm group disabled fire alarms at the Vet School and Anderson Training for contractors, assisted MASCO with pump test and five year inspections and assisted Johnson Controls at Laurel Hall on fire panel troubles.
- The fire alarm group assisted Johnson Controls in fixing the deficiencies at some dorms and the baseball stadium, responded to fire alarm calls on campus.
- Both groups worked fire watch for events at TBA.

High Voltage:

- Daily 1-800 markings.
- Night Shift worked on lighting and answered Fire Alarm

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UTILITIES SERVICES CONTINUED:

- calls.
- Worked on lighting problem at G-11 Garage. Level 1 ramp, up to level 2.
- Reported of the metal lid that cover box was inside electrical box at UT Conf. Center. Removed the lid (inside the box) and installed new thicker and larger lid over the box and bolted it down.
- Worked on Frat. Park side walk pole lights. Several were out. Installed new LED style heads on the poles.
- Assisted A/C Shop with boom truck on two jobs. First, at the old Facilities Services. We lifted and removed the old unit and then lifted the new one into place. Secondly, at Hesler, we removed the motor from the A/C unit on the lower roof and lifted the new one back up.
- We placed one of our light towers on Melrose Ave. at Hope Cote. KUB's roadway lights were out of service. We placed the light tower in the grass just off the sidewalk to light the sidewalk and the road for safety. They turn on before dark and run until the next morning. KUB has installed overhead lines to the poles temporarily. They are checking the problem of the underground piping and wires.
- We finished up work on the flag pole at the Middlebrook Pike building. We moved it closer and installed a light on a new and taller stand. The other stand was too far away.
- There was a reported tripped breaker at the Paint Shop on the Ag Campus along the creek. The main breaker feeding the shed was tripped. We checked it out and were able to reset it.
- We checked and pumped Electrical manhole vaults after all of the rain.

Plumbing Services:

- At Lindsey Nelson Baseball Stadium, there was no hot water in coach's shower.
- At the Sherri Parker Lee Softball Stadium, a gutter was hit by a ball. We made a temporary repair.
- At Hodges, work continued on storm drain.
- At SERF, we hooked up new equipment to water and drain.
- At Anderson Training, we fixed the sink.

Steam Plant:

- Ran new circuit for cameras.
- Installed new wiring on hoist.
- Worked on lighting in high voltage room.

- Continue to work on phase 2 of blow down line.
- Replaced door closer.
- Cleaned up high voltage rooms.
- Repaired leak on blow down station.
- Swapped on line boilers.

CONSTRUCTION SERVICES

- Anderson Training Center: New flooring, paint, and utilities for new tubs.
- Andy Holt Tower: Replace tile floor in P2 elevator lobby; Paint 4th floor lobby; Add receptacle to 604.
- Art & Architecture: New counter tops in 1st floor restroom; Repair pedestrian bridge; Repair carpet in 224.
- Auxiliary Services: Disconnect plate processor, new tile under machine, new electric service 115B.
- Ayers Hall: Water bottle filling station.
- Bailey Education: Signage for 5th floor.
- Biosystems Lab Building: Renovate classrooms 199A and 199B.
- Burchfiel Geography: Remove sink and cabinets, patch surfaces 305; Add receptacle for monitor 406.
- Boathouse: Remove bridge.
- Brenda Lawson: Electrical engineering for broadcasting equipment G003.
- Campus: Window replacements- Perkins Hall; Eyewash replacements in several labs; Security locking for classrooms; Install license plate cameras; Repair damages from auto accident near Art and Architecture Building; LED lighting upgrades to outside lights; Replace University Seals.
- Clarence Brown Theatre: Provide emergency locking for assembly spaces.
- Claxton Education: Paint 231.
- Communications: ADA opener on door near Dean's office; Paint 107J and 107S; Signage for 91 and 107; Add receptacles to 53; Paint 421.
- Conference Center Building: Paint and carpet in 2nd floor suites 209, 215, 224, 230, 231; Replace designs in carpet on 4th floor; Patch and paint 311F; Communication Room ground bars, lighting, emergency power circuits, door access control; Water bottle filling station.

CONSTRUCTION CONTINUED ON PAGE 7

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CONSTRUCTION SERVICES CONTINUED:

- Dabney Buehler: Repair acid drains; Renovate lab 674 (casework, utilities and floor); Add receptacle in 341; Receptacle for refrigerator 353; Paint, clean floors and receptacle 302 and 304.
- Dougherty Engineering: Paint 210; Carpet and paint 208 and 508; Renovate 420 for breakroom.
- Dunford Hall: Replace door 2423; New shades on 2nd floor; Panic button for 2423 and 1st floor; Paint and carpet 4th floor corridor; Paint and carpet 2429; Paint and carpet 2331, 2332, 2333, 2424, 2425 and other misc. work.
- Early Learning Center: Remove tire mulch from playground (Lake Ave.); Additions to playgrounds at White and Lake Avenues; Repairs around amphitheater (Lake Ave.).
- Fab Lab (Jewel Building): Replace glass with frosted glass and security film in store front; Install exterior lighting and camera.
- Fleet Management: Renovate room for key boxes.
- Food Science Building: Electric work 306; Paint orange in 4 areas.
- Goodfriend Tennis: Pour pad for bike racks.
- Greve Hall: Paint 240, 241, 242; Box in column and paint 612, 613, 633; Hanging rods for G006A.
- Haslam Business: Divide 329 and 330 into 3 offices; Paint main corridor on 6th floor.
- Hodges Library: Patch and paint 297C, 299C, 299E, 309; Install window in door 235B; Install cyclorama, curtain system and additional electric in room 170.
- Hoskins Library: Access controls 200; Paint and carpet for 110C.
- HPER: Paint 376.
- Jessie Harris: Paint 102B, 102C, 102D, 102D1, 102E; Paint and blinds 332.
- JIAM: Electrical modifications for 135 and 150; Replace helium recovery system; Connect vacuum pump to exhaust and add nitrogen to fume hoods 113; Mechanical analysis to determine capacities to add more fume hoods; Electric work and chilled water G026.
- Lindsey Nelson Stadium: Corrections for SFMO.
- McClung Museum: Replace doors 6, 7, stairwell; New doors on 64.
- McClung Tower: Carpet 917 and 920; LVT in 1115; Paint and carpet 606A, 704, 709.
- McCord Hall: Remove wall separating 110 and 110A; Paint 110, 111, 112A and 113; Roller shades for 110, 111, 111A, 112A and 113; Ceiling work in 111A.
- Melrose Hall: Renovations to rooms on 1st floor E and F; Plaster repair and paint G-411.
- Morgan Hall: Renovations per POCA; Paint and carpet 302I and 314B; Renovate suite 103; corridor painting; Carpet, paint, wall repairs 325.
- Mossman Building: Electronic door lock override switches.
- Nielsen Physics: Replace spline ceilings on 6th floor.
- Nursing Building: Paint 237 and 329.
- Perkins Hall: Renovate 122 and 124; Add hanging and wall receptacles for new benches B058; Replace card access with standard locking 324.
- Plant Biotech: Paint 111; Electric circuit for freezer 207.
- Sigma Chi Fraternity: Install sink, toilet and fire alarm device.
- SMC: Carpet and paint 607, 617, 618; Paint and electric 436; Paint 301 and 330; Paint and carpet 209, 211, 217; Power and data raceway for monitor 237 and 249; Paint 329; Foam insulation for sound proofing 2nd floor; Receptacle for monitor 211; Repair pedestrian Bridge
- SERF: Snorkel 320; Receptacle and cooling water for growth chamber 335; New receptacle 503; Renovate 510 and 512A; Renovate 217 and 218; 30-amp electric circuit 538; Cabinetry and connections for new lab 506; Paint and carpet 601 and 602
- Sherri Parker Stadium: Corrections for SFMO; Redo concrete ramp; Replace door and frame to maintenance shop
- Steam Plant: Concrete pad by existing brine tank
- Stokely Hall: Furnish and install hose reel near Fresh Market
- Student Union: Signs for various areas; Emergency locking
- Taylor Law: replace sound panels 237; Restroom sign 42A
- Thackston School House: Renovate for Pediatric Language Center
- Thompson-Boling Arena: Corrections to fire doors; Add capability to broadcast through fire alarm system
- Tom Black Track: Add water line at main gate; Raise drain to ground level

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- TREC: Renovate studio 8/10; Add door to 204; Replace carpet with artificial turf 222; Replace door 008A; Remove aluminum from ceiling 001.
- Tyson Alumni House: Paint 110.
- Vet Med Center: Replace fire doors.
- 1610 University Av.: Make office in 211; Receptacle and data for new desk location; Build recess in wall for Smart TV; Paint 220.

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**.

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Join Facilities Services on Social Media



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THE • COMMENT • BOX

The following comments/questions were submitted to the FS comment boxes. Below each comment/question is are the responses from Facilities Services Communications Coordinator, Sam Ledford and Assistant Director of Building Services, Gordon Nelson.

Comment: Since we now have an HR office at the Facilities Services Complex, could we get like a quarterly or bi-annual information handout/seminar about employee tuition benefits and how to enroll for those who might be interested but are on the fence? Ahead of Fall, Spring and Summer enrollment periods would probably be ideal. Our tuition benefits are honestly one of the best benefits that we have, but it's sort of daunting to think of going back to school as an adult with a full time job, plus most of us have spouses and children, and that little bit of help may give people a push to take advantage of that opportunity. Maybe even open it to spouses and dependents of employees, since they too share the benefits? A better educated work force is a net gain for our department and for the individuals who take advantage of the tuition benefits.

Response: *Hi, friend! This is Sam, your Facilities Services Communications Coordinator. I'm filling in to answer these first two comments as they both fall in my wheelhouse. I think your suggestion of a flyer or some sort of communication reminding staff of important benefits to employees (re: tuition fee waiver, etc.) is a great idea! I'll meet with our HR team to develop something that we can share in the near future. I'd love to include you in the discussion if you're willing! I know your*

comment was anonymous, and if you want to keep it that way, I understand, but it would be great to sit down with you to learn exactly what you're looking for. I LOVE hearing feedback like this because the majority of our communications are internal, and it makes us a strong department when you all let us know what it is you'd like to see more of. Thank you for thinking of this. Thank you for wanting to make our department better, and please let me know if you'd like to talk about this together! - Sam Ledford

Comment: Can our department please assign someone to update the Facilities Services Website? Especially the organizational charts? The charts contain people who retired long ago or have passed away. We miss them, too. The charts also show buildings that no longer exist. It may be missing some of the new construction, also. Phone number updates would be helpful since the campus community and outside world use this website.

Response: *Hello! If you haven't seen in recent issues of Facilities Services Weekly, we are in the process of completely revamping the website. Many changes to content have happened over the past month with more on the way. You specifically referenced the org charts (with Zone Maintenance as an example), and I'm pleased to let you know that all org charts have been updated and posted to the appropriate unit. In fact, Zone Maintenance was updated again today with the announcement of their new Specialties Supervisor. These updates have been a long*

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time coming. It's been quite the process, but I am so grateful that you have taken the time to look over our website. Your ownership in the department is evident, and it's people like you who hold us accountable and make us better. Lastly, you referenced updates to phone numbers. Updates to the listed phone numbers are made as we are made aware of them. In fact, your comment serves as a great reminder to staff to check their listing at fs.utk.edu/Directory to ensure correct information. Thanks again for your comment. I appreciate the time you've spent on our website, and I encourage you to send any additional changes you see to me at sjones80@utk.edu. I'm more than happy to receive suggestions!
- Sam Ledford

Comment: For broken glass being picked up off the floors in Hodges, could we have a small, hard plastic container to put the broken glass into instead of throwing glass into the dumpster. (More glass being broken lately).

Response: Yes, we will furnish a plastic container for sharp objects. - Gordon Nelson



This year's Big Orange Family Campaign will run from February 10 to March 6.

The campaign will push to enhance a culture of philanthropy and family among faculty and staff through increasing participation as donors. As staff there is a solid history of giving back in many ways, including financial support. The university's collective support is essential to show corporations, foundations and individuals that faculty and staff believe in the mission and vision of this university. Gifts and pledges will make a strong statement to the region and our alumni that the university is worthy of support.

If you have made a gift to any fund at UT since July 1, 2019, THANK YOU! You have already participated in the Big Orange Family Campaign and will receive a special thank you postcard through campus mail.

If you have not contributed, a team leader for your unit will be coming by to talk to you about the Big Orange Family Campaign in the coming weeks. You can also give online or change your payroll deduction anytime at giving.utk.edu/family.

Facilities Services Team Leaders

Campus Executive Committee: Rebecca Alcorn & Sam Ledford

Arena, Building Services Custodial Athletics: Sandra Britt

Plumbing Services: Chip Pennoyer

Electrical Services: Edward Jeter

Lock & Key Services: Ed McDaniel

Construction Services: Rick Gometz

Administrative & Support Services: Dean Wessels

Steam Plant: Frank Wyrick

Air Conditioning Services: Wally Beets

Zone Maintenance Section A: Mark Wagner

Zone Maintenance Section B: Mark Wagner

Landscape Services, Sanitation Safety, Rapid Response Team: Jason Cottrell

Building Services: Gordon Nelson

Exempt Staff: Dan Smith

Facilities Services Specific Funds

Our department has four funds that you can give to through this campaign:

The Facilities Services Student Assistant Scholarship Fund (FACIL_05) - The newly formed Facilities Services Student Assistant Scholarship Fund benefits current student assistants working within our department. The fund is meant to provide a scholarship opportunity for students who are receiving real world experience at Facilities Services in their chosen field of study. The second scholarship will be awarded for the 2019-2020 academic year.

The Chuck Thompson Outstanding Employee Award (THOMP_C05) - 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.

The Bob Evans Memorial Scholarship Fund (EVANS_B02) - This scholarship is open to candidates who are children, grandchildren, step-children or step-grandchildren of individuals who are currently employed or retired from the UT Knoxville Facilities Services Department.

The John Parker Scholarship Endowment (PARKER_J) - Mrs. Martha Parker has established the John C. Parker, Sr. Memorial Scholarship Endowment in memory of Mr. Parker. The scholarship is given to a student who is a legal dependent of a Facilities Services employee (current, retired, or deceased).

You can designate your donation to one of these funds by writing the fund's name on your donation card or by entering the fund's name online at the payroll deduction website. Please remember that if you do not specify a fund with your donation card then your gift will go to a general UT fund.

If you have any questions about the campaign please contact Sam Ledford at 297-3027 or sjones80@utk.edu. More information can also be found at the Big Orange Family Campaign website at giving.utk.edu/family.

Bullying in Higher Education: Keynote & Workshops with Dr. Leah Hollis

Keynote

Date: Friday, March 6, 2020

Time: 3:00 – 4:30 pm

Location: Student Union # 262

UTK faculty, staff, and students are invited to attend Dr. Leah Hollis's keynote on bullying and incivility in higher education. Dr. Hollis will also facilitate several workshops that engage participants in case studies and discuss ways to combat bullying on our campus. The workshops are listed below for your convenience in planning. RSVPs are required. Look for information by email.

Workshops

Thursday, March 5 - Student Union #272C (Ballroom C)

- Staff : 10:00am - 11:00am
- Deans/Directors/Department Heads: 3:00pm - 4:00pm

Friday, March 6 - Stokely Hall #119 A/B/C

- Campus Administration: 9:00am - 10:00am
- Faculty: 1:15pm - 2:15pm

Organized By UTK's:

Office of the Vice Chancellor for
Diversity & Engagement
Office of the Provost
Chancellor's Commissions for
Women, LGBT People, and Blacks
Council for Diversity & Interculturalism
Teaching & Learning Innovation
Human Resources

Contact:

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