

# Facilities Services Weekly

June 8, 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](mailto:vhuff@utk.edu) or 865-382-1779.

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## FS WEEKLY CONTINUED:

### **FACILITIES OPERATIONS**

#### Landscape Services:

##### Arboriculture:

- Watering of newly planted trees- 2 times.
- Maintenance and mulching slope re-forestation area at Morgan Hall.
- Tree pruning and maintenance at various locations.

#### Lock & Key Services:

- Walters Academic – Install combination lock and rekey locks.
- Delta Tau Delta – Change combination lock.
- Sigma Chi - Install combination lock.
- Early Learning Center – Repair safe.
- Front Office – Open for key pickup and drop off. Dispatching as needed.
- University Housing – Recores and repairs, assisting as needed.
- On Campus – Assisting as needed.

#### 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 June 1 to June 7:

- Bottles/Cans: 1,000 lbs.
- Paper: 4,560 lbs.
- Cardboard: 7,610 lbs.
- Manure: 7,600 lbs.
- Food: 3,379.50lbs.
- Total: 24,150 lbs./12.07 tons
- Pallets: 19

##### Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 292,380 lbs. / 146.19 tons
- Paper: 274,600 lbs. / 137.30 tons
- Cardboard: 539,330 lbs. / 269.67 tons
- Manure Compost: 359,300 lbs. / 179.65 tons
- Food Compost: 520,625 lbs. / 260.31 tons
- Total: 1,986,235 lbs. / 993.12 tons

### **ZONE MAINTENANCE**

#### Zone 1:

- Everyone is still cleaning coils and changing filters in the residence halls.
- We now have all rental beds broke down and moved out of the halls.
- They have started working again in the Reese chiller building.
- The rain water system is back online at Orange Hall.

#### Zone 2:

- We continue to answer calls and prepare our part of the University for the return of students and faculty.

#### Zone 3:

- Haslam Business - Cleaned all mini split condensing coils on roof, outside lighting repair and 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 check, changed belts on number one and number two A/C units.
- Baker Center - Equipment check and placed COVID-19 signs throughout zone.
- International House - Equipment checks, changed belt on AHU number five, placed COVID-19 signs throughout zone and adjusted door closer to keep alarm from staying on.
- Dunford Hall - Equipment check and repaired lights on third floor.
- Henson Hall - Equipment check, repaired water fountain on fourth floor and changed lights on fourth floor.
- Tyson House - Checking machine rooms, changing belts on number two and three air handlers and doing room to room inspections.
- Greve Hall - Checking machine rooms, replacing old belts on rooftop units and greasing, putting new seals in dielectric unions where needed, vacuuming elevator tracks and room to room inspection checking for mold or mildew.

ZONE MAINTENANCE CONTINUED ON PAGE 3

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## **ZONE MAINTENANCE CONTINUED:**

- Hodges Library - Repaired wax ring in women's restroom on the sixth floor, cleaned condenser coil on Liebert unit, replaced faucet in mop sink on ground floor and worked on lighting. We cleaned roof drains on 2nd floor roof.
- Melrose Hall - General maintenance and installed COVID-19 signs on doors and restrooms.
- Conference Center - Assist contractors with remodel on tunnel level and throughout building. We helped sign contractors put up signs on side of the building.
- Generator logging.
- Compiling information for weekly newsletter.
- Shutoff bathroom fans in select buildings.
- Mossman equipment inventory.
- We are continuing air pressure checks in the Vivarium.
- Critical Freezer Register Inventory.

### **Zone 4:**

- Installing stands with casters on non-mobile equipment PCB
- Replacing wiring on steam well at Stokely.
- Repairing water leaks in Student Union Phase I.
- Replacing cooler shelving as needed in all dining halls.
- Checking roof areas in all dining halls.
- Repairing steam kettles at Thompson- Boling Arena.
- Disconnecting unused equipment for removal at the Student Union.
- Repairing coffee maker at Hodges Library.
- Repairing ovens in all dining halls.

### **Zone 5:**

- At Neyland Stadium, we are changing filters on 5 East-7 East.
- At the Football Complex, we checked and adjusted chemicals in pools and are continuing to convert to LED lighting.
- At Allan Jones Aquatic, we checked and adjusted chemicals in the pools and changed flush bearing on toilets.
- At Lindsey Nelson Stadium, we are continuing to convert to LED lighting.
- Throughout the zone, we are conducting general building maintenance.

### **Zone 6:**

- Mossman - Ongoing preparation for occupancy of the Vivarium, lighting and filter replacement and servicing exhaust fans.
- Strong Hall - Filter and pan treatment replacement for the air handlers.
- Maintaining environmental equipment.
- Addressing work order issues.

### **Zone 7:**

- Staging air filters for future change.
- Wearing masks all day, everyday.
- Training on the new normal.
- Assisting contractors on HVAC upgrades at Dougherty.
- Assisting with load bank testing at Min Kao.
- Mold and equipment checks.

### **Zone 8:**

- Our main area of focus this week will be making sure that all of our outside condensing units are clean and operating at maximum efficiency.
- We will continue our LED lighting conversion with work continuing at Plant Biotech.
- Our Greenhouses are requiring a lot of attention right now with the summer temperatures getting things much warmer.
- One-Call continues to take numerous calls requiring access and fire alarm troubles.

### **Zone 9:**

- Our LED lighting upgrade work continues at the Middlebrook Building.
- We will continue to make sure that all of our buildings equipment remains in top operating performance.
- As more of our staff and faculty come back to campus, meeting our customers need remains our top priority.

### **ZM Specialties:**

- The specialties team repaired exterior doors at Nursing, repaired handicap operators at Min Kao and Burchfiel, replaced glass units at Clement Hall, secured a broken window at the Conference Center, managed repairs for the fuel trailer, inventoried equipment for food services locations in Stokely Hall and Humanities, drafted and prepared annual cooling tower PMs for routing and transported lifts to multiple campus locations.

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## FS WEEKLY CONTINUED:

### COMMUNICATIONS & INFO SERVICES

#### Communications & Public Relations:

- COVID-19 briefing links:
- Briefing #1 <https://youtu.be/PVIsb9SLLzk>
- Briefing #2 [https://youtu.be/Ko\\_ZXrFGers](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](https://www.youtube.com/watch?v=dfbTaJDj_4)
- Briefing #6 <https://youtu.be/hk-R6XvqZDk>
- Briefing #7 <https://youtu.be/oL1bKp3xkjq>
- Briefing #8 [https://youtu.be/4\\_oWaPxxvENk](https://youtu.be/4_oWaPxxvENk)
- Briefing #9 <https://youtu.be/ICnPSEsmxsY>
- Briefing #10: [https://youtu.be/pufGH\\_NMumI](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>
- Briefing #15: <https://youtu.be/yLGpEAupGBM>
- 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](mailto: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. 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](https://tiny.utk.edu/fscommentbox).
- Help us nominate our next Facilities Services Employee of the Month at [tiny.utk.edu/fseom](https://tiny.utk.edu/fseom).
- Help us to nominate our next Facilities Services Exceptional Team at [tiny.utk.edu/exceptional](https://tiny.utk.edu/exceptional).

### Employee Training & Development:

#### Training News:

- We have six 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!
- From March 16 – May 31 we had a total of 7,116.25 training hours completed. Below is a breakdown of how many training hours each unit completed:
  - Admin & Support - 440.88
  - Comm & Info - 97.87
  - Construction - 913.87
  - Design - 86.75
  - Energy Management - 59
  - Building Services - 2,185.48
  - Landscape Services - 606.84
  - Operations - 157.48
  - Utilities - 963.95
  - Zone Maintenance - 1604.13
- 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/saml/default.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

COMM & INFO CONTINUED ON PAGE 5

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## COMM & INFO CONTINUED:

- 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](mailto:jvm@utk.edu)

Tim Baker -

Cell: (865) 206-6954

Email: [tbaker41@utk.edu](mailto:tbaker41@utk.edu)

Shawn Benson -

Cell: (423) 620-9913

Email: [sbenson7@utk.edu](mailto: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.

- 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.

## UTILITIES SERVICES

### A/C Services:

- Reset chiller and prepped space for part replacement at Jones Aquatic.
- Continued repairs on chiller at Student Health.
- Reset process chiller at Tickle.
- Rebuilt pump at Andy Holt.
- Continued chiller work on York systems at Anderson Training.
- Repairs on York chiller at Neyland-Thompson.
- Prep work for new installation at Presidential Court.
- Chiller resets at Mossman.
- Reset and repaired chiller at McClung Museum.
- Reset chiller and adjusted floats at Plant Biotech
- Worked on No.2 chiller at Haslam.
- Completed mini split installation at Vol Shop.
- Cleaned coil on unit at Communications.

### Electrical Services:

#### Security/Fire Alarm Group:

- Fire panel alarm. Went off due to contractor painting at Reese Chiller House.
- Annual fire alarm inspection with Johnson Control at

UTILITIES CONTINUED ON PAGE 6



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## UTILITIES CONTINUED:

- White Hall.
- Disabled devices for contractors at Haslam Business.
- Fire panel trouble. Earth latch. Assisted BST Tech in locating earth ground at Brehm Animal Science.
- Disabled and enabled devices for maintenance at Nielson Physics.
- Fire panel trouble. Earth ground coming in and out at Vol Hall.
- Replacing batteries in fire panel and power boost system at CRC Building.
- Short circuit trouble. Troubleshooting at Pratt Pavilion.
- Disabled and enabled devices for Plumbing shop at Ellington Plant Science.
- Replaced WON door battery at Hess Hall.
- Disabled and enabled devices for Plumbing shop at the Vet school.
- Investigating fire panel trouble at Melrose Title IX.
- Changed out security card readers at Brenda Lawson.
- Performed software updates at Facilities Services.
- Replaced Cardax panel at JIAM.
- Changing out old card readers to new ones at Volleyball, Thornton, Tom Black Track, Softball, and Soccer.
- Cardax Software updates 7.2 to 7.9.
- Assisting Johnson Control with annual inspection at Fraternity Park.
- Replaced controller #5 not communicating at SERF.

### High Voltage:

- Daily 1-800 marking.
- Replacing broken poles at Johnson Ward Mall.
- Tying circuits together for KUB at the main substation E-house.
- Repaired pole lights in Communications parking lot.
- Replacing light at 11th Street garage.
- Reported exposed pipe but it was WOW fiber pipe on Cumberland Ave.
- Repairing lights at the Old Steam Plant and Softball parking lots.
- Checking blue lift repair at Facilities Services.
- Pumping electrical manhole vaults on Campus.
- Reading meters on Campus.
- Checked on light outage at Lot 9.

- Checking on problems with courtyard blue phone at Vol Hall.
- Picked up new racking gear for steam plant.
- Checked battery and mounted bird squawker at South Greenhouse.

### Secondary Electrical:

- Continued work on new panel in Plumbing shop at Facilities Services.
- Troubleshoot condensate pump at Student Aquatic Center.
- Troubleshooting power to Air Handler at Ferris Hall.
- Working on short in lights at Gate 4 at Neyland Stadium.
- Troubleshooting the Lutron panel at Mossman.
- Trouble shooting Lutron lighting panel at Facilities Services.

### Plumbing Shop:

- Continued work on condensate pumps at Student Aquatic Center.
- Pumped steam vaults on Campus.
- Repaired handrails at Blount Hall.
- Worked TN 1 Calls on Campus.
- Worked on water lines at Perkins Hall.
- Worked on steam line at the Farm.
- Repaired leak in machine room at A&A.
- Repaired water heater at Conference Center.

### Steam Plant:

- Performed service on 25 HO Quincy A/C.
- Repaired 6" water line going to softeners.
- Test ran 2 MW Generator.
- Replaced belt on roof exhaust fan.
- Rebuilt valves for softeners.
- Monthly logs.

## **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.

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- Auxiliary Services: Disconnect plate processor, new tile 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.
- Clarence Brown Theatre: Provide emergency locking for assembly spaces.
- 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.
- Food Science Building: Electric work 306; Paint orange in 4 areas.
- Glazer Building: Movable wall and flooring 125.
- 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

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- 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.