

Facilities Services Weekly

June 1, 2020

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

COVID - 19 Updates

Please be sure you are checking emails from Sam Ledford. To see last week's COVID-19 briefing, visit <https://youtu.be/mzUID7D1X2c>. If you missed any of the COVID-19 briefings, they can be found at the links located on page 4 under Communications & PR.

Thank you for wearing your face mask/covering!

Masks reduce COVID-19 transmission.

Transmission Probability:



ADMINISTRATION

Special Projects:

- Special Projects would like to thank everyone on the front lines dealing with the COVID-19 pandemic. Everyone has a role to play in the fight against this thing. We will, as always, work together as a department, but most of all as a family to get the job done. Please know there will never be enough words to express the gratitude you deserve for your tireless effort. We miss seeing you, but know we are only a phone call, text or email away. Until we're all together again, find the good in every day!
Veronica & Leo

- Veronica Huff has volunteered to be our Facilities Family Support Center Coordinator, so if you have a need (either physical or emotional) during this time and want to anonymously seek out help, please reach out to Veronica via phone, text, or email during regular business hours (8a-5p), and she will work to make sure those needs are met if at all possible. Rest assured that those needs will not be shared by name. We know that this is a really challenging time for most of us. If your household income has been cut due to layoffs or you're struggling emotionally or mentally, please know that we want to make sure you're cared for. Veronica can be reached at vhuff@utk.edu or 865-382-1779.

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FS WEEKLY CONTINUED:

FACILITIES OPERATIONS

Building Services:

- Student Services - Started cleaning carpet in 202 suite.
- Andy Holt Tower - Cleaned carpet in P225.
- Communications - Scrubbed/buffed 1st floor. We cleaned the carpet in room 41, 98 and the Beacon admin area. .
- Law College - Cleaned carpet in locker room on 1st floor. We used the scrubber and scrubbed 1st and 2nd floor and burnished the 1st and 2nd floor.
- SERF - We cleaned the carpet in room 307, the hallway outside of 301, and room 301. We scrubber the hallways on each level.
- Ferris Hall - We detailed classroom 511.
- Dougherty Engineering - We detailed room 510, cleaned the carpet and detailed multiple rooms on the fourth floor. We detailed office 415, 415A, 414 and 410.
- South Stadium - We scrubbed and waxed floors in room 350, 351 and 344. We cleaned carpet in room 253.
- Claxton - Cleaned glass in all stairwells. We scrubbed and waxed floors on the first and fourth floor. We high speed cleaned all flooring on the first three floors of the building.
- Student Services - we cleaned the carpet in room 202.
- Bailey Education - We used the high speed machine on the floors. Stripped and got 3 coats of wax on 428 classroom.

Landscape Services:

- Finished landscaping the side of Walters Academic and Burchfiel Geography along Phillip Fulmer.
- Completed small landscape project at Hoskins Library.
- Added landscape stone to the entrance beds into staff lot 9.
- Continued cleaning the landscape beds that were deemed as low priority and did not receive their normal attention during the reduced staff phase of covid-19.
- Started several large rejuvenation pruning projects.
- Assisted with trash and debris removal from student move outs.
- This week we will start routine summer pruning and bed cleaning in preparation for mulching.

Arboriculture:

- Tree removals and clearance pruning at Hopecote House.
- Sprayed all hawthorns to control lacebugs.
- Pruned low hanging branches for clearance of Commuter Lot 8 at McClung Museum.
- Continued tree inventory updates.
- Watering of newly planted trees.

Turf:

- Mowing of on and off campus turf areas.
- Completed both fertilizer and fungicide application on all event lawns.
- Spray for broadleaf weeds in Fescue lawn areas.
- Help with debris and trash removal.
- Performed both preventative and emergency repairs on turf and landscape equipment.
- Repaired major irrigation break in the center median of Volunteer Blvd.
- Performed multiple other irrigation repairs across campus and ran systems to look for issues.
- We will continue with regularly scheduled mowing.
- Out team will preform major repair on a Zero Turn mower .
- Our regularly scheduled equipment maintenance will continue.
- Continue to run irrigation systems to look for issues.
- We will perform wiring repair on the North Ped irrigation system.
- The turf team will verticut, aerfy and topdress all event lawns.

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:

- This week, we are focusing on food in our Make Orange Green Ambassadors program.

Recycling Totals for May 25 to May 30:

- Bottles/Cans: 1,100 lbs.
- Paper: 3,560 lbs.
- Cardboard: 2,560 lbs.

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FS OPERATIONS CONTINUED:

- Manure: 9,790 lbs.
- Food: 1,353.50 lbs.
- Total: 18,364 lbs./9.18 tons
- Pallets: 81

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 290,280 lbs. / 145.14 tons
- Paper: 270,040 lbs. / 135.02 tons
- Cardboard: 531,720 lbs. / 265.86 tons
- Manure Compost: 351,700 lbs. / 175.85 tons
- Food Compost: 517,245 lbs. / 258.62 tons
- Total: 1,960,985 lbs. / 980.49 tons

ZONE MAINTENANCE

Zone 1:

- We are working through the buildings working mainly on A/C units.
- We will be having an outage for the chilled water at Clement this month so A/C shop can install dirt separators.
- The plumbing shop has completed the work at Reese Hall that has had the west MPR closed.

Zone 2:

- We are answering calls, unlocking doors and working on PMs.
- We are working on putting up good hygiene posters.
- We replaced bearings in rooftop air handler at Student Health.

Zone 3:

- Haslam Business - Cleaned all mini split condensing coils on roof, outside lighting repair and conducted general maintenance.
- SMC - Replaced hinges and repaired door on M floor, cleaned coils on emergency chiller, received and placed LED stock for upcoming upgrade, upgraded light to LED on roof top a/h rooms and conducted general maintenance.
- VolShop - Equipment checks and changed belts on A/c units one and two.
- Baker Center - Equipment check and put up COVID-19 signs.

- International House - Equipment check, changed belt on AH number 5, put up COVID-19 signs and adjusted door closer to keep alarm from staying on.
- Dunford Hall - Equipment check and repaired lights on the third floor.
- Henson Hall - Equipment check, repaired water fountain and changed lights on the fourth floor.
- Tyson House - Checking machine rooms, changing belts on the number two and number three air handlers, doing room to room inspections, hanging COVID-19 signs.
- Greve Hall - Checking machine rooms, replacing old belts on rooftop units and greasing, putting new seals in dielectric unions where needed, room to room inspection checking for mold or mildew and vacuuming elevator tracks
- Hodges Library - Repaired wax ring in women's restroom on the sixth floor, cleaned condenser coil on Lebert unit, replaced faucet in mop sink on ground floor, worked on lighting and cleaned roof drains on 2nd floor roof.
- Melrose Hall - Conducted general maintenance and installed COVID-19 signs on doors and restrooms.
- Conference Center-Assist Contractors with remodel on the tunnel level and throughout the building. Repair dehumidifier and conducted general maintenance of building

Zone 4:

- In all dining halls, we are working on PMs on the drains, completing PMs and making sure our buildings are secure.
- At PCB, we are cleaning coils on the mobile equipment and repairing a dish machine.
- At Student Union Phase I, we are repairing CFA equipment and installing equipment.
- At Anderson Training Center, we are repairing a fryer.
- At Stokely Hall, we are repairing a dish machine.

Zone 5:

- At the Football Complex, we checked and adjusted chemicals in pools and we are converting to LED lights.
- At Allan Jones Aquatic, we checked and adjusted chemicals in pools.
- At Auxiliary Services, we changed all filters in AH three, four and five

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ZONE MAINTENANCE CONTINUED:

- At Lindsay Nelson, we converted lights to LED.
- Throughout zone, we conducted general building maintenance.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Mossman equipment inventory.
- LED lighting projects.
- Walters Academic - Schedule contractor door repair.
- Dabney - Schedule contractor water intrusion.

Zone 7:

- SERF – Replaced bad floor tiles, paper towel dispensers installed in labs, soap dispensers installed in labs on the sixth and seventh floor.
- Conducted general maintenance, walk throughs and we have assisted contractors.

Zone 8:

- We will continue with our LED lighting upgrades at Plant Biotech.
- We will focus on our monthly Archibus work requests to close out May.
- Our One-Call team will continue to answer calls around the clock, everyday!
- We will start preparing for our cooling tower cleaning at various buildings.

Zone 9:

- We will continue our normal maintenance PMs to make sure that our buildings are operating properly.
- We will be cleaning the cooling tower at FSC.
- We continue to receive our filters for our upcoming Covid-19 filter change.

ZM Specialties:

- Our team is addressing the building pressure issues at Min Kao, measured several hot water pumps, acquiring Plexiglas and acrylic sheets for EOC/COVID-19 projects, repaired two and replaced one handicap door operator, continuing to enter equipment data into Archibus and generating PMs for all zones on campus, and finished the LED lighting project at the UTPD parking garage.

Lock & Key Shop:

- Plant Biotech – core missing.
- Ayres Hall – assist with key not working .
- Conference Center – basement doors will not unlock.
- College of Nursing – install new hardware front exit doors.
- Campus – numbering exit doors Agr. Campus.
- Front office – open for key pickup and drop off.
- University Housing – repairs and recores, assisting as needed.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- COVID-19 briefing links:
- Briefing #1 <https://youtu.be/PVIsbgSLLzk>
- Briefing #2 https://youtu.be/Ko_ZXrFGers
- Briefing #3 <https://youtu.be/wJyv7PJhwgU>
- Briefing #4 <https://www.youtube.com/watch?v=8SKqX4IvhII>
- Briefing #5 https://www.youtube.com/watch?v=dfbTaJDj_4
- Briefing #6 <https://youtu.be/hk-R6XvqZDk>
- Briefing #7 <https://youtu.be/oLibKp3xkIQ>
- Briefing #8 https://youtu.be/4_oWaPxxvENk
- Briefing #9 <https://youtu.be/ICnPSEsmxSY>
- Briefing #10: https://youtu.be/pufGH_NMumI
- Briefing #11: <https://youtu.be/mzUID7D1X2c>
- Briefing #12: <https://youtu.be/6rqP8-2i7HM>
- Briefing #13: <https://youtu.be/igAzax1yoBs>
- Briefing #14: <https://youtu.be/igAzax1yoBs>
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- #MaskUpMonday - I want to see your selfies on campus wearing your masks so we can showcase the faces of Facilities and how so many of you are letting your personality shine with your mask designs! All you need to do is take a selfie or a photo of your teammates and send it to me, at either sjones80@utk.edu or 865-297-3027. Send me your funny ones, pop culture references, sparkly masks or solid colors – I want to see them all.

COMM & INFO CONTINUED ON PAGE 5

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Just include your name and your unit, and you'll be featured on our Facebook, Instagram and/or Twitter page(s)!

- 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:

Training News:

- We have three new employees in New Employee Orientation this week. If you see them around, be sure to say hello and make them feel like a welcome member of Facilities Services!
- The Training Team will be working remotely from 8a – 5p daily. Each member of the team has full access to their email. If you have any questions or need assistance, please contact Rebecca Alcorn at 865-898-2288.
- 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.
- While working remotely, there are many different training opportunities that you can take advantage of. Please check your email inbox for messages from Rebecca Alcorn that contain links and further information. If you have questions, please contact Rebecca.

IT Support and Maintenance:

For employees that may need to telecommute or work from a different location than usual, the Office of Information Technology has a webpage (at <https://oit.utk.edu/remote-it/work-remotely/>) to help answer common questions that may arise, including:

- How to check your voicemail remotely
- Accessing your email account
- Tips for conference calling and online meetings
- How to remotely connect to your office computer

- How to connect to the H: or I: drive when you are away from campus

As always, the FS Information Technology group is available to help with the above issues or other assistance that you may need in order to keep you connected and productive. Feel free to reach out to us for help with your technical needs.

Contact info for our team is as follows:

Jim McCarter -

Cell: (865) 438-0708

Email: jvm@utk.edu

Tim Baker -

Cell: (865) 206-6954

Email: tbaker41@utk.edu

Shawn Benson -

Cell: (423) 620-9913

Email: sbenson7@utk.edu

- Our University, as well as others, have experienced incidents of Zoom-bombing where uninvited guests enter an in-progress Zoom meeting for the purpose of causing disruption. OIT has issued a series of Best Practices for preventing such incidents, which can be found here... <https://oit.utk.edu/remote-it>. When scheduling a meeting, if you are interested in only having UT students, faculty, or staff join you, use Advanced Options, and check 'Only Authenticated Users can join.' This will restrict your meeting to only UT constituents with an active Netid/Password. In addition, that authentication is protected with Duo 2-Factor Authentication as well. Additionally, Zoom has simplified some things you can do while your meeting is in progress. The most visible change that meeting hosts will see is an option in the Zoom meeting controls called Security. This new icon simplifies how hosts can quickly find and enable many of Zoom's in-meeting security features. Visible only to hosts and co-hosts of Zoom Meetings, the Security icon provides easy access to several existing Zoom security features so you can more easily protect your meetings. By clicking the Security icon, hosts and co-hosts have an all-in-one place to quickly: Lock the meeting, Enable the Waiting Room (even if it's not already enabled) and Remove participants. They can also restrict participants' ability to share their screens, chat in a meeting, rename themselves, annotate on the host's shared content and work from home assistance.

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- The LiveSafe app is available to install on your phone for free and has many useful features designed to enhance your safety and security on and around campus. It's a great way to quickly access safety related resources, such as emergency procedures or campus alerts, report security issues, or connect with the UTPD.
- There is now a way to submit the daily screening from your phone. You can download the Tennessee App (its free) Once downloaded open Faculty and Staff. Then open Human Resources. Scroll down and you will see the link to the Self-screen App. You will have to enter your NetId and Password, (you can check the remember me for 7 days block). Answer the questions and submit. In the near future the supervisors email will have to be added, they are going to remove the automatic fill.
- Work from home assistance and inventory.
- Adobe License inventory.
- AutoDESK license inventory.
- VPN assistance.
- Malware removal.
- Keywatcher upgrade assistance.
- Rainbird software installation assistance.
- FACSERV connection troubleshooting with OIT.
- Training video recording assistance.

UTILITIES SERVICES

A/C Services:

- Repaired Aeon fresh air make up unit No. 2 at Stokely Hall.
- Repaired leak on heat exchanger at Humanities.
- Adjusted controls for chilled water system at Physics.
- Completed installation of reach in cooler at Hess.
- Repaired leak on control valve in mechanical room at Morgan Hall.
- Restarted chiller compressor No. 1. Changed oil and oil filter at Middlebrook Building.
- Replaced condenser fan motor at A/C system that serves the coaches lounge at Baseball.
- Replaced 3-way control valve on growth chamber at Plant Biotech.
- Replaced condenser fan motor on Carrier chiller at Tyson House.

- Replaced compressor in Aeon RTU at Daugherty.
- Repaired VFD for return air fan No. 2 at Nursing.
- Checked and restarted McQuay chiller at Reese Chiller.
- Installed new condensate drains on growth chamber at Plant Biotech.

Electrical Services:

Security/Fire Alarm Group:

- Fire panel trouble. Repaired loose connection on relay output at Haslam Business.
- Fire panel trouble. Replaced bad pull station at Temple.
- Fire panel trouble. Replaced smoke detector at Student Union.
- Assisted Morristown Sprinkler with monthly pump tests at Burchfield, Hodges Library, Mossman, and Strong Hall.
- Tested and restored power to generator at Strong Hall.
- Assisted Morristown Sprinkler with leak on 12th floor at Vol Hall.
- Cleared and reset fire panel alarm at Sorority.
- Disabled and enabled devices for Interstate Contractors at Daugherty.
- Won door trouble at Hess Hall.

High Voltage:

- Daily 1-800 marking.
- Changed photo cell feeding pole lights at G-10 garage.
- Pole replacement work at Bone Yard Hill.
- Assisted Plumbing shop with lowering pipe and new dirt separator into the basement at Clement.
- Met with contractor to look over transformer pad at the New Engineering Building.
- Changed out photo cell on lights at G-7 garage.
- Pumped electrical manholes on Campus.
- Removed ground lights laying over at UT Police/ 11th street garage.

Secondary Electrical:

- Continuing work on old lights in closet. Installing LED lights at TREC.
- Trouble shooting condensate pump reset button at Student Aquatic Center.
- Working with contractor with power on pigtail scaffolding at Neyland Stadium Jumbo Tron.

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- Working with A/C shop with replacing piping and safety switch on roof at Humanities.
- Changed fixture to LED and tightened up loose poles at Hoskins Library.
- Changed out lights and working on tested and turned on breaker at TREC.
- Installed blank cover on I-line panel at Andy Hold Chiller house.
- Installed new breakers for the AC shop at Student Union.
- Running new pipe to install water heater in Plumbing area at Facilities Services.
- under machine, new electric service 115B.
- Ayers Hall: Water bottle filling station; Install lockers in G012.
- Bailey Education: Fix floor around drain in men's room.
- Biosystems Lab Building: Renovate classrooms 199A and 199B.
- Burchfiel Geography: Classroom renovation 101.
- 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; Volunteer First Impressions Contest projects.

Plumbing Shop:

- Replaced pipe drains on 2nd floor at the Conference Center.
- Repaired sink in room 114 at Auxiliary Services.
- Prep work for dirt separators at Strong Hall.
- Repaired condensate tank flow switch at Law College.
- Installed new floor drains on 3rd floor at the Conference Center.
- Rebuilt Leslie at Physics.
- Installed sampling pats on Campus.
- Repaired hot water at Walters Life.
- Leslie repairs on Campus.

Steam Plant:

- Produced over 13 Million pounds of steam.
- Received new Brine tank.
- Work on solar turbine completed.
- Replaced all of the manway gaskets on #4 boiler.
- Changed out conductivity probe on #3 boiler.
- Worked on turning conductivity controllers.
- Emergency repair to 6" water line on auxiliary softeners.

CONSTRUCTION SERVICES

- Anderson Training Center: New flooring, paint, and utilities for new tubs.
- Art & Architecture: New counter tops in 1st floor restroom; Repair pedestrian bridge; Repair carpet in 224; Dimming controls for lighting 215A.
- Austin Peay Building: Blinds 303D.
- Auxiliary Services: Disconnect plate processor, new tile
- Claxton Education: Paint 231.
- Communications: ADA opener on door near Dean's office; Add receptacles to 53; Carpet 434; Renovate 227 and 447-offices and meeting room; Carpet 434; Paint 339; Paint and carpet 328; Minor renovations 83; Paint 230; Paint 472.
- 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.
- Dabney Buehler: Repair acid drains; Renovate lab 674 (casework, utilities and floor).
- Dougherty Engineering: Paint 210; Carpet and paint 208 and 508; Renovate 420 for breakroom; Ventilation for equipment 304 and 305.
- Dunford Hall: New shades on 2nd floor; Paint and carpet 4th floor corridor; Paint and carpet 2429; Paint and carpet 2332, 2333, 2424, 2425 and other misc. work; Wall repair and carpet cleaning 2304; Paint 2630.
- Early Learning Center: Remove tire mulch from playground (Lake Ave.); Additions to playgrounds at White and Lake Avenues; Repairs around amphitheater (Lake Ave.).
- Fibers and Composites: Utilities for press (chilled water, electric, air).
- Fleet Management: Renovate room for key boxes 108.

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- Food Science Building: Electric work 306; Paint orange in 4 areas.
- Hodges Library: Install cyclorama, curtain system and additional electric in room 170; Classroom upgrades.
- HPER: Paint 376; Paint 357.
- Humanities and Social Sciences: Classroom Upgrades.
- Jessie Harris: Paint and blinds 332; Remove fan and paint 102; Paint 418 and 421.
- JIAM: 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.
- Min Kao Engineering: Reinforced walls with door and window 117.
- Morgan Hall: Renovations per POCA; Paint and carpet 302I and 314B.
- Mossman Building: Improve ventilation for lab equipment exhaust on 7.
- Nielsen Physics: Replace spline ceilings on 6th floor.
- North Greenhouse: New lights 109.
- Nursing Building: Paint 237 and 329.
- Perkins Hall: Replace card access with standard locking 324; Wellness Screens for advising areas.
- Plant Biotech: Paint 111.
- Presidential Court: Repair doors in Bakery.
- 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; Receptacle for monitor 211; Repair pedestrian Bridge; Renovate 2nd floor-paint, carpet, lighting.
- SERF: Snorkel 320; Receptacle and cooling water for growth chamber 335; Renovate 217 and 218; Cabinetry and connections for new lab 506; Remove cold room in 626.
- Sherri Parker Stadium: Corrections for SFMO; Redo concrete ramp; Replace door and frame to maintenance shop.
- Strong Hall: Ceiling mounted dust collector B010; Improve ventilation for cylinder cabinet and vacuum pump manifold 728.
- Student Services: Remove cubicles for renovations 111B, 111R, 111J.
- Student Union: Signs for various areas; Emergency locking; Shell Space Buildout; Door hold open devices for Student Engagement; New bench seating (phase 1); Mount EMV units in Vol Shops; Wellness Screens for Vol Shop, Vol Tech, Snack Shop.
- Taylor Law: replace sound panels 237; Restroom sign 42A.
- Thackston School House: Renovate for Pediatric Language Center.
- Thompson-Boling Arena: Corrections to fire doors; Electric in 304; Sneeze guards in Which Wich.
- 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; Replace door 008A.
- UT Drive Service Building: Wind Tunnel for Engineering Department.
- Vet Med Center: Replace fire doors; Replace seating A118 and repair seating A335; Sneeze guard at the Pod Market.
- 11th Street Garage: Dimming controls for lights in UTPD Dispatch 148.
- 1610 University Av.: Make office in 211; Build recess in wall for Smart TV; Patch floor.