

Facilities Services Weekly

August 10, 2020

ADMINISTRATION ● FACILITIES OPERATIONS ● ENERGY MANAGEMENT ● 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 the most recent COVID-19 briefing, visit <https://youtu.be/LFHyxEqcCxc>. If you missed any of the COVID-19 briefings, they can be found at the links located on page 4 under Communications & PR.

Facilities Recognition From Marc Gibson

Dave... I just wanted to take a minute to thank you for everything you're doing to ensure our campus is a safe place when our students return. I can't even imagine the level of anxiousness (and exhaustion) you and your team must be feeling. I'm proud of my institution, and everyone involved, for being the standard bearer. Together, with vigilance and compassion, we can do this; and as you said, it can become our finest hour.

Thanks for everything, Dave. I appreciate what you're doing.

Very best,

Marc Gibson

Assistant Vice Chancellor, Corporate & Foundation Engagement

ADMINISTRATION

reached at vhuff@utk.edu or 865-382-1779.

Special Projects:

- 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

FACILITIES OPERATIONS

Building Services:

- The rooms 624, 626, 633, 634, 203, 203a, tunnel, penthouse are disinfected at SERF. The chiller house 234 Dabney-Buehler has been completed as well.
- At Perkins Hall, we cleaned the carpet in multiple rooms on the third floor. We also scrubbed and waxed the hard floors.
- At Dougherty Engineering, we scrubbed the hard floors in the sixth floor hallway.
- At the Law College, we cleaned and polished the marble on the first floor.

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FS WEEKLY CONTINUED:

- At Bailey Education, we buffed and shined tile on the third floor. We cleaned blinds, book shelves and desks in room 217.
- At Claxton, we cleaned all stairwells.
- At Nursing,, we scrubbed and waxed tile throughout the second floor.
- At Andy Holt Tower, we cleaned the carpet in room 507 and 519.
- At McCord Hall, we cleaned the tile in the first floor hallway.
- At Morgan Hall, we cleaned the terrazzo floors on the first floor hallway. We cleaned the carpet in 212A and B.
- At Plant Biotech, we cleaned the carpet in 156 and 157. We also cleaned the hallway tile.
- At Food Science, we cleaned the tile on the third floor hallway.

Landscape Services:

- We continue to prune, mulch and get the landscaping ready for fall semester. This will ensure we are ready for the students to return.

Sanitation Safety:

- Our team has worked on employee training this week.
- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.

ENERGY MANAGEMENT

UT Office of Sustainability/Recycling:

Recycling Totals for August 2 to August 8:

- Bottles/Cans: 2,520 lbs.
- Paper: 9,440 lbs.
- Cardboard: 8,980 lbs.
- Manure: 9,400 lbs.
- Food: 4,383.5 lbs.
- Total: 34,724 lbs. / 17.36 tons
- Pallets: 80

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 7,060 lbs. / 3.53 tons
- Paper: 30,760 lbs. / 15.38 tons
- Cardboard: 48,040 lbs. / 24.02 tons

- Manure Compost: 50,520 lbs. / 25.26 tons
- Food Compost: 15,581 lbs. / 7.79 tons
- Total: 151,961 lbs. / 75.98 tons

ZONE MAINTENANCE

Zone 1:

- Move in started over the weekend for the residence halls.
- The Reese chiller has been installed.
- We had some roof leaks repaired over the weekend at Reese and Stokely.

Zone 2:

- Installing the Covid-19 signage in all buildings.
- Changing all air filters.
- Answering calls.
- Completing general routine maintenance in all buildings.

Zone 3:

- At the Baker Center, we checked equipment, changed filters in all AHUs, installed signs, wrapped chairs and helped with filter change in Hodges.
- At the International House, we checked equipment and changed filters in all five AHUs.
- At the VolShop, we checked equipment and changed filters in AHUs.
- At Taylor Law, we reset classrooms and changed air filters.
- At Panhellenic, we conducted daily walk throughs, cleaned out the condensate pan in AHU3.
- At Blount Hall, we conducted daily walk throughs and changed air handler filters.
- At the Carriage House, we conducted daily walk throughs.
- At Hodges Library, we are changing all filters in the AHUs, replacing ceiling tile on the fifth floor, installing signs, wrapping chairs and conducting general maintenance.
- At Melrose Hall, conducted general maintenance.
- At Hoskins Library, we tested generator number one, daily walk throughs, checked equipment logs, changed

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ZONE MAINTENANCE CONTINUED:

air filters, completed restroom inspection and fixed an elevator issue.

- At UTPD, we tested generator number two, conducted daily walk throughs, equipment checks, restroom inspections, elevator track checks, changed air filters in air handlers and fixed leaking sink.
- At SMC, we are checking equipment, changing filters for change and conducting general maintenance.
- At Haslam, we cut out sheet rock on a 6th floor wall for leaking pipe, installed signs, wrapped chairs, helped with filter changes at hodge, repaired a toilet and conducted general maintenance.
- At Tyson House we are checking air handlers, conducting daily walk throughs, checking roofs and gutters, changing filters, greasing units, installing signs and wrapping chairs.
- At Greve Hall, we are conducting daily walk throughs, checking air handlers, changing filters, installing bags on chairs and changing out PTACs.
- At the Conference Center, we are assisting contractors with building renovations, changing filters and completing daily maintenance.

Zone 4:

- Starting up all ice machines in all dining halls.
- Moving equipment for reopen in all dining halls.
- Changing air filters in all dining halls.
- Checking all exhaust fans in all dining halls.
- Checking all gas equipment in all dining halls.
- Placing COVID signage in all dining halls.
- Repairing ACat PCB.
- Changing door gaskets at ATC.

Zone 5:

- At Neyland Stadium, we are continuing to convert lighting to LED and we cleaned chillers on north and west ends.
- At Allan Jones Aquatic, checked and adjusted chemicals in pools
- At the Football Complex, we checked and adjusted chemicals in pools and cleaned chillers for ATC.
- At Blackburn-Furrow Golf Clubhouse, we worked on the AC unit and assisted contractor on unit.
- At Regal Soccer, we changed filter on air handler.
- Throughout the zone, we conducted general building

maintenance.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Compile information for weekly letter.
- Shutoff bathroom fans in select buildings.
- Opening doors for teaching.
- Mossman equipment inventory.
- Changing filters air handler units.

Zone 7:

- At Ferris Hall, we conducted daily walkthroughs, weekly walkthroughs and mold checks. We serviced exhaust fans 1 and 2 and changed filters.
- At Perkins Hall, we conducted daily walkthroughs, weekly walkthroughs and mold checks.
- At Alumni Memorial, we conducted daily walkthroughs, weekly walkthroughs, mold checks and ran generator.
- At Min Kao, we are working on filters and getting rooms ready.
- At SERF, we changed air filters.

Zone 8:

- We recently completed our Covid-19 filter change for all of our buildings.
- We will be answering calls from many faculty and staff as they start returning to campus this week.
- This is the one of the busiest times of the year for One Call as the students return and move into their dorms and classes begin.

Zone 9:

- Our lighting upgrade will continue at the Glazer Building in Oak Ridge as we continue to search for solutions to convert our existing Lutron systems.
- We will continue preparations for the return of most of our staff this week.
- Our Archibus work requests will remain an area of focus this week.

ZM Specialties:

- The specialties team assisted facilities teams around campus in COVID-19 preparations by delivering seating plans and materials for blocking off chairs to comply

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ZONE MAINTENANCE CONTINUED:

with social distancing guidelines, delivering sanitizer stations to Ayres Hall and the Pride Center, distributing paper towel holders, picking up sandwich boards from the Arena and Facilities Services, distributing polycarbonate for constructing sneeze guards, and compiling a progress report for zone maintenance on the completion of classroom seating plans.

- The building commissioning team checked several labs in the Mossman vivarium to ensure proper air exchanges and room pressures, air-balanced air handling units at Student Health to maintain proper outside air and pressure for the building, and checked fume hood and room pressure for the new lab 318 in SERF. The specialty team also installed a guide rail at Haslam Business and repaired a door operator at Stokely Hall, removed glass at Anderson Training for wood panel installation, and made patterns for the pizza station at Stokely Hall and broken window in the west side skyboxes. Mossman HVAC equipment inventory was completed and PM module tested in Archibus QA.

Lock & Key Services:

- Student Union Phase II – install 2 locks.
- Sigma Phi Epsilon – rekey all outside doors.
- Dining Services – set up padlocks per request.
- Jessie Harris – repair lock.
- Hodges Library – install lock.
- Dunford Hall – rekey shared office space 5th floor.
- Front Office – busy with key pickup and drop off.
- University Housing – second round of many recores and repairs.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- COVID-19 briefing links:
- Briefing #1 <https://youtu.be/PVIsb9SLLzk>
- 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/oLibKp3xkJQ>
- Briefing #8 https://youtu.be/4_oWaPvxENk
- 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>
- Briefing #15: <https://youtu.be/yLGpEAupGBM>
- Briefing #16: <https://youtu.be/5RwzrEH8Zow>
- Briefing #17: <https://youtu.be/rtoywdyJ-tI>
- Briefing #18: <https://youtu.be/nHBsbNCmaFE>
- Briefing #19: https://youtu.be/m_7RTfU8MoU
- Briefing #20: <https://youtu.be/t-Acd7ScfTs>
- Briefing #21: <https://youtu.be/LFHxvEqCxc>
- 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. 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.

Employee Training & Development:

Training News:

- We have one new employee starting with Admin Services in New Employee Orientation this week.
- Five sessions of Clorox 360 training will be held at the Student Union this week to train members of our Zone Maintenance and Utilities units.
- The Training Team will be working remotely from 8a –

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COMM & INFO CONTINUED:

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:

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

- 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, click click Faculty and Staff at the bottom to access daily screening questions.
- COMING SOON! UTK Facilities Services will be upgrading to Archibus v24 in September.
- Time clock installation and repair.
- EOC Assistance.
- Office moves.
- New Computer installations and upgrades

UTILITIES SERVICES

A/C Services:

- Continued repairs to chiller No. 1 at Haslam.
- Installed oil separator on central foods freezer at Presidential Court.
- Installed bypass lines around control valves on FAU at Clement.
- Brought heating water system back online at Dougherty.
- Replaced board on Aaon unit at Glazer.
- Leak checked circuit 1 on chiller No. 2 at Anderson.
- Repaired leak on chilled water system at Hodges Library.
- Assisted contractors with startup of new chiller at Reese.
- Repaired ice link system at Student Union.
- Repaired cooler at Bass Building.

Electrical Services:

Security/Fire Alarm Group:

- Assisted Morristown Sprinkler with repairs at SERF.
- Assisted Johnson Control with yearly fire panel testing at Stokely Hall.
- Fire panel trouble and repairs at Reese Hall, 1804 Fraternity Park, S. Greenhouse, Perkins, Jewel Building, N. Carrick, Vol Hall, and Tom Black Press Box.
- Disabled and Enabled devices for contractors at Anderson Training, Music Center, and CRC.
- Decommissioned security equipment from a room in A&A.
- Installed new panic buttons in room 103 and 217 at A&A.
- Trouble shooting and making repairs to doors at Middlebrook Building, Haslam and Lake Ave Garage.
- Checking card readers at Early Learning and Mossman.
- Card reader install at Mossman.
- Replaced battery on Cardax at Visitor Center.

High Voltage:

- Daily 1-800 marking.
- Checking manholes 92 & 93 and marking circuits for LA2 and LA3.
- Pumping vaults on campus.
- Changed sidewalk light fixtures to LED at Tyson House.
- Repaired piping and wiring to pole lights at S-23 lot.
- Coordinating placement of step down transformer and

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UTILITIES CONTINUED:

main power source at the New Band Tower.

- Checked on contractor repairing piping that was hit during work at Second Creek lot S7/C18.
- Monthly meter reading on Campus.
- Changed two pedestrian pole lights to LED at Austin Peay.
- Changed fixtures to new LED and replaced globes at Law College.
- Checking layout of circuits inside vaults along Middle Drive.
- Worked with SKMS on placement of pipes at Vista at West Campus Dining.

Secondary Electrical:

- Assisted TA and Massey Electric with UPS change out at Min Kao.
- Repairing down pipes due to an accident at G-7 Garage.
- Working on outage for permanent power at the new Band Tower.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Installing sensor faucets across Campus.
- Repaired leaks on cast iron pipe in ceiling at South Carrick.
- Investigate high water at 3010 Sorority.
- Repaired steam leak at Birchfiel.
- Worked on handrails on Campus.
- Repaired storm drain at the Steam Plant.
- Worked on hot water at Magnolia.
- Worked on Leslies at Neyland Stadium.
- Installing sampling ports on Campus.
- Repaired water leak and grease trap at Hodges Library.
- Rodded all shower drains at Chi Omega.
- Tied new waterline into old system at Reese Hall.

Steam Plant:

- Removing old condensate tank.
- Monthly logs.
- Finished removing old condensate tank.
- Washed down area around condensate tank.
- Monthly maintenance on 2 MW generator.
- Produced 10,500,000. Pounds of steam.

CONSTRUCTION SERVICES

- Anderson Training Center: New flooring, paint, and utilities for new tubs
- Art & Architecture: New counter tops in 1st floor restroom; Repair carpet in 224; Dimming controls for lighting 215A
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Birchfiel Geography: Classroom renovation 101
- Campus: Window replacements- Perkins Hall; Install license plate cameras; Replace University Seals; Volunteer First Impressions Contest projects; Wellness Screens
- Clarence Brown Theatre: Provide emergency locking for assembly spaces
- Communications: Renovate 227 and 447-offices and meeting room; 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;
- Dougherty Engineering: Paint 210; Carpet and paint 208 and 508; Ventilation for equipment 304 and 305; Carpet 304, 312,406, 410 and 503
- Dunford Hall: 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
- Early Learning Center: Additions to playgrounds at White and Lake Avenues; Repairs around amphitheater (Lake Ave.)
- Hodges Library: Classroom upgrades
- Hoskins Library: Renovate 114 for classroom
- Humanities and Social Sciences: Classroom Upgrades
- Jessie Harris: Paint 418 and 421
- JIAM: Mechanical analysis to determine capacities to add more fume hoods
- 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
- North Greenhouse: New lights 109
- Presidential Court: Repair doors at loading dock
- Sigma Chi Fraternity: Install sink, toilet and fire alarm device
- SMC: Renovate 2nd floor-paint, carpet, lighting
- SERF: Remove cold room in 626

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CONSTRUCTION CONTINUED:

- 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)
- Thackston School House: Renovate for Pediatric Language Center
- Tom Black Track: Add water line at main gate; Raise drain to ground level
- UT Visitor Center: Renovation for Creamery
- Vet Med Center: Replace seating A118 and repair seating A335; Lobby renovations

The Comment Box On Page 8

Join Facilities Services on Social Media



@utkfacserv



@utfacilities



@UTFacilitiesServices

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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THE • COMMENT • BOX

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: Why are people that have to pay to park at Facilities having to pay while others get to park here for free? This is not right.

Response: *As you know, parking at the lot on Concord is free. In normal circumstances, you must pay and have a Lot Permit 50 to park next to the FSC building.*

This summer as part of the Covid Crisis that requirement to pay for parking at Lot 50 was waived - just like the requirement to pay to park in any campus lots and have a permit for that particular lot was waived. This allowed all of our employees to drive directly to their job site, project, work and meeting. They could also move their vehicle from FSC to campus, around campus and back. With students, faculty and most staff off campus, UTK Parking and Transportation were able to allow this flexibility for a limited time this summer. This flexibility reduced the need for our van and allowed our team to more efficiently undertake the enormous volume of work we had this summer.

With the return of Fall semester, you must again now pay and have a Lot 50 Permit to park in the lots near FSC or the lots on Campus. Parking at Concord will remain free (although you do need to get a permit from PTS).

Sorry for the confusion caused by the change and flexibility PTS gave this summer

Comment: It is well known that Dave is pushing for a stricter dress code with the Culture Committee. If Dave intends to use this COVID crisis as an excuse or opportunity to make dress code stricter, that is a very stupid thought. This is exactly the time to reduce or eliminate unimportant rules like dress codes, not to increase them. His desire to squeeze tighter on things that don't matter makes his actual opinion about the workers clear, no matter what he says in our departmental meetings.

Response: *Interesting that something that is a completely untrue rumor "is well known". It is absolutely untrue that I want a stricter dress code or that "Dave intends to use this COVID crisis as an excuse or opportunity to make dress code stricter." However, THANK YOU for asking the question. It allows me to clear up any of these rumors and inaccuracies.*

I asked the Culture Committee to review our Uniform Policy for several reasons. First, we had not examined the policy since late 2013. It seemed as part of our departmental reorganization we should regularly revisit our policies and all aspects of our department. As you note, circumstances change- we need to review policies and procedures to see if they need to change as well.

Secondly, the existing policy is a combined "Professional Image and Conduct Policy". In the context of improving our departmental policy, the Culture Committee did some great work and made some great recommendations

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THE • COMMENT • BOX

regarding the first portion of that policy- Professional Image. Several of them suggested we revise the existing policy, splitting it into one policy that addresses Professional Image and our Culture and another devoted just to our Uniform policies. I agreed and asked them to review the existing policy with those thoughts in mind.

Third, over time different areas had gradually varied in what items we supplied to employee as part of their standard supplied uniform. Some of that related to the work and location of what employees do as a regular part of their job. However, those differences grew from that such that now we were not providing uniform pieces fairly and equally.

Most importantly, however, over the course of seven years, different portions of our department grew to interpret portions of the policies differently. What was allowed or overlooked in one area was resulting in an employee getting written up in another. That seemed unfair- if their work situation is the same, we need to treat our team equally.

For these reasons, I asked the Culture Committee to review the existing policy, what we were doing currently and make suggestions for changes (if any). They have proposed two different policies- a Professional Image Policy and a separate Uniform Policy. This Fall, once classes start, I plan to review their recommendations with them. Once they finalize their proposal, I will send to both the Directors and the ERC for their review, comments, recommendations and suggested changes or addition- a process by the way we use for any FS policy. At that time,

you will have opportunities for input- I urge you to do so.

A final comment: I agree the COVID Crisis "is exactly the time to reduce or eliminate unimportant rules". However I do NOT put these two policies in the category of "unimportant rules". Nor is it part of my "desire to squeeze tighter on things that don't matter". The Image we present to our Campus, students, faculty, staff, visitors and Alumni matters critically. It impacts our credibility, their willingness to work with and support us, how many resources we receive and the entire view of our Department and our team. If you doubt the importance of that, think back to the overwhelming support we received during the outsourcing nightmare. We will still have a Uniform Policy and "Dress Code". Our aim is to make sure it accomplishes the goals of showcasing and illustrating our Department's professionalism fairly and equitably.